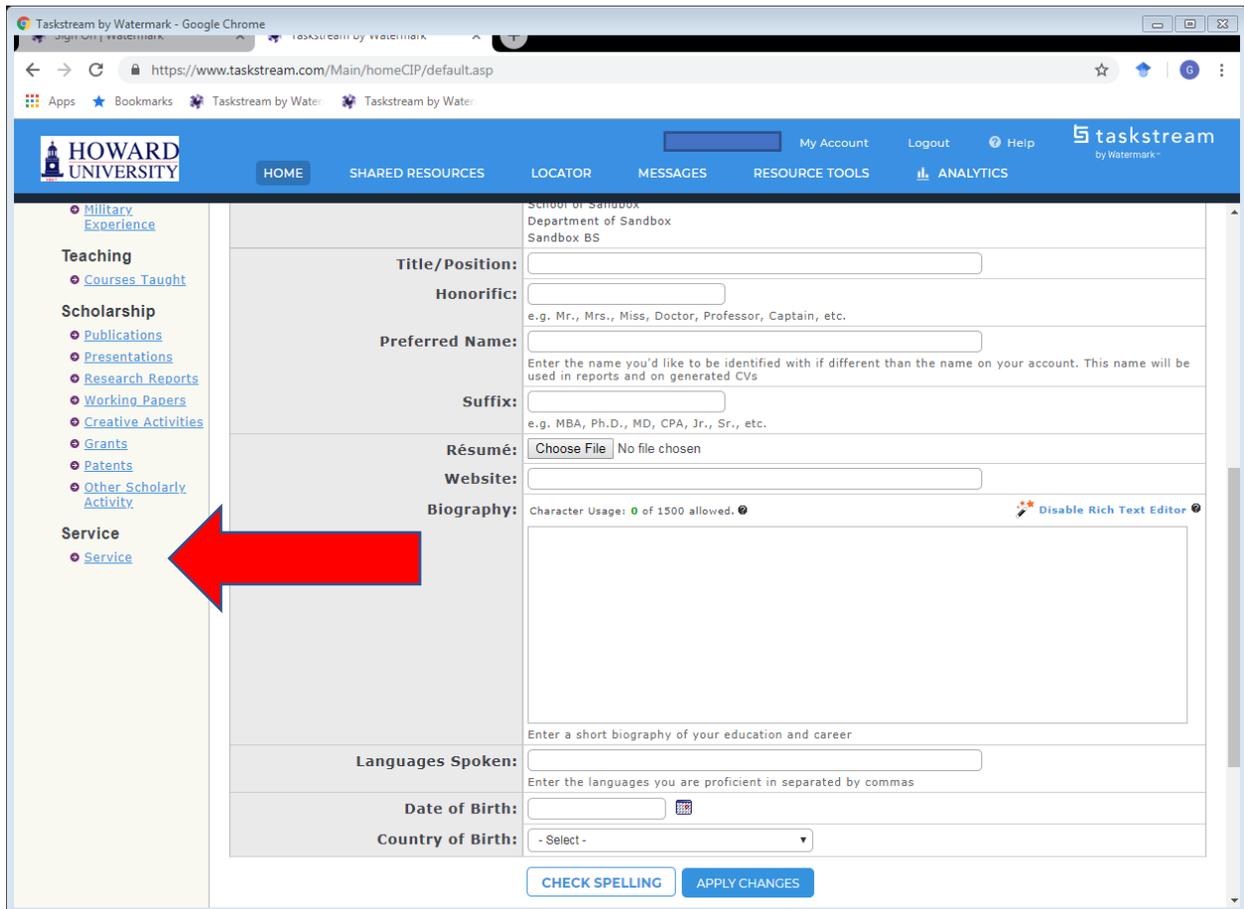


Taskstream Training: Faculty Credentials Service

1. To complete the “Service” section, select the “Service” link.



The screenshot shows the Taskstream Faculty Credentials Service form. The left-hand navigation menu includes the following sections:

