



Lyterati Annual Report Guide: Faculty

George Washington University

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1. Sign into Lyterati

Access Lyterati by selecting the following link: <https://gwu.lyteraticloud.com/login>

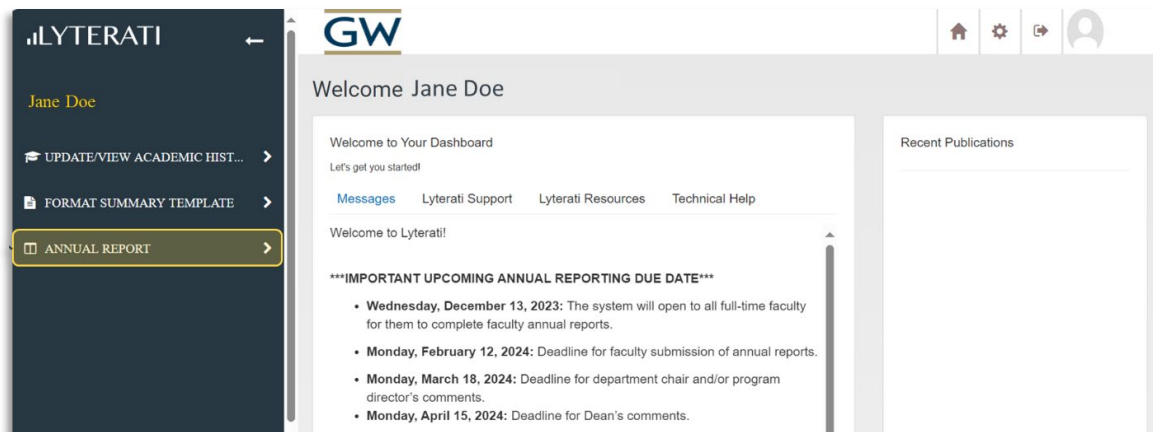
- If your affiliation with the University began before June 1, 2022, sign in with your NetID (the part to the left of the @ in your email address) and password.
- If your affiliation with the University began on or after June 1, 2022, sign in with your GWID and password.

The following reasons could prevent you from logging in:

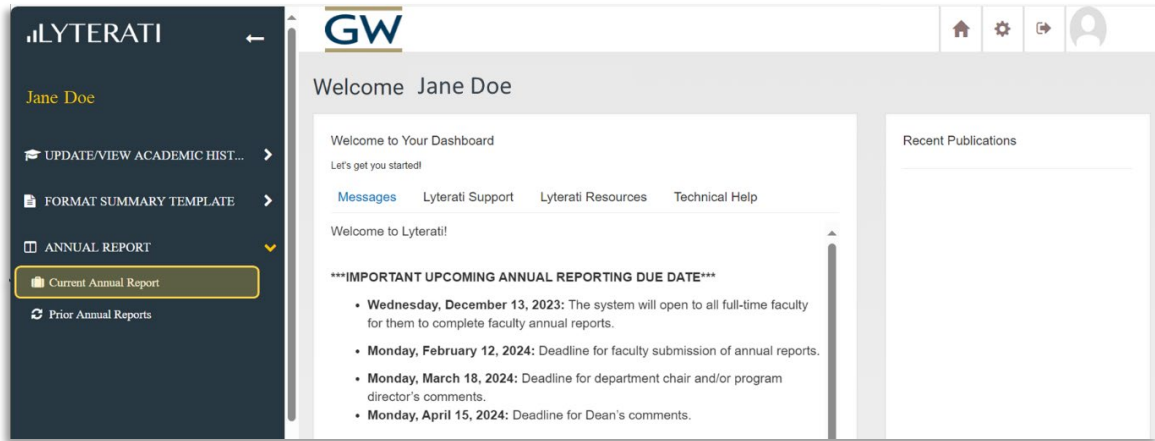
- 1) Lyterati could not authenticate you because your NetID and/or password are incorrect.
- 2) You do not have a role in Lyterati and should contact your College's Lyterati point of contact.
- 3) Your demographic information in Lyterati is incomplete and should contact your College's Lyterati point of contact.

