



Watermark FS Documentation

Using Watermark FS for Portfolio Preparation and Submission

Lecturer

This document describes the following basic steps for using Watermark FS for the MSU Denver Lecturer evaluation process:

Step 1: Create a **Portfolio and Narrative Submission** screen item.

Step 2: Add your information to various Watermark FS screens.

Step 3: Prepare your portfolio for submission.

- A. Run the Portfolio report.
- B. Review your portfolio for completeness and accuracy.
- C. Test all of the hyperlinks within your portfolio.
- D. Save your finalized portfolio.

Step 4: Submit your portfolio by uploading it to the **Portfolio and Narrative Submission** screen item that you created.

Step 5: Access the letters you receive from the various levels of review.

To complete the steps above, you must first log in to Watermark FS:

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

STEP 1:

CREATE A PORTFOLIO AND NARRATIVE SUBMISSION SCREEN ITEM

1. Click the **Portfolio and Narrative Submission** link under **General Information** on the Manage Activities Menu.
2. Click **Add New Item** in the top-right corner.
3. Under the **Section I. Portfolio Submission Process** heading, complete **Step 1**:
 - A. In the **Date Due—Portfolio** field select your portfolio due date.
 - B. In the **Type of Review** field, select **Category II**.
 - C. In the **Type of Application** field, select the appropriate contract type.
4. Click **Save** in the upper-right corner.

STEP 2:

ADD INFORMATION TO WATERMARK FS SCREENS

Any Lecturer member who wants to be reappointed will undergo a review by submitting a portfolio to the department chair. See the table on the following page for the items to be included in your portfolio.

Materials	Watermark FS Screen
Annotated CV	Multiple screens will be used to produce your CV
Narrative	Portfolio and Narrative Submission screen
SRLs	SRLs are automatically imported from Banner
Peer Observation (as determined by your department)	Summative: Summative Peer Observation screen Formative: Scheduled Teaching screen
Reassigned Time Evaluations and Reports (if applicable)	Reduced Teaching Load: Lecturer screen
Other documents as determined by your department (course syllabi, exams, assignments, assessments, evidence of scholarly activities, or service)	Documents not already uploaded to Watermark FS may be uploaded to the Department Required Review Materials screen. Any documents already uploaded to Watermark FS may be designated for inclusion in the portfolio by selecting 1 from the Include in Portfolio Additional Materials drop-down menu for that file.

WATERMARK FS TIPS

For information about the type of faculty activities that are normally added to the various screens, please see the "Quick Reference Guide to Watermark FS Screens" on the [MSU Denver Watermark FS website](#). If you are still uncertain about where to enter a specific type of activity, please consult your department chair or dean's office.

WATERMARK FS TIPS

Avoid using spaces in the filenames of files you upload to Watermark FS.

WATERMARK FS TIPS

If you click **Cancel**, any information you entered on that screen will not be saved.

Adding Information into Watermark FS

When you initially log on to Watermark FS, the Manage Activities Menu is displayed. This menu is organized by headings that correspond to the type of information that can be entered using the links below that category.

1. Select the link that best corresponds to the type of information to be entered.
2. Add your information into the data entry boxes. You only need to add information to the screens and data entry fields that pertain to you; you do not need enter information into every screen or field.

Uploading Files

To upload a file to a screen in Watermark FS:

1. Click **Choose File**.
2. Navigate to the file to be uploaded.
3. Once the file has been uploaded, verify that the name of the uploaded file is displayed.

Saving Your Information

When you have finished adding your information on a Watermark FS screen, you need to save it. To save your information and go back one screen, click **Save** in the upper-right corner. To save your information and add another item, click **Save + Add Another** in the upper-right corner.

STEP 3: PREPARE PORTFOLIO FOR SUBMISSION

WATERMARK FS TIPS

Your narrative file as well as all other files you want to include in your portfolio must be uploaded to the appropriate screen in Watermark FS prior to running the final version of your portfolio. This ensures that hyperlinks to the files will be included in your final portfolio.

WATERMARK FS TIPS

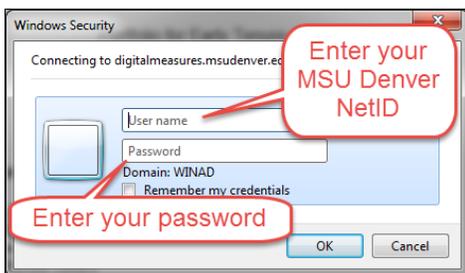
If you run and save your Portfolio report as a Word document (.doc or .docx), do **not** re-save it as a different file format, such as PDF. Or when using a Mac computer, if the report is in a Rich Text Format (.rtf), do **not** re-save it as a Word document. If you do re-save your Portfolio report as a different file format, all the hyperlinks in the report will be broken.

