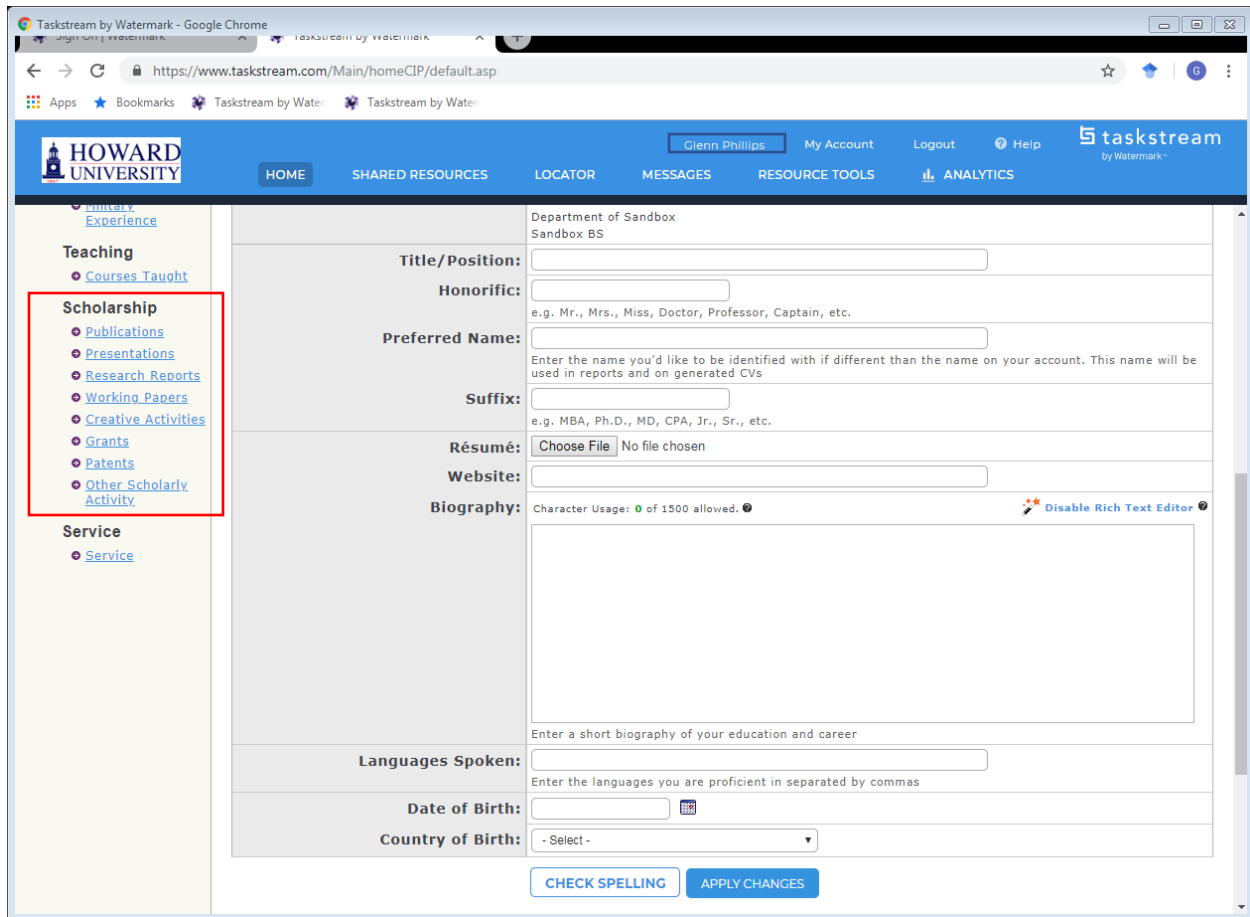


## Taskstream Training: Faculty Credentials Scholarship

- To complete the “Scholarship” section, faculty must complete seven of the eight sections as applicable. Faculty do not need to complete the “Working Papers” section or any section that is not applicable to their field (i.e. “Creative Activities”).



