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# **Lyterati Annual Report Guide: Administrators**

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George Washington University

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# 1. Sign into Lyterati

Access Lyterati through this 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 email 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 signing in:

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

## 2. Review Faculty Annual Reports (ARs)

### a. Understand the Faculty Process

Before you begin commenting on your faculty member’s AR, please understand how faculty have entered their contributions.

- Faculty were asked to follow departmental guidelines on the annual review period with which to associate a contribution.
- If you see errors in the way contributions are recorded, please work with your faculty to rectify the errors.

This guidance was provided to your faculty for associating contributions to a time period. Consider a publication that was submitted in August 2011, accepted in March 2012, and published in April 2013.

**Option 1:** If your department’s policy is to count a contribution when it is “accepted.”

Event	Action	Contribution Year/Month	Additional Details
<b>Submitted Aug 2011</b>	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record
<b>Accepted Mar 2012</b>	Move to Work in Progress to “Articles”	2012/March	Enter “Accepted” in Additional Details

<b>Published Apr 2013</b>	Update existing article	Do not change contribution year/month	Update Additional Details with Publication Date (March 2012 in this case) plus vol, no, page information as applicable
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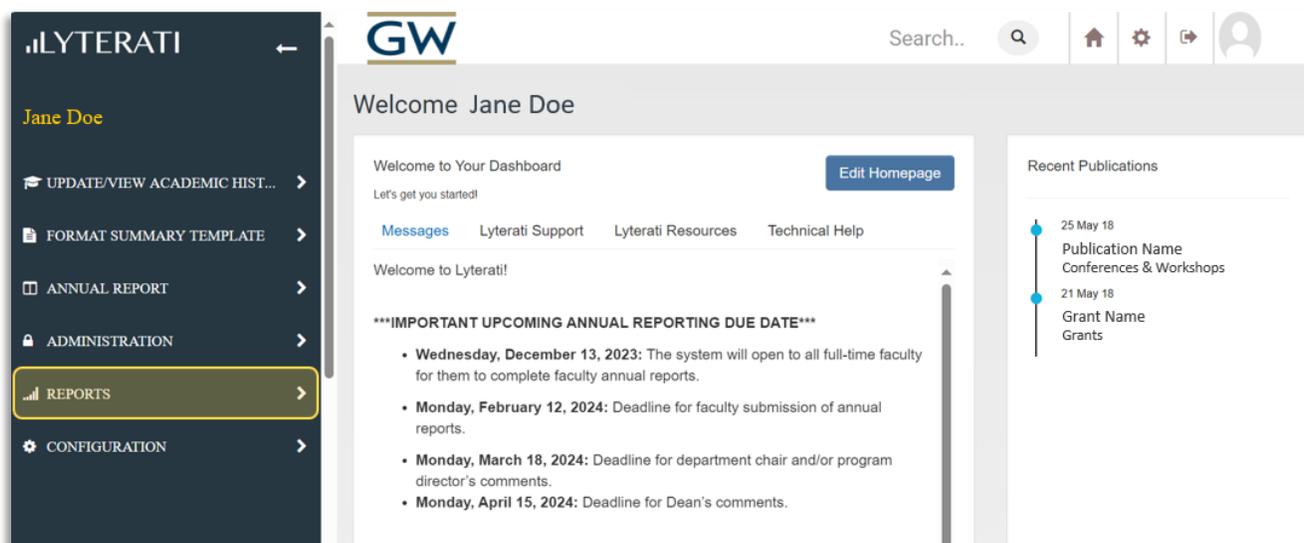
**Option 2:** If your department’s policy is to count a contribution when it is “published.”

