

CEHD Quick-Start Guide

WORKS is an **online activity repository** designed to make the annual review process more efficient, allowing faculty and staff to easily maintain up-to-date CV data. (WORKS replaces the CAR.)

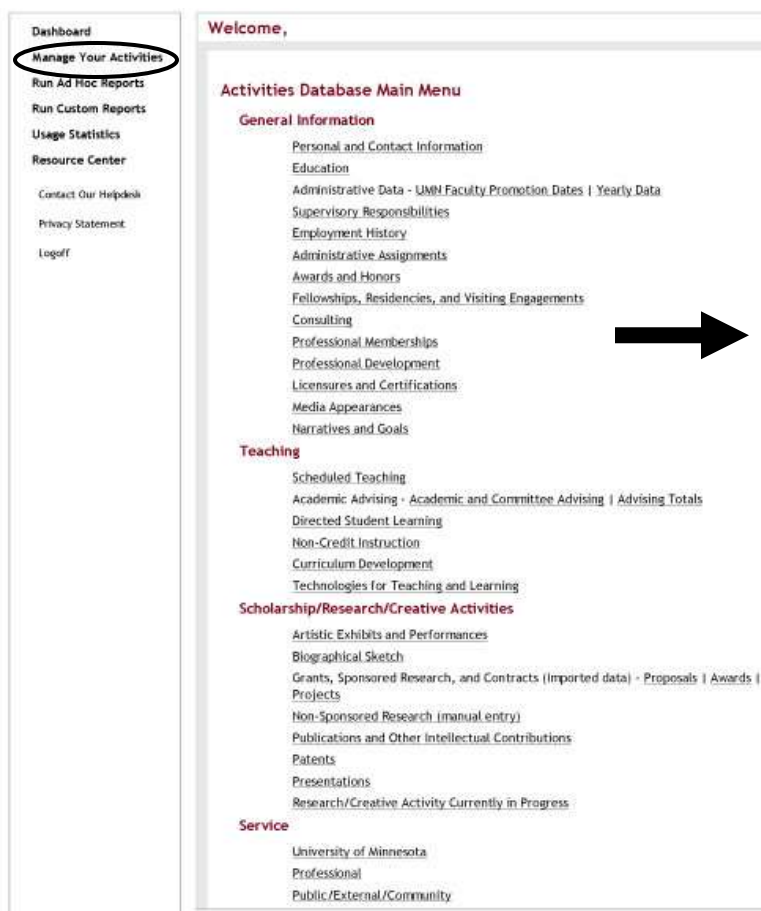
Goal:

- Enter all of your **activities** for the year

Get Started:

- Go to: **works.umn.edu**
- Log in with your UMN x.500
- Click on the **Manage Your Activities** tab on the left menu

While WORKS has sections for a full range of professional activities, **these fields are required** by CEHD for reporting annual accomplishments and conducting annual reviews:



General Information

- ✓ Awards and Honors

Teaching

- ✓ Scheduled Teaching
- ✓ Academic Advising, Academic and Committee Advising, Advising Totals
- ✓ Technologies for Teaching and Learning

Scholarship/Research/Creative Activities

- ✓ Grants, Sponsored Research, and Contracts
- ✓ Publications and Other Intellectual Contributions
- ✓ Presentations
- ✓ Research/Creative Activity Currently In Progress

Service

- ✓ University of Minnesota
- ✓ Professional
- ✓ Public/External/Community

WORKS Notes:

- All fields marked with an asterisk (*) are **required**.
- “Yearly Data” is your **appointment record**.
- **Some data has already been populated** by PeopleSoft (Publications, Grants, Scheduled Teaching, and Advising). You should check it to make sure it’s accurate. You can update any field unless it’s “read-only”—indicated by a red “R.”
- **This system is date-driven** in that you typically have to populate some sort of date field for every activity you enter (for example, under “Publications” there are fields for *expected date of submission, date submitted, date accepted, date published*, and you must enter a date for at least one of these fields).
- Under the section “**Technologies for Teaching & Learning**” select those technologies that apply to any course you’re teaching (in-person or online).
- In many sections there is a field called “**International and/or Public Engagement component**.” Please complete these fields where appropriate.

International and/or Public Engagement component

Was/is this an international activity? [Click here](#) to enter international activity details.

Does this activity involve a community or other outside entity? [Click here](#) to enter public engagement activity details. 

- In many sections there is a field on **equity and diversity**. Please check this box where appropriate.

Please check this box if this activity incorporates core elements of equity and diversity.