

SHSU Watermark Faculty Success Activities Data Entry Guide

Tips Before You Start

Required Activities Entries

Faculty are asked to enter Activities necessary for generating an accurate and complete CV, as determined by the academic discipline and for use in the annual review, promotion and tenure, and post-tenure processes. There are additional, optional fields available within many of the activities categories or records that can be entered if desired.


Dates in Watermark Faculty Success

Every Watermark Faculty Success activity record includes at least one date field option that can be entered. At a minimum, one of these date fields must contain data for the record to save. These dates are important, as they are used to determine what will be included in any reports from the system (i.e., CV, annual review, P&T).

For completed activities, you may create a “date range” for each record. If the range overlaps the period for a requested report, the record will be included. For most records, dates are straightforward; however, some aspects may not be intuitive:

- A record for a current/ongoing activity should only have the Start Date entered and leave the End Date blank.
- If an activity occurred on a single day, the date should be entered in the End Date field only and leave the Start Date blank.
- Dates must be entered in chronological order on the screen.
- If more than two dates exist in a record (i.e., you’ve entered the four possible dates on a publication record), the range will always begin with the earliest entered date of the record and end on the latest date.
- In most cases where multiple date fields exist (i.e., publications or intellectual property), you do not need to fill out all dates. The options provided by the multiple date fields are designed to allow you to record in-progress work within your data that will be included in reports covering that date range.

System Uploaded Fields and Records

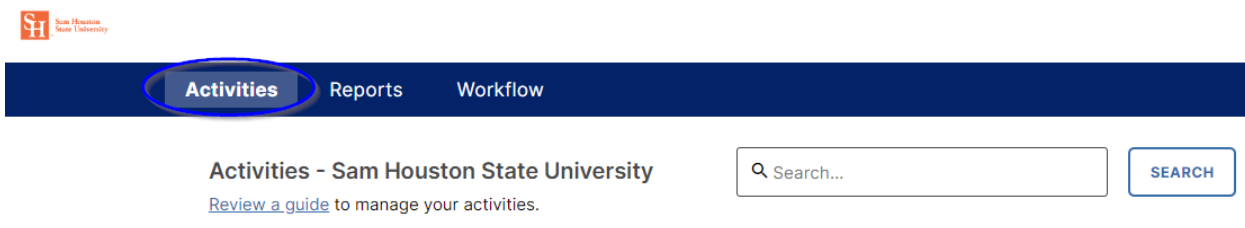
While most activity record fields are blank and available for you to enter your information, some fields will have data provided from other campus systems, such as Banner. In those cases, you will see a **Lock** icon  to the right of the field name. These system-populated fields include items such as official names and email addresses in the Personal and Contact Information, as well as portions of the Degrees records, both within the General Credentials/Expertise

Category. In addition, most fields in the Scheduled Teaching records within the Teaching/Mentoring Category will be provided for you. All fields within the Administrative Data category records (i.e., Permanent Data, Yearly Data, and Workload Information) are uploaded from campus systems and are locked. If any of the data in the locked fields appears to be incorrect or incomplete, please email facultyrecords@shsu.edu.

Where to Start

Logging into Watermark Faculty Success

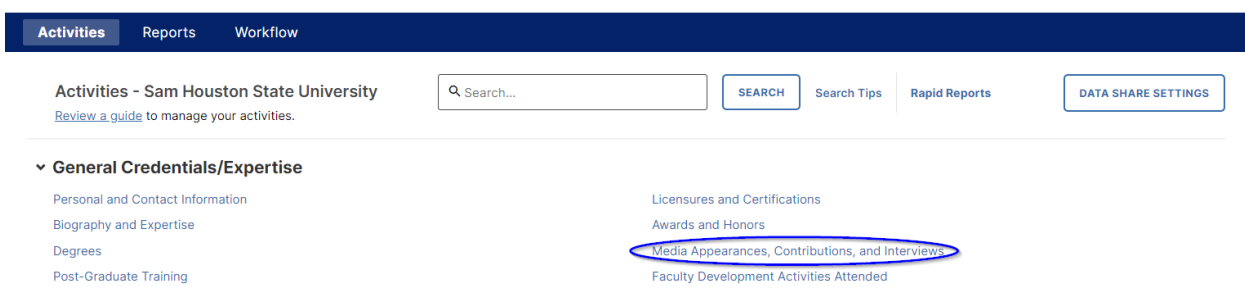
1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3. Click the Activities link in the upper left navigation bar.



4. Move through each category to enter or update specific fields of information in your profile.

Enter an Activity

1. Click on the Activity Category.



2. Click Add New Item.

The screenshot shows the 'Media Appearances and Interviews' page. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below the tabs, there's a search bar with 'Search Media App' and buttons for 'SEARCH', 'Search Tips', and 'Rapid Reports'. A row of buttons includes a trash icon, 'DUPLICATE', 'COMPARE', and 'ADD NEW' (which is circled in blue with a hand cursor). To the right of these buttons is a 'SELECT COLUMNS' button and navigation arrows. Below the buttons, it says 'Filters: None'. At the bottom, there's a filter bar with dropdown menus for 'ARTICLE/SEGMENT TITLE', 'PROGRAM/MEDIA OUTLET NAME', 'MONTH, PUBLICATION/AIR DATE', 'DAY, PUBLICATION/AIR DATE', and 'YEAR, PUBLICATION/AIR DATE'.

3. Complete the Activity form. [NOTE: You may copy and paste from another document if you wish.]

The screenshot shows the 'Edit Media Appearances, Contributions, and Interviews' form. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below the tabs, there's a title bar with 'Edit Media Appearances, Contributions, and Interviews' and buttons for 'CANCEL', 'SAVE', and 'SAVE + ADD NEW'. The form contains several input fields: 'Position/Role' (Host), 'Article/Segment Title' (Viverrid views), 'Program/Media Outlet Name' (Binturong Today), 'Web Address' (empty), and 'Description' (Barkat opinion/editorial). Below these fields is the 'Start Date' section with dropdowns for 'Month', 'Day', and 'Year'. At the bottom is the 'End Date or Single Activity Date' section, which is circled in blue. It has dropdowns for 'Month *' (March), 'Day' (15), and 'Year *' (2024). A callout bubble points to this section with the text 'Remember to enter a date'.

4. If applicable, and in most activities in the Scholarship/Research category, click +Add Row in the Author/Presenter/Investigator/Performer/Inventor/Collaborator area to add multiple authors or participants (including students).

▼ Collaborators (1)

Please select a person from the drop-down list and/or enter their name in the input fields.

1st Collaborator

Actions

People at Sam Houston State University	First Name	Middle Name/Initial	Last Name
Test, Bearkat (sammy)	Faculty		Name
External Institution/Company	If a student, what is their level?	If a student, were they paid?	If a student, what is their department?

ADD ROW

↓

2nd Collaborator

Actions

People at Sam Houston State University	First Name	Middle Name/Initial	Last Name
External Institution/Company	If a student, what is their level?	If a student, were they paid?	If a student, what is their department?

ADD ROW

- Click Save to save your activity entry.

Activities

Reports

Workflow

Edit Research Activity

CANCEL

SAVE

SAVE + ADD NEW

Title

Description

Status

- If you have not entered data in a required field, you should see a note appear beside the empty section (like this one about a date).

ActivitiesReportsWorkflow

Edit Licensures and Certifications

CANCEL

SAVE

SAVE + ADD NEW

Title of Licensure/Certification

Sponsoring Organization

Scope

Description

B I U x² x₂ ↺ ↻ ↶ ↷ ↸ ↹

Date Obtained

Month

Day

Year ▲

At least one date is required

Expiration Date

Month

Day

Year ▲

At least one date is required

Edit an Activity

- Click on the Activity Category where the activity can be found.

ActivitiesReportsWorkflow

Activities - Sam Houston State University

Review a guide

to manage your activities.

Search All Activitie

General Credentials/Expertise

Personal and Contact Information

Biography and Expertise

Degrees

Post-Graduate Training

Licensures and Certifications

Awards and Honors

Media Appearances and Interviews

Faculty Development Activities Attended

- Click the activity you wish to edit.

Activities Reports Workflow

< Awards and Honors Search Awards and SEARCH Search Tips Rapid Reports

DUPLICATE COMPARE ADD NEW SELECT COLUMNS ← →

Filters: None

<input type="checkbox"/>	NOMINATED OR R...	AWARD OR HONO...	ORGANIZATION/SPONSOR	MONTH, DATE	DAY, DATE	YEAR, DATE
<input type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2022
<input type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2021
<input type="checkbox"/>	Nominated	Sammys	Sam Houston State University / Department of Student Activities	April	13	2020



3. Make changes in the desired fields.

Activities Reports Workflow

Edit Awards and Honors CANCEL SAVE SAVE + ADD NEW

Nominated or Received?

Nominated

Nominated

Received

Organization/Sponsor

Sam Houston State University / Department of Student Activities

Purpose

Service, University

4. Click Save to save your activity entry.

Activities Reports Workflow

Edit Awards and Honors CANCEL SAVE SAVE + ADD NEW

Nominated or Received?

Received

Award or Honor Name

Sammys

Organization/Sponsor

Sam Houston State University / Department of Student Activities


- Some activities' data will be provided from other campus systems. In fields of this type, you will see a Lock icon to the right of a checkbox or field name. In areas with locked

checkboxes, such as Degrees or Schedule Teaching, you cannot add any new records, though there may be fields within uploaded records where additional, optional, data can be entered. Locked field information can only be edited by a system administrator – please email facultyrecords@shsu.edu if you find any incorrect or incomplete data in these fields.


Edit Personal and Contact Information


Preferred Pronoun

Prefix

First Name 

Preferred First Name



Middle Name 

Last Name 

< Degrees



Filters: None

<input type="checkbox"/>	YEAR COMPLET...	DEGREE	EXPLANATION O...
<input type="checkbox"/>	 2001	PHD	
<input type="checkbox"/>	 1996	BS	

< Scheduled Teaching



Filters: None

<input type="checkbox"/>	TERM, TERM AND YEAR	YEAR, TERM AND YEAR
<input type="checkbox"/>	 Spring	2022
<input type="checkbox"/>	 Summer	2021
<input type="checkbox"/>	 Spring	2021




Compare (Merge) Activity Entries

1. Click on the Activity Category where the activity can be found.
2. Check the boxes next to the activities (two or more) you wish to compare.

Activities Reports Workflow

< Awards and Honors

Search Tips Rapid Reports

Filters: None

<input type="checkbox"/>	NOMINATED OR RECEIVE...	AWARD OR HONOR NAME	ORGANIZATION/SPONSOR	MONTH, DATE	DAY, DATE	YEAR, DATE
<input type="checkbox"/>	Nominated	Sammys	SHSU			2023
<input checked="" type="checkbox"/>	Nominated	Sammys	SHSU			2022
<input checked="" type="checkbox"/>	Received	Sammys	SHSU	April	13	2022

3. All checked records will be displayed in side-by-side columns, with entries to the various fields of each record appearing along the rows. You may scroll down the screen to view

and compare all fields appearing in the records. At the bottom of the page, you will see information about the source of the various records, as well as the date it was created, and the last time it was saved.

Activities
Reports
Workflow

Compare Awards and Honors
CANCEL
CONTINUE

Field Labels	Record 1 <small>Select All</small>	Record 2 <small>Select All</small>
Master Record	<input checked="" type="radio"/> Use as Master	<input type="radio"/> Use as Master
Nominated or Received?	<input checked="" type="radio"/> Nominated	<input type="radio"/> Received
Award or Honor Name	<input checked="" type="radio"/> Sammys	<input type="radio"/> Sammys
Organization/Sponsor	<input checked="" type="radio"/> SHSU	<input type="radio"/> SHSU
Purpose	<input checked="" type="radio"/> Service, University	<input type="radio"/> Service, University
Scope	<input checked="" type="radio"/> University	<input type="radio"/> University
Brief Description/Explanation	<input checked="" type="radio"/> These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.	<input type="radio"/> [Empty]
Date		
Month	<input checked="" type="radio"/> [Empty]	<input type="radio"/> April
Day	<input checked="" type="radio"/> [Empty]	<input type="radio"/> 13
Year	<input checked="" type="radio"/> 2022	<input type="radio"/> 2022

Original Source: Data Entry
Created: June 5, 2023
Last Saved: June 5, 2023

Original Source: Data Entry
Created: June 5, 2023
Last Saved: June 5, 2023

NOTE: The Original Source: will generally be Data Entry (for records you have created, in Publication activity entries the Original Source will show whether you have imported the record from a BibTex file, or from a Third-Party system such as ORCID).