Event	Action	Contribution Year/ Month	Additional Details
<b>Submitted Aug 2011</b>	Add to “Work in Progress”	2011/August	Enter “Submitted” in Additional Details along with other information you may want to record
<b>Accepted Mar 2012</b>	Update existing “Work in Progress”	Do not change	Enter “Accepted” in Additional Details
<b>Published Apr 2013</b>	Move Work in Progress to Articles	2013/April	Enter publication date (March 2012 in this case) plus vol, no, page information as applicable

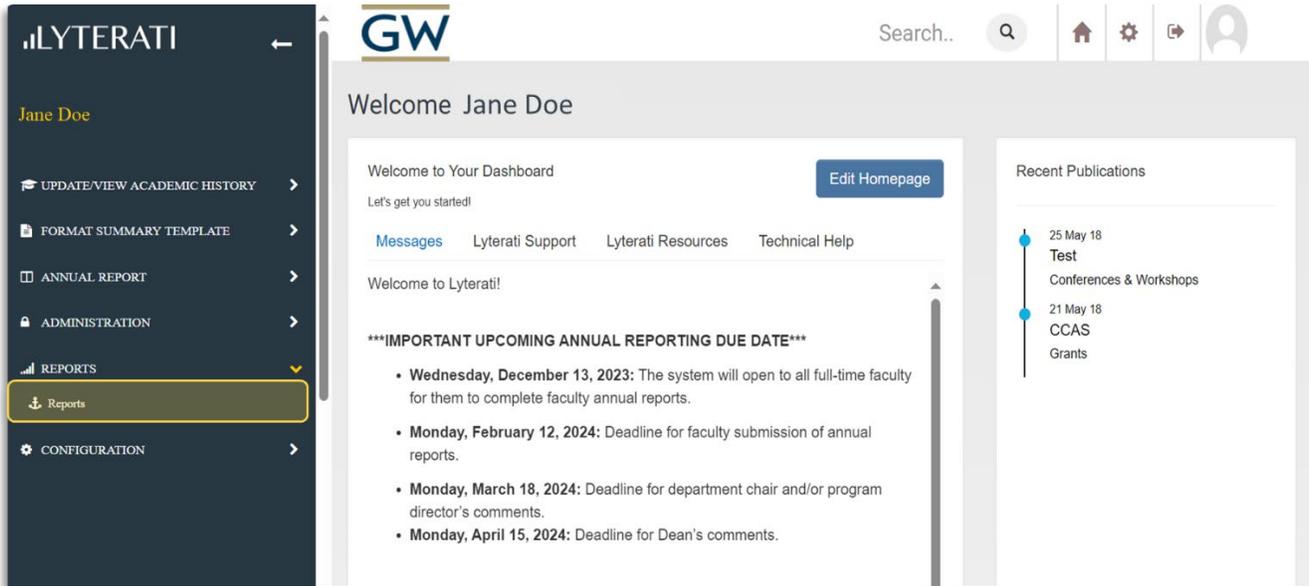
## b. Access Your Faculty’s Annual Report (AR)

There are two ways to access faculty ARs: through built-in Reports and through the Administration Menu. To access via the Reports module, follow the instructions in this section. To access via the Administration Menu, skip to Section 2c.

1. To access through the Reports Module, click the *Reports* menu item in the lefthand navigation pane.



2. Click the *Reports* sub-menu item that appears underneath the main menu item.



3. Click *Annual Review Status* Report from the list of reports under Administrative Reports.



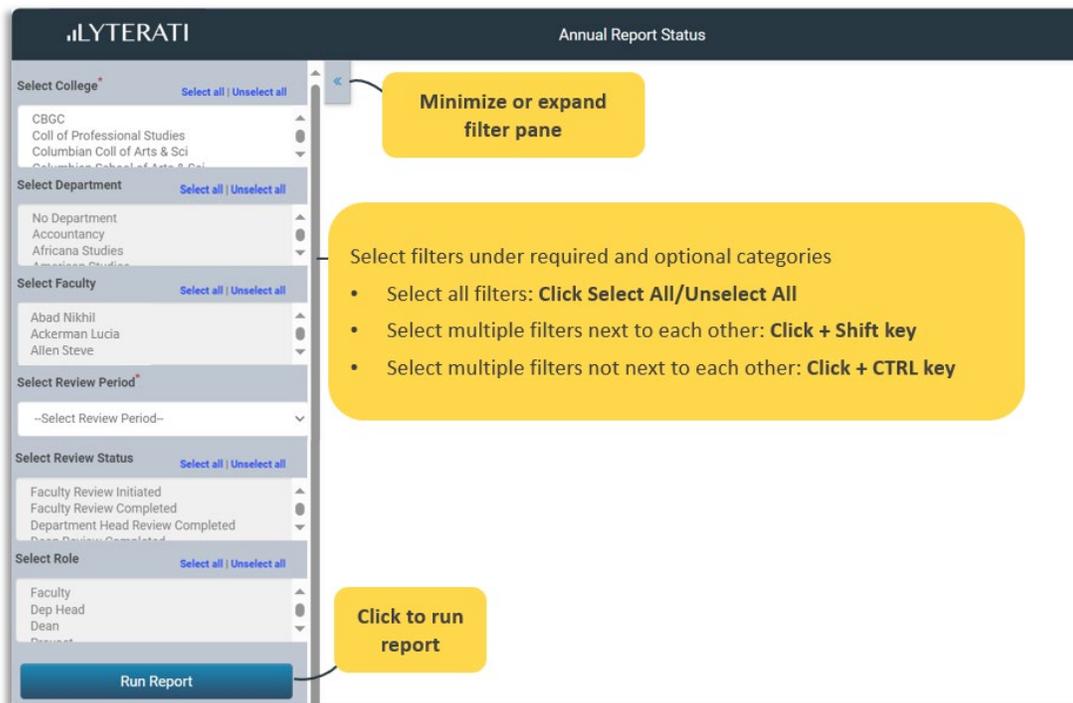
4. On the next page, use the lefthand pane to select the data filters:

- Select your *College* and *Department*.
- Select the correct *Annual Review Period*.
- Click on the *Review Status* you wish to review using the table below:

Your Role	What You Want to Do	Status Selection
Department Head	See reports submitted by faculty	Faculty Review Completed
	See all reports for faculty in your department	Do not select Review Status
Deans	See only reports where the Department Head has submitted comments	Department Head Review Completed
	See all reports for faculty in your college	Do not select Review Status

5. Click *Run Report*.

**Note:** SMHS has an extra level of supervision known as the Division Chief. Division Chiefs can see reports that have been submitted by faculty by selecting the status *Faculty Review Completed*. Department Heads in SMHS can select “Division Head Review Completed” to see reports ready for their review.



6. Lyterati will display a list of faculty matching your selection criteria, the number of records returned, a visualization of records by department, and links to individual ARs. Scroll down to view all records returned or click the top right icons to download in .xlsx or .csv file format.

**LYTERATI** Annual Report Status

Record Count: 22

# records returned from these filters

Filters applied

Visualize with pie chart, horizontal, or vertical bar graphs

Click to download all records as an .xlsx or .csv file

Zoom in on chart

% records by department

Hover to view the # and % of records for a specific department

Click to view rest of legend

College Name	Department Name	Last Name	First Name	Review Status	Review Period	Email Id	Role	Attachment	Redirect to Current AR	
1	Grad Sch of Ed and Human Devel	Spec Educ & Disability Studies	Abad	Nikhil	Department Head Review Completed	2023	nabad@gwu.edu	Dean	Yes	Go to Faculty's Current AR Page

Scroll to view all records returned

7. Click *Go to Faculty's Current AR Page* to access their AR.

**LYTERATI** Annual Report Status **GW**

Record Count: 22

Filters:

CBGC, Coll of Professional Studies, Columbian Coll of Arts & Sci, Columbian School of Arts & Sci, Corcoran College of Art+Design, Elliott Schl of Intl Affairs, General University (GWU), Grad Sch of Ed and Human Devel, Law School, Milken Inst Sch of Public Hlth, No College Designated, School of Business, School of Business & Public Mg, School of Engin & App Sc, School of Med & Health Sc, School of Nursing, School of Pub Hlth & Hlth Serv, Accountancy, Africana Studies, American Studies, Anatomy & Cell Biology, Anesthesiology and Critical Care Medicine, Anthropology, Arabic, Art Therapy, Art-Fine Arts and Art History,...