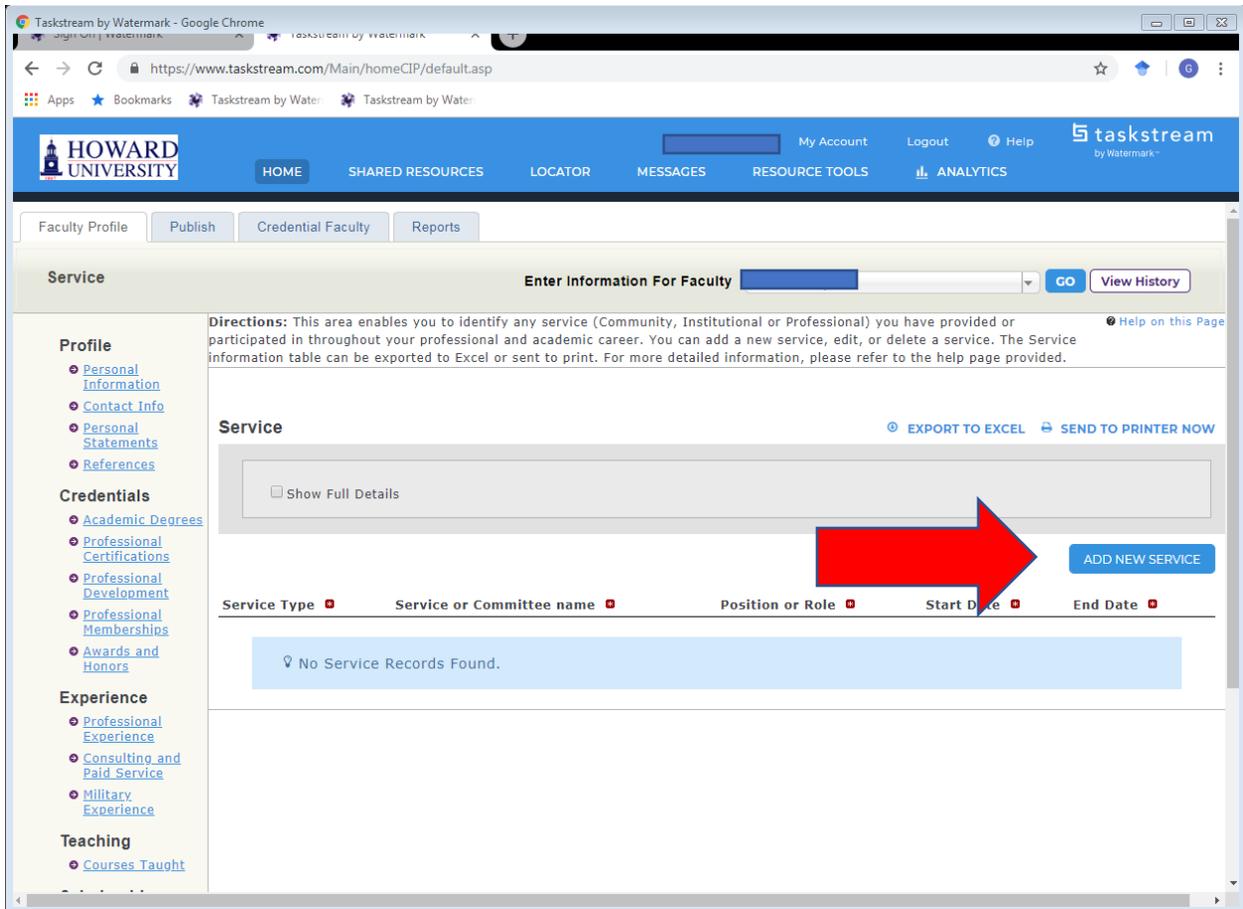
- Military Experience
- Teaching
 - Courses Taught
- Scholarship
 - Publications
 - Presentations
 - Research Reports
 - Working Papers
 - Creative Activities
 - Grants
 - Patents
 - Other Scholarly Activity
- Service
 - Service

The main form area contains the following fields:

