A Faculty Guide to Watermark: Faculty Success

College of Business
The Florida State University

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**Faculty Success** is a web based application designed to be a one stop shop for business faculty in creating a Curriculum Vitae, Faculty Annual Reports, any accreditation reports, and/or Web Profiles. This guide will describe how and where to enter information into *Faculty Success*.

Login and Overview ............................................. 3
  Login Instructions .................................................................. 4
  Overview of Managing Activities ................................................. 5

General Information Screens .............................................. 7
  Personal and Contact Information ............................................. 9
  Biography and Expertise .......................................................... 10
  Administrative Data-Permanent ............................................... 11
  Administrative Data-Yearly ...................................................... 12
  Awards & Honors .................................................................. 14
  Consulting ............................................................................. 15
  Education ............................................................................. 16
  Faculty Development Activities Attended .................................. 17
  Licensures and Certifications .................................................. 18
  Media Appearances and Interviews .......................................... 19
  Professional Memberships ....................................................... 20
  Work History ........................................................................ 21
  Workload Information ............................................................. 22

Teaching Screens ................................................................. 23
  Academic Advising .................................................................. 25
  Directed Student Learning ...................................................... 26
  Non-Credit Instruction Taught .................................................. 27
  Scheduled Teaching ................................................................ 28
  Teaching Innovation and Curriculum Development .................. 31
Scholarship/Research Screens ........................................... 32
  Contracts, Fellowships, Grants and Sponsored Research .......... 33
  Intellectual Property (e.g., copyrights, patents) .................... 34
  Presentations .................................................................... 35
  Publications ..................................................................... 36
  Research Activity .......................................................... 40

Service Screens ................................................................. 42
  University ........................................................................ 44
  Professional ...................................................................... 45
  Public ............................................................................... 46

Managing Annual Publication Efforts ................................. 47
  Importing Publication Data from Google Scholar .................. 48

DM & FEAS ......................................................................... 52
  Transferring Faculty Success data into FEAS ....................... 53
Overview

A Faculty Guide to Faculty Success
Login to Faculty Success

1. To access Faculty Success for the College of Business @ Florida State University, go to http://business.fsu.edu/digitalmeasures.

2. Type in your Username (FSUID) and password.

   Internet Explorer, Mozilla Firefox, Google Chrome and Safari are all supported browsers for this program.
Overview of Managing Activities

3. There are 27 separate screens designed to capture any and all annual activity.

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<th>General Information</th>
<th>Faculty Development Activities Attended</th>
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<td>Personal and Contact Information</td>
<td>Licenses and Certifications</td>
</tr>
<tr>
<td>Biography and Expertise</td>
<td>Media Appearances and Interviews</td>
</tr>
<tr>
<td>Administrative Data - Permanent Data</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Yearly Data</td>
<td>Work History</td>
</tr>
<tr>
<td>Administrative Assignments</td>
<td>Workload Information</td>
</tr>
<tr>
<td>Awards and Honors</td>
<td></td>
</tr>
<tr>
<td>Consulting</td>
<td></td>
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<td>Education</td>
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<td>Non-Credit Instruction Taught</td>
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From the Activities Database Main Menu, click on the **Activities** tab.

From here, you can input annual information onto screens from four general areas: **General Information**, **Teaching and Learning**, **Research and Creative Accomplishments**, and **Service**. (Descriptions of each screen are included on subsequent pages)

*Please note: Each screen has a number of required fields, indicated by a red *. You will not be allowed to
save the record until all *’s are completed. Dates are very important on each screen, you cannot save a record without entering a date field (month, day, or year). Date parameters must be chosen when running reports so, please enter all relevant dates (such as a start or end year) to make your reports work correctly. If you leave an end date blank that will mean the service is continuing to the present time. Although most fields are optional, please enter as much information as you can.

4. To access a screen, click its name, it will take you to the summary screen. On the summary screen it will display the records already entered into the system. There are three possible actions you can take, depending on the screen you are in:

- To Add a new record, select the [Add New Item] button, always located at the top right.
- To delete a record, select the check box next to the record, and then select the [Trash] button. You will be prompted with a pop up window verifying you want to delete the selected record.
- To copy a record, select the check box next to the record, and then select the [Duplicate] button. (You cannot copy from one screen to another with this feature, to do that use the PasteBoard).
- To import items in bulk, select the [Import] button (available only for the Publications screen).
- “Read Only” fields are marked with a lock [ ] beside the field. To change the information in these fields, contact your Faculty Success Site Administrator.
- When working in the system, it is important that you preserve modifications by selecting one of the [Save] buttons at the top of the screen when finished. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding. If you do not enter a date field on this screen you will also receive a warning message.
General Information

Screens

A Faculty Guide to Faculty Success
General Information Screens

There are 14 separate screens in this section.