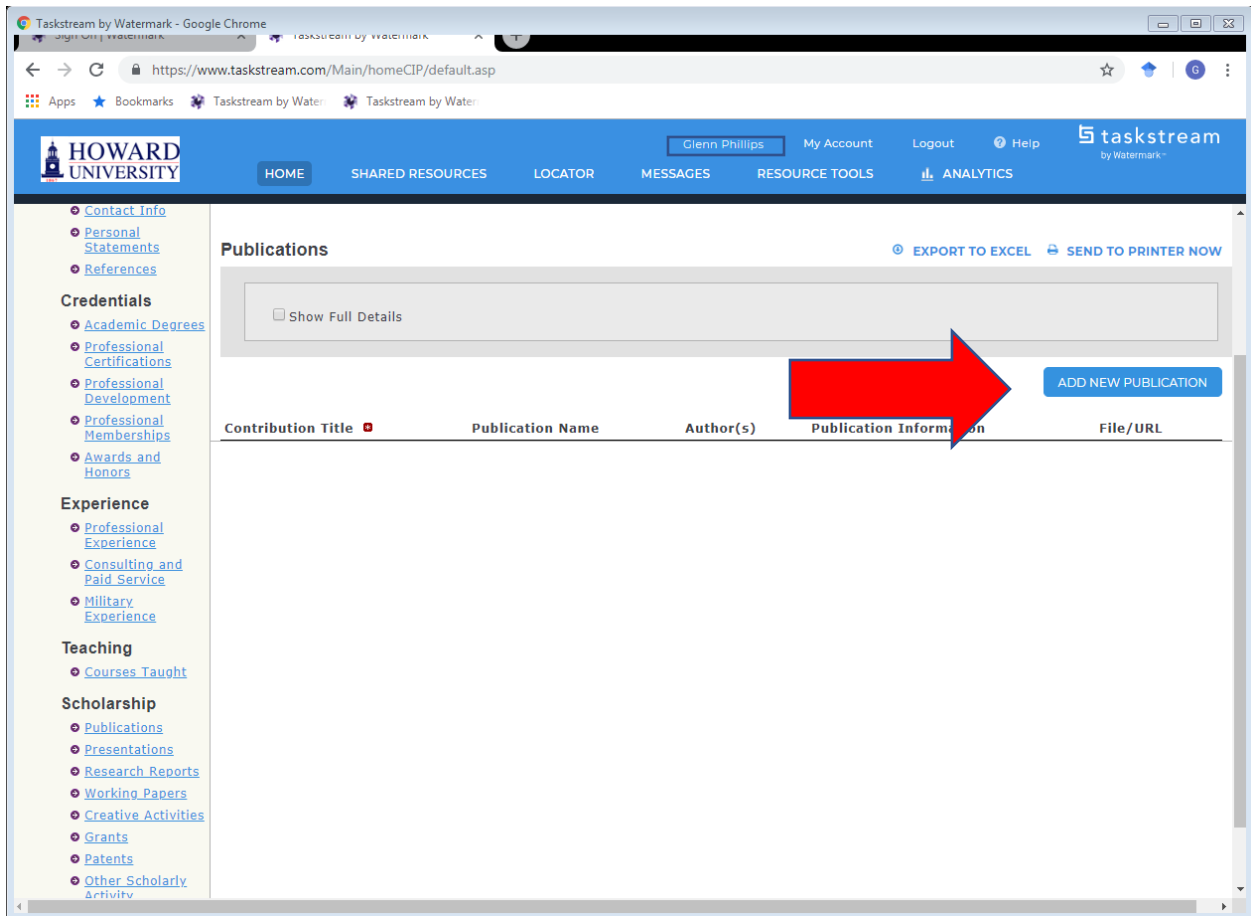
The screenshot shows the Taskstream interface for a faculty member's profile. The left sidebar contains a navigation menu with the following items: Primary Experience, Teaching (Courses Taught), Scholarship (highlighted with a red box), and Service (Service). The Scholarship section includes sub-items: Publications, Presentations, Research Reports, Working Papers, Creative Activities, Grants, Patents, and Other Scholarly Activity.

The main content area displays the following form fields:

- Department of Sandbox** / Sandbox BS
- Title/Position:**
- 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:**  No file chosen
- Website:**
- Biography:**  (Character Usage: 0 of 1500 allowed.
- Languages Spoken:**  (Enter the languages you are proficient in separated by commas)
- Date of Birth:**
- Country of Birth:**  (- Select -)

