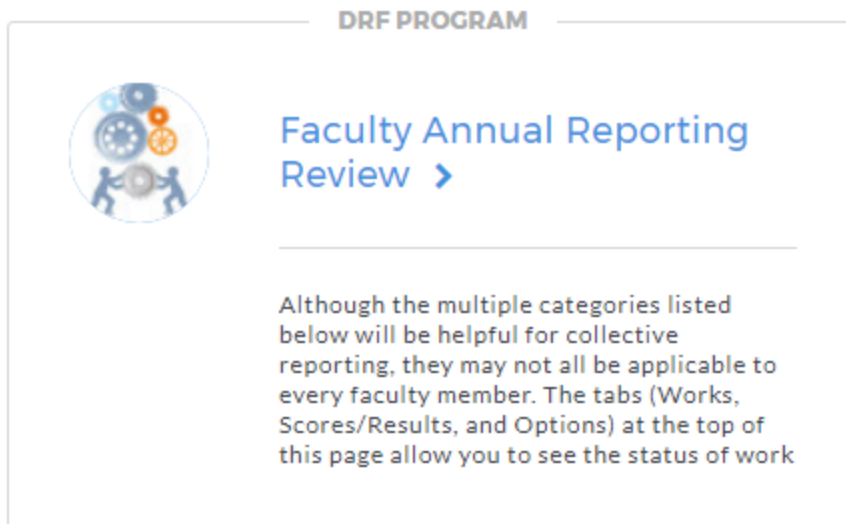


## Uploading and Submitting your Annual Report

- 1) Access the Faculty Annual Reporting Review portfolio in Taskstream, at <http://taskstream.uncc.edu> by logging in with your Niner Net credentials.
  - a. Note: if this is your first Taskstream login, follow the directions in the “Logging in for the First Time” handout for faculty (included in the original email as an attachment).
- 2) Once you are logged in, click the portfolio labelled “Faculty Annual Reporting Review 2017.”



The sections to complete are located on the left side of the screen. Directions are available by clicking the blue “Directions” link in the middle of page. Not all faculty will complete all pieces.

## Faculty Annual Reporting Review

Template: Annual Faculty Report: April 16,2016-Dec 31,2017

Work

Scores/Results

Options

VIEW AS FOLIO

Status: Work Not Started

EXPAND ALL COLLAPSE ALL

Add: Attachments

### Annual Faculty Review Template

Help on this Page

**DIRECTIONS**

Click on the template below, complete, and upload into the Annual Faculty Review Template section of this review. You will need to click on the paperclip at the top beside Attachments to upload.

Add: Attachments

General Information

- Annual Faculty Review Report
- Annual Faculty Review Template
- Current Vitae
- Course Evaluations
- Service to Schools
- Service to Community at Large
- Peer Observ. of Teaching Process
- Teaching Enhancement Plan (TEP)

OUTDATED

- Introductory Information\_OUTDATED
- Teaching\_OUTDATED

- 3) Upload the completed Word document in section 1 under the “Annual Faculty Review Template” section of the Taskstream Portfolio by clicking on the blue “Attachments” button and uploading your document as a Word file.
- 4) Upload a current vitae in section 2.
- 5) Upload your course evaluations in section 3. (OFE/clinical supervision faculty: contact Joyce Frazier for your student teaching evaluations). To access your course Evaluations:
  - a. Go to <https://myevals.uncc.edu/>
  - b. Click on the **Instructors: Access Your Results Here!** link (If the standard reports have been released, but you're not able to access them, make sure you're logging in with your NinerNET user name and password.)
  - c. Click on the quantitative and qualitative reports; “print” as a PDF and save these. IF YOU WANT TO COMBINE ALL FILES INTO A SINGLE PDF, THAT IS FINE.
  - d. Once you have your course evaluations saved (as multiple or single files), click on the paperclip beside the word Attachments (seen above) to attach the PDF document to this section.

6) Complete section 4 (“Extended Service to the Schools”) and section 5 (“Extended Service to the Community”) as appropriate. Note these are forms you complete (not documents you upload). **READ THE DESCRIPTIONS BELOW.**

- a. **Note:** these forms are to capture faculty work that is collaborative and extended in nature. Extended service projects have involved such activities as grant implementation, cooperative research projects, and collaboratively-designed special projects that our candidates carry out at the request of the school/community. The key words are collaborative and extended. The two major non-qualifiers for this particular report are (1) something you or your students would be doing in the normal conduct of a class anyway, and (2) something that is short term or has no outcomes to report.
- b. **To complete the form,** click the blue “FORM” button at the top of the page or you can click “complete this form.”

The screenshot displays the 'Faculty Annual Reporting Review' interface. At the top, it shows the template name 'Annual Faculty Report: April 16,2016-Dec 31,2017' and navigation tabs for 'Work', 'Scores/Results', and 'Options'. The main content area is titled 'Service to Community at Large' and includes a 'Form' button highlighted with a red box. Below this, there are 'DIRECTIONS' and a section for 'FORM: FACULTY ANNUAL REPORT SERVICE\_TO\_COMMUNITY' also highlighted with a red box. The form contains the text: 'Please complete this form as part of this requirement.'

- 7) If applicable, upload a copy of the Peer Observation of Teaching Process form in section 6.
- 8) If applicable, upload a copy of the Teaching Enhancement Plan (TEP) in section 7.
- 9) After you have uploaded all the documents into Taskstream, **you must submit the work in the portfolio by clicking the blue submit work button in the upper right hand corner.** Your work is NOT submitted until you complete this last step.

Congrats! You’re done! 😊 To see the status of your submission, click the “Scores/Results” tab in the upper left corner of your screen.