Read More

Visualize with pie chart, horizontal, or vertical bar graphs

Click to download all records as an .xlsx or .csv file

Zoom in on chart

% records by department

Hover to view the # and % of records for a specific department

Click to view rest of legend

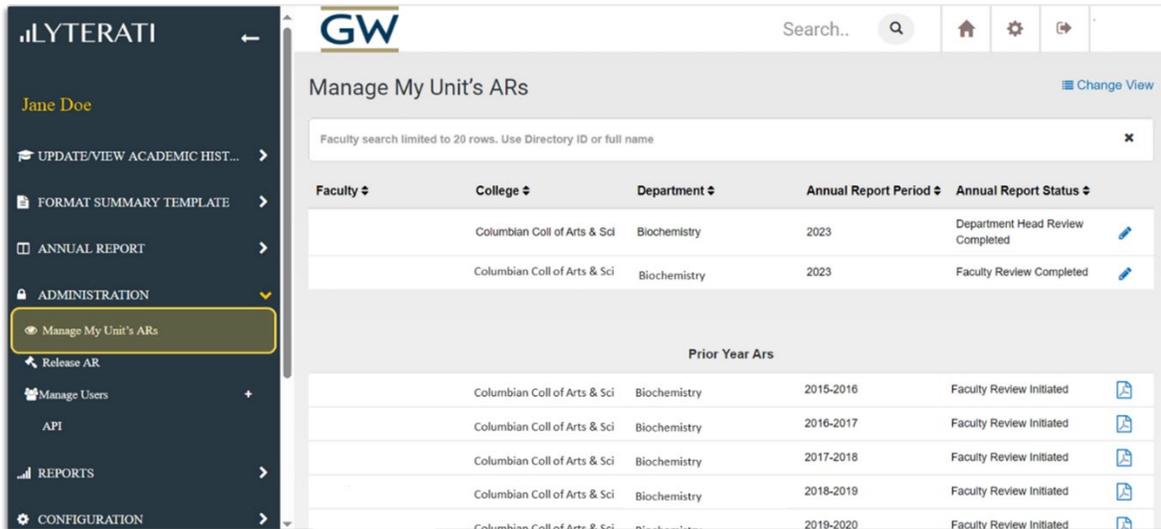
College Name	Department Name	Last Name	First Name	Review Status	Review Period	Email Id	Role	Attachment	Redirect to Current AR	
1	Grad Sch of Ed and Human Devel	Spec Educ & Disability Studies	Abad	Nikhil	Department Head Review Completed	2023	nabad@gwu.edu	Dean	Yes	Go to Faculty's Current AR Page

Review faculty AR

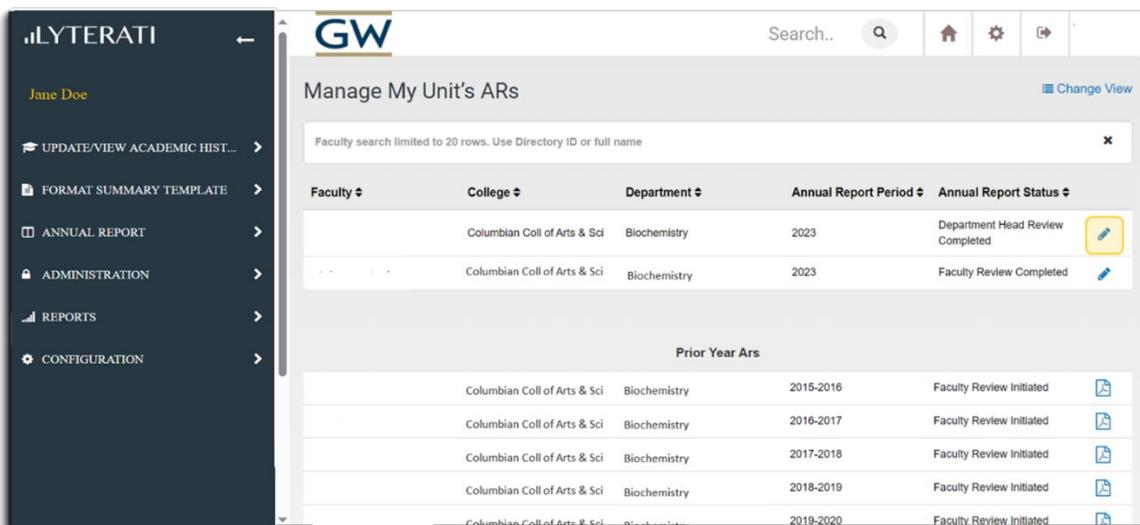
### c. Find Your Faculty's AR – Administration Menu Item

The second way to find your faculty's AR is through the *Administration* menu item:

1. Under *Administration* in the navigation pane, click *Manage My Unit's ARs*.



2. Current ARs will appear at the top while prior year ARs will appear at the bottom. To open a faculty's AR, click the pencil icon beside it.



