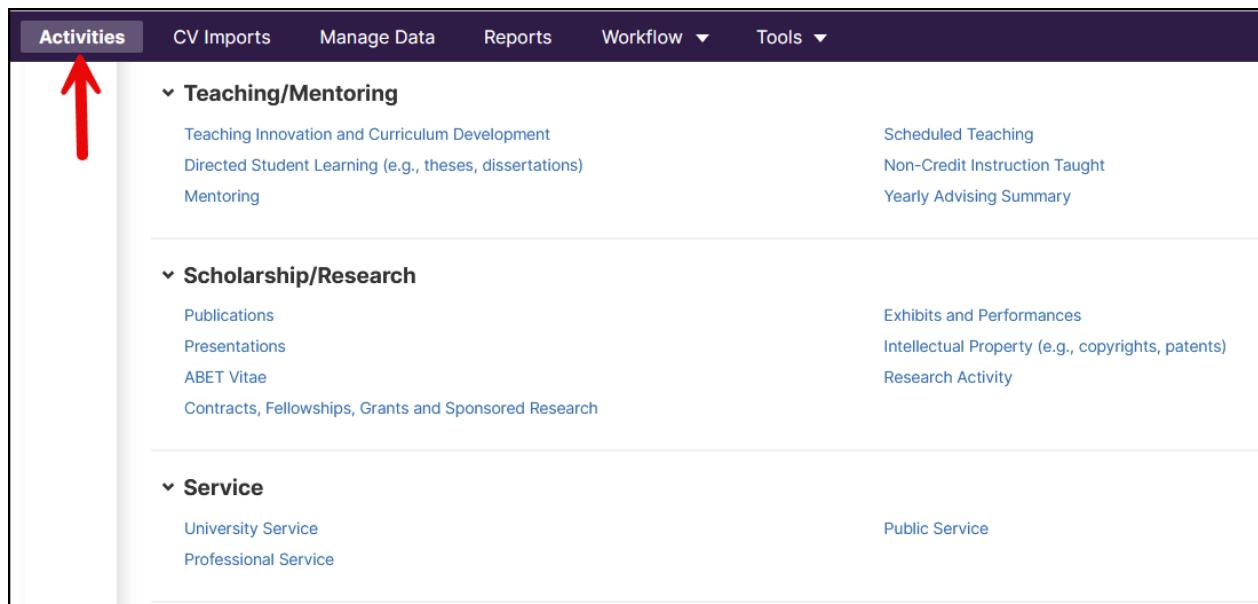


Submitting a F2.08 in Watermark

- Email darpa@lamar.edu for assistance.
- If you are teaching as an adjunct, please email darpa@lamar.edu.
- All required fields must be completed before the option to submit will become available.
- You can save as a draft at any time.

Individual Activities should be entered through the links located on the Activities page in Watermark.

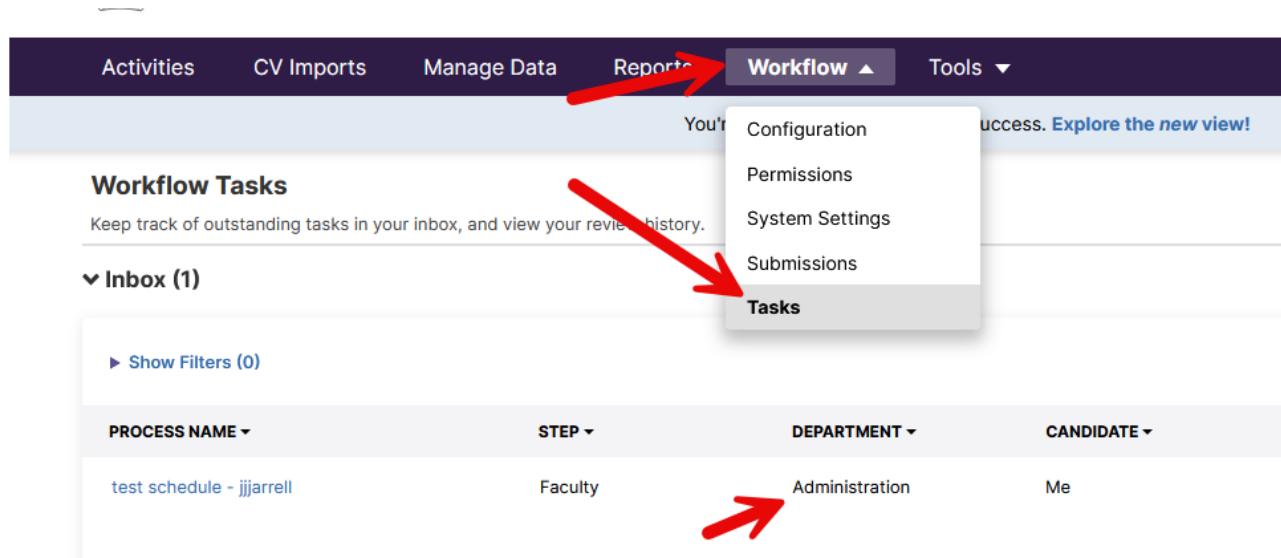
How to enter goals, outcomes and workload distribution will be discussed later in the document.