- Title/Position:** School of Sandbox, Department of Sandbox, Sandbox BS
- Honorific:** e.g. Mr., Mrs., Miss, Doctor, Professor, Captain, etc.
- Preferred Name:** Enter the name you'd like to be identified with if different than the name on your account. This name will be used in reports and on generated CVs
- Suffix:** e.g. MBA, Ph.D., MD, CPA, Jr., Sr., etc.
- Résumé:** Choose File | No file chosen
- Website:**
- Biography:** Character Usage: 0 of 1500 allowed. Disable Rich Text Editor
- Languages Spoken:** Enter the languages you are proficient in separated by commas
- Date of Birth:**
- Country of Birth:** - Select -

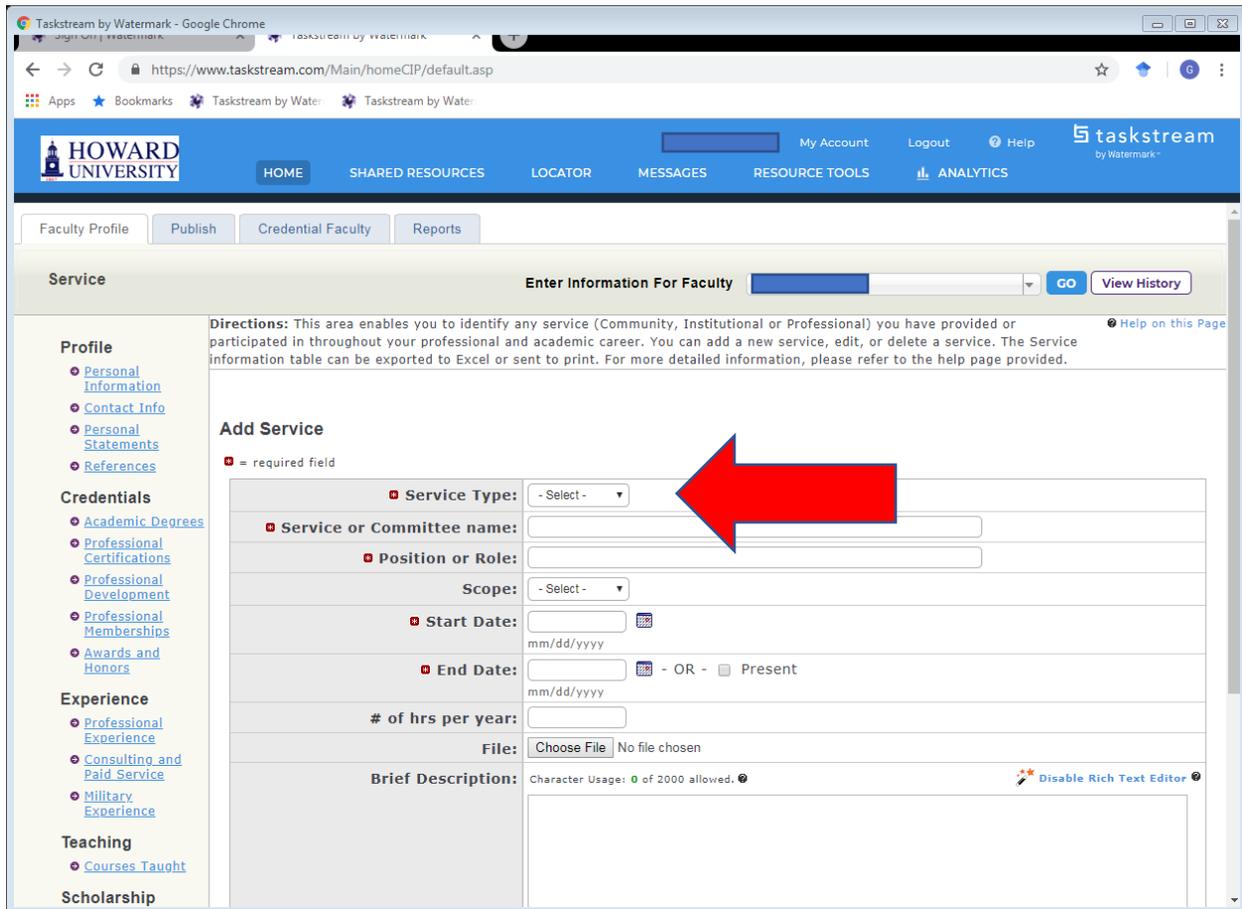
Buttons at the bottom of the form: CHECK SPELLING, APPLY CHANGES

