



## Watermark FS Documentation

### Using Watermark FS for the Reassigned Time Process

#### Reassigned Time Evaluators

Reassigned time is approved in Watermark FS. This guide provides information about the overall procedure of using Watermark FS for the reassigned time process as well as detailed instructions for completing each step.

#### OVERALL PROCEDURE

- Step 1: After the reassigned time activities have been completed, the reassigned time evaluator runs the **Reassigned Time** report to access the faculty member's narrative of what was accomplished during the reassigned time.
- Step 2: After reviewing the faculty member's narrative, the evaluator manages the faculty member's Watermark FS account and accesses the **Reassigned Time** screen item for the reassigned time being evaluated.
- Step 3: The evaluator adds evaluation information to **Section IV: For Evaluator—Evaluation of Reassigned Time Activities** in the faculty member's **Reassigned Time** screen item.

#### LOG ON TO WATERMARK FS

To complete these steps you must be logged on to Watermark FS:

1. Go to <https://www.msudenver.edu/watermark-fs/>.
2. Click **Logon to Watermark FS**.
3. Enter your **MSU Denver NetID** and **Password**. This is the same NetID and password you use to log on to your office computer or your MSU Denver email account.

#### STEP 1:

#### RUN THE REASSIGNED TIME REPORT

To access the faculty member's narrative of what was accomplished during the reassigned time, run the **Reassigned Time** report.

1. Click **Reports** at the top of the screen.
2. Click **Reassigned Time**.
3. The default **Start Date** and **End Date** should be fine, but change them if necessary. Make sure the dates are inclusive of all the Reassigned Time projects being evaluated.

## WATERMARK FS TIPS

- If you don't see the names of the faculty you will be evaluating, please contact the Office of Faculty Affairs to have your Watermark FS security role temporarily updated to "Committee Chair".
- If any of the faculty members make changes to any of their files after you have run the Reassigned Time report, you have to run the report again to obtain the links to the most current files.
- For information about opening files using the hyperlinks in the Reassigned Time report, please see the "Accessing Files Using Watermark FS Reports" document located on the MSU Denver Watermark FS webpage at <https://www.msudenver.edu/watermark-fs/faculty-resources/>.

3. Under **Whom to Include**, click **Change selection**. A window opens enabling you to choose a method for selecting the faculty to be included in the report.

*To select all the faculty with reassigned time within a **college**:*

- A. Click **College**. All the colleges and schools are automatically selected.
- B. Click the checkbox next to **College** to de-select the entire list.
- C. Click the checkbox next to the college(s) to be included in the **Reassigned Time** report.
- D. Click **Save**.

*To select all faculty with reassigned time within a **department**:*

- A. Click **Department**. Every department is automatically selected.
- B. Click the checkbox next to **Department** to de-select the entire list.
- C. Click the checkboxes next to the department(s) to be included in the **Reassigned Time** report.
- D. Click **Save**.

*To select **individual** faculty members' portfolios:*

- A. Click **Individual**. Every individual faculty member is automatically selected.
- B. Click the checkbox next to **Individual** to de-select the entire list.
- C. Click the checkboxes next to the faculty member(s) to be included in the **Reassigned Time** report.
- D. Click **Save**.

4. Under **File Format**, you can leave the file format as Microsoft Word or select another option from the drop-down menu.
5. Click **Run Report** in the upper-right corner.
6. From the window that opens you can choose to open or save the file.

## STEP 2:

### ACCESS THE FACULTY MEMBER'S REASSIGNED TIME SCREEN ITEM

To access the current **Reassigned Time** screen item for the faculty member you are reviewing:

1. Click **Activities** at the top of the screen and then click **Manage Data**.
2. From the **User** drop-down menu, select the name of the faculty member being evaluated.
3. Click **Continue**.
4. The top of the screen now says, **You are currently managing data for [faculty member]**.
5. On the Manage Activities Menu under **General Information**, click **Reassigned Time: Tenure and Tenure-Track Faculty**.
6. A list of the faculty member's reassigned time screen items based on the reassigned time activity type (e.g., Department, School, College, University, Grant Related) and the time frame of the reassigned time is displayed. Click the link to the applicable reassigned time screen item.

## STEP 3:

### ADD YOUR EVALUATION

Your evaluation is added under **Section IV: For Evaluator—Evaluation of Reassigned Time Activities** on the **Edit Reassigned Time** screen item. To enter your evaluation information:

1. In the **Date of Review** field, enter the current date.
2. In the **Evaluation Completed by** field, select your name from the list.
3. In the **Evaluator's Title** field, enter your title.
4. From the **Rating** drop-down menu, select your rating.
5. Enter your evaluation in the **Evaluation Narrative** text box.
6. If you want to upload additional evaluation documentation, click **Choose File**.
7. Click **Save** in the upper right corner.