2. Create a New Annual Report (AR)

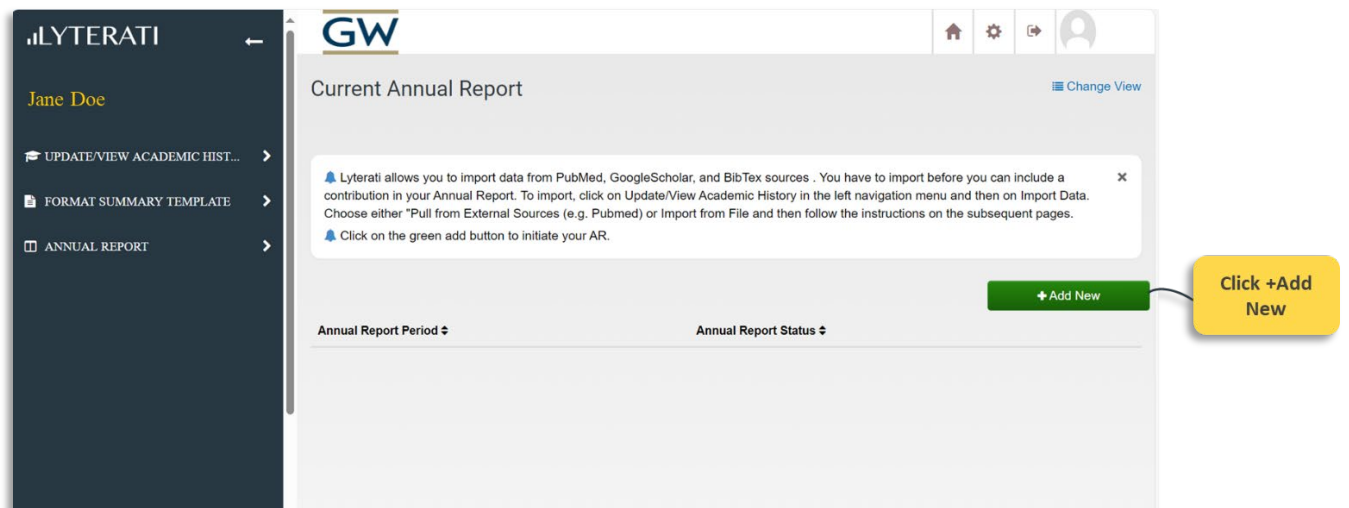
1. Click *Annual Report* on the left navigation pane.



2. Click *Current Annual Report*.



3. Click the *Add New* button to create the Annual Report. You can only create one report each year.



- You will be directed to the page below to create your Annual Report. Confirm the respective fields are populated accurately and click *Create*. Annual Report Status will not be populated until you click Create. If the First Reviewer is “Not Assigned”, contact your College’s Lyterati point of contact.

The screenshot shows the Lyterati web application interface. On the left is a dark navigation sidebar with the Lyterati logo and a user profile for Jane Doe. The main content area is light gray and displays the user's name 'Jane Doe' at the top. Below the name is a form with several fields: 'ANNUAL REPORT PERIOD*' with a dropdown menu showing '2023'; 'ANNUAL REPORT STATUS' with a dropdown menu showing '-----'; 'FIRST REVIEWER' with a text field showing 'Not Assigned'; and 'DOCUMENTS' with an empty field. On the right side of the form, there are two buttons: 'Go Back' and 'Create'. The 'Create' button is highlighted with a yellow border.

3. Respond to AR Questions

Once you have created your AR, Lyterati will show the following 8 blocks:

1. Background Information
2. Research
3. Teaching
4. Service
5. Other
7. Goals
8. Leadership

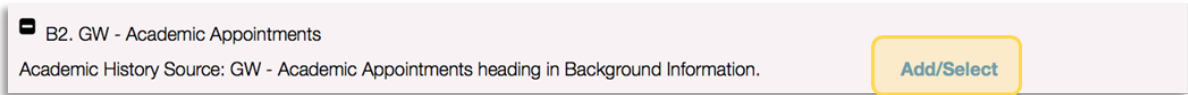
a. Select from Academic History

Answer all questions under each block. Your responses will save automatically and you can exit at any time. To return to your AR after exiting Lyterati, visit the navigation pane and click *Annual Report > Current Annual Report > Your Annual Report in progress* as indicated with a pencil icon on the right.

1. Click the arrow to the left of Background Information to expand all the questions in the block.



2. Once the questions are open, answer them by clicking the *Add/Select* link to the right of the question.



3. After you click *Add/Select*, your current Contribution Management records will appear. To add the record(s) you would like to include in your report, check the box underneath *Include in AR* next to the record.