2. After selecting “Service,” you will see the following screen. Click on the “Add New Course” button.



The screenshot displays the 'Service' page in the Taskstream by Watermark system. The page header includes the Howard University logo and navigation links such as HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area is titled 'Service' and features a search bar labeled 'Enter Information For Faculty' with a 'GO' button and a 'View History' link. Below the search bar, there are instructions: 'Directions: This area enables you to identify any service (Community, Institutional or Professional) you have provided or participated in throughout your professional and academic career. You can add a new service, edit, or delete a service. The Service information table can be exported to Excel or sent to print. For more detailed information, please refer to the help page provided.' The page also includes a 'Service' section with a 'Show Full Details' checkbox and an 'EXPORT TO EXCEL' button. A red arrow points to the 'ADD NEW SERVICE' button. Below this, there is a table with columns for 'Service Type', 'Service or Committee name', 'Position or Role', 'Start Date', and 'End Date'. The table currently displays 'No Service Records Found.'

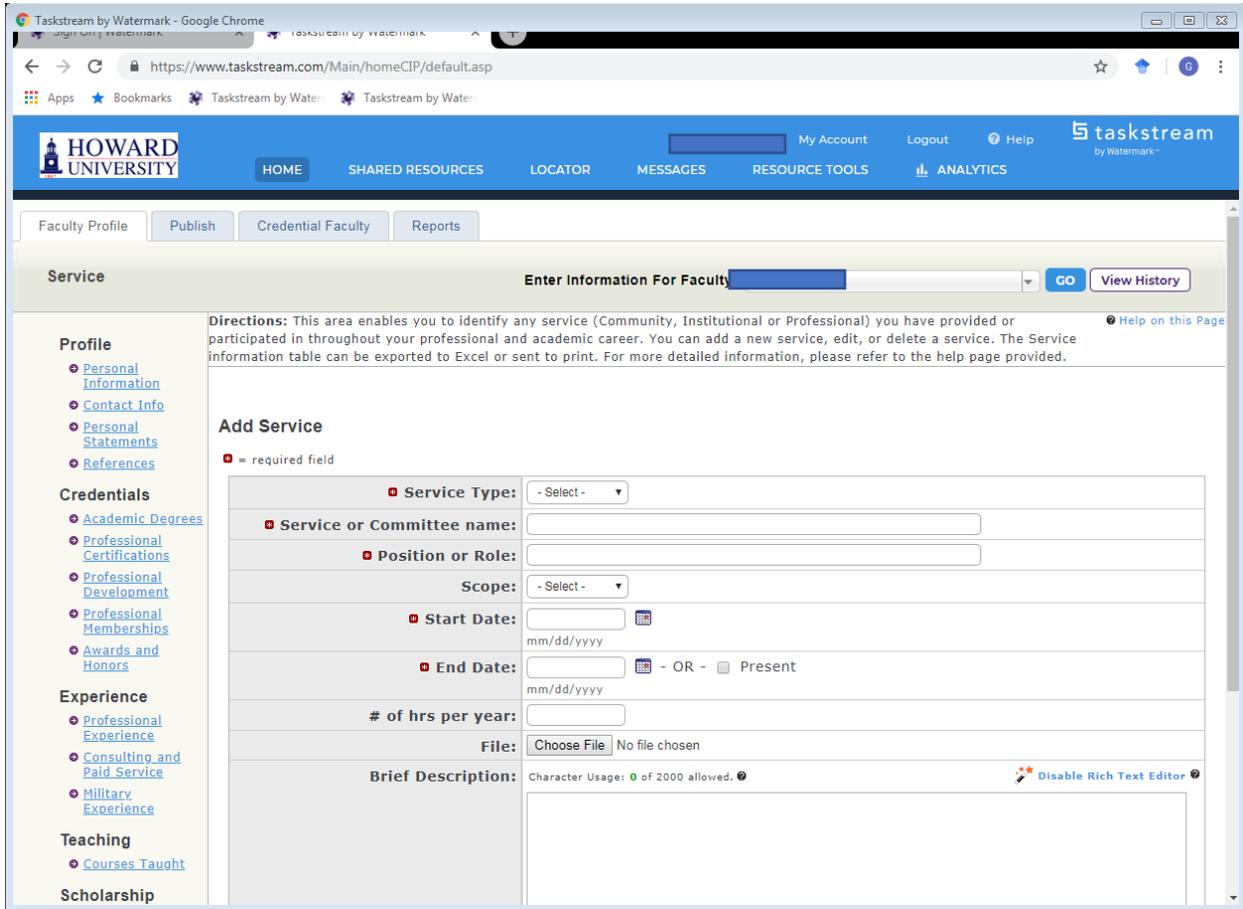
3. First, select an institution (Howard University AMS).



