

# Adding items into Watermark

1) Use the 'My Profile' icon to open the list of activities

The screenshot shows the user interface for Brant Daggerhart at Kennesaw State University. The left sidebar contains navigation options: Home, My Profile (highlighted with a green arrow), CV Imports, Reports, and Reviews. The main content area features a toggle switch for 'Show categories with no records in profile' (set to ON) and a list of activity categories, each with a right-pointing arrow:

- Narratives for Your Annual Review Document
- Narratives for Your Faculty Performance Agreement
- Yearly Workload Summary
- Yearly Unit Data
- Scheduled Teaching at KSU
- Directed Student Learning (e.g., undergraduate research, theses, dissertations)
- Yearly Advising Summary

Below the 'Directed Student Learning' category, a message states: "No items exist for Directed Student Learning (e.g., undergraduate research, theses, dissertations)".

2) Click the blue link of activity that information is being added to (for example, the ARD narrative).

**KENNESAW STATE UNIVERSITY**

**BD**  
Brant Daggerhart

**Brant Daggerhart**  
Kennesaw State University Academic Affairs

[CREATE OR CONNECT YOUR ORCID ID](#)

Home

My Profile

CV Imports

Reports

Reviews

Search  **SEARCH** [Search Tips](#)

Show categories with no records in profile

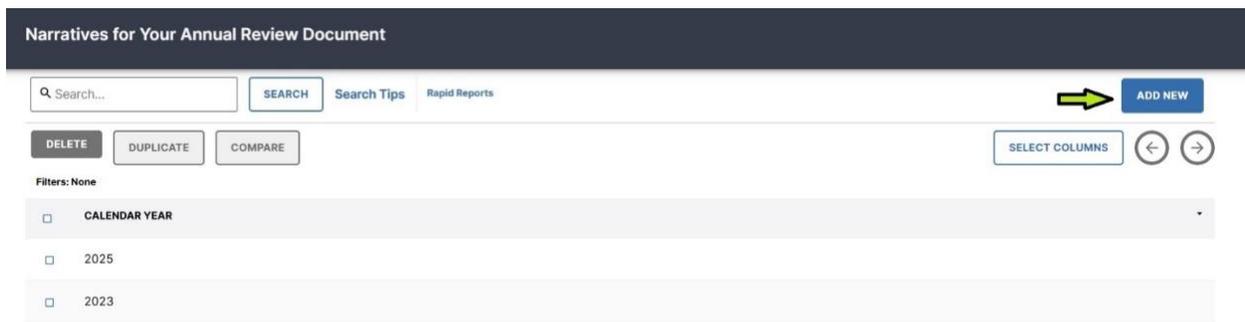
**Narratives for Your Annual Review Document**

Test 1 / Test 2, Test 2, Test 3, N/A. (2025).  
ARD teaching narrative 1 - 5, Research narrative 1, Professional service narrative 1, N/A. (2023).

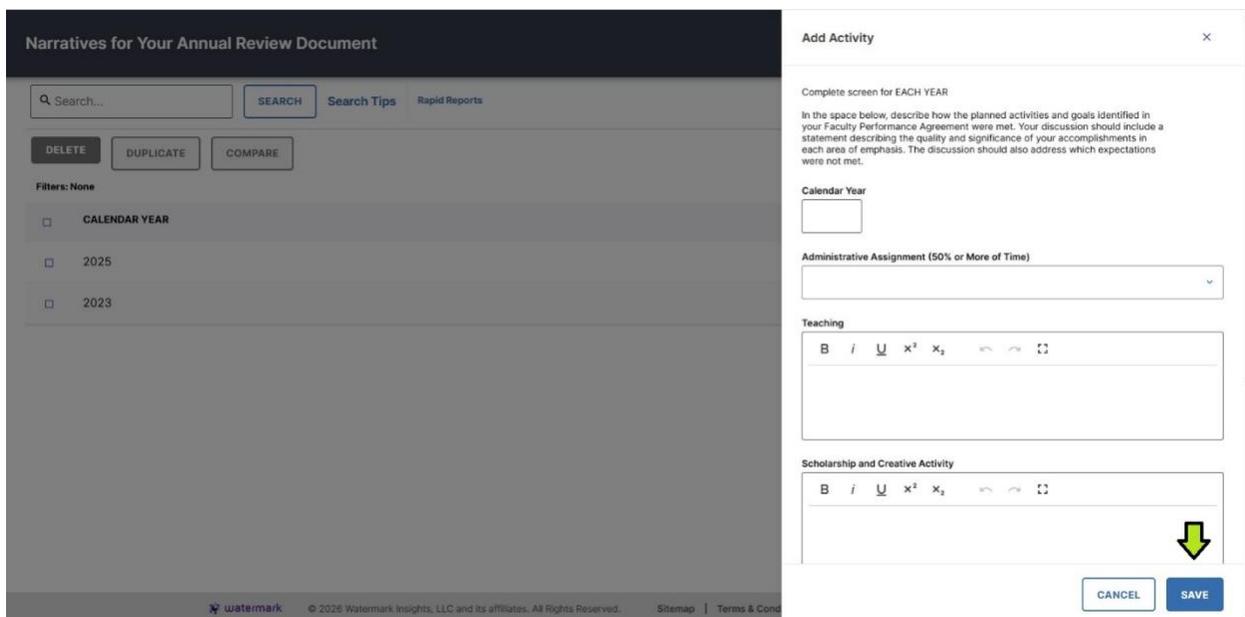
**Narratives for Your Faculty Performance Agreement**

(2026).  
(2024).  
Long-term goals test 1. (2024).  
Long-term goals test 1. (2023).

