UNIVERSITY OF CENTRAL FLORIDA
NICHOLSON SCHOOL OF COMMUNICATION

Sedona Faculty Training Manual

Logging In

It is recommended that you access Sedona using the Google Chrome web browser. Internet Explorer tends to cause issues with Sedona.

Go to www.sedonaweb.com. Check to see that 'Member' is selected in the drop down menu.
Enter username and password.

Steps for Submitting End-of-Year Reports

#1 Entering Activities

During the reporting period, from June 8 to May 7, enter new activities into Sedona as they occur. This includes new publications, committees on which you have served, research supervision, service within and outside of UCF, etc. Entering these activities throughout the year will make submitting reports at the end of the year quick and easy. For more details on how to enter activities into Sedona see the 'Entering Activities' section below.

#2 Completing the COS Report

When you are ready to submit your reports, start by pulling up your COS report in Sedona. Review the information in the report to insure that all relevant activities are included and accurate. The teaching schedule is entered by NSC staff, if you find any errors with your teaching schedule please notify Shameika Daye, sdaye@ucf.edu. All other information can be edited within your member profile. To include a personal statement at the end of the COS Report, fill out the Personal Statement field under Narratives in your Profile. Once you have verified that the COS report is complete and accurate download and save the report as a PDF file and email this file to Shameika Daye, sdaye@ucf.edu.
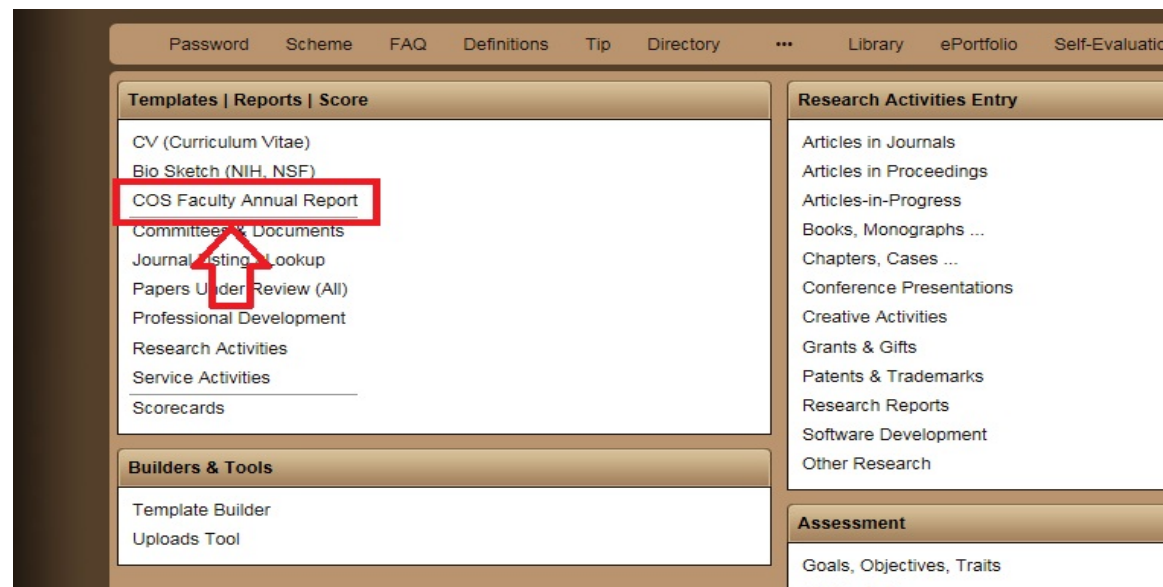
#3 Annual Evaluation Standards & Procedures Report (Self-Evaluation)

To begin the AESP, go to the Self-Evaluation link on your Sedona homepage. If you need to exit the AESP at any time, your progress will be saved automatically. Each section will pull the relevant activities which you entered for your COS report. Based on these activities and other information, check off all the criteria which you have fulfilled. Instructions are provided as to how many criteria must be fulfilled to achieve the levels of Satisfactory, Above Satisfactory or Outstanding in each section. For criteria which may be counted more than once, a second checkbox will be provided or explanation of the activities can be provided in the 'Other' box at the end of the section. For tenured/tenure-track faculty, descriptions of the AESP research categories can be found in Sedona's Library. Instructions for downloading the descriptions are provided in the AESP. If you would like to include a summary, this can be done at the end of the AESP. You have the ability to attach up to one document to your AESP. This can be done by clicking the 'Attach' button in the upper right-hand corner. Once you have completed the AESP, click the green 'Submit' button in the upper right-hand corner.