## d. Review the AR

On the next page, the faculty AR will show the Annual Report Period, Annual Report Status (the status of the review), the First Reviewer, and Documents the faculty has attached.

1. To preview the AR in PDF format, click *Preview AR*. To open and review any documents that the faculty attached to the AR, click the files under *Documents*.

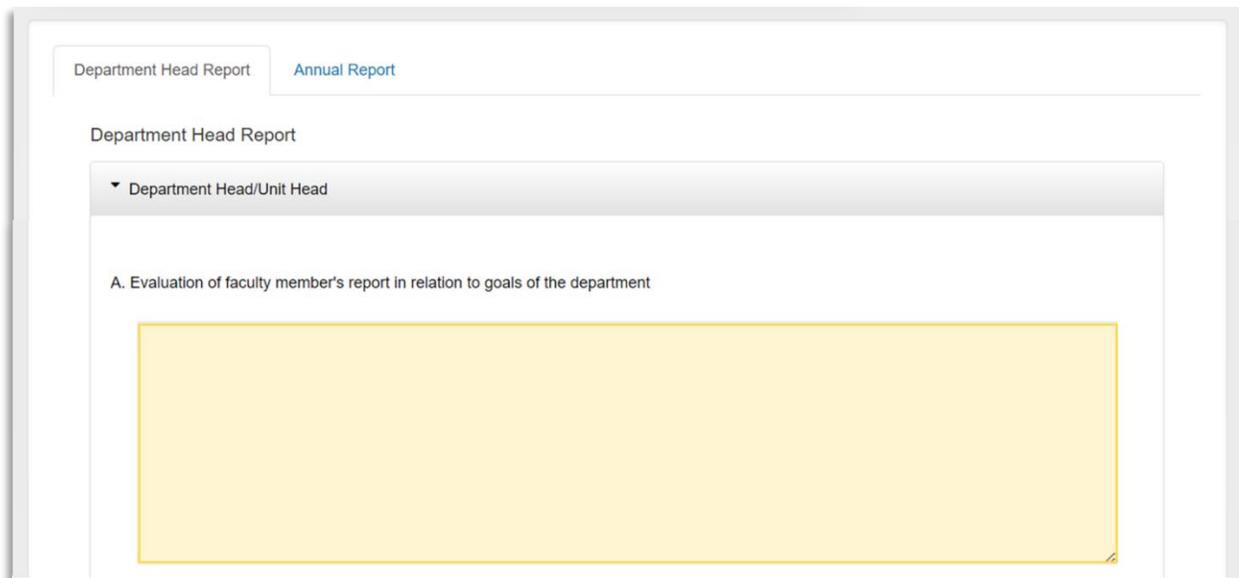


2. To preview faculty responses directly in Lyterati, scroll down and click the *Annual Report* tab. Click each block to expand the corresponding group of responses.



3. Next to the *Annual Report* tab, there is a tab for your review level in addition to tabs for every level that came before you per the faculty's review chain. After you submit your comments, you will not be able to view responses from subsequent review levels.

In the example below, the Department Head reviews by clicking the expandable block. To add your comments, enter them in the answer box beneath each question. Lyterati automatically saves content every 30 characters so you can exit at any time. To return to the AR after exiting, click *Administration > Manage My Unit's ARs* in the navigation pane.



The screenshot displays a web interface for a Department Head Report. At the top, there are two tabs: "Department Head Report" (selected) and "Annual Report". Below the tabs, the text "Department Head Report" is displayed. A dropdown menu is open, showing "Department Head/Unit Head". Underneath, a question is listed: "A. Evaluation of faculty member's report in relation to goals of the department". Below the question is a large, empty yellow text input area for providing an answer.

#### **e. Review Your Answers**

Click *Preview AR* to review your answers in PDF format. You can also save a copy for your records.



## f. Designee Capabilities

If you are a designee, you will not be able to submit the AR. Only the person on whose behalf you are acting will be able to submit. Designees should exit after they have added their comments.