There are three service types in the Taskstream “Service” module. Service activities should be properly labeled so that faculty can appropriately generate department-wide reports. You are not responsible for entering “Community” service activities.

- **Community service includes service to the larger community (pro bono consulting, good works, volunteering)**
- **Institutional service must include the following as applicable:**
 - Institutional service including campus committees, department committees, student advisor positions, etc.
 - Thesis and dissertation committee service
- **Professional service must include the following as applicable:**
 - Service to academic journals (editor, reviewer, etc.)
 - Service to academic or professional organizations (leadership, reviewer, moderator, etc.)

4. Complete all other sections with a red star.



Taskstream by Watermark - Google Chrome
 https://www.taskstream.com/Main/homeCIP/default.asp

HOWARD UNIVERSITY | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Faculty Profile | Publish | Credential Faculty | Reports

Service: Enter information for Faculty [Name] [GO] [View History]

Profile

- Personal Information
- Contact Info
- Personal Statements
- References

Credentials

- Academic Degrees
- Professional Certifications
- Professional Development
- Professional Memberships
- Awards and Honors

Experience

- Professional Experience
- Consulting and Paid Service
- Military Experience

Teaching

- Courses Taught

Scholarship

Directions: This area enables you to identify any service (Community, Institutional or Professional) you have provided or participated in throughout your professional and academic career. You can add a new service, edit, or delete a service. The Service information table can be exported to Excel or sent to print. For more detailed information, please refer to the help page provided.

Add Service

■ = required field

Service Type: - Select -

Service or Committee name: [Text Field]

Position or Role: [Text Field]