#4 Submitting Your CV

Your up-to-date CV can be submitted to either Debbie Doyle, debbie.doyle@ucf.edu, Shameika Daye, sdaye@ucf.edu, or Kim Tuorto, kim.tuorto@ucf.edu. You may use either your own CV or the one provided in Sedona. The template in Sedona will include all of your past academic and work experience, teaching, research and service activities and. It can be saved as a Word document or PDF.
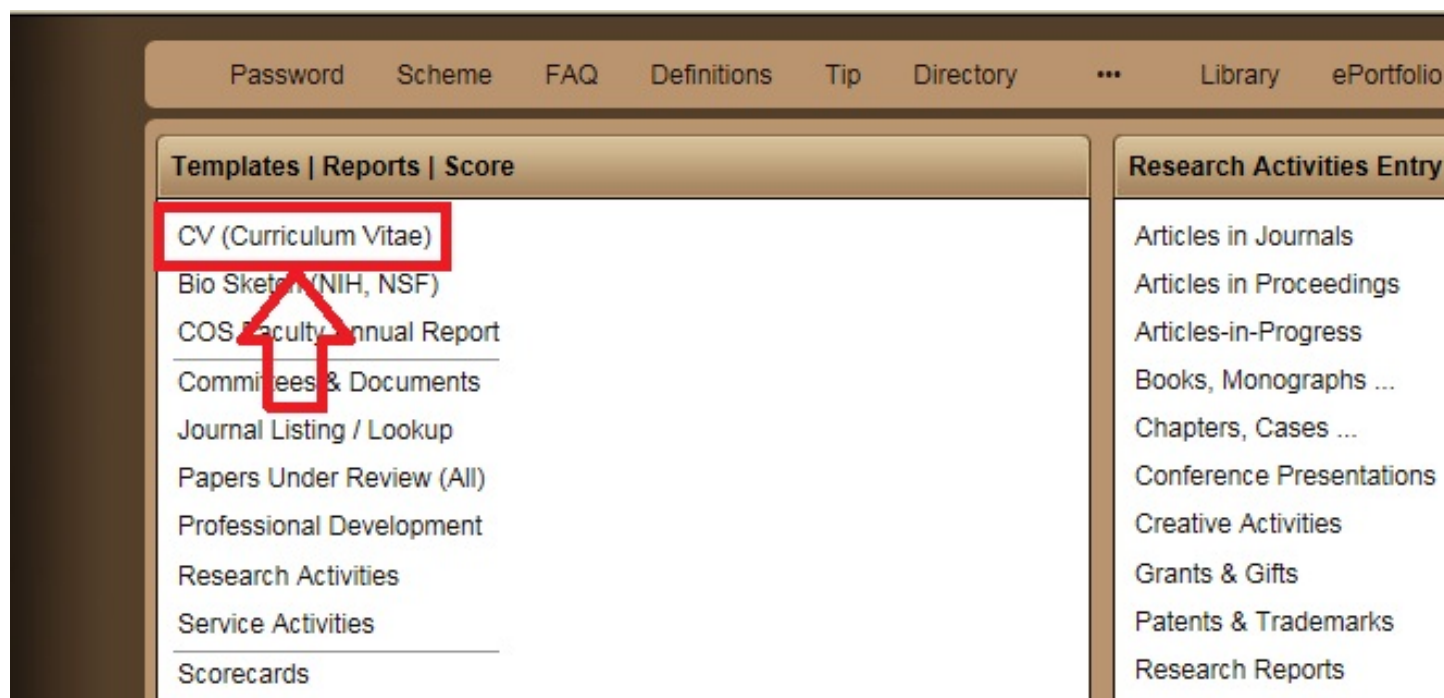
#5 Celebrate!

You've finished another year's worth of reports!

<div style="text-align:center">

See below for additional information on using Sedona

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Profile

A link to your member profile is on the right-hand side of the upper task bar or in the middle of the page on the lower task bar. Here you can update your bio, contact information, narratives, expertise, and references.