The screenshot shows the Watermark Activities page. The top navigation bar includes links for Activities, CV Imports, Manage Data, Reports, Workflow (with a dropdown menu), and Tools. The main content area is titled 'Activities' and contains three expandable sections: 'Teaching/Mentoring', 'Scholarship/Research', and 'Service'. Each section lists specific activity types, such as 'Teaching Innovation and Curriculum Development' under 'Teaching/Mentoring' and 'Publications' under 'Scholarship/Research'. A red arrow points to the 'Activities' tab in the top navigation bar.

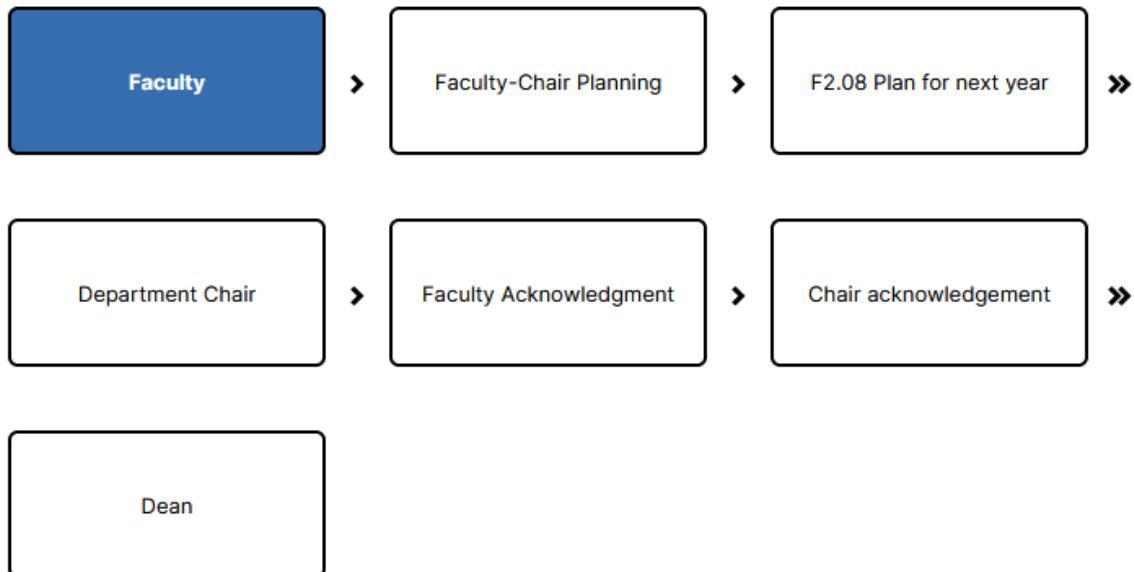
Once all activities have been entered, you can complete the F2.08 by clicking on the link from an email invite from Watermark or by going to your tasks screen.

Make sure the correct department is shown.