These screens are a repository of personal and professional information that is not likely to change

- Personal and Contact Information
- Biography and Expertise
- Professional Memberships

and, (b) a number of screens that will need to be updated annually

- Administrative Data – Permanent Data
- Administrative Data – Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Appearances and Interviews
- Work History
- Workload Information

Delegated to department administrative staff.

Delegated to department administrative staff.
Personal and Contact Information

- Personal and contact information includes name, address, contact info, etc.
- Some faculty may have data in these fields already, if you do not, please enter this information as best you can. You can contact the Faculty Success Site Administrator (Juan Gonzalez) for changes to locked fields.

Special Notes/Concerns

🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
**Biography and Expertise**

- Personal and contact information includes name, address, contact info, etc.
- Some faculty may have data in these fields already, if you do not, please enter this information as best you can. You can contact the Faculty Success Site Administrator (Juan Gonzalez) for changes to locked fields.

![Edit Biography and Expertise](image)

**Special Notes/Concerns**

🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.

Questions or Support?: jmgonzalez@business.fsu.edu
Administrative Data – Permanent

- Includes information concerning history of faculty ranks and administrative appointments, tenure date, etc.
- Please keep this screen as complete as possible.

Special Notes/Concerns

- *’s indicate required fields. However, please fill out as many fields as you can.
- This information is not likely to change frequently.
**Administrative Data - Yearly**

- This is an annual screen.
- Includes department affiliation, current rank, tenure and graduate faculty status, etc.
- Some information on this page is supplied by the site administrator (fields with lock symbol).

A new page will need to be completed each academic year. Do Not Overwrite Data.

**Special Notes/Concerns**

- *'s represent hidden fields, available only to database administrators.
- **'s indicate required fields. However, please fill out as many fields as you can.
- This information needs to updated each academic year.
Administrative Data - Yearly

- Enter your college, departmental, and university Administrative assignments. This area asks you to include a brief description of responsibilities.
- Once entered, this information does not require update until the assignment changes.

Special Notes/Concerns

- ‘*’s indicate required fields. However, please fill out as many fields as you can.

Do not enter end date until appointment is completed.
Awards and Honors

- Enter any honors or awards for performance (i.e., best paper/best reviewer), professional, teaching, research, or service recognition here.
- **Note:** Receiving a summer research grant or other source of research support should be entered on the “Contracts, Grants, Fellowships and Sponsored Research” screen.

Special Notes/Concerns

- *'s indicate required fields. However, please fill out as many fields as you can.
- **Note:** Receiving a summer research grant or other source of research support should be entered on the “Contracts, Grants, Fellowships and Sponsored Research” screen.
Consulting

- Record consulting activities here, placing each separate contract/assignment in a separate record.
- The key information is your estimate of the approximate number of hours spent per year on each consulting assignment.

In most cases, the choice should be “Applied or Integration/Application Scholarship”. See Deans Office for assistance if you feel other options are more appropriate.

Always provide start and end date, even if activity is ongoing or spans multiple years.

Special Notes/Concerns

- ‘H’s represent hidden fields, available only to database administrators.
- ‘*’s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples.
**Education**

- Enter in your degree information for each of your degrees.
- Please keep this information accurate and up to date.
- Enter “Associated Coursework” only if requested by Chair and/or Dean

**Special Notes/Concerns**

- *’s indicate required fields. However, please fill out as many fields as you can.
**Faculty Development Activities Attended**

- This screen includes any faculty internships, non-degree educational activities, or visiting professorships.

**Special Notes/Concerns**

- _H_ s represent hidden fields, available only to database administrators.
- _*_* s indicate required fields. However, please fill out as many fields as you can.
- _🔒_ Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.

Questions or Support?: jmgonzalez@business.fsu.edu
**Licensures and Certifications**

- Enter all licenses or certifications you may have in this screen.
- Make sure that the Expiration Date is accurate.
- If this licensure/certification requires annual updates, indicate with the “Requires annual continuing education effort?” field.
- Note: if this licensure/certification has lapsed, please enter an expiration date.