- If you determine the records represent different activity entries then you can click Cancel to exit the Comparison interface. If you determine that all records being compared refer to the same activity entry you can begin the process of merging them to a single record. First select the best entry for each field (row) among all compared records.

Compare Awards and Honors

Field Labels	Record 1 - Select All	Record 2 - Select All
Master Record	<input checked="" type="radio"/> Use as Master	<input type="radio"/> Use as Master
Nominated or Received?	<input type="radio"/> Nominated	<input checked="" type="radio"/> Received
Award or Honor Name	<input checked="" type="radio"/> Sammys	<input type="radio"/> Sammys
Organization/Sponsor	<input checked="" type="radio"/> SHSU	<input type="radio"/> SHSU
Purpose	<input checked="" type="radio"/> Service, University	<input type="radio"/> Service, University
Scope	<input checked="" type="radio"/> University	<input type="radio"/> University
Brief Description/Explanation	<input checked="" type="radio"/> These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.	<input type="radio"/> [Empty]
Date		
Month	<input type="radio"/> [Empty]	<input checked="" type="radio"/> April
Day	<input type="radio"/> [Empty]	<input checked="" type="radio"/> 13
Year	<input checked="" type="radio"/> 2022	<input type="radio"/> 2022

Original Source: Data Entry
Created: June 5, 2023
Last Saved: June 5, 2023

The Master Record field (which by default will be assigned to the first record) will contain the metadata used for any final merged record. This data includes the record ID, Allowing Sharing, the Original Source, and Created Date.

- If you have selected fields from records, and clicked Continue to create a single merged record you will enter an activity screen similar to editing an activity. The main difference will be that the fields you see will now contain all of the selections you made from the compared records. You may make further edits if you wish at this stage. You may click the Back button if you want to change the field entries you selected.

Merge Awards and Honors

Nominated or Received?
Received

Award or Honor Name
Sammys

Organization/Sponsor
SHSU

Purpose
Service, University

Scope
University

Brief Description/Explanation
These prestigious awards are presented to approximately four graduating students and faculty/staff members for outstanding contributions and service to the university.

Date
Month: April, Day: 13, Year: 2022

BACK MERGE

- Once you are satisfied with the new record click Merge. You will see a popup screen that lets you know it is about to merge the records using the data on the screen. The merge action cannot be undone. Click Cancel to return to the merged edit screen, or OK to merge the records.

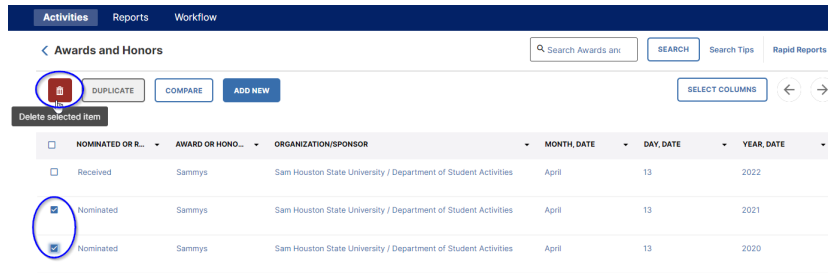
Duplicate an Activity

1. Click on the Activity Category where the activity can be found.
2. Check the box next to the activity you wish to duplicate.

3. Make changes in the desired fields.
4. Click Save to save your activity entry.

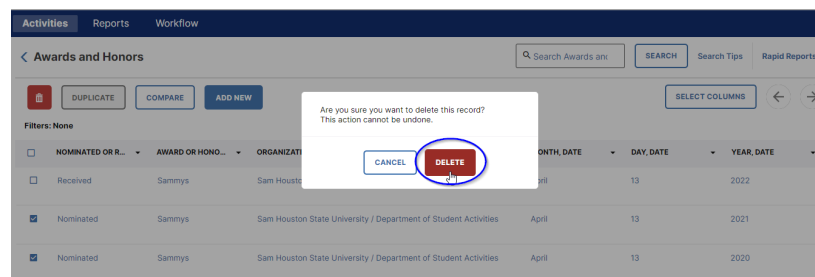
Delete an Activity

1. Click on the Activity Category where the activity can be found.
2. Check the box next to the activity you wish to delete.



NOTE: You can delete multiple activities by checking multiple boxes next to the activities you wish to remove.

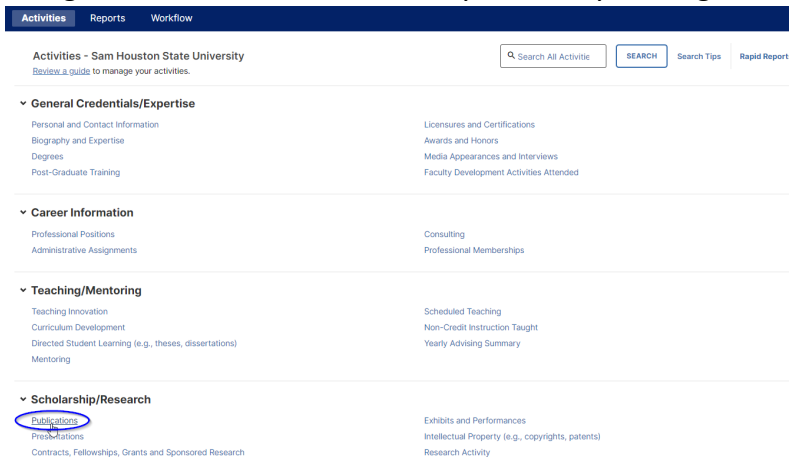
3. Click the delete icon.
4. Click Delete on the confirmation screen to delete the activity or click Cancel if you do not wish to delete it.



Import Publications

NOTE: This function is only available in the Publications Activity Screen.

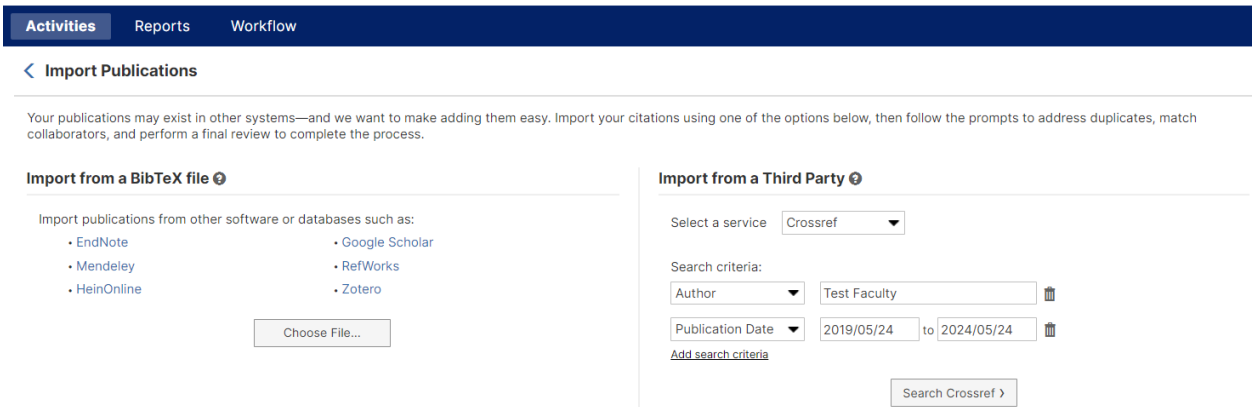
1. Navigate to the Publications Activity Screen by clicking Publications.



2. Click the Import button in the upper right of the Publications screen.



- There are two approaches to importing publication information: import citations from reference managers or databases where you have already stored your publications using a BibTeX file, or import records from third-party sources such as Crossref, ORCID, PubMed, or Web of Science.



NOTE: BibTeX files can be imported from a variety of reference managers or databases where you have already collected citation information on your publications. These systems include EndNote, Google Scholar, HeinOnline, Mendeley, RefWorks, and Zotero. If you use other reference manager or citation software you may still be able to export your publications as long as that system can export a BibTeX file type.

Importing from a BibTeXFile

- First you must log into a reference manager you've used to store your publication citations, then you will export a BibTeX file from the system to a location on your computer. You import the file by clicking Choose File and browse your computer for the file (depending upon the citation system the file may be in varying formats such as **.bib** or **.txt**) you downloaded from your reference manager account.

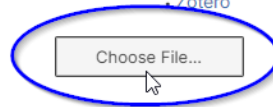
< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your publications from other software or databases such as: EndNote, Mendeley, HeinOnline, Google Scholar, RefWorks, and Zotero.

Import from a BibTeX file ?

Import publications from other software or databases such as:

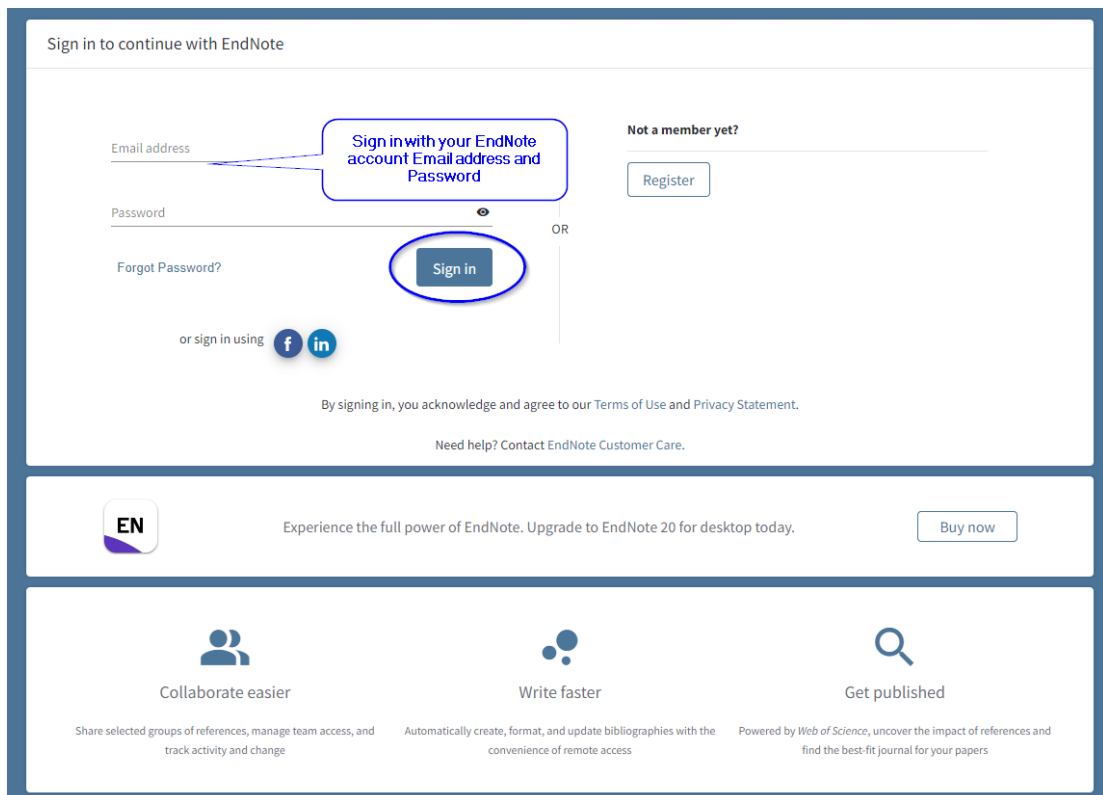
- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero



5. Below are a few examples of downloads from reference managers: [EndNote Web](#), [Google Scholar](#), and [Zotero Online](#).

