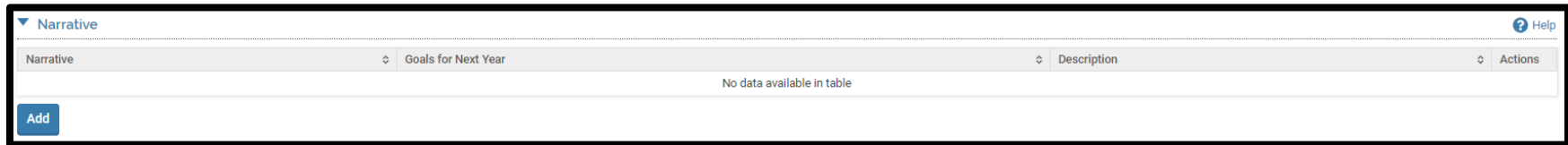


Faculty Annual Report Guide: Narrative

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Narrative Overview



The screenshot shows a web interface for 'Narrative Overview'. At the top left, there is a dropdown menu labeled 'Narrative'. At the top right, there is a 'Help' icon. Below these is a table header with four columns: 'Narrative', 'Goals for Next Year', 'Description', and 'Actions'. The table body is currently empty, displaying the message 'No data available in table'. A blue 'Add' button is located at the bottom left of the table area.

Narrative	Goals for Next Year	Description	Actions
No data available in table			

The Narrative Form enables you to describe your goals and accomplishments. To create a Narrative, click on the  button.

Any previously created Narratives will also be listed and you can edit, delete, or duplicate any of the previously created Narratives.

Narrative Section A: Input Form (Required)

Appearance

The screenshot displays a web-based input form titled "Input Form" with a tab icon labeled "A". The form is organized into several sections:

- Start Semester***: Two dropdown menus labeled "Select Semester" and "Select Year".
- End Semester***: Two dropdown menus labeled "Ongoing" and "Ongoing".
- Narrative**: A rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, and image insertion. Below the editor is a "Path: p" field.
- Goals for Next Year**: A rich text editor with the same toolbar as the Narrative section, and a "Path: p" field below it.
- Description**: A rich text editor with the same toolbar, and a "Path: p" field below it.

Editing

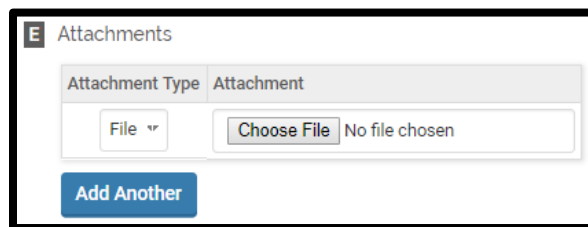
All asterisked (*) fields are required. If any are incomplete, then you will not be able to save your changes.

Required: Specify the start and end semester of the Narrative (see p. 6). It is assumed that you would complete at least one of the optional sections.

Optional: Narrative text, goals for next year, and a description.

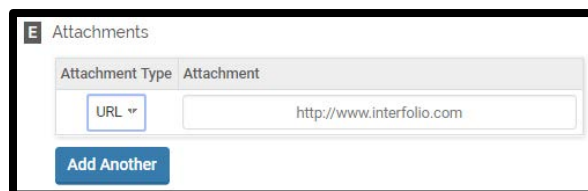
Narrative Section B: Attachments (Optional)

Appearance



The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "File". To the right of the dropdown is a "Choose File" button and the text "No file chosen". Below these elements is a blue "Add Another" button.

OR



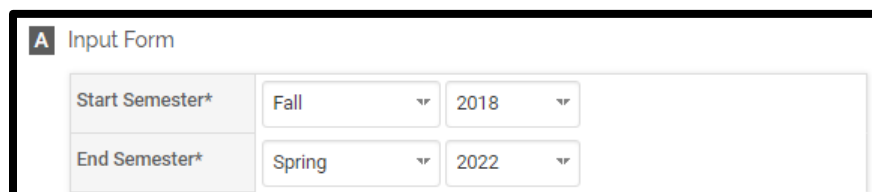
The screenshot shows a form titled "Attachments" with a tab labeled "Attachment Type". Below the tab, there is a dropdown menu set to "URL". To the right of the dropdown is a text input field containing the URL "http://www.interfolio.com". Below these elements is a blue "Add Another" button.

Editing

Optional: You can upload file attachments or provide a URL to a website relevant to your Narrative.

Tagging a Narrative with a Semester and Year

For each Narrative, you must tag it with a start and end semester and year. This is how it is pulled into your Faculty Annual Report (e.g., a Narrative tagged Fall 2018 through Spring 2022 will show up in your 2018, 2019, 2020, 2021, and 2022 FARs).



The image shows a screenshot of a web-based 'Input Form' for tagging a narrative. The form is titled 'Input Form' and contains two rows of dropdown menus. The first row is labeled 'Start Semester*' and has two dropdown menus: the first is set to 'Fall' and the second is set to '2018'. The second row is labeled 'End Semester*' and has two dropdown menus: the first is set to 'Spring' and the second is set to '2022'. The entire form is enclosed in a black rectangular border.

Input Form			
Start Semester*	Fall	2018	
End Semester*	Spring	2022	