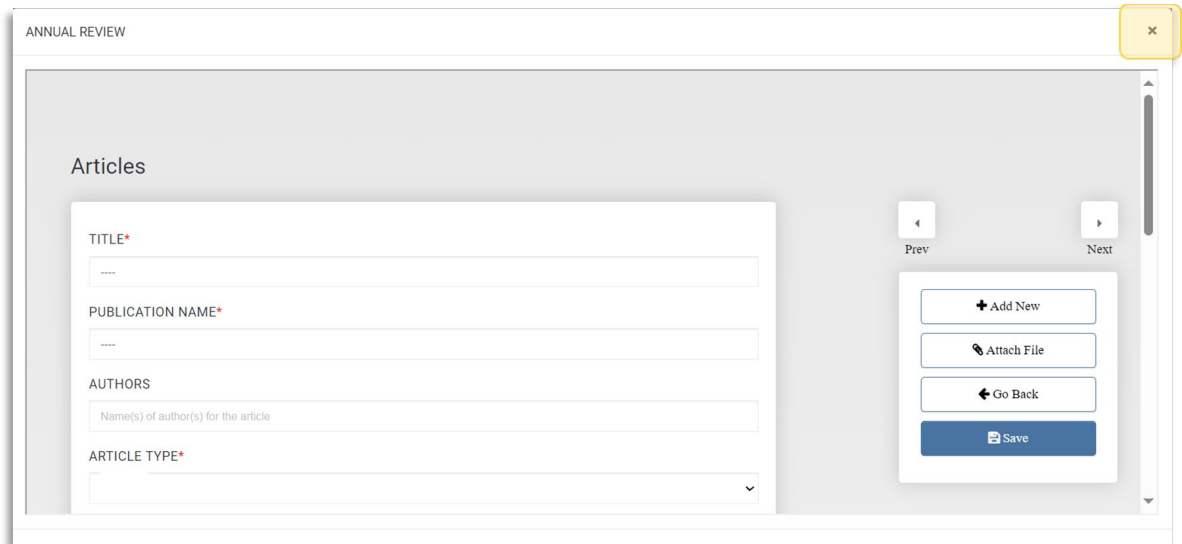
Note: You can also edit the record on this page by clicking on the pencil icon. To remove selections, unclick the box.

College	Department	Start Term	End Term	Appointment Type	Rank	Expert Finder	Include in AR
Columbian College of Arts and Sciences (GW_08)	English	Spring 2015	-	Special Service	Associate Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. The green checkmark indicates that the record will appear in your AR.

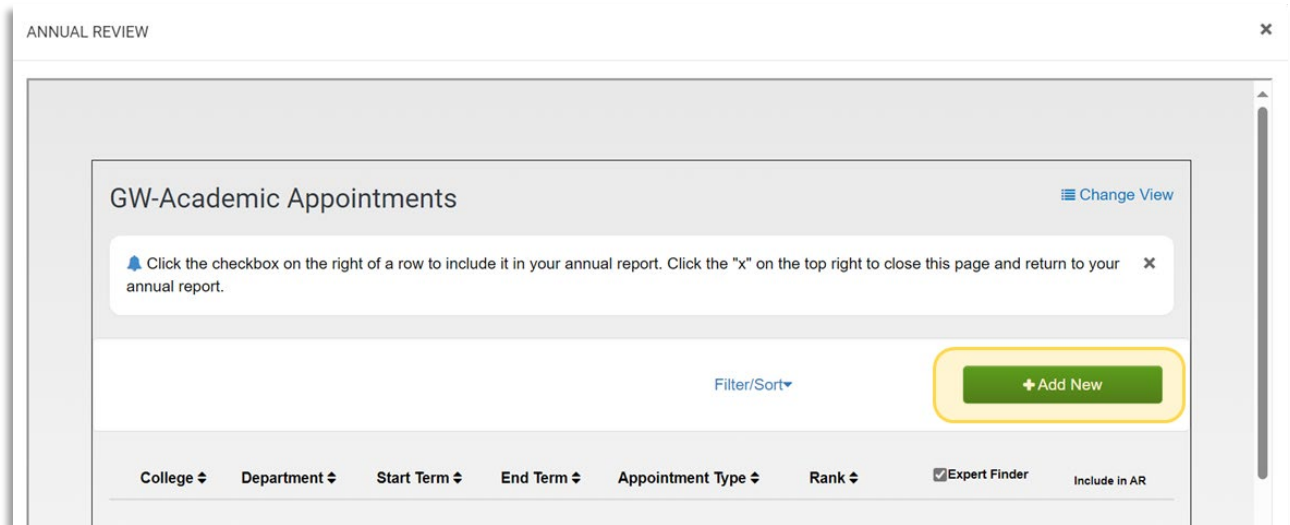
College	Department	Start Term	End Term	Appointment Type	Rank	Expert Finder	Include in AR
Columbian College of Arts and Sciences (GW_08)	English	Spring 2015	-	Special Service	Associate Professor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Close the window by clicking the X in the top right corner.