Scope: - Select -

Start Date: [Text Field] [Calendar Icon]
mm/dd/yyyy

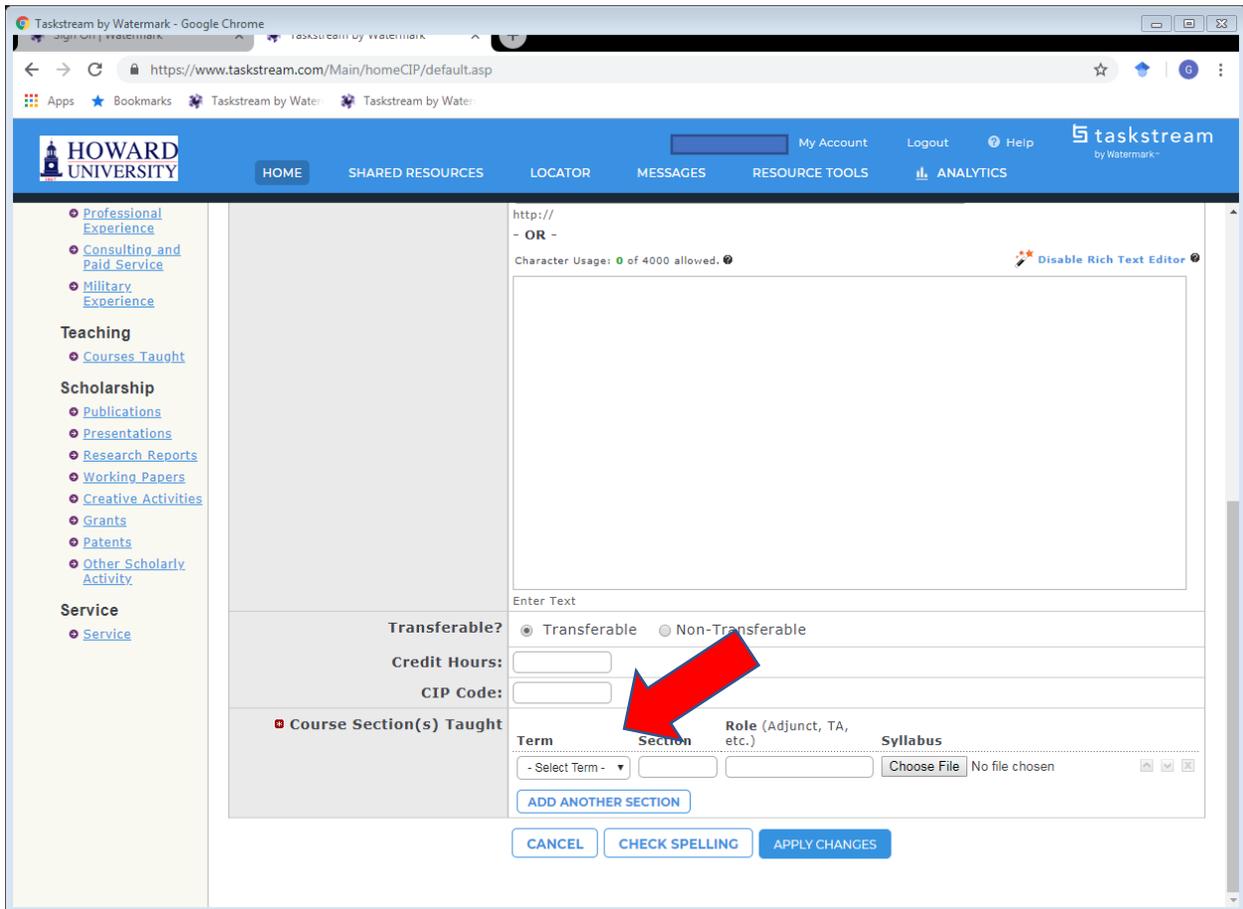
End Date: [Text Field] [Calendar Icon] - OR - Present
mm/dd/yyyy

of hrs per year: [Text Field]

File: Choose File | No file chosen

Brief Description: Character Usage: 0 of 2000 allowed. [Disable Rich Text Editor]

5. Make sure to complete the “Course Section(s) Taught.”



The screenshot shows the Taskstream by Watermark interface. The top navigation bar includes the Howard University logo, a search bar, and links for My Account, Logout, and Help. Below the navigation bar, there are tabs for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area is divided into a left sidebar and a main form area. The sidebar contains links for Professional Experience, Consulting and Paid Service, Military Experience, Teaching (with a sub-link for Courses Taught), Scholarship (with links for Publications, Presentations, Research Reports, Working Papers, Creative Activities, Grants, Patents, and Other Scholarly Activity), and Service (with a sub-link for Service). The main form area is titled 'Course Section(s) Taught' and contains several fields: 'Transferable?' with radio buttons for 'Transferable' (selected) and 'Non-Transferable'; 'Credit Hours:' with an input field; 'CIP Code:' with an input field; and a table for 'Course Section(s) Taught'. The table has columns for 'Term', 'Section', 'Role (Adjunct, TA, etc.)', and 'Syllabus'. The 'Term' column has a dropdown menu with '- Select Term -'. The 'Section' column has an input field. The 'Role' column has an input field. The 'Syllabus' column has a 'Choose File' button and the text 'No file chosen'. Below the table is an 'ADD ANOTHER SECTION' button. At the bottom of the form are three buttons: 'CANCEL', 'CHECK SPELLING', and 'APPLY CHANGES'. A red arrow points to the 'Section' dropdown menu.



6. Do this for all courses taught at Howard for the last three years. A unique entry should exist for every section taught every semester.

For example, if you taught ACCT 101 (Sections 100 and 200) in Fall 2017 and ACCT 101 (Sections 100 and 200) in Spring 2018, you would have four unique entries.

ACCT 101, 100, Fall 2017
ACCT 101, 200, Fall 2017
ACCT 101, 100, Spring 2018
ACCT 101, 200, Spring 2018

7. Click the “Apply Changes” button when you are done.