Exporting Citations from EndNote Web

- A. Log in to [MyEndNoteWeb](#).



Sign in to continue with EndNote

Email address

Sign in with your EndNote account Email address and Password

Password

Forgot Password?

Sign in

OR

Not a member yet?

Register

or sign in using

By signing in, you acknowledge and agree to our Terms of Use and Privacy Statement.

Need help? Contact EndNote Customer Care.

EN

Experience the full power of EndNote. Upgrade to EndNote 20 for desktop today.

Buy now

Collaborate easier

Write faster

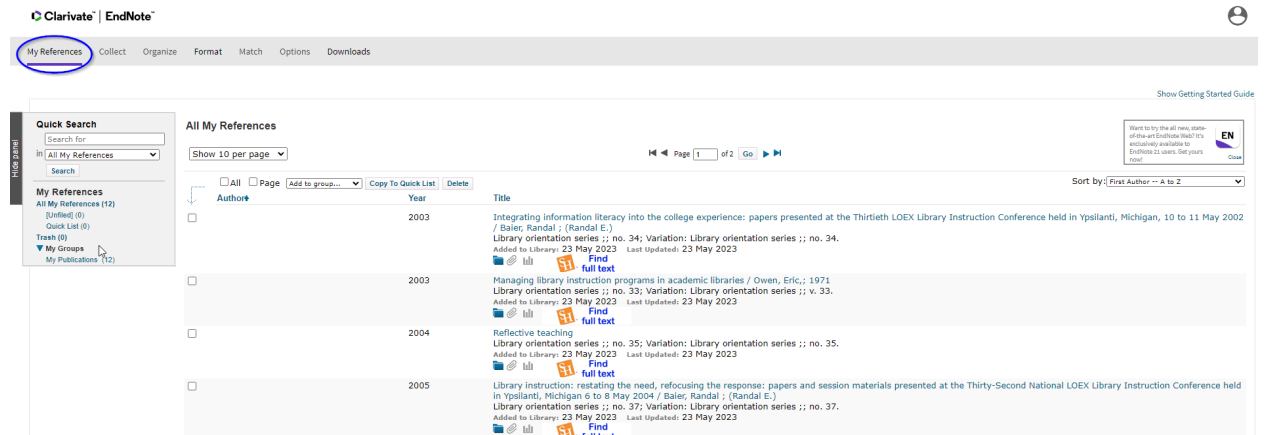
Get published

Share selected groups of references, manage team access, and track activity and change

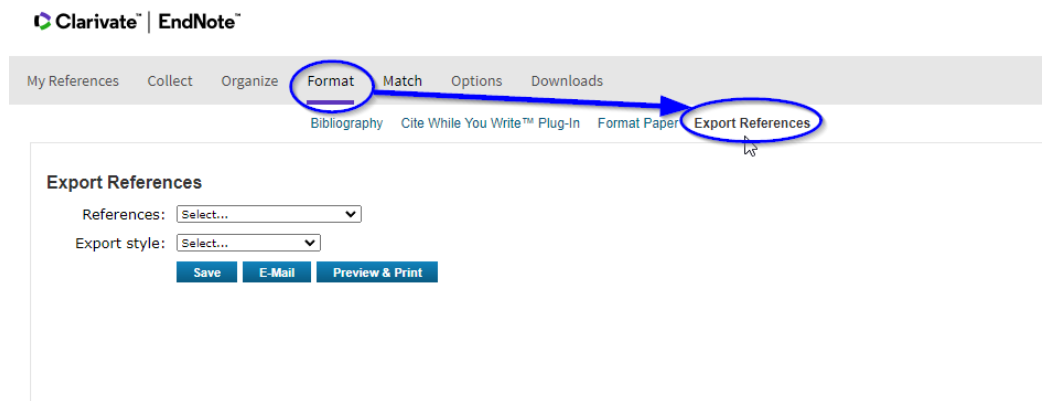
Automatically create, format, and update bibliographies with the convenience of remote access

Powered by Web of Science, uncover the impact of references and find the best-fit journal for your papers

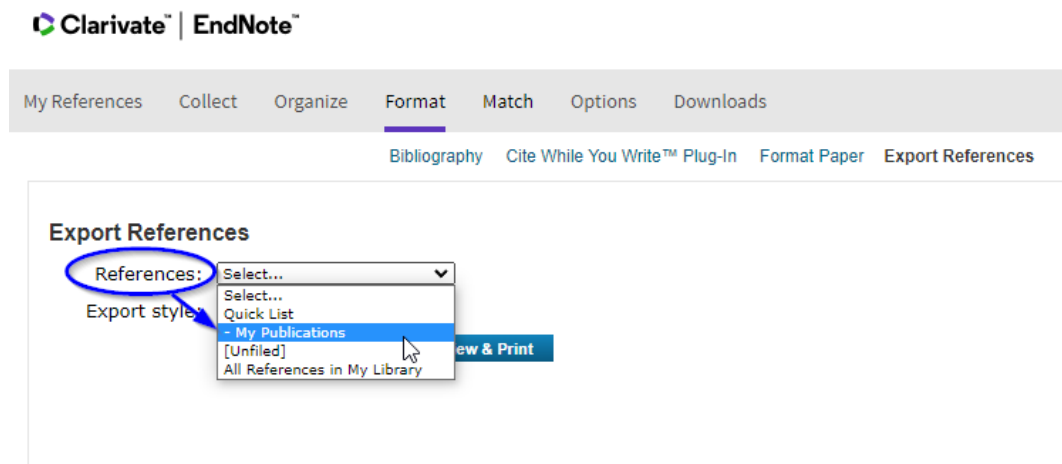
B. You will land on the **My References** page.



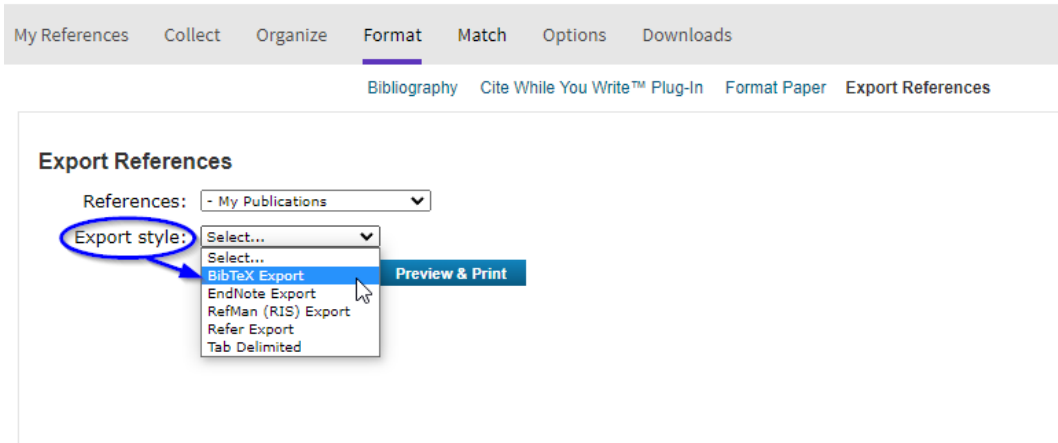
C. To export your citations, navigate to **Format** and select the **Export References** link.



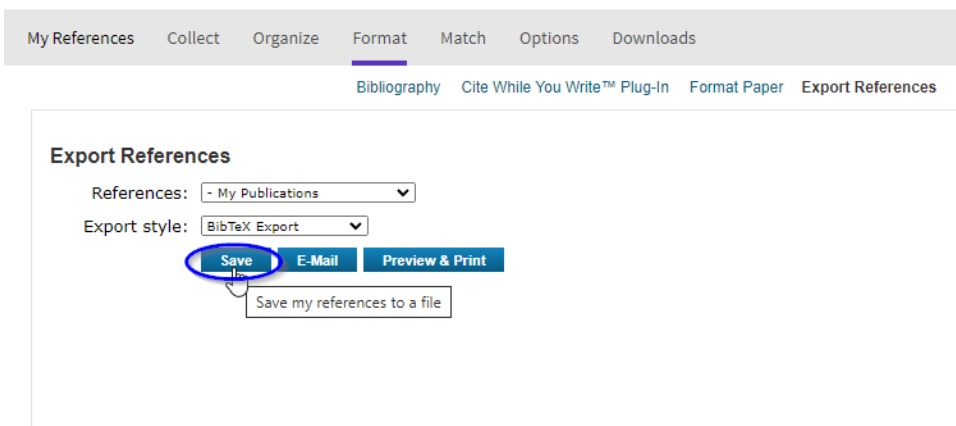
D. Under **References** choose the library of citations you would like to export.



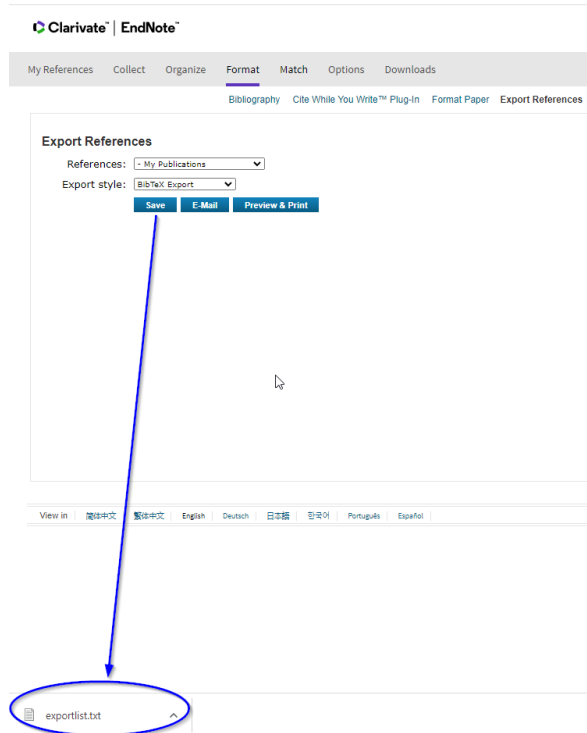
E. Under **Export Style** choose **BibTeX Export**.



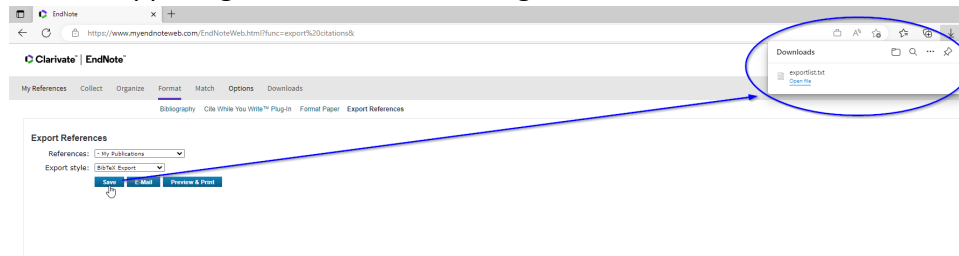
F. Select to save the export file. The default file created will be titled **exportlist.txt**.