## g. Submit Your Comments

When you are satisfied with your responses, click *Submit* at the top of the page to send the AR to your supervisor. When you submit, you will be asked to verify that you are authorized to submit the AR. This serves as an electronic signature.

The Review Status will change to *Department Head Review Completed* or *Dean Review Completed* depending on your responsibility. Please note the SMHS has a level of review before Department Head called Division Chief.

If you or a faculty member who reports to you prematurely submits an AR to your supervisor, your supervisor can recall the AR by editing the Annual Review Status to an earlier status (see Section 4h).

## h. Recall AR Before Review has Begun

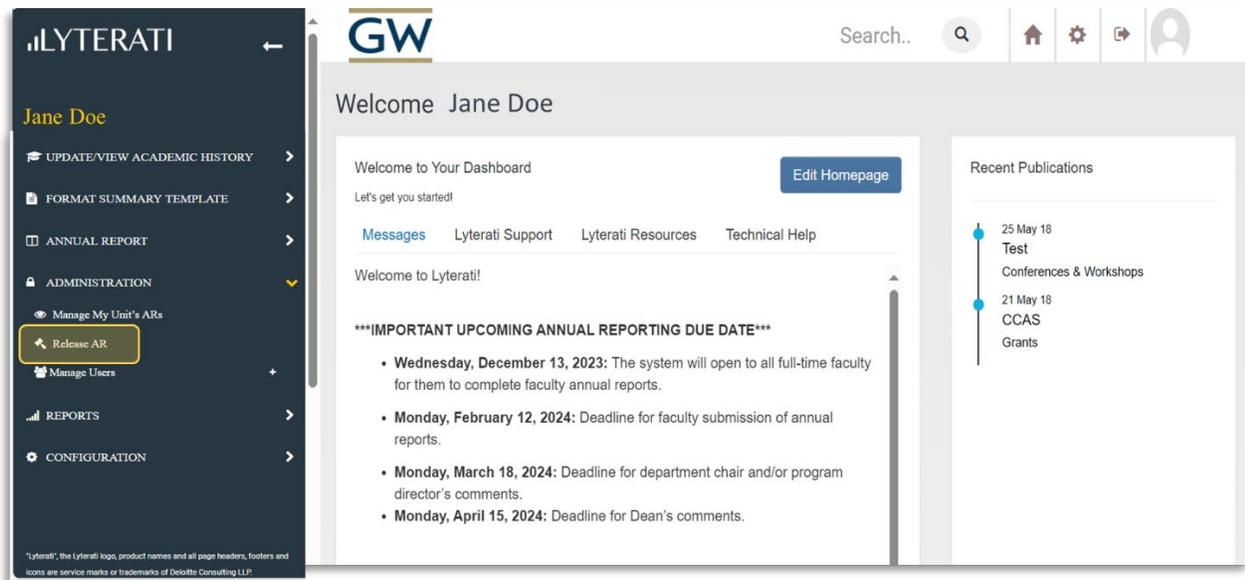
Faculty may recall their AR if they submitted it prematurely. This capability is via the “Recall” button below “Preview AR.” Recall will work until the review begins commenting on the AR.



