

**Step 1: Enter activities for annual review:** Log in to [works.umn.edu](https://works.umn.edu) and click on *Activities* to begin entering your accomplishments. Enter as much information as you have available on each relevant screen for the year under review. Keep in mind the following:

- You always need to enter a **title and a date**.
  - Enter only a start date: Activity is ongoing or record is current
  - Enter only an end date: Activity was a single event
  - Enter both start and end dates: Activity spanned a date range to be included on reports
- Some information has been imported from the University's central system (e.g. grants, scheduled classes, and advising). Some of the information cannot be edited, but you can **suppress information you do not wish to print** to your activity report.
- **Review all imported information** and augment it as necessary. For example, you can add information to most imported data. Detailed guides for the [grants screen](#) are available.
- A guide detailing how you can **import all your citations** from ORCID, Google Scholar and other citation databases is available on the [publications mini-guide](#). Contact [worksadm@umn.edu](mailto:worksadm@umn.edu) if you need assistance importing publications.
- Please indicate if an activity was **international** or had an **outreach/extension/public engagement** component. This helps your college document the global and local reach of the department's activities.
- There is an **"Annotation"** field at the bottom of each screen. Text entered in the annotation field can be used to provide additional information and will print to your activity report.

**Step 2: Run Your Annual Activity Report:** Click on ***Rapid Reports*** on the upper right side of the screen. Select *"Annual Activity Report, Standard"*, the dates for the reporting period, and PDF as the file format. Click *Run Report*. Save a copy of your report for your records and forward a copy to your department head/administrator as requested.

***Return to [works.umn.edu](https://works.umn.edu) throughout the year to update your accomplishments***