**Special Notes/Concerns**

- ☐’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
- ☑ Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

IMPORTANT: Please describe the lic./cert. so we can understand what it is. If Bar Member or CPA licensed in multiple states, create one entry and list multiple states in this space.

If lic./cert. has lapsed, please enter expiration date.
Media Appearances and Interviews

Enter any media contact information on this screen.

TV, Radio, Newspaper, Magazine, Internet, etc.

If unknown, list “Unknown”

Special Notes/Concerns

- **H**’s represent hidden fields, available only to database administrators.
- ***’s indicate required fields. However, please fill out as many fields as you can.
- 🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
Professional Memberships

This information is optional.

Special Notes/Concerns

- **H**’s represent hidden fields, available only to database administrators.
- ***’s** indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples
Work History

- Please keep this information up to date.
- This screen is particularly important for instructors with non-university experience (past or current).

Special Notes/Concerns

- *'s represent hidden fields, available only to database administrators.
- *'s indicate required fields. However, please fill out as many fields as you can.
- Lock icon: Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples.
Workload Information

- Please enter the Workload (AOR) assignment given to you by your chair/supervisor for each semester.

You will need to enter a different Workload item for each semester.

Special Notes/Concerns

- ❂’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
-🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
Teaching Screens

A Faculty Guide to Faculty Success
Teaching Screens

There are 5 Teaching Screens:

- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Teaching Innovation and Curriculum Development
**Academic Advising**

- Please enter any advising that you need to report.

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**Special Notes/Concerns**

- ‘H’ s represent hidden fields, available only to database administrators.
- ‘*’ s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples
Directed Student Learning (e.g., theses, dissertations)

- Please enter all DIS and dissertations/theses information on this screen.
- Enter “Title of Student Work” only if appropriate.

Special Notes/Concerns

- H’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
- Lock icon: Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples.

Always close the record when the item is completed.
Non-credit Instruction Taught

- Please enter course and workshops taught in support of outreach-based instruction, including continuing and distance education, service-learning courses, and cooperative-extension programs.
- If you enter a Start Date (at least Month & Year) and leave the End date blank it will show as continuing to the present.

Special Notes/Concerns

- ’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples
**Scheduled Teaching**

- This information should be uploaded automatically when the FEAS Transfer (described below) is completed.
- Please enter grade assignment distributions and class GPA as directed by your department chair.
- Please indicate if this course was taught on overload and/or a new course prep/new format.
- You may choose to upload a syllabus on this screen. This is optional.

**TOP OF SHEET**

All of this will be downloaded from the FEAS update described later in this document.

Enter all other data as required by department chairs.
Enter grades as required by department chairs.
Enter student evaluation results as required by department chairs.

Special Notes/Concerns

- *H’s* represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples
Teaching Innovation and Curriculum Development

- Please add any innovation or curriculum development activities.
- Make certain that you add a description of your activity.

Special Notes/Concerns

- H’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples.
Scholarship/Research Screens

A Faculty Guide to Faculty Success
Scholarship/Research Screens

There are screens to capture faculty research activity

- Contracts, Grants, Fellowships and Sponsored Research
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Publications
- Research Activity
Contracts, Fellowships, Grants and Sponsored Research

Faculty members should enter and maintain the information in this section, if an application for internal or external funding has been made this data should be entered here.

- **Note:** This screen is for information concerning research support. If you receive a fellow/fellowship that is honorific in nature, you should enter that information on the “Awards and Honors” screen.

Special Notes/Concerns

- **H**’s represent hidden fields, available only to database administrators.
- ***’s** indicate required fields. However, please fill out as many fields as you can.
- **🔒** Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- **🔗** Click on this icon for definitions/examples.
**Intellectual Property (e.g., copyrights, patents)**

- Add any patents or copyrights awarded.
- If applicable, please add multiple inventors. The first inventor will always be you until you add a second inventor. You can move inventors into any position by using the up and down arrows on the right side of the inventor’s box.

**Special Notes/Concerns**

- ‘_’s represent hidden fields, available only to database administrators.
- ‘*’s indicate required fields. However, please fill out as many fields as you can.

- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- Click on this icon for definitions/examples.
Presentations

This is where you will enter any papers and presentations from technical and professional meetings that have not/will not be published.