b. Add a New Contribution

1. To directly add a new contribution into your Annual Report, click the *green Add New* button.



2. You will be directed to a blank contribution page. Add the citation details as shown below. The required fields are marked with a red asterisk.
 - **URL Field:** You can add a URL or DOI link in the URL field.
 - **Comments Filed:** You can also use the Comments field to add comments for your supervisor to see.

- **Tags:** For research, teaching, and service contributions, select one or more tags that relate this contribution to the pillars in the GW Strategic Plan if relevant.

ANNUAL REVIEW

Articles

TITLE*

PUBLICATION NAME*

AUTHORS

ARTICLE TYPE*

Prev Next

+ Add New

Attach File

Go Back

Save

3. If you would like to attach a file to your Contribution, click *Attach File* to upload the file from your computer.

ANNUAL REVIEW

Articles

TITLE*

PUBLICATION NAME*

AUTHORS

ARTICLE TYPE*

Prev Next

+ Add New

Attach File

Go Back

Save

4. After you finish editing your Contribution, click *Save* to add it directly into your Annual Report.

The screenshot shows a web interface titled "ANNUAL REVIEW" with a close button (X) in the top right corner. The main content area is titled "Articles" and contains a form with the following fields:

- TITLE***: A text input field with a placeholder "----".
- PUBLICATION NAME***: A text input field with a placeholder "----".
- AUTHORS**: A text input field with a placeholder "Name(s) of author(s) for the article".
- ARTICLE TYPE***: A dropdown menu.

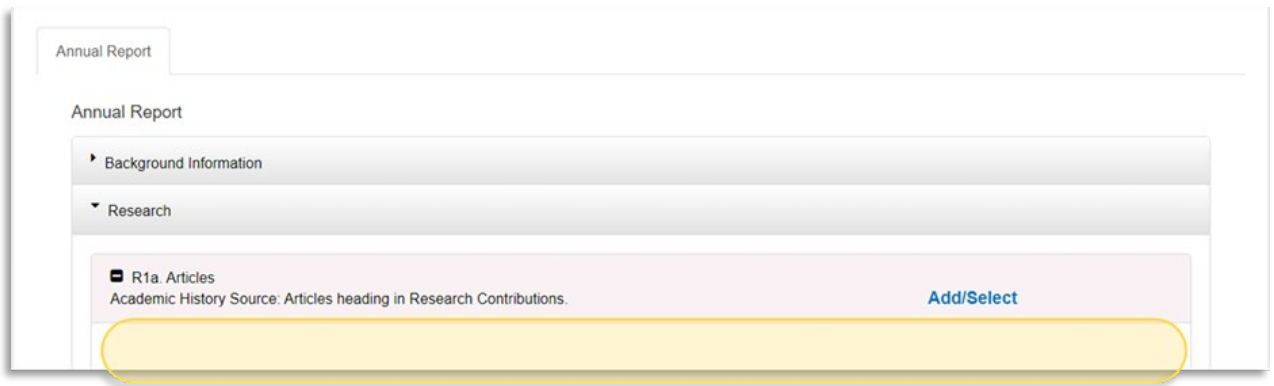
To the right of the form is a navigation and action panel containing:

- Left arrow button labeled "Prev".
- Right arrow button labeled "Next".
- Buttons: "+ Add New", "Attach File", "Go Back", and "Save". The "Save" button is highlighted with a yellow border.