Narratives

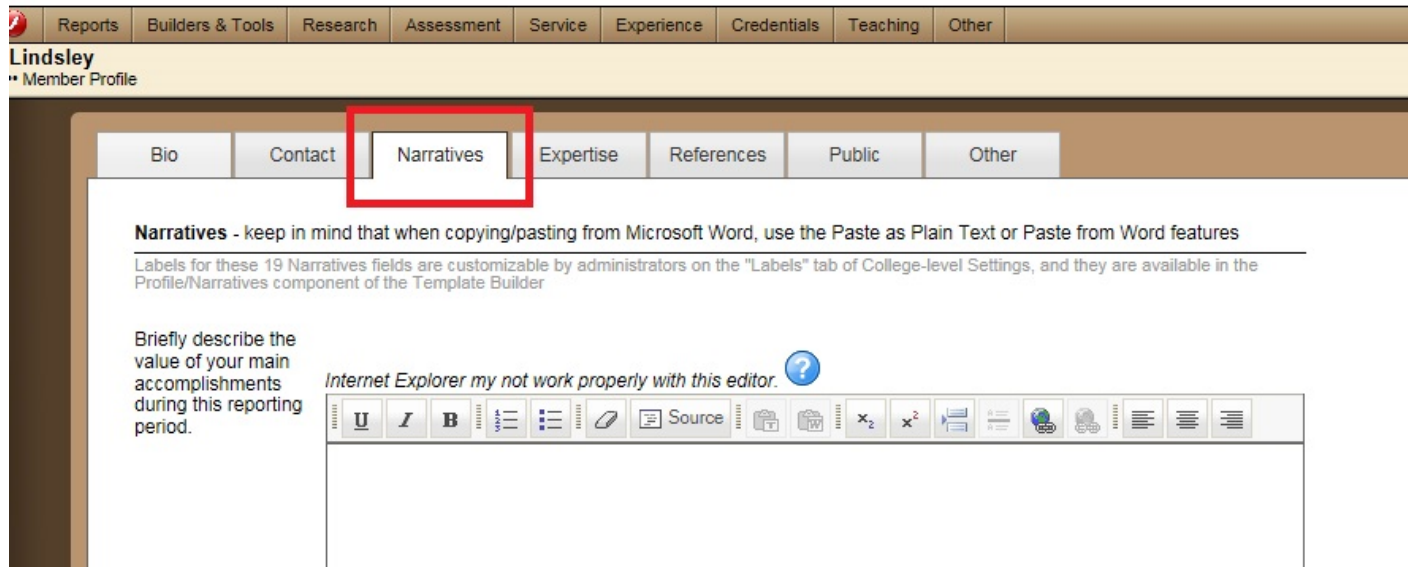Some elements of the reports in Sedona will require you to fill out a narrative. These can be found under your profile in the tab labeled 'Narratives'. Then fill out the appropriate narratives as directed in the relevant report.

Entering Activities

- **Teaching**
  To enter a new Teaching activity, click on 'Teaching Activities' under 'Teaching Activities Entry' section on the Sedona homepage. This page will list all past teaching activities. Click on the green 'Add' button in the upper right-hand corner. Fill out as much information about the activity as you can and click the green 'Save' button in the upper right-hand corner. You should now be able to see this activity listed in 'Teaching Activities'.
  - Mentoring Activities: All student mentoring activities should be included as teaching activities including supervision of student research.
  - Graduation Attendance: This will be listed under Institutional Service
- **Research**
  To enter a new Research activity, choose the research category in the 'Research Activities Entry' section on the Sedona homepage into which the activity best fits. Once the category is selected, all past activities in that category will be displayed. Click on the green 'Add' button in the upper right-hand corner. Fill out as much information about the activity as you can and click the green 'Save' button in the upper right-hand corner. You should now be able to see this activity listed in that category.
  - Journals: Journals must be verified before they are added to Sedona's journal list. So if a NSC faculty member has not published in a particular journal before, it will not appear in the dropdown of journal titles. If you are entering an article in a journal not on the Sedona list, submit a petition to have the journal added to the list. NSC staff will then verify and add the journal. If you are entering an article in a journal which you find is incorrectly listed on Sedona's list, submit a petition which correctly lists the journal and email Shameika Daye, sdaye@ucf.edu, notifying her of this to have the listing fixed.
  - Encyclopedia Entries: Per NSC's ELP policy, encyclopedia entries do not count as journal articles and should be listed under the research category 'Chapters, Cases…" as Supplements.
  - Citations of Work: Citations of work are listed under 'Other Research' as 'Citation of Work in Other Publications' This entry provides an area to put a link to a Google Scholar or other page or an area to put a description of the number of citations. Please only provide the number of citations generated in the last year.
- **Service**
  To enter a new Service activity, choose from Community, Institutional or Professional Service. Once the category is selected, all past activities in that category will be displayed. Click on the green 'Add' button in the upper right-hand corner. Fill out as much information about the activity as you can and click the green 'Save' button in the upper right-hand corner. You should now be able to see this activity listed in that category.
  - Community Service: Please include all community service regardless of its relevance to your field. This information is helpful to NSC staff when compiling reports on the school.