Special Notes/Concerns

- *’s represent hidden fields, available only to database administrators.
- **’s indicate required fields. However, please fill out as many fields as you can.
- 🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- 🕵️‍♂️ Click on this icon for definitions/example
Publications

Enter all published works and submissions on this page.

- You can add items (a) manually; (b) using ‘pasteboard’ or (c) the “Import Items” button. To “Import Items” you will upload a BibTex file pulled from any of the following reference managers: EndNote, Google Scholar, Mendeley, PubMed, RefWorks, Web of Science, Web of Knowledge, and/or Zotero. We recommend that you import items from Google Scholars. Please refer to that section for instructions.
- Create a separate record for each manuscript-journal combination. You should update the record as your manuscript progresses from initial submission to final publication and provide relevant dates. Overwrite relevant fields as necessary (e.g., title change or additional co-authors) as it moves through the review process. If rejected, please add that information. Create a new record only if a rejected manuscript is resubmitted to another outlet.

The opening screen should look like this:
Because this screen is so large, we will present it in THREE parts.

TOP OF PUBLICATION SCREEN:

As you type in journal name, it should auto-populate. If it is not in the drop-down, click “Other” and provide the name in the next field.
List each author (you are automatically listed) by using the ‘Actions’ dropdown. If the author is in the College, always use the “People at Florida State University” so the databased will recognize them.
Faculty will need to enter a summary description of the publication (along with all authors associated with the pub) for future P&T consideration.

Correct dates are very important. Please make sure that all applicable dates are entered correctly.

Special Notes/Concerns

- H’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.
-🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
Research Activity

This is a screen for all work-in-progress, i.e., anything that is not currently in the editorial process (working papers, manuscript in progress, etc.)

Special Notes/Concerns

- ‘H’ represents hidden fields, available only to database administrators.
- ‘*’ indicates required fields. However, please fill out as many fields as you can.
- ‘🔒’ Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator.
- ‘🔗’ Click on this icon for definitions/examples
Service Screens

A Faculty Guide to Faculty Success
Service Screens

All service activity is captured in three screens:

- University
- Professional
- Public
University

- Include all university-related service assignments and/or activities.
- Data on this screen will appear in the Faculty Activity Report and in the University Dossier.

Special Notes/Concerns

- `<`s represent hidden fields, available only to database administrators.
- `*`s indicate required fields. However, please fill out as many fields as you can.
- `🔒` Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- 🎨 Click on this icon for definitions/examples
**Professional**

This screen captures all professional assignments/activities including editorial/reviewing activities.

- If entering editorial/reviewing activities, please indicate title of journal or book series and your role in Activity Name (e.g., editor, co-editor, associate editor, subject matter editor, book review editor, and editorial board).
- **Note:** If you have been an Ad-hoc Reviewer, you will need to enter a different record for each journal in which you served in that capacity. Please date these records for calendar year, including both a Start and an End Date.

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**Special Notes/Concerns**

- `'s represent hidden fields, available only to database administrators.
- `*’s indicate required fields. However, please fill out as many fields as you can.
- Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator
- Click on this icon for definitions/examples

If you have ad-hoc reviewing to report, please add a separate item for each journal in each year.
Public

- List elected and/or appointed public-sector assignments.

Special Notes/Concerns

- ♻️’s represent hidden fields, available only to database administrators.
- *’s indicate required fields. However, please fill out as many fields as you can.

- 🔒 Any field marked with a lock icon cannot be modified by the user. If changes need to be made, please contact the COB System Administrator

- 📖 Click on this icon for definitions/examples
Managing Publication Efforts

A Faculty Guide to Faculty Success
Importing Publications Data into Faculty Success (via Google Scholar)

Step 1: Create a Google Scholar Account

a. If you do not already have a Google account, create one (https://accounts.google.com/SignUp?hl=en).

b. Create your basic profile (all of the following is from http://blog.impactstory.org/impact-challenge-day-3-google-scholar/).

Step 1: Create your basic profile

Log on to scholar.google.com and click the “My Citations” link at the top of the page to get your account setup started.