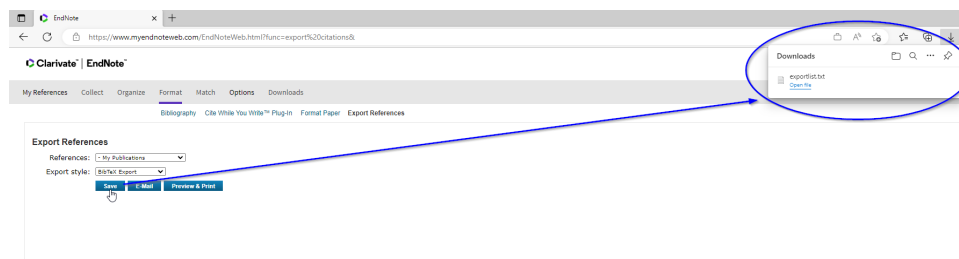
- G. Depending upon which browser you are using a link should appear to the saved file: near the bottom left of the screen in the Google Chrome browser



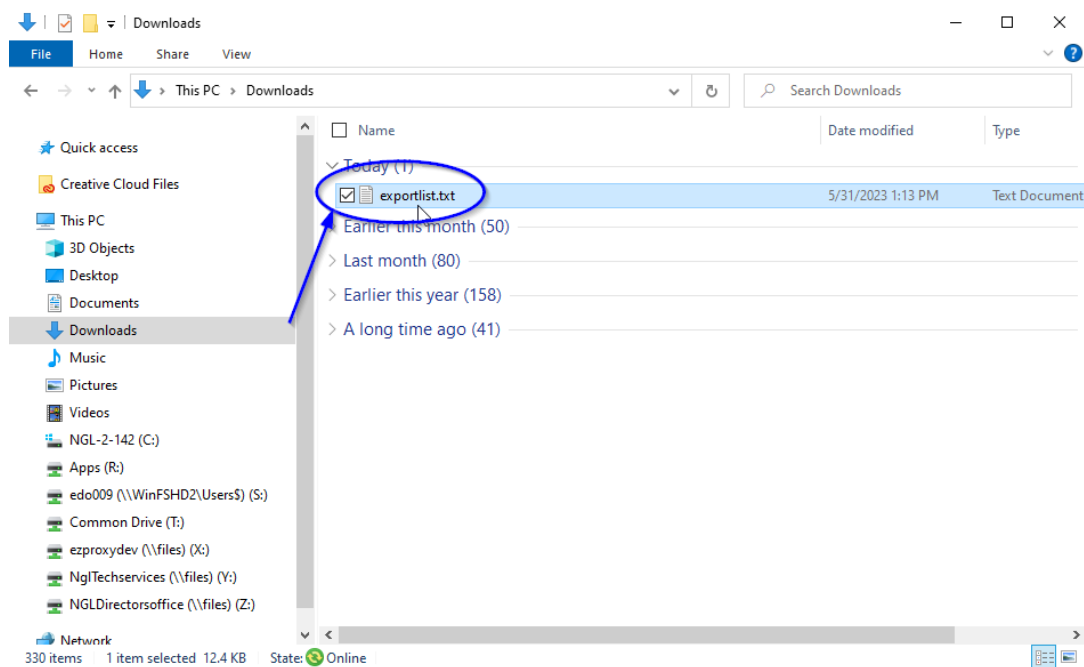
and the upper right in the Microsoft Edge browser



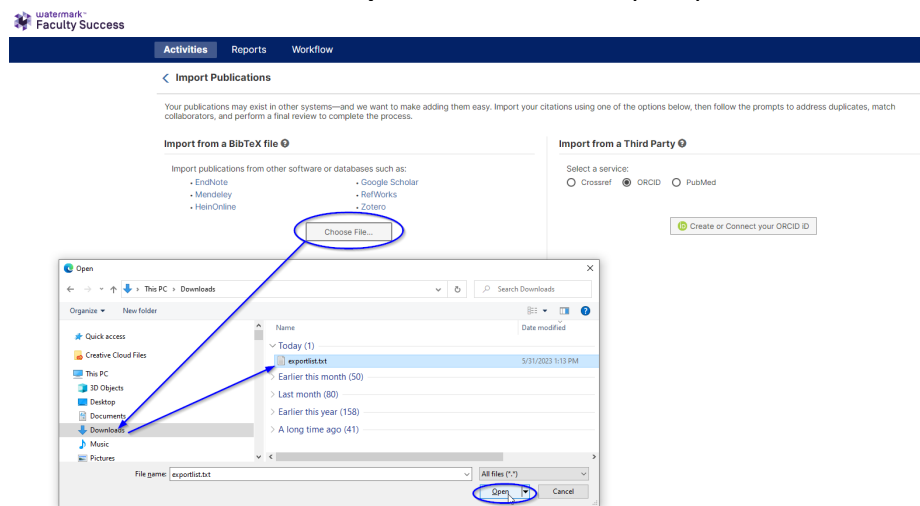
or Mozilla Firefox browser



- H. A copy of the **exportlist.txt** file should be saved in your computer's Downloads folder

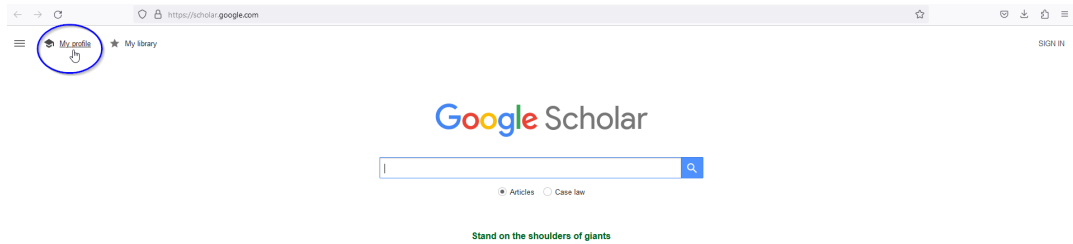


- I. You can now Choose the **exportlist.txt** file to import publications

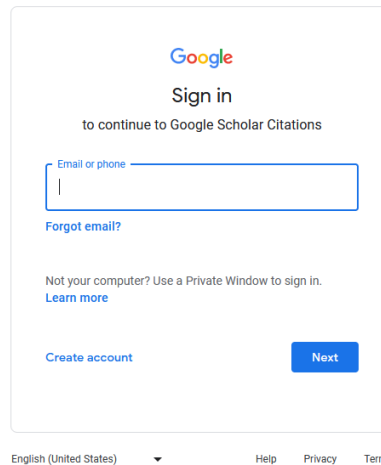


Exporting Citations from Google Scholar

- A. Navigate to [Google Scholar](#).
- B. You will see two options at the top left, My Profile and My Library. Select My Profile.



C. If you are not yet logged in, enter your credentials to sign in.





D. Upon signing in you should land on your profile page where you will see a list of your "articles."

	All	Since 2018
Citations	5	2
h-index	2	1
i10-index	0	0


TITLE	CITED BY	YEAR
<input type="checkbox"/> It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection AB Marks, E Owen Handbook of Research on Disaster Management and Contingency Planning in ...	2	2016
<input type="checkbox"/> Managing library instruction programs in academic libraries JK Nims, E Owens Pierian Pr	2	2003
<input type="checkbox"/> Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year B Glover, E Owen Library Hi Tech News 21 (7), 5-10	1	2004
<input type="checkbox"/> Political positioning E Owen The Machiavellian Librarian, 295-311		2014
<input type="checkbox"/> Time and project management strategies for librarians C Smallwood, J Kuhl, L Fraser Scarecrow Press		2013
<input type="checkbox"/> 15th Conference on Computers, Freedom and Privacy: Panopticon B Glover, E Owen, P Storm Library Hi Tech News 22 (8), 4-8		2005

E. Click on the check box next to each article you would like to export, to select all articles simply click on the checkbox at the very top.






Eric Owen 

Executive Director of Library Services, [Sam Houston State University](#)
 Verified email at shsu.edu
 Academic Libraries






☒

 MERGE
  DELETE
  EXPORT

<input checked="" type="checkbox"/>	It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection AB Marks, E Owen Handbook of Research on Disaster Management and Contingency Planning in ...	2	2016
<input checked="" type="checkbox"/>	Managing library instruction programs in academic libraries JK Nims, E Owens Pierian Pr	2	2003
<input checked="" type="checkbox"/>	Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year B Glover, E Owen Library Hi Tech News 21 (7), 5-10	1	2004
<input checked="" type="checkbox"/>	Political positioning E Owen The Machiavellian Librarian, 295-311		2014
<input checked="" type="checkbox"/>	Time and project management strategies for librarians C Smallwood, J Kuhl, L Fraser Scarecrow Press		2013
<input checked="" type="checkbox"/>	15th Conference on Computers, Freedom and Privacy: Panopticon B Glover, E Owen, P Storm Library Hi Tech News 22 (8), 4-8		2005

F. Once you've made your selections select the Export option and choose BibTeX as your file format. This will convert your articles into BibTeX format.

☒

 MERGE
  DELETE
  EXPORT

☒

[It Is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection](#)
 AB Marks, E Owen
 Handbook of Research on Disaster Management and Contingency Planning in ...

2

2016

☒

[Managing library instruction programs in academic libraries](#)
 JK Nims, E Owens
 Pierian Pr

2

2003

☒

[Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year](#)
 B Glover, E Owen
 Library Hi Tech News 21 (7), 5-10

1

2004

☒

[Political positioning](#)
 E Owen
 The Machiavellian Librarian, 295-311

2014

☒

[Time and project management strategies for librarians](#)
 C Smallwood, J Kuhl, L Fraser
 Scarecrow Press

2013

☒

[15th Conference on Computers, Freedom and Privacy: Panopticon](#)
 B Glover, E Owen, P Storm
 Library Hi Tech News 22 (8), 4-8

2005

G. Your publications will then be displayed in the BibTex format style in your browser window.

```

< --> C https://scholar.googleusercontent.com/citations?view_op=export_citations&user=Oy1AqjAAAAJ&scisig=ACieE1IAAAAZHjZEWk7REDErGAASqjv0VPWA&hl=en

@article{glover200515th,
  title={15th Conference on Computers, Freedom and Privacy: Panopticon},
  author={Glover, Barbara and Owen, Eric and Storm, Paula},
  journal={Library Hi Tech News},
  volume={22},
  number={6},
  pages={4--8},
  year={2005},
  publisher={Emerald Group Publishing Limited}
}

@article{glover2004conference,
  title={Conference on Computers, Freedom and Privacy: Going Strong in its 14th Year},
  author={Glover, Barbara and Owen, Eric},
  journal={Library Hi Tech News},
  volume={21},
  number={7},
  pages={5--10},
  year={2004},
  publisher={Emerald Group Publishing Limited}
}

@book{nims2003managing,
  title={Managing library instruction programs in academic libraries},
  author={Nims, Julia K and Owens, Eric},
  volume={33},
  year={2003},
  publisher={Pierian Pr}
}

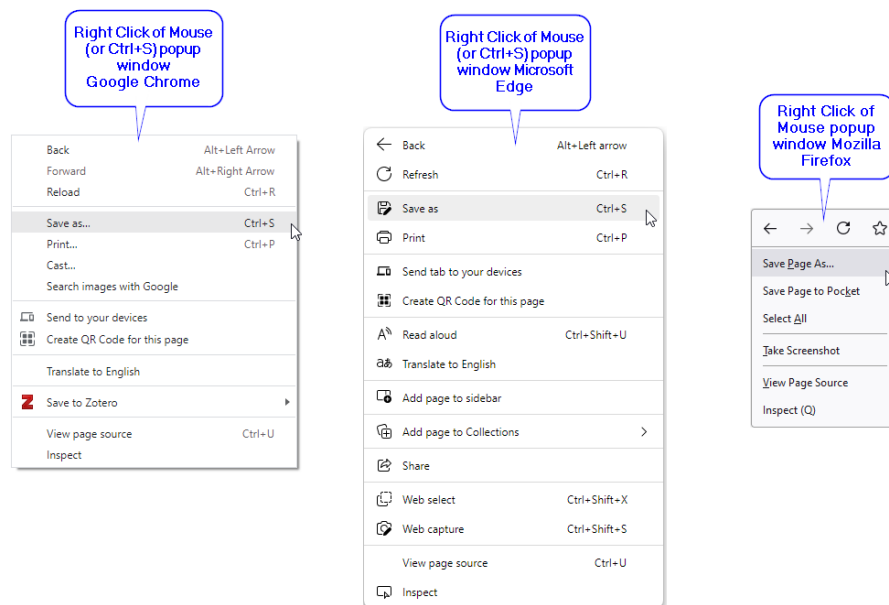
@incollection{marks2016everywhere,
  title={It is Everywhere: Handling a Mold Outbreak in a Library's High-Density Storage Collection},
  author={Marks, Alexis Braun and Owen, Eric},
  booktitle={Handbook of Research on Disaster Management and Contingency Planning in Modern Libraries},
  pages={311--339},
  year={2016},
  publisher={IGI Global}
}

@incollection{owen2014political,
  title={Political positioning},
  author={Owen, Eric},
  booktitle={The Machiavellian Librarian},
  pages={295--311},
  year={2014},
  publisher={Elsevier}
}

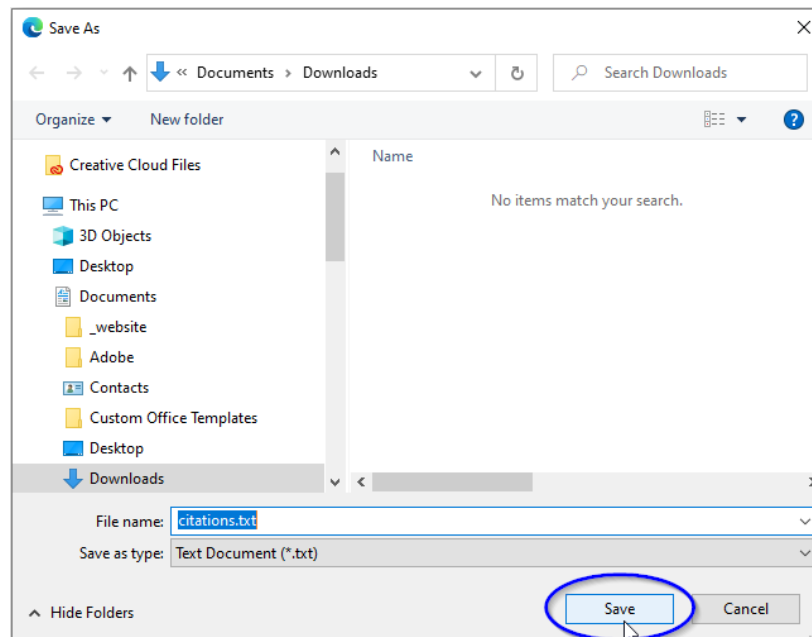
@book{seallwood2013time,
  title={Time and project management strategies for librarians},
  author={Seallwood, Carol and Kuhl, Jason and Fraser, Lisa},
  year={2013},
  publisher={Scarecrow Press}
}