5. Click X at the top right of the window to close out.

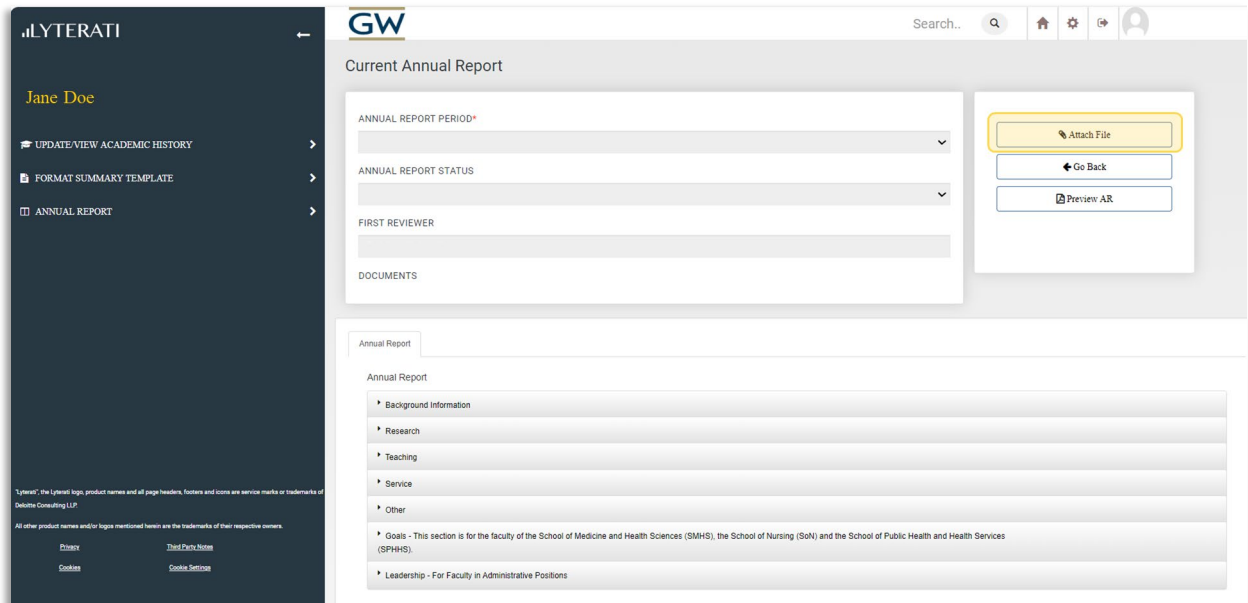
This screenshot is identical to the one above, showing the "ANNUAL REVIEW" window with the "Articles" form. The primary difference is that the close button (X) in the top right corner of the window is now highlighted with a yellow box, indicating the step to close the window.

6. Confirm the new Contribution has been added under the respective bucket.

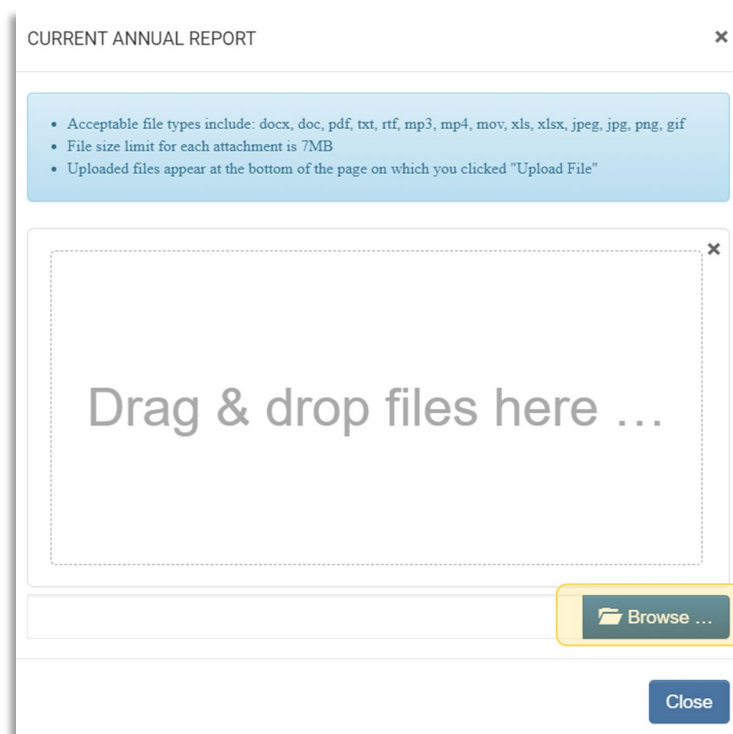


c. Attach Documents to Annual Report

1. Click *Attach File* to upload a document to your AR. Follow your department or college's instructions on attaching documents such as your CV or Teaching Evaluation documents.