- Institutional Service: The dropdown for this section includes activities such as 'Mentoring Activities' and 'Thesis/Dissertation – Chair or Co-Chair' but these activities should actually be included in the teaching section. Graduation Attendance is listed here.

Help and FAQ
If you have trouble with any of the sections on Sedona, video tutorials are available under the Help link. Also Frequently Asked Questions can be found at the FAQ link on the lower task bar.
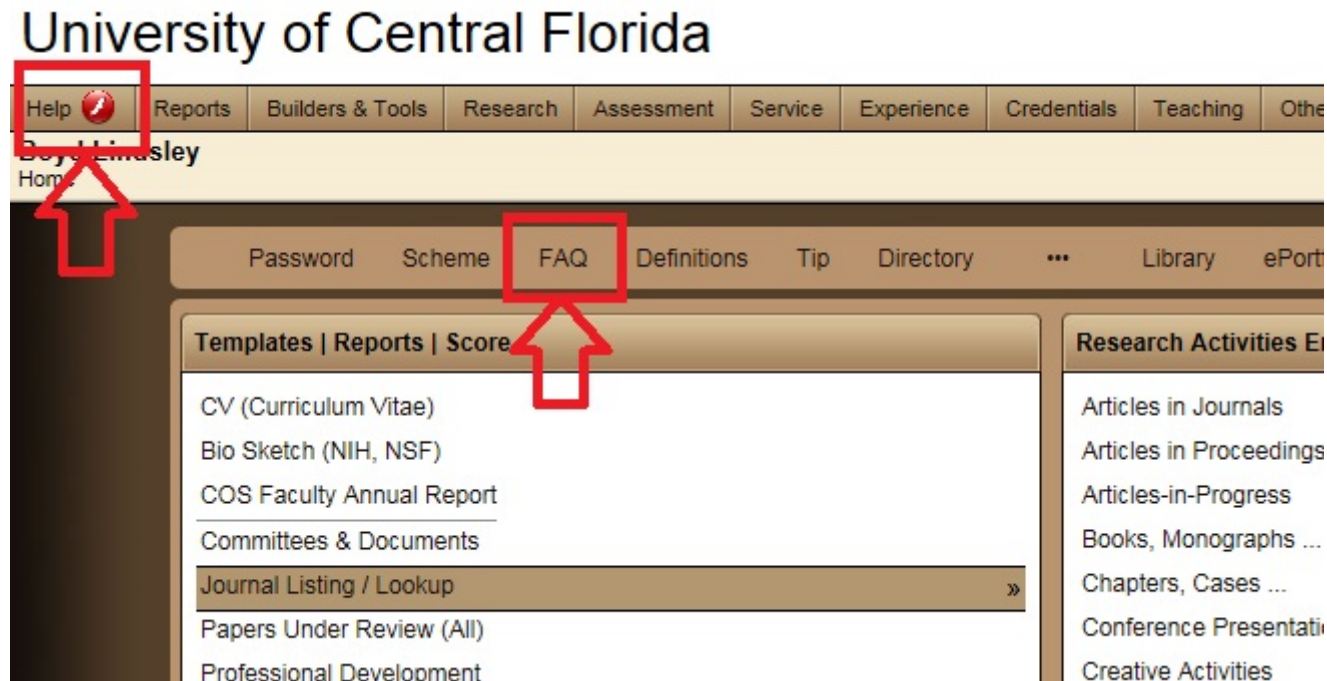
Contact
If you have any additional questions about Sedona, please contact one of the following:

Shameika Daye – sdaye@ucf.edu, 407-823-5231
Kim Tuorto – kim.tuorto@ucf.edu, 407-823-2882
Boyd Lindsley – boyd@ucf.edu, 407-823-6751