```

H. The easiest way to create an import file from the browser display is to do a Save As – in Google Chrome and Microsoft Edge you can use Ctrl+S – alternately (using a PC mouse) right click and choose Save As.

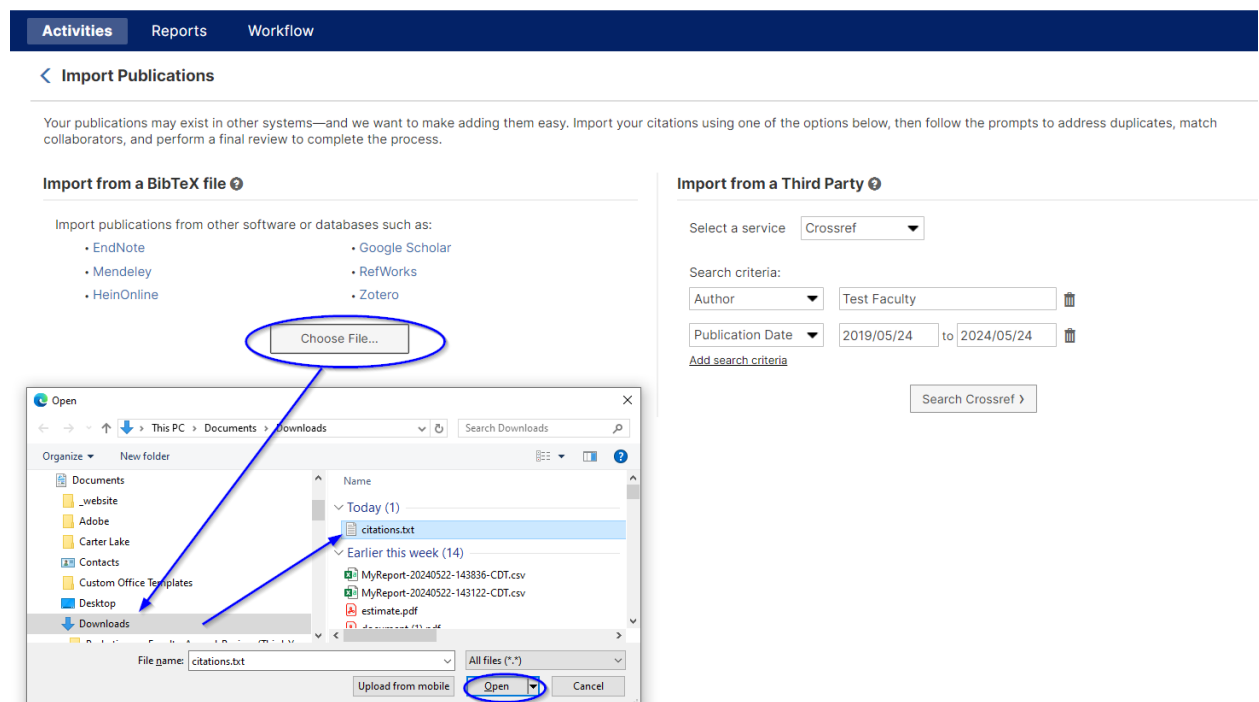


- I. Any of the Save As options above will create a file in your computer's Downloads folder called **citations.txt** by default.



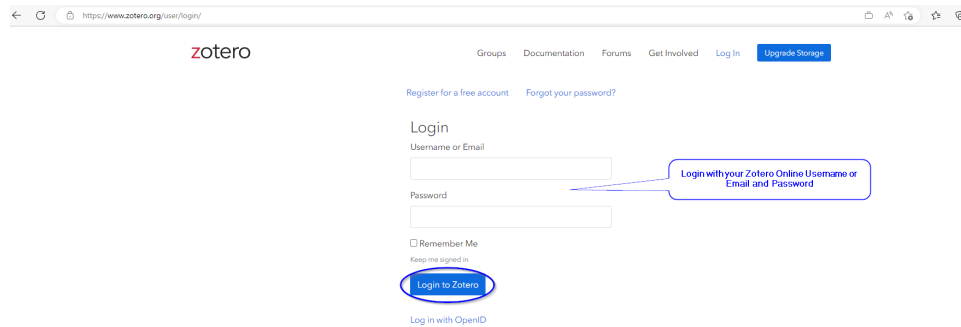
NOTE: You may also copy and paste the displayed BibTeX format citations into a text editor (such as Notepad for PC or TextEdit for Mac) and save it as a **.txt** or **.bib** file.

- J. You can now Choose the **citations.txt** file to import publications

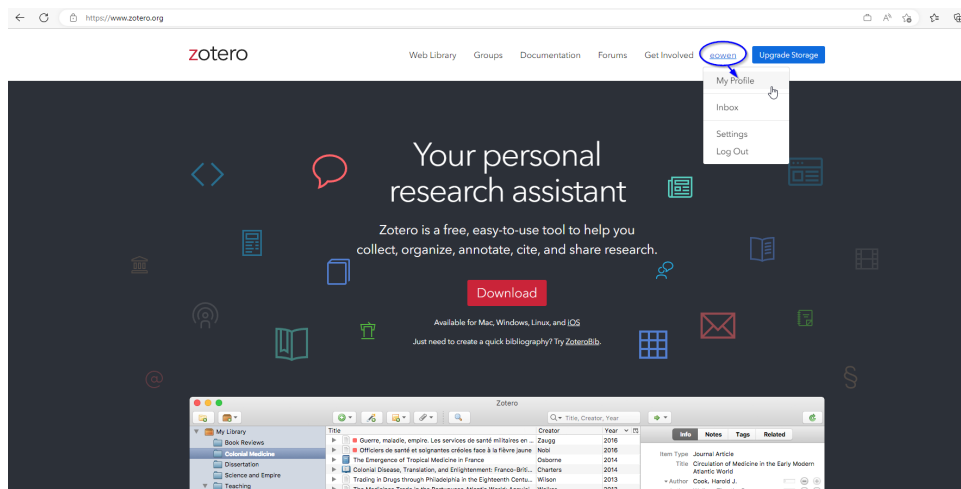


Exporting Citations from Zotero Online

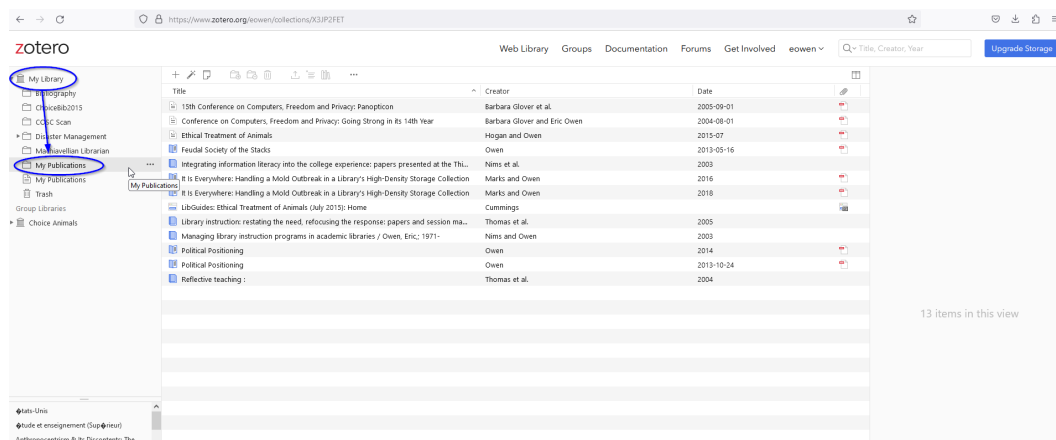
- A. Navigate to [Zotero's login page](https://www.zotero.org) and log in to your account.



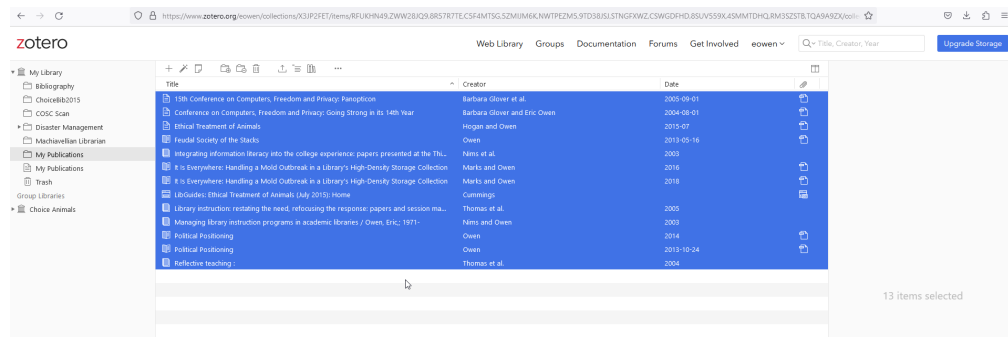
- B. In the links at the top select your account (in this example eowen) and choose My Profile.




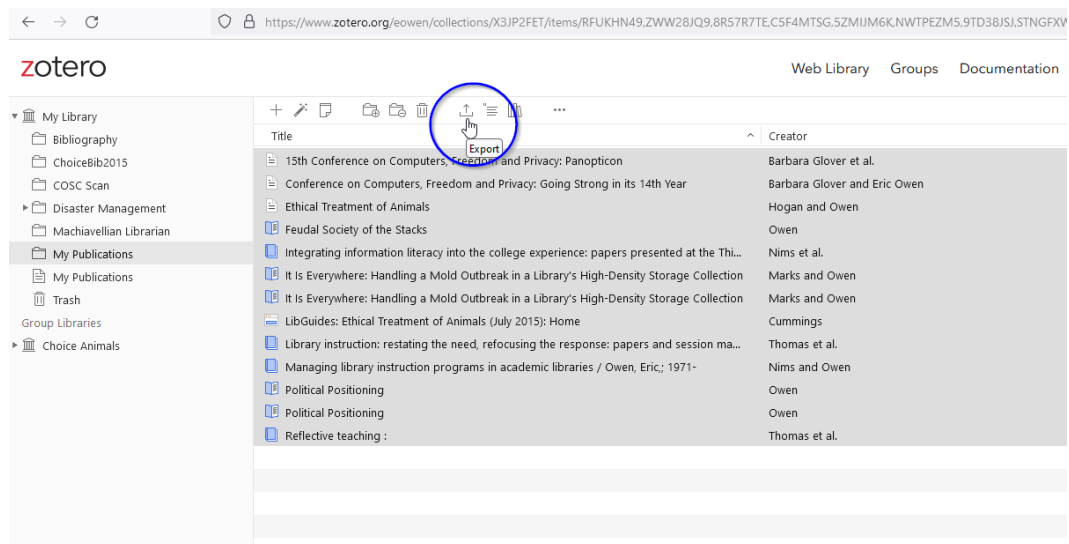
- C. Next select **My Library** and from the list on the left-hand side, select the citation collection from which you would like to export (in this example the folder **My Publications** is chosen.)