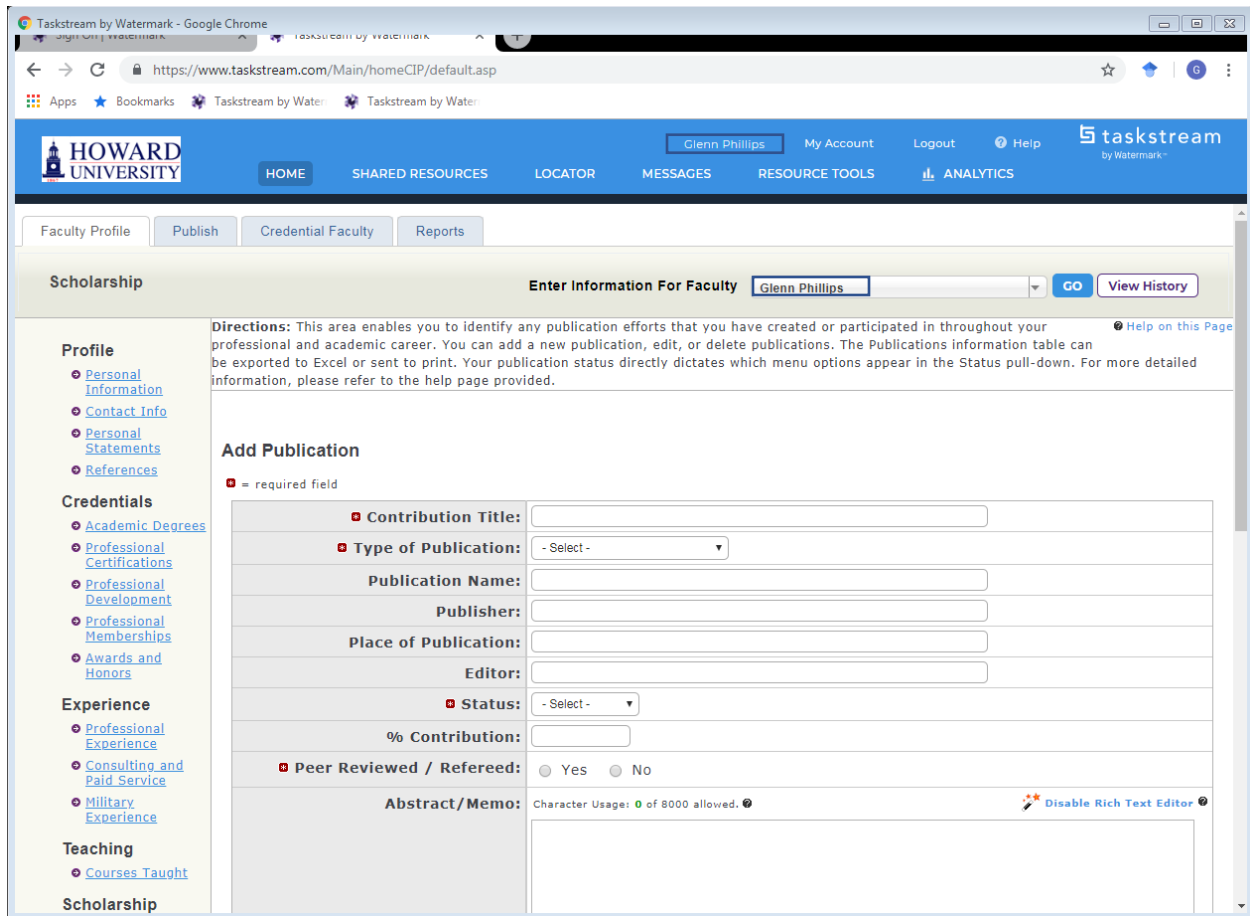
Buttons at the bottom:

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



The screenshot shows the 'Publications' page in the Taskstream by Watermark system. The page has a blue header with the Howard University logo and navigation links. A left sidebar contains a menu with categories like Contact Info, Credentials, Experience, Teaching, and Scholarship. The main content area is titled 'Publications' and features a table with columns: Contribution Title, Publication Name, Author(s), Publication Information, and File/URL. A red arrow points to the 'ADD NEW PUBLICATION' button in the top right corner of the table area.

- Complete all areas that have a red star. These are required. After you have completed the required field, select the “Apply Changes” button.



**Scholarship** Enter Information For Faculty Glenn Phillips

**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 publication efforts that you have created or participated in throughout your professional and academic career. You can add a new publication, edit, or delete publications. The Publications information table can be exported to Excel or sent to print. Your publication status directly dictates which menu options appear in the Status pull-down. For more detailed information, please refer to the help page provided.

**Add Publication**

★ = required field

★ Contribution Title:	<input type="text"/>
★ Type of Publication:	<input type="text" value="- Select -"/>
Publication Name:	<input type="text"/>
Publisher:	<input type="text"/>
Place of Publication:	<input type="text"/>
Editor:	<input type="text"/>
★ Status:	<input type="text" value="- Select -"/>
% Contribution:	<input type="text"/>
★ Peer Reviewed / Refereed:	<input type="radio"/> Yes <input type="radio"/> No
Abstract/Memo:	<input type="text" value="Character Usage: 0 of 8000 allowed."/>

Please note that though the “Publication Name” field is not required, it should be completed.

Also, note that when you first put in your information, you will not see an area for “Date.” After selecting the status of your publication as “Published” and selecting “Apply Changes,” the system will then ask for “Date Published.”

This feature is necessary as some works are entered that are Submitted, Proposed, or In Progress.

You should enter publications for at least the last three years. Your Chair may request up to five.



4. Repeat steps 1-3 for all other sections within “Scholarship” except for “Working Papers.”
5. Areas which are not applicable to a faculty member can be left blank.