2. Search for the file you would like to upload by clicking on *Browse*. Once you locate the file, select it, and click *Open* to upload. You can upload multiple documents.



3. Preview the selected file is accurate and click *Upload*.



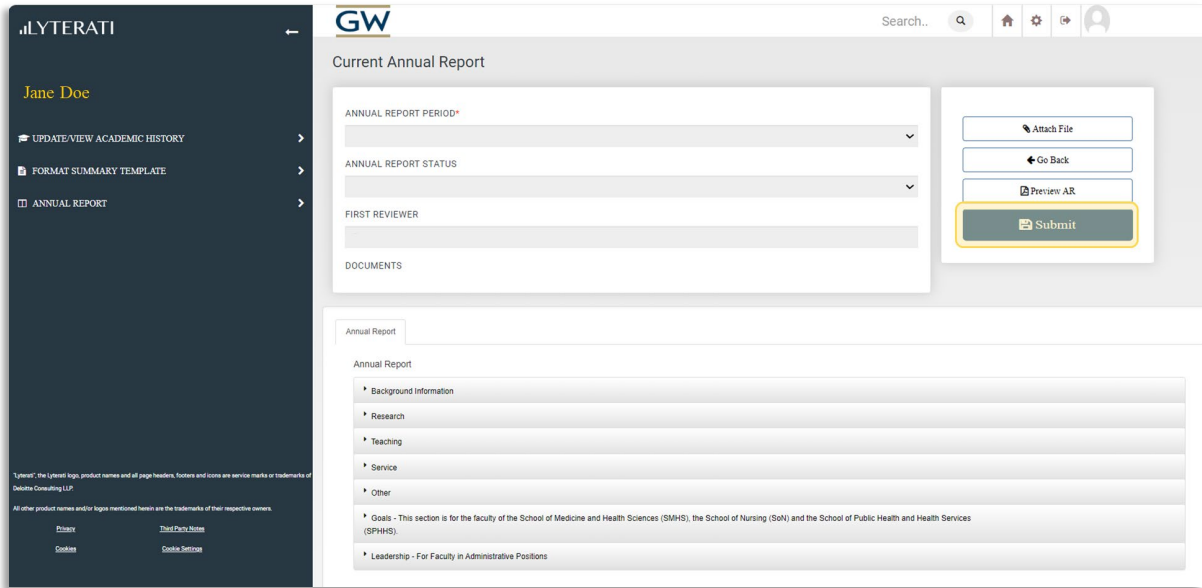
4. Review Answers

Click *Preview AR* to download a copy of all your answers in a PDF document. Retain a copy for your records.

The screenshot displays the iLYTERATI web interface for the 'Current Annual Report'. On the left is a dark sidebar with the user's name 'Jane Doe' and navigation options: 'UPDATE/VIEW ACADEMIC HISTORY', 'FORMAT SUMMARY TEMPLATE', and 'ANNUAL REPORT'. The main content area features a 'Current Annual Report' form with fields for 'ANNUAL REPORT PERIOD*', 'ANNUAL REPORT STATUS', 'FIRST REVIEWER', and 'DOCUMENTS'. To the right of the form are buttons for 'Attach File', 'Go Back', 'Preview AR' (highlighted with a yellow border), and 'Submit'. Below the form is a section titled 'Annual Report' with expandable categories: 'Background Information', 'Research', 'Teaching', 'Service', 'Other', 'Goals - This section is for the faculty of the School of Medicine and Health Sciences (SMHS), the School of Nursing (SON) and the School of Public Health and Health Services (SPHHS)', and 'Leadership - For Faculty in Administrative Positions'. The footer contains copyright information and links for 'Privacy', 'Third Party Notice', 'Cookies', and 'Cookie Settings'.

5. Submit Annual Report

When you are satisfied with your responses, click *Submit* on the top of the page to send the annual review electronically to your supervisor. After you submit the annual report, the status of your report will change to “Faculty Review Completed.”