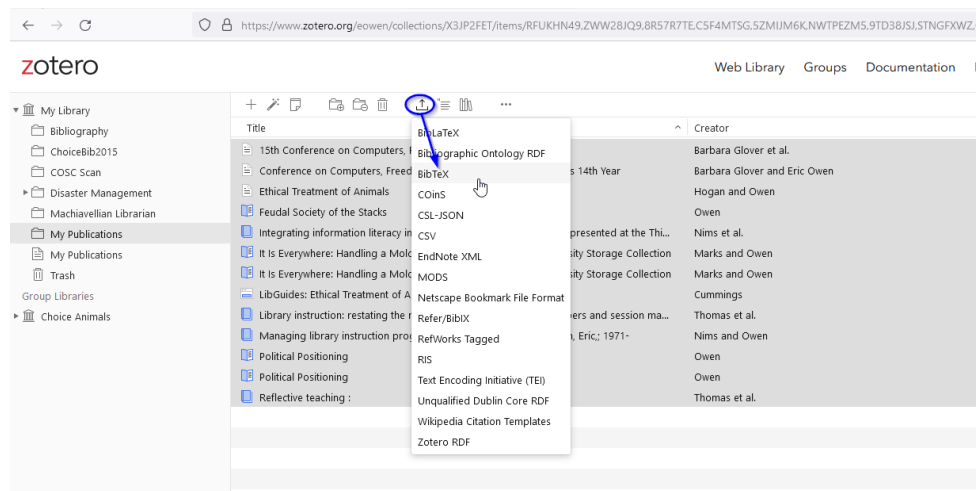
D. In the pane on the right select the citations you would like to export.



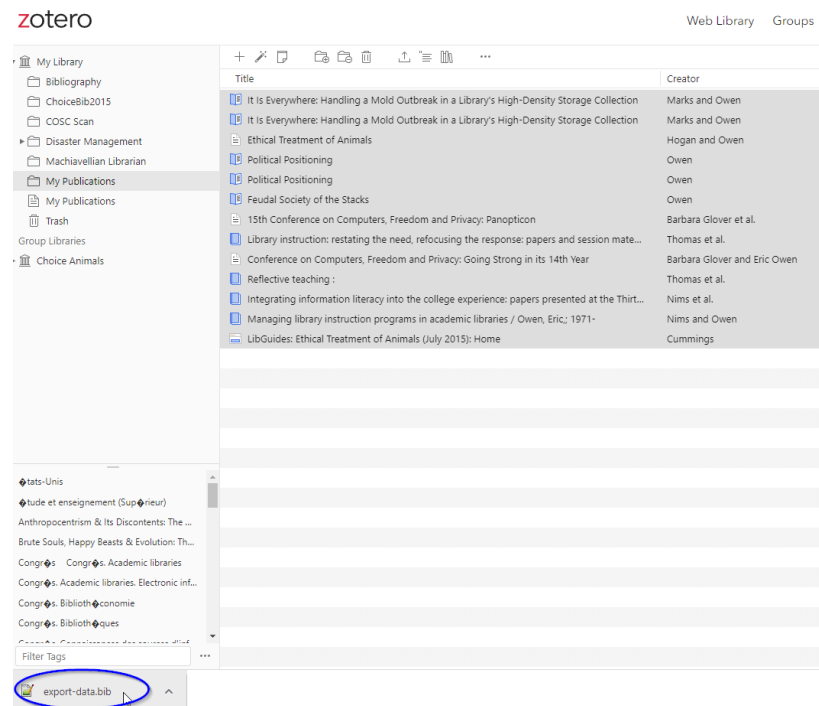
E. Select the **Export** icon , which appears near the middle of a string of icons just above the Title Column of the visible citations.



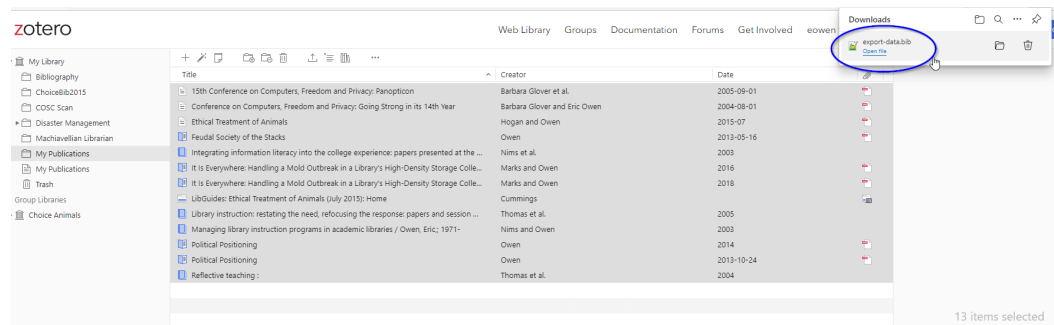
F. Select the **BibTeX** output option.



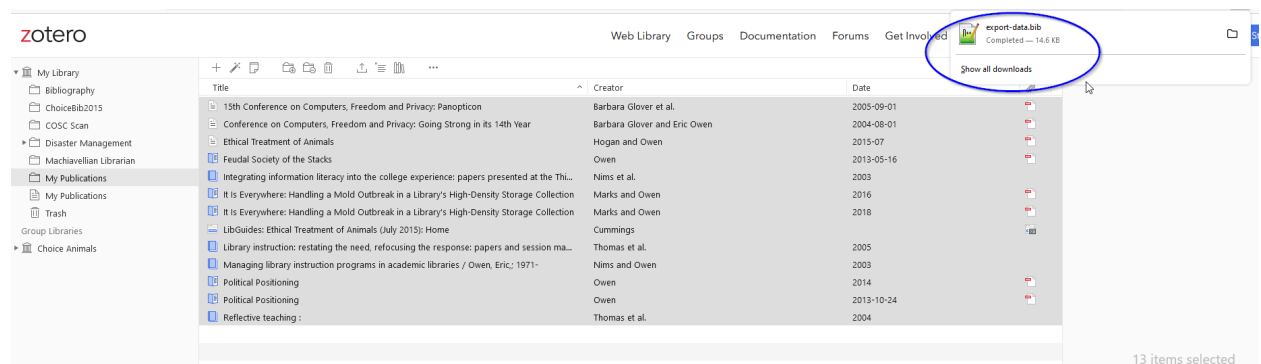
- G. Depending upon which browser you are using a link should appear to the saved file. The default file title will be **export-data.bib** near the bottom left of the screen in the Google Chrome browser



and the upper right in the Microsoft Edge browser



or Mozilla Firefox browser



- K. A copy of the **export-data.bib** file should be saved in your computer's Downloads folder. You can now Choose the **export-data.bib** file to import publications

Activities Reports Workflow

< Import Publications

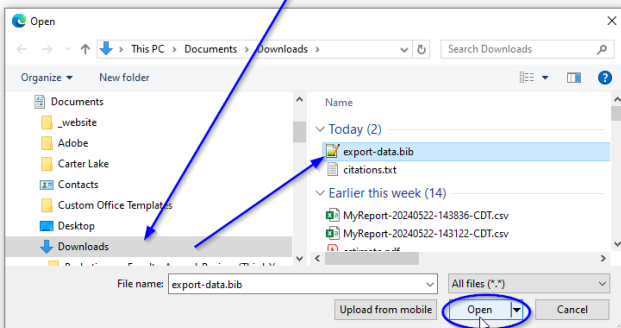
Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Mendeley
- HeinOnline
- Google Scholar
- RefWorks
- Zotero

Choose File...



Import from a Third Party

Select a service: Crossref

Search criteria:

Author: Test Faculty

Publication Date: 2019/05/24 to 2024/05/24

[Add search criteria](#)

Search Crossref >

6. You will enter the Importing Publications: Review and Finish screen where you can review the publications you are about to import by clicking on the arrows on either side of the current Item.

Activities Reports Workflow

Import Publications: Review and Finish Step 4 of 4 **Cancel Import** **Finish Import >**

You are about to import 2 publications. Review to ensure you want to proceed.

< Item 1 of 2 >

Contribution Type	Journal Article
Explanation of "Other"	
Current Status	Published
Title of Contribution	Binturong in Huntsville
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Journal Name	Viverrid Quarterly
Publisher/Proceedings Publisher	
City and State of Journal/Publisher	
Volume	2
Issue Number/Edition	6
Page Numbers	17--28
Was this peer-reviewed/refered?	
Author/Editor/Translator	Test, Bearkat
Digital Object Identifier (DOI)	
ISBN/ISSN/Case Number	12345678

7. Click Finish Import once you've verified the entries are correct.

Activities Reports Workflow

Import Publications: Review and Finish Step 4 of 4 Cancel Import Finish Import >

You are about to import 2 publications. Review to ensure you want to proceed.

◀ Item 2 of 2 ▶

Contribution Type	Book
Explanation of "Other"	
Current Status	Published
Title of Contribution	Museum of Bear-like Cats

8. Click Import again to complete the publication load.

Activities Reports Workflow

Import Publications: Review and Finish Step 4 of 4 Cancel Import Finish Import >

You are about to import 2 publications. Review to ensure you want to proceed.

◀ Item 2 of 2 ▶

Contribution Type	Book
Explanation of "Other"	
Current Status	Published
Title of Contribution	Museum of
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work	
Journal Name	
Publisher/Proceedings Publisher	Published for the Huntsville Viverrid Society, Sam Houston State University by Paradoxurinae Press
City and State of Journal/Publisher	Huntsville, TX.

You are about to load 2 publications into Publications.

Cancel Import

NOTE: The Faculty Success System will automatically search for duplicate activities already in the system. For each of the potential duplicate records, you must choose to either skip the record or choose to import.

9. If duplicate entries are suspected, you will enter the Import Publications: Duplicates screen. Potential Match records will be displayed side-by-side.

Activities Reports Workflow

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

3 publications might be duplicates of those already in the system. Review the potential matches below and determine whether you want to import the publication, or skip it and keep only the publication which already exists in the system.

View: All potential matches

◀ Potential Match 1 of 3 ▶

	Publication in system:	Publication from import file:
Contribution Type	Journal Article	Journal Article
Explanation of "Other"		
Current Status	Published	Published
Title of Contribution	Viverrid in Huntsville	Viverrid in Huntsville
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work		
Journal Name	Journal of Binturong	Journal of Binturong

10. You may select the option to either Skip, which will not include the publication from the import file, or Import, which will add the publication entry.

Activities Reports Workflow

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

Current Status	Published	Published
Title of Contribution	Viverrid in Huntsville	Viverrid in Huntsville
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work		
Journal Name	Journal of Binturong	Journal of Binturong
Publisher/Proceedings Publisher		
City and State of Journal/Publisher		
Volume	52	49
Issue Number/Edition	11	9
Page Numbers	87--98	87--98
Was this peer-reviewed/refereed?		
Author/Editor/Translator	Bearkat, Sammy	Bearkat, Sammy
Digital Object Identifier (DOI)		
ISBN/ISSN/Case Number	00012345	00012345
PubMed ID (PMID)		
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address		
Month	July (3rd Quarter/Summer)	May
Day		
Year	2022	2022
	View the full record	
		<div>Skip Import</div>

11. Once you have completed the review of potential matched records you click Continue, which will return you to the Import Publications: Review and Finish screen (see Step 4 above) to complete your review of publications for import.