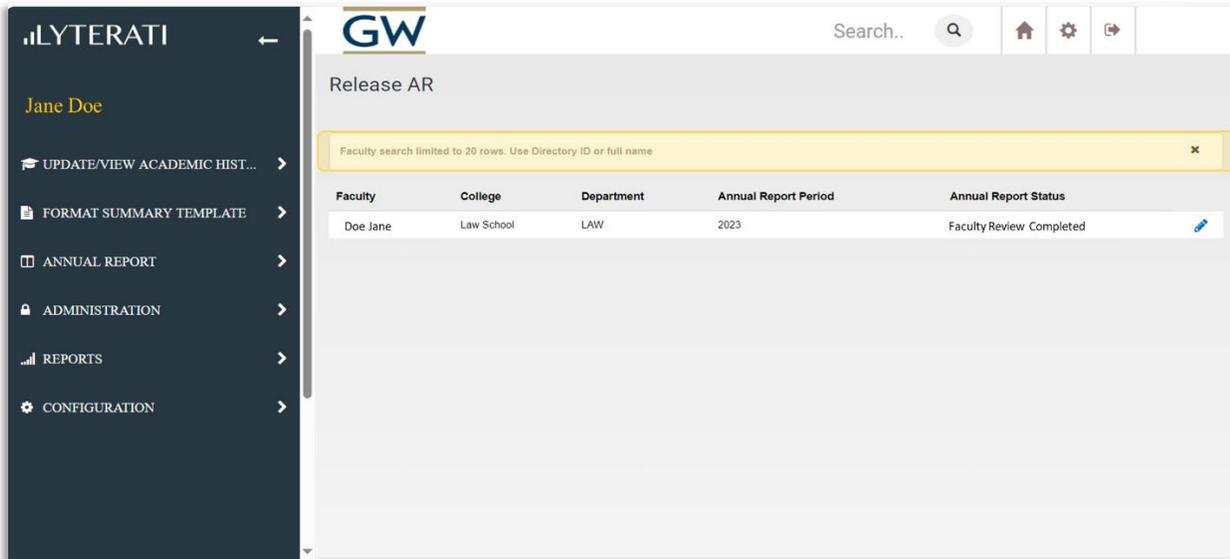
**i. CLAD Release AR after Review has Begun**

A faculty member can request the CLAD to “release” the AR back to the faculty.

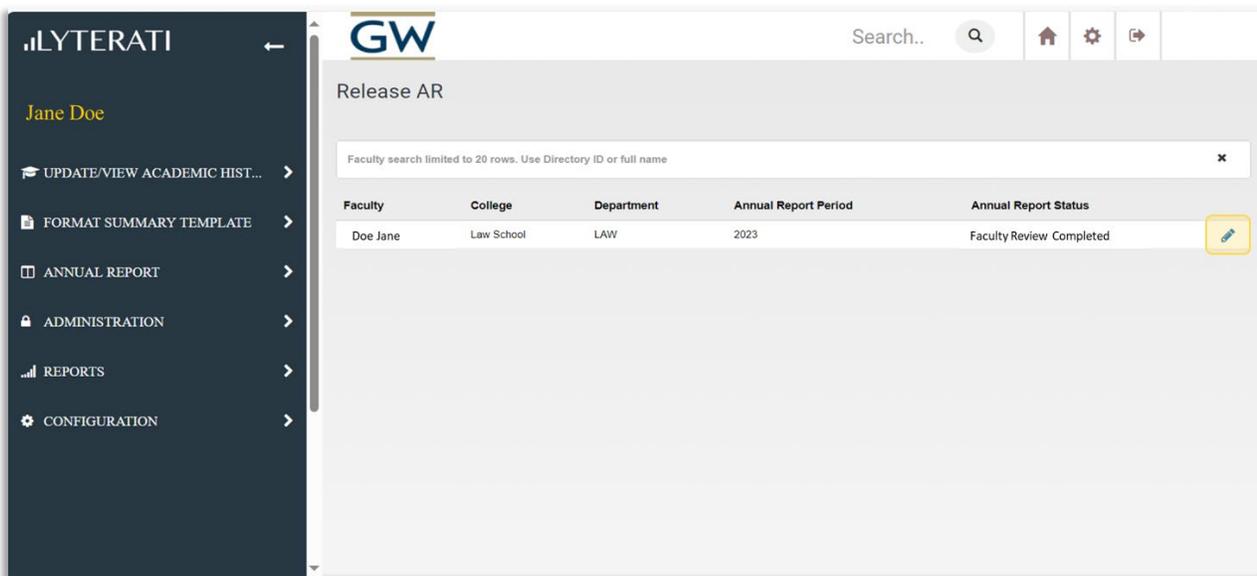
1. Click *Release AR* under *Administration* on the left navigation pane.



2. Start typing the name of the faculty into the search bar and select the appropriate option.



3. Click the pencil icon to edit the record.



4. Change the dropdown selection of *New Status* to the desired AR Status.

RELEASE AR ✕

FACULTY  
Doe, Jane - jdoe

ANNUAL REPORT PERIOD  
2023

NEW STATUS  
Faculty Review Completed

COMMENTS

Once you release the AR the current editor of the AR will no longer be able to edit it. Are you sure you want to release this AR?

Release Cancel

5. Click *Release*.