On the first screen, add your affiliation information and university email address, so Google Scholar can confirm your account. Add keywords that are relevant to your research interests, so others can find you when browsing a subject area. Provide a link to your university homepage, if you have one. Click “Next Step,” and—that’s it! Your basic profile is done. Now, let’s add some publications to it.

c. Add publications

Step 2: Add publications

Google has likely already been indexing your work for some time now as part of their mission as a scholarly search engine. So, this step is pretty easy, compared to what it takes to get your work on to Academia.edu or ResearchGate.
Google Scholar will provide you with a list of publications they think belong to you. You’ll need to read through the list of publications that it suggests as yours and select which ones you want to add to your profile. Beware—if you have a common name, it’s likely there’s some publications in this list that don’t belong to you. And there’s also possibly content that you don’t want on your profile because it’s not a scholarly article, or is not representative of your current research path, and so on. Read through the publications list and deselect any that you do not want to add to your profile, like the below newsletter item that Google Scholar thinks is a scholarly article, then click the grey “Add” button at the top of your profile.

Next, confirm you want Google to automatically add new publications to your profile in the future. Note that this might add publications you didn’t author to your profile if you’ve got a very common name, but can be worth it for the time it saves you approving new articles every month.

Your profile is now almost complete! Two more steps: add a photo by clicking the “Change Photo” link on your profile homepage, and set your private profile to “Public.”
d. Add missing articles

See (http://blog.impactstory.org/impact-challenge-day-3-google-scholar/) for more detail.

1. Add missing articles
You might have an article or two that Google Scholar didn’t automatically add to your profile. If that’s the case, you’ll need to add it manually.

Click the “Add” button in the grey toolbar in the top of your profile.

On the next page, click the “Add articles manually” link in the left-hand toolbar. Then you’ll see this screen:

It’s here where you can add new papers to your profile. Include as much descriptive information as possible—it makes it easier for Google Scholar to find citations to your work. Click “Save” after you’ve finished adding your article metadata, and repeat as necessary until all of your publications are on Google Scholar.

Step 2: Create a Bibtex file of your publications.

a. From within your Google Scholar profile, sort by year, and select the citations you want to import by checking the box.

b. Click on [Export] and select BibTeX. (Google Scholar will output a BibTeX file on screen).

c. Copy the bibtex code and paste it into a text file (using Notepad, or other utility). Name and save the file.
Step 3: Import into Faculty Success

a. Within Faculty Success Publication screen, click on [Import], click on [Choose File...], and enter the saved file at the prompt.

b. Follow the import instructions.

Step 4: Verify your imported Publications for accuracy. Review each citation and ensure that all information is accurate, updating as needed.
DM to FEAS

A Faculty Guide to Faculty Success
Transferring data from Faculty Success to FEAS

The university will still require that all faculty activity information be stored in FEAS. The university will continue to use FEAS to generate CVs for the promotion & tenure process and for other key processes, such as sabbatical consideration. IT IS ESSENTIAL THAT ALL RECORDS IN FACULTY SUCCESS ARE RECORDED IN FEAS. To help in this process, the university has created a program that translates Faculty Success data into FEAS and assists in describing any errors that results from the transfer. Faculty within the College of Business can enter all data into Faculty Success and periodically (at least once a year) transfer this data into FEAS. There are six essential steps, each detailed below.

Step 1: Go to https://netprod.its.fsu.edu/COB_DMtoFEAS/. And click on Faculty Menu.

Step 2: Complete recommended back-up procedures. Graphic display on next page.
STEP 2: Click on “Backup My FEAS CV Citation to XML File.”
Step 3: Click on “Load/Update SCHTEACH – Scheduled Teaching – from FEAS. This function pulls scheduled teaching from DM and course sections from FEAS and performs a comparison. New courses are inserted into DM. Existing courses are updated. Courses not found are deleted. This function can be run repeatedly for a term and any changes will be applied. (D. Yancy “An Overview of Faculty Success – FEAS Migration)”

**STEP 3:** Click on “Update Course Selections in FEAS Downloaded from Student Central”

**STEP 4:** Click on “Load/Update SCHTEACH – Scheduled Teaching – from FEAS”
Step 5: Click on “Transfer Data from Faculty Success to FEAS” Note: Make sure that the Halt on Warning box is unchecked. This function pulls all the user’s records from DM and associated records in FEAS. The DM records are translated into a form that could be loaded into FEAS. A comparison is performed: new records are inserted into FEAS, existing records with changes are updated, and records not found in DM are deleted. As part of the translation process, warnings may be produced if field value required by FEAS are missing, or a field length exceeds a length permitted by FEAS. The load results are summarized in a downloaded report summary. (D. Yancy “An Overview of Faculty Success – FEAS Migration