The screenshot shows the Watermark Workflow Tasks page. The top navigation bar includes links for Activities, CV Imports, Manage Data, Reports, Workflow (with a dropdown menu), and Tools. The 'Workflow' dropdown menu is open, showing options: Configuration, Permissions, System Settings, Submissions, and Tasks. A red arrow points to the 'Workflow' tab in the top navigation bar. The main content area is titled 'Workflow Tasks' and shows a table of tasks. The table has columns for Process Name, Step, Department, and Candidate. A task is listed: 'test schedule - jjjarrell' (Step: Faculty, Department: Administration, Candidate: Me). A red arrow points to the 'Administration' entry in the Department column.

After the planning step with the department chair, you will be able to enter in your f2.08 goals and workload distribution for next year's reporting period. You can check the status at any time in the Tasks window.



Use the optional File Upload areas on the form to add additional supporting documents. Each section has its own upload area.

Optional supporting document attachments for this section.

[Drop files here or click to upload](#)

This is a summary of all activities entered in the Activities area. You can click the Refresh icon if you add new entries at a later time.

F2.08 Annual Report Summary

Last Updated Date and Time



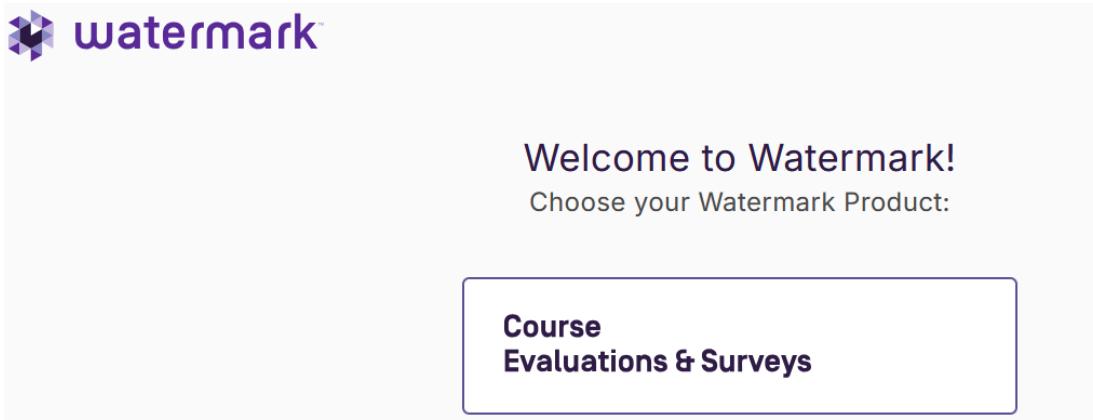
The schedule teaching report is automatically generated based on your courses listed in Banner.

Scheduled Teaching Report

Last Updated Date and Time



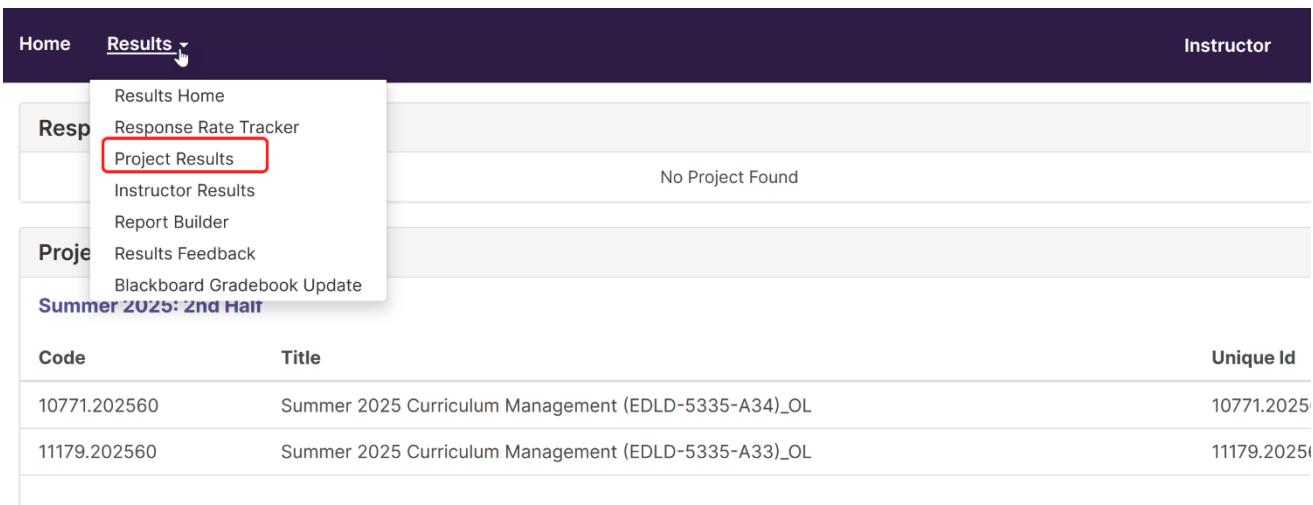
You'll need to go to Watermark Course Evaluations and Surveys to download your course evaluations.



