

Activity Review and Update Form Help Sheet 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.

When you log into MyVita, you will see an action item on the homepage that will take you to the form:

Title	Due Date
Click here to view your Activity Review and Update Form Activity Input 2022-01-20 12:08 pm - 2022-01-31 9:54 pm	Jan 31, 2022

- Profile
- Activities
- Evaluations
- Forms & Reports**
- Vitas & Biosketches
- Find Colleagues

You can also access the form by clicking on "Forms and Reports"

Activity Review and Update Form

Activity Period	Status	Preview
Fall 2021 - Spring 2022	Not Submitted, Last updated on Jan 20, 2022	<input type="button" value="Preview"/>

You can save a copy of your form for your records. **NOTE:** You have to click on Update for all sections and add requested information to courses before you can save to your records.

You can preview changes in a MyVita CV

Activity Review and Update Form Help Sheet Spring 2022

Grouping Courses

You can group cross listed courses. This will allow for one syllabus, one peer review, etc. be attached to both courses

Group Courses	Course	Course Title	Instruction Mode
<input type="checkbox"/>	SEDUC 1004 002 1	UMSL Succeed Special Topics	OL
<input checked="" type="checkbox"/>	SMEDIA ST 1070 001 1	Intro to Cinema	OL
<input checked="" type="checkbox"/>	STHEATR 1070 001 1	Introduction to Cinema	OL
<input type="checkbox"/>	STHEATR 2274 001 1	African-American Cinema	OL
Group ?	Totals		

Click on the box in the Group Courses column for any course you want in a specific group. Click on "Group Below"

<input checked="" type="checkbox"/>	SMEDIA ST/STHEATR 1070 *	Intro to Cinema	OL	3	32	1	96	3	Comp
Group ?	Totals			7.00	42.00		124.00	7.00	

Course Attachments

Fall 2021

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
SEDUC 1004 002 1	-	-	-	-	Add
SMEDIA ST 1070 *	-	-	-	-	Add
STHEATR 2274 001 1	-	-	-	-	Add

The courses are now combined to add attachments

Activity Review and Update Form Help Sheet Spring 2022

Adding Additional Course Data

Instruction Mode	Credit Hours	Enrollment	Percent Contribution	Student Credit Hours	Teaching Load	Additional Course Data
OL	3	18	1	54	3	Complete Edit
OL	2.5	4	1	10	2.5	Complete Edit
BL	3	1	1	3	3	Complete Edit
RES	1	3	1	3	1	! Required Add
BL	3	6	1	18	3	! Required Add
OL	3	2	1	6	3	Complete Edit

The **Additional Course Data** section is open. Additional course data can be accessed by clicking on "Edit."

Some courses may require adding a course attribute like service learning or research. If they don't apply N/A can be used.

Additional Course Data

Coordinator: Select

Contact Hours: []

Department-adjusted Percent Contribution: [] Unlocked

Instructor Role*: Primary Instructor

Component: IND

Course Attributes*
 CAP
 CE
 CI
 DEI
 HNR
 I/E
 RES
 SA
 SL
 WI
 N/A

Course Comments: This course is a UM course share with UMKC. 11 students from UMKC enrolled.

Save Cancel

Enrollment for UM Course Share courses can be added in the comments.

Activity Review and Update Form Help Sheet Spring 2022

Other Activities

All other activity sections will have the attention notice until the “Update” button is clicked for that section.

▼ [Scholarly Contributions and Creative Activities](#)

Activities require your attention

 Help

Activities with Ongoing time periods such as committees and mentoring students are listed. You can leave the items as “Ongoing” or click on “Activity Ended” that will prompt the last semester for the activity. Don’t forget to click on “Update”

Student Level ^	Start Semester ^	End Semester ^	Mentorship Type Activity or Committee ^	Faculty Mentorship Role (check all that apply) ^	Actions
Doctoral	Fall 2018	Ongoing	Doctoral Committee	Advisor	<input type="radio"/> Ongoing Activity <input checked="" type="radio"/> Activity Ended Fall ▾ 2021 ▾
Doctoral	Fall 2020	Ongoing	Doctoral Committee	Advisor	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

[Update](#)

Publications that are have status’ other than “Published” or “Work Discontinued” will show. The status can be updated with a drop down box.

Year Pub ^	Status ^	Term ^	Origin ^	Actions
2020	Submitted	Spring 2020	Manual	Submitted ▾
2021	Accepted	Fall 2021	Manual	Accepted ▾
2021	Submitted	Spring 2021	Manual	Submitted ▾

UM Research Board (Strategic Investment Program Tier 3)	Funded - In Progress	Fall 2020	30,000.00	Self-reported	  
AMER POLITICAL SCI ASSN	2020-07-21	Funded - In Progress	Spring 2021	25,000.00	Official UM source of record 