3) Click the 'Add New' box to **create a new entry** (for example a 2025 ARD entry or a 2026 FPA entry).



4) Enter the data into the 'Add Activity' page and click Save.



5) To **edit an existing entry**, click the item to be edited.

The screenshot shows the top section of the 'Narratives for Your Annual Review Document' interface. At the top, there is a search bar with the placeholder text 'Search...' and a 'SEARCH' button. To the right of the search bar are links for 'Search Tips' and 'Rapid Reports'. Below the search bar are three buttons: 'DELETE', 'DUPLICATE', and 'COMPARE'. Underneath these buttons, it says 'Filters: None'. A list of years is displayed, each with a checkbox to its left. The years listed are 'CALENDAR YEAR', '2025', and '2023'. A large green arrow points to the '2025' entry.

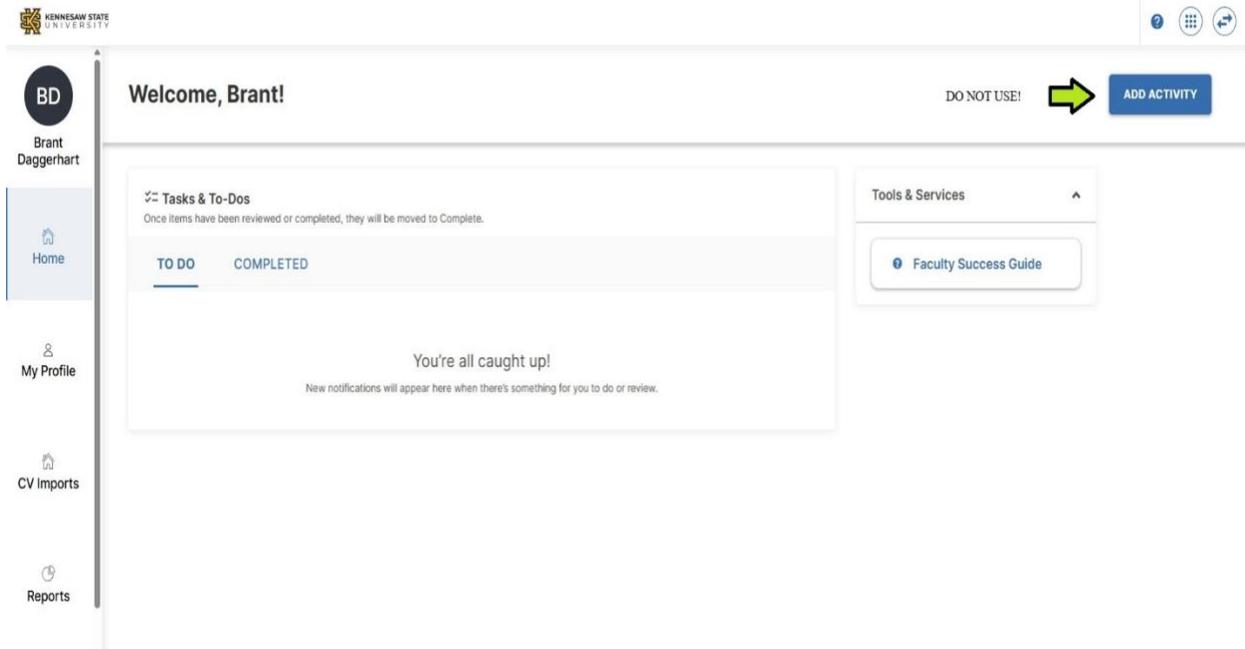
6) Add new information or edit the information already added and click Save

The screenshot shows the 'Edit Activity' modal form. The modal is titled 'Edit Activity' and has a close button (X) in the top right corner. The main content area contains the following sections:

- Complete screen for EACH YEAR**: A paragraph of instructions: 'In the space below, describe how the planned activities and goals identified in your Faculty Performance Agreement were met. Your discussion should include a statement describing the quality and significance of your accomplishments in each area of emphasis. The discussion should also address which expectations were not met.'
- Calendar Year**: A text input field containing '2025'.
- Administrative Assignment (50% or More of Time)**: A dropdown menu.
- Teaching**: A rich text editor with a toolbar (B, i, U, x<sup>2</sup>, x<sub>2</sub>, undo, redo, fullscreen) and a text area containing 'Test 1 / Test 2'.
- Scholarship and Creative Activity**: A rich text editor with a toolbar (B, i, U, x<sup>2</sup>, x<sub>2</sub>, undo, redo, fullscreen) and a text area containing 'Test 2'.

At the bottom right of the modal, there are two buttons: 'CANCEL' and 'SAVE'. A large green arrow points to the 'SAVE' button.

**\*\* If using Add Activity button to enter items into Watermark \*\***



**\*\* Using the 'Add Activity' button creates a new record each time it is used.**

**\*\* There is no editing capabilities for records already created.**

**\*\* Watermark will not combine multiple records into one narrative. The system will only add the most recent entry into the ARD and/or FPA narrative.**

**\*\* The 'extra' or 'duplicate' records will need to be deleted.**

To **delete** extra (duplicate) versions, click the check boxes next to the records to be deleted and click the red DELETE button.

← Narratives for Your Annual Review Document

Search... SEARCH Search Tips Rapid Reports

→ DELETE DUPLICATE COMPARE

Filters: None

<input type="checkbox"/>	CALENDAR YEAR
<input type="checkbox"/>	2025
<input checked="" type="checkbox"/>	2025 ←
<input checked="" type="checkbox"/>	2025
<input checked="" type="checkbox"/>	2025
<input checked="" type="checkbox"/>	2025
<input type="checkbox"/>	2023