Welcome to Watermark!
Choose your Watermark Product:

Course Evaluations & Surveys

Choose Results → Project Results.



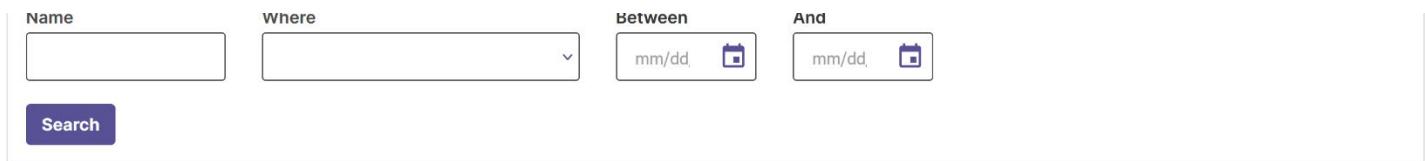
Home Results Instructor

Resp Results Home
Response Rate Tracker
Project Results (highlighted with a red box)
Instructor Results
Report Builder

Proj Results Feedback
Blackboard Gradebook Update
Summer 2025: 2nd Half

Code	Title	Unique Id
10771.202560	Summer 2025 Curriculum Management (EDLD-5335-A34)_OL	10771.2025
11179.202560	Summer 2025 Curriculum Management (EDLD-5335-A33)_OL	11179.2025

Choose a term.



Name Where Between And

mm/dd/ mm/dd/

Search

Project Results					
NAME	PROJECT END DATE	RESULTS START	RESULTS END	VIEW	
Summer 2025: 2nd Half	7/31/2025	8/1/2025	Open		
Summer 2025: 1st Half	6/27/2025	6/28/2025	Open		
Spring 2025: Full Term (highlighted with a red box)	5/8/2025	5/9/2025	Open		
Spring 2025: 3rd Five Weeks	5/7/2025	5/8/2025	Open		

Choose the Batch Report download icon.

The results will be emailed to you.

Project Results Summer 2025: 2nd Half

Note: Courses with response rates lower than the threshold setup by your Administrator may not be displayed below.

[!\[\]\(850829aa965caa4dea435b1dbd2b01c2_img.jpg\) Batch Report](#)

Project Results			
<input checked="" type="checkbox"/> Course Code	Title	Unique ID	Report
<input checked="" type="checkbox"/> 11179.202560	Summer 2025 Curriculum Management (EDLD-5335-A33)_OL	11179.202560	
<input checked="" type="checkbox"/> 10771.202560	Summer 2025 Curriculum Management (EDLD-5335-A34)_OL	10771.202560	
Total 2		Records per page <input type="button" value="1000"/>	Page <input type="button" value="1"/> of 1

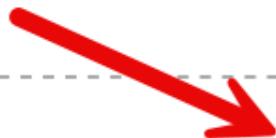
Batch Report

Report Name

Report Type
 Detailed Report + Comments
 Download Multiple Reports as ZIP File for Selected Courses
 Merge Multiple Reports into one PDF for Selected Courses
 Aggregate Data for Selected Items into One Report

After you have downloaded your course evaluations, drag them into the Course evals upload box.

Course Evaluation Files*



[Drop files here or click to upload](#)