The Portfolio report will automatically pull in the materials that are required for the **Type of Review** you selected on the **Portfolio and Narrative Submission** screen item you created for the current review year. Run your Portfolio report as often as needed in order to review and edit it until it is ready for submission. Before running the final version of your Portfolio report, your narrative file needs to be uploaded to the **Portfolio and Narrative Submission** screen item for the current review year.

1. To upload your narrative file:
 - A. From the Manage Activities Menu, click **Portfolio and Narrative Submission**.
 - B. Select the current review year.
 - C. In **Section I. Portfolio Submission Process** under **Step 2**, select the date you are submitting your narrative in the **Date Submitted—Narrative** field.
 - D. Click **Choose File** next to **Narrative**.
 - E. Navigate to your narrative file.
2. To run your Portfolio report:
 - A. Click the **Rapid Reports** button in the upper-right corner.
 - B. From the **Report** drop-down menu, select **Portfolio**.
The default dates should be adequate.
 - C. Click **Run Report**.
After running the Portfolio report, you can open or save it.
3. Verify your portfolio for completeness and accuracy. Make any necessary changes to the entries using the appropriate data entry screens.
4. Repeat steps 2 and 3 above as many times as needed until all corrections and additions have been made.
5. Run and save the final version of the Portfolio report. This is the file you will upload in Step 5.

WATERMARK FS TIPS

Testing to make sure all your hyperlinks work is extremely important because if they do not work, reviewers will not be able to open your uploaded files. You will then be asked to fix your hyperlinks which slows down and complicates your portfolio review process.



STEP 4:

SUBMIT YOUR PORTFOLIO

Test all the Hyperlinks in your Portfolio Report

You should verify that the hyperlinks in your Portfolio report work. If your Portfolio report is a PDF, left-click the hyperlinks to open the files. If your portfolio is a Word file, right-click the hyperlinks and select **Open Hyperlink** to open the files.

If you are using a PC, the Windows Security window (shown to the left) opens. Enter your MSU Denver NetID and password and click **OK**. If the computer you are logged into is not connected to the MSU Denver network, you will be prompted twice for your login credentials. You should use your MSU Denver NetID and password each time.

If you are using a Mac, the Login window (shown to the left) opens. Enter your MSU Denver NetID and password and click **Log In**. If the computer you are logged into is not connected to the MSU Denver network, you will be prompted twice for your login credentials. You should use your MSU Denver NetID and password each time.

If you are using a Mac make sure you have the latest version of the following software:

- Safari 6.0 or higher or Firefox 15 or higher
- Microsoft Word 14.2.3 or higher
- Acrobat Reader (latest version)

If you need help with updating or installing any of the software listed above, contact the Technology Services Helpdesk at 303-352-7548.

The last step in the process is to submit your final portfolio by uploading it to the **Portfolio and Narrative Submission** screen item for the current review year. *Before submitting your final portfolio, make sure the first item in the Table of Contents of your portfolio is a link to your narrative file. Test the link to make sure it works.*

1. If necessary, click the **Manage Activities** link to return to the Manage Activities Menu.
2. Click the **Portfolio and Narrative Submission** link.
3. Open the **Portfolio and Narrative Submission** screen item for the current review year.

4. Under the **Section I** heading complete **Step 7**:
 - A. Select the date you are submitting your portfolio in the **Date Submitted - Portfolio** field.
 - B. Click **Choose File** next to **Portfolio**.
 - C. Navigate to your Portfolio file.
4. Click **Save** in the upper-right corner.

STEP 5:
ACCESS YOUR REVIEW
LETTERS

After you submit your portfolio, your department chair creates a **Portfolio Review** screen item for your current review year and archives your narrative and portfolio files to it. The review letters and evaluation information you receive from the various review levels are also be uploaded to this **Portfolio Review** screen. To access this information:

1. Click the **Portfolio Review** link under **General Information** on the Manage Activities Menu.
2. Click the current review year.

You have five business days to post a response to each level of review, if you choose to do so. Your response letter should be uploaded to the **Faculty response to letter from Review Level** field within the data entry area for that specific level of review on the **Portfolio Review** screen item. If you do upload a file, remember to click **Save**.

Additional Information

For additional information about using Watermark FS for the portfolio process, please see the MSU Denver Watermark FS webpage located at <https://www.msudenver.edu/watermark-fs/> . For guidance regarding the content of your portfolio such as how to write a narrative or where to enter and/or categorize specific types of activities in Watermark FS, please consult your department chair or dean's office.