Activities Reports Workflow

Import Publications: Duplicates Step 2 of 4 Cancel Import Continue >

Current Status	Published	Published
Title of Contribution	Huntsville Memorial Museum of Binturong	Huntsville Memorial Museum of Binturong
If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work		
Journal Name		
Publisher/Proceedings Publisher	Published for the Huntsville Viverrid Society, Sam Houston State University by Paradoxurinae Press	Published for the Huntsville Viverrid Society, Sam Houston State University by Paradoxurinae Press
City and State of Journal/Publisher	Huntsville, TX.	Huntsville, TX.
Volume		
Issue Number/Edition		
Page Numbers		
Was this peer-reviewed/refereed?		
Author/Editor/Translator 1	Test, Bearkat	Test, Bearkat
Author/Editor/Translator 2	Bearkat, Sammy	Bearkat, Sammy
Digital Object Identifier (DOI)		
ISBN/ISSN/Case Number	978-0-00000-000-0	978-0-00000-000-0
PubMed ID (PMID)		
PubMed Central ID (PMCID)		
Abstract/Synopsis		
Web Address		
Month		
Day		
Year	2021	2022
	View the full record	
		<div>Skip Import</div>

Importing from a Third Party

12. For third-party imports, select a service from the drop-down menu choosing either Crossref, ORCID, PubMed, or Web of Science. For Crossref, PubMed, or Web of Science you will enter search criteria, such as Author/Editor/Title/etc., as well as a Publication Date range. Additional fields can be added by clicking Add search criteria. Then, click the search button for the service.

Import from a Third Party

Select a service: **Crossref**

Search criteria:

Author: Test Faculty

Publication Date: 2019/05/24 to 2024/05/24

[Add search criteria](#)

Search Crossref

13. You will enter the Importing Publications: Select Items to Import screen where you can check boxes next to the items you wish to import.

Import Publications: Select Items to Import

Step 1 of 4 [Cancel Import](#) [Continue >](#)

Displaying 12 publications found in Crossref ordered by relevance.
Select the items you want to import and click Continue. Otherwise, you can [modify your search](#).

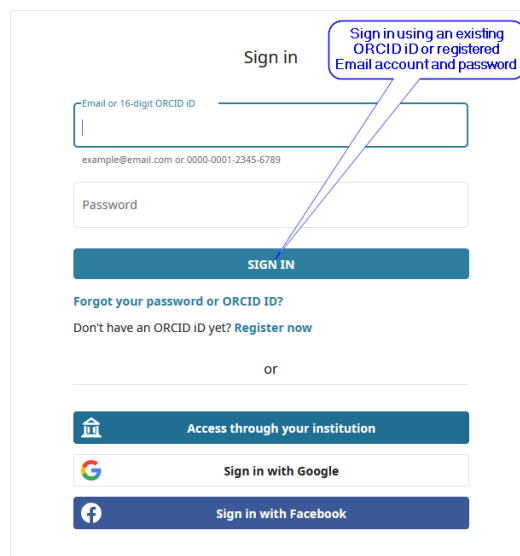
Item	
Genetic diversity and structure of the binturong <i>Arctictis binturong</i> (Carnivora: Viverridae) – status of the elusive Palawan binturong and implications for conservation Oxford University Press (OUP) 5 Total Authors Veron, Géraldine; Debrulle, Agathe; Kayser, Pauline; Fernandez, Desamarie; Bourgeois, Aude	<input checked="" type="checkbox"/>
Morphological and Morphometrical Studies on the Skull of Binturong (<i>Arctictis binturong</i>) New Delhi Publishers Kalita, Pranab April (2nd Quarter/Spring) 25, 2020	<input type="checkbox"/>
Morphological and morphometric studies on the scapula and humerus of Binturong (<i>Arctictis Binturong</i>) IP Innovative Publication Pvt Ltd Kalita, Pranab; Debroy, Swarup March 28, 2022	<input checked="" type="checkbox"/>
First photographic evidence of the Binturong <i>Arctictis binturong</i> (Raffles, 1821) from Nepal Wildlife Information Liaison Development Society 4 Total Authors Chetri, Madhu; Ale, Purna; Dahal, Tulasi; Shah, Karan	<input checked="" type="checkbox"/>
Zoo Closure Does Not Affect Behavior and Activity Patterns of Palawan Binturong (<i>Arctictis binturong whitei</i>) MDPI AG 4 Total Authors Finch, Katherine; Leary, Megan; Holmes, Lisa; Williams, Leah	<input type="checkbox"/>

NOTE: You can select multiple items on the same screen. If the number of matchings items is too large, the system will display the 200 most relevant matches. You can also modify your search to narrow the results.

14. For an ORCID import first click on the Create or Connect your ORCID iD button.

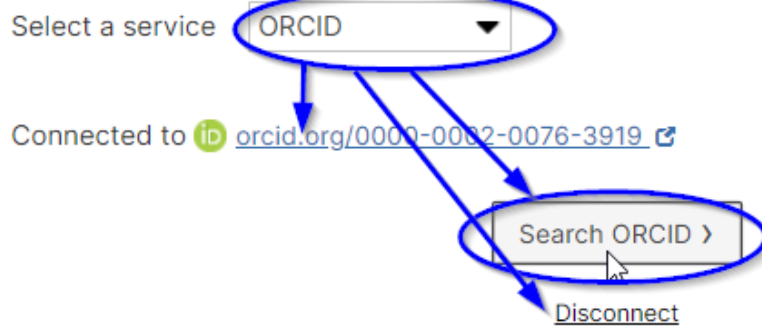


This will send you to an ORCID Sign in page.



Once you are signed in the ORCID import interface in Watermark will change. You should see a line now saying Connected to followed by a link to your ORCID account, and a Search ORCID button will appear. There will also be a Disconnect link if you wish to sever this ORCID connection.

Import from a Third Party ?



15. Clicking on the Search ORCID button will now display a list of publications pulled from your ORCID account. You may select the items you wish to import by checking the boxes to the right of the screen, and then clicking Continue near the upper right.

Activities Reports Workflow

Import Publications: Select Items to Import Step 1 of 4 Cancel Import Continue >

Displaying 12 publications found in ORCID ordered by relevance.
Select the items you want to import and click Continue.

Item	
It Is Everywhere IOI Global Marks, Alexis; Owen, Eric 2016	<input checked="" type="checkbox"/>
15th Conference on Computers, Freedom and Privacy: Panopticon Emerald 3 Total Authors Glover, Barbara; Owen, Eric; Storm, Paula September 1, 2005	<input checked="" type="checkbox"/>
Political positioning Elsevier Owen, Eric 2018	<input checked="" type="checkbox"/>
Conference on Computers, Freedom and Privacy: Going Strong in Its 14th Year Emerald Glover, Barbara; Owen, Eric August 1, 2004	<input checked="" type="checkbox"/>
Ethical Treatment of Animals American Library Association Hogan, W.; Owen, E. July (3rd Quarter/Summer) 1, 2015	<input checked="" type="checkbox"/>
Reflective teaching : Faculty, Test 2004	<input checked="" type="checkbox"/>
Managing library instruction programs in academic libraries / Owen, Eric.; 1971- Faculty, Test 2003	<input checked="" type="checkbox"/>
Library instruction: restating the need, refocusing the response: papers and session materials presented at the Thirty-Second National LOEX Library Instruction Conference held in Yps...	<input checked="" type="checkbox"/>

NOTE: like the BibTeX file imports, items imported from an ORCID search will come from your ORCID account's list of stored works. If you do not currently have an ORCID account, this search will not provide publication citations to import.

16. From any Third Party import (Crossref, PubMed, ORCID, or Web of Science) the system will look to match collaborators from the imported publication entries to people at SHSU.

Activities Reports Workflow

Import Publications: Match Collaborators Step 3 of 4 Cancel Import Continue >

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

2 names matched one user account. If a match is incorrect, select a different user account for that user.

Owen, E.	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account
Owen, Eric	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account

4 names did not match any user accounts. If any of these people are with Sam Houston State University, match them to a user account.

Glover, Barbara	Match to a user account
Hogan, W.	Match to a user account
Marks, Alexis Braun	Match to a user account
Storm, Paula	Match to a user account

17. Where similar names appear (i.e., the same last name/first name vs last name/first name initial) Watermark allows you to Select a different user account, if these names are different people. If the names have been correctly matched you can leave the assigned account as is (you don't have to do anything.) If the names should be matched to a different user account select the correct account and click OK. If the name is neither a match for the current account nor any other account in the system click on No Matching Account.

Activities Reports Workflow

Import Publications: Match Collaborators Step 3 of 4 Cancel Import Continue >

To ensure high quality reports, your collaborators were compared against this system's user accounts. A match was made where the names appear to be the same. Review the matches below and reconcile them as needed before continuing.

2 names matched one user account. If a match is incorrect, select a different user account for that user.

Owen, E.	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account
Owen, Eric	Matched to 'Owen, Eric: edo009' at Sam Houston State University	Select a different user account

4 names did not match any user accounts. If any of these people are with Sam Houston State University, match them to a user account.

Glover, Barbara	Match to a user account
Hogan, W.	Match to a user account
Marks, Alexis Braun	Match to a user account
Storm, Paula	Match to a user account

Match user account to 'Owen, E.'

Owen, Eric: edo009

Owens, Erin E: edo001

Owens, Lauren E: edo017

Owens, Rissie A: rao003

Oyugi, Willis O: woo002

Padilla, Lillie V: lvp005

Pagels, Jill S: jsp018

Paine, Darin J: djp038

Palacios-Plugge, Sandra: srp050

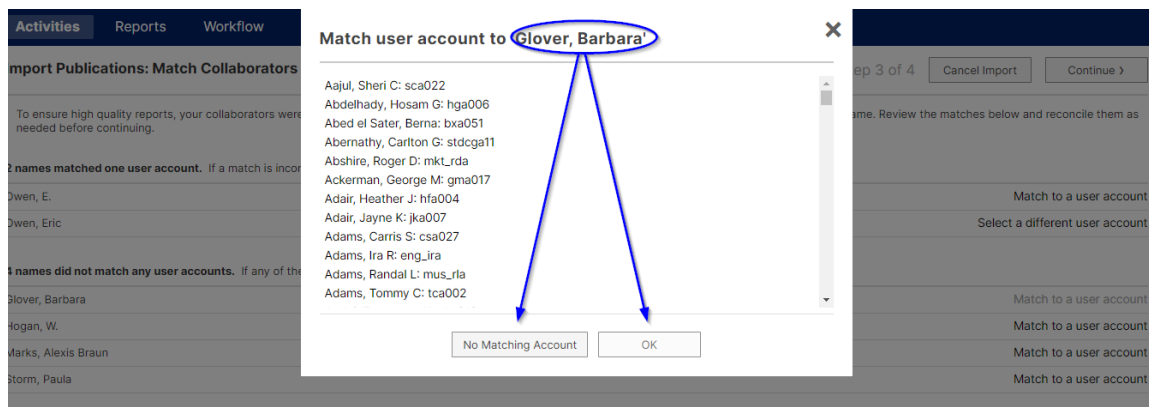
Palansc, Gabriel: ggp003

Pandey, Shyam B: sbp029

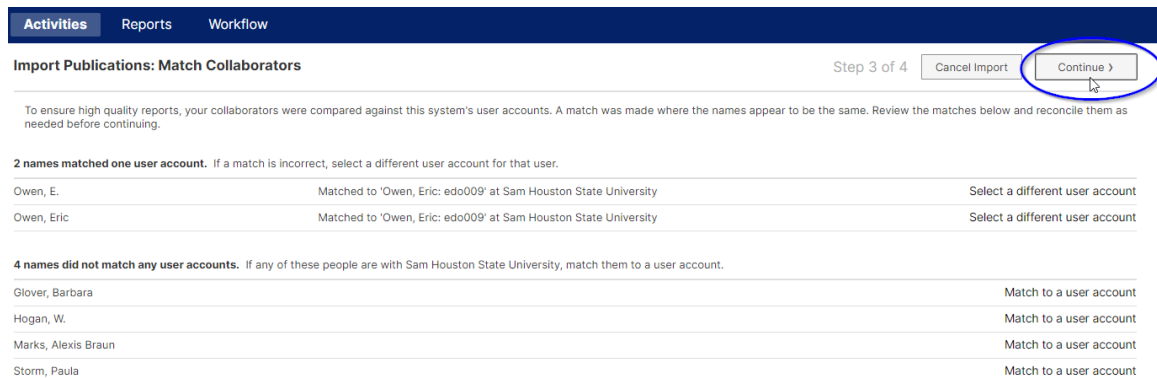
Pannkuk, Timothy R: agr_1m

No Matching Account OK

18. If Watermark cannot find a match with other Sam Houston State University personnel as the names of imported collaborators, the system will allow you Match to a user account. If the name(s) do not correspond to any Sam Houston State University account you can leave these names as is (you don't have to do anything.) Alternately you can select No Matching Account in the Match user account pop up. If the name should be matched to an existing Sam Houston State University account you can select that account and click OK.