Note: Once you submit, you will be able to recall your annual report to regain the ability to edit your annual report. You can recall only if your supervisor has not yet commented on it. If you cannot see this button, it means that your reviewer has begun commenting on your annual report. In this case, your CLAD (College’s Lyterati point of contact) or your reviewer can “release” the annual report **to you**.

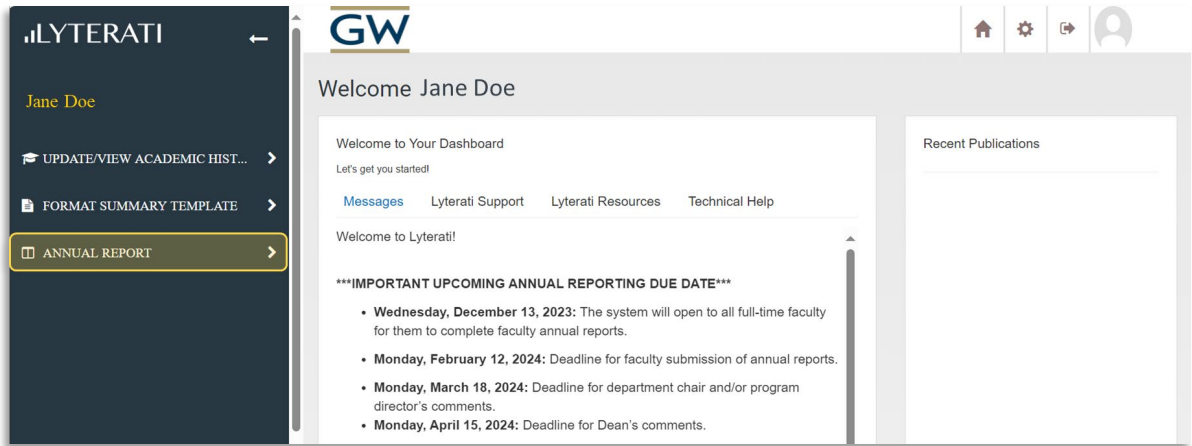
Instructions to Recall Annual Report

1. Click *Recall*.

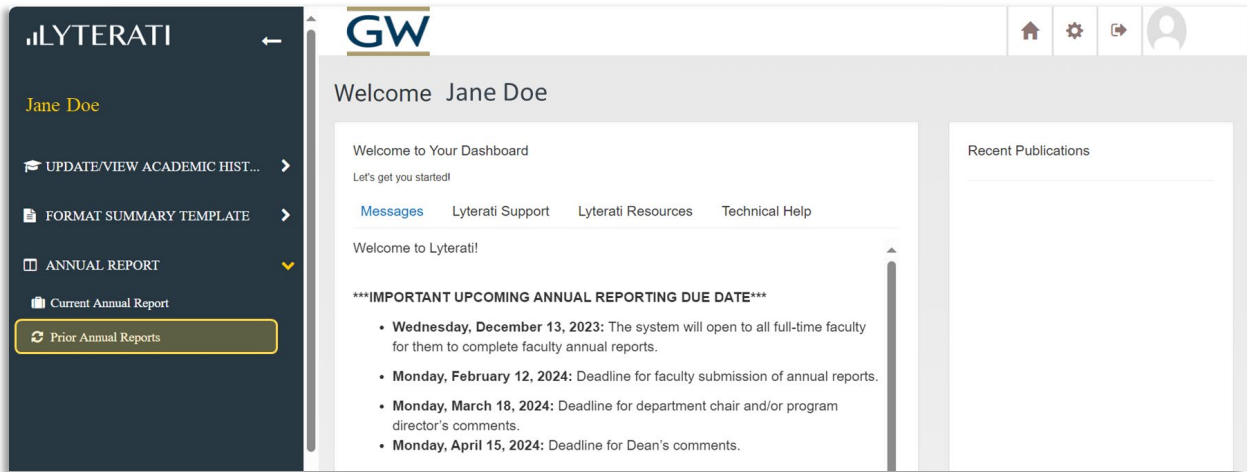


6. View Prior Annual Reports

1. Click *Annual Report* on the left navigation pane.



2. Click *Prior Annual Reports* to view Previous ARs.



3. You can view any previous Annual Reports you completed in Lyterati. Click the PDF icon to download your previous annual report as a PDF.

