

## Activity Review and Update Form FAQ's

Spring 2022

The purpose of the Activity Review and Update Form is to review any active items such as submitted grants and publications, ongoing service work, etc. and provide a mechanism for a quick update if there has been a change in status. This is also an opportunity to combine courses and add comments to courses. Enrollments for UM-System Course share courses may be added in the comments section of an individual course.

### **How do I add my enrollment for students from another UM Campus that are participating in CourseShare ?**

Click on "Additional Course Data" and use the course comments box to report the campus and the enrollment for the Course Share course.

### **I need to have an external grant removed from the list because it wasn't funded or has ended. What do I do?**

Please contact the Office of Research Administration who will update the record in PeopleSoft Grants.

### **Why can't I change my Workload?**

Workload is changed through an administrative process in coordination with deans and/or department chairs. Please contact your dean's office or department chair if the information is incorrect.

### **If I fill out this form, will I lose the ability to change items in the future?**

No. You will always have access to add and modify your records using the Profile and Activity reporting sections, regardless of this form. **The only exception is adding additional course data.**

### **If I don't fill out this form, can I add items at a later date?**

Yes. You will always have access to add and modify your records using the Profile and Activity reporting sections, regardless of this form. **The only exception is adding additional course data.**

### **How does this differ from the Annual Activity Report?**

The annual activity report is a MyVita-generated CV used with a self-evaluation form that must be submitted per the process in your College.

### **Who will see this form?**

You will see this form only. You have the option to save it for your records.

### **If I "Save for my Records" can I still use the form to edit my records?**

You may edit your records using the form while it is active, that will normally be when courses are in session for the Fall and Spring semesters.

### **If I have already submitted my Annual Activity Report for my Annual Evaluation, will that be updated?**

No, the Annual Activity Report is locked from being updated once you submit it. Any changes you make using the Activity Update Form would be in the next report/CV that is created.