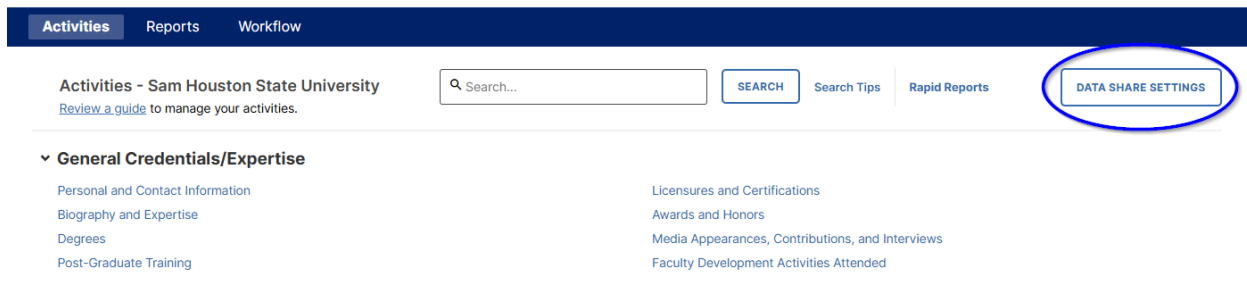
19. Once you have completed matching potential SHSU collaborators to system accounts you click Continue, which will return you to the Import Publications: Review and Finish screen ([see number 6 above](#)) to complete your review of publications for import.



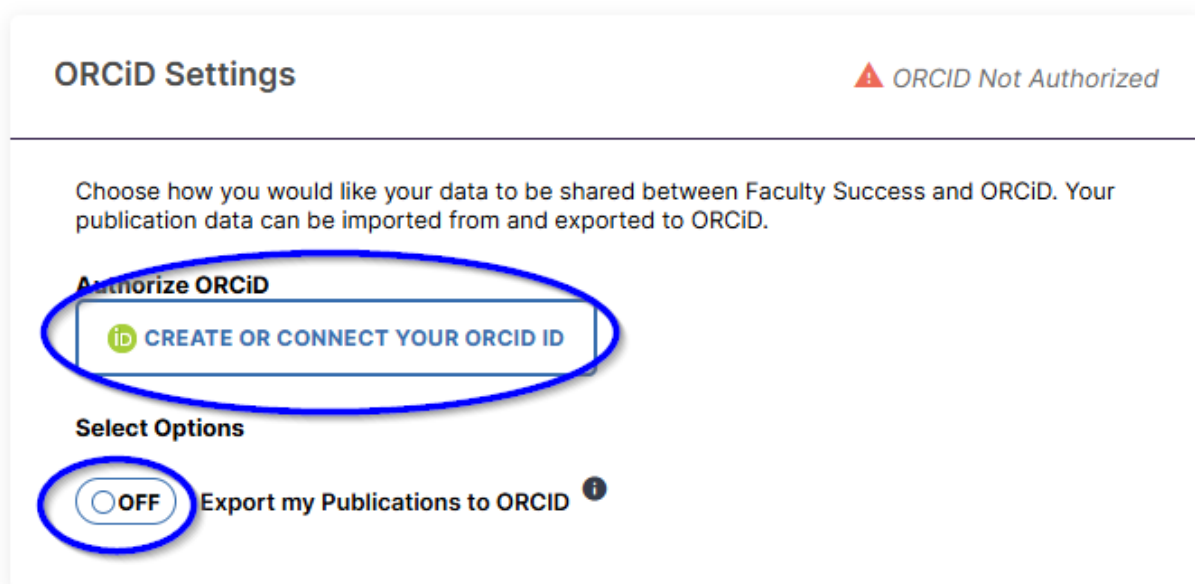
***NEW* - Exporting Publication Data to ORCID Account**

During the Summer 2024 Watermark deployed a new Export option to help sync your publication entries in Watermark to automatically export the data to a connected ORCID account.

1. On the main Activities page you will now see a Data Share Settings button.

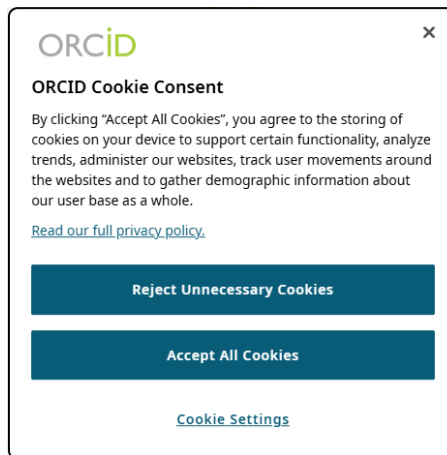


2. The first time you click on the Data Share Settings button you will be given the option to Create or Connect your ORCID ID – and you will see an On/Off Toggle to **Export my Publication to ORCID**. Setting this Toggle to On will send your publications to ORCID immediately, and any updates made to your Faculty Success publications will be sent to ORCID each Sunday.



3. Clicking on the Create or Connect Your ORCID ID button will open up a pop-up window to Sign in to ORCID – or if you do not have an ORCID account yet you can click on a Register now link which will lead you through 5-step process to register your names and emails to an ORCID account.

NOTE - You may see a pop-up window from ORCID concerning Cookie Consent. You may click on Reject, Accept, or click on the X in the upper right to simply close this window.



4. Once you have an ORCID account you can enter your associated Email address, or your 16-digit ORCID ID, along with your ORCID Password. If your account is associated with your SHSU account, or your Google account you may also choose one of those sign in methods near the bottom of the pop-up window.

A screenshot of the ORCID sign-in page in a Microsoft Edge browser. The browser title is "Sign in - ORCID - Personal - Microsoft Edge" and the address bar shows "https://orcid.org/signin?client_id=APP-90JKFHINBODD72RB&r...". The page features the ORCID logo at the top, followed by the heading "Sign in to ORCID" and a link "Don't have your ORCID iD yet? Register now". There are two main input sections: "Email or ORCID iD" with a text box containing "Email or 16-digit ORCID iD" and an example "For example: joe@institution.edu or 0000-1234-5678-9101", and "Password" with a text box containing "Your ORCID password". Below these is a large blue button "Sign in to ORCID" and a link "Forgot your password or ORCID ID?". A separator "OR" is followed by two alternative sign-in options: "Sign in through your institution" with a building icon and "Sign in with Google" with the Google logo.

In this example we have used an ORCID ID and Password to Sign in to ORCID.

Sign in - ORCID - Personal - Microsoft Edge

https://orcid.org/signin?client_id=APP-90JFHINBODD72RB&r...

Sign in to ORCID

Don't have your ORCID iD yet? [Register now](#)

Email or ORCID iD
0000-0002-0076-3919

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Sign in to ORCID

[Forgot your password or ORCID ID?](#)

OR

Sign in through your institution

Sign in with Google

- Once you have successfully connected to your ORCID account you will see a Connected to ID line with a URL linking to your ORCID account. Beneath this you will see Disconnect – which provides you an option to break the connection between Watermark and ORCID. In the upper right-hand portion of the ORCID Settings box you will see a and the statement ORCID Not Authorized.

ORCID Settings

ORCID Not Authorized

Choose how you would like your data to be shared between Faculty Success and ORCID. Your publication data can be imported from and exported to ORCID.


Authorize ORCID

Connected to <https://orcid.org/0000-0002-0076-3919>

Disconnect


Select Options

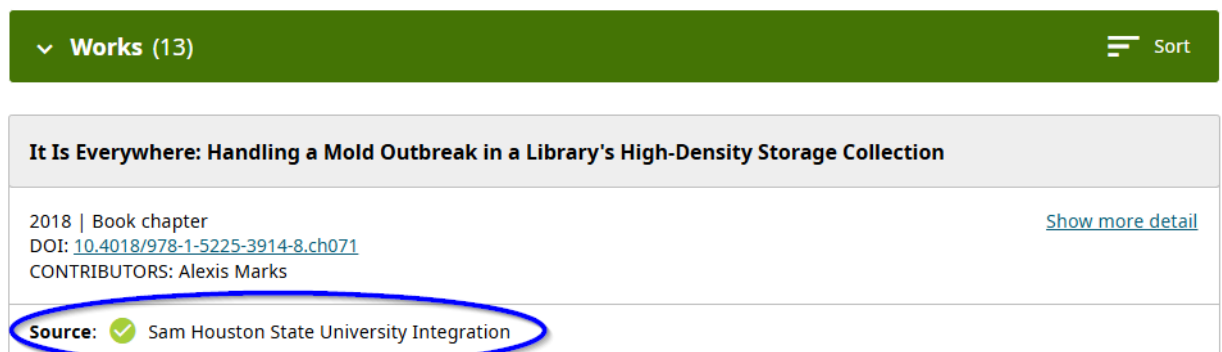
☐ OFF Export my Publications to ORCID

6. Once you click on the Select Options toggle moving it from OFF to ON you will see the upper right-hand statement change to  Connected.

NOTE: Setting this Toggle to On will send your publications to ORCID immediately, and any updates made to within your Faculty Success publications entries will be sent to ORCID each Sunday.



7. Entries that have been exported from Watermark into your ORCID account will be identified in ORCID with the Source:  Sam Houston State University Integration.



Search Activities

Faculty Success allows you to search for an item across all entries for your activities in the system, or you can focus only within an individual category.

Use the Search All Activities feature when you are not sure of the activity's location. Use the search feature for an individual page if you are sure in what category the activity belongs.

1. On the main Activities overview, enter your search criteria in the search box.
2. Click the Search button to begin your search.

Activities - Sam Houston State University
[Review a guide](#) to manage your activities.

Search All Activities SEARCH Search Tips Rapid Reports

▼ General Credentials/Expertise

Personal and Contact Information
 Biography and Expertise
 Degrees
 Post-Graduate Training

Licensures and Certifications
 Awards and Honors
 Media Appearances and Interviews
 Faculty Development Activities Attended

▼ Career Information

Professional Positions
 Administrative Assignments

Consulting
 Professional Memberships

▼ Teaching/Mentoring

Teaching Innovation
 Curriculum Development
 Directed Student Learning (e.g., theses, dissertations)
 Mentoring

Scheduled Teaching
 Non-Credit Instruction Taught
 Yearly Advising Summary

Search Individual Pages

1. Click into the category in which the activity you are looking for is stored.
2. Enter your search criteria in the search box.
3. Click the Search button to begin your search.

Activities Reports Workflow

Presentations

Search Presentations SEARCH Search Tips Rapid Reports

DUPLICATE COMPARE ADD NEW SELECT COLUMNS

Filters: None

PRESENTATIO...	CONFERENCE/...	VENUE	CITY	STATE	COUNTRY	COUNT OF RO...	MONTH, DATE	DAY, DATE
No Data to Display								

See SHSU [Watermark Faculty Success Training and Resources](https://www.shsu.edu/dept/academic-affairs/watermark/training.html) (<https://www.shsu.edu/dept/academic-affairs/watermark/training.html>) page for additional assistance in entering and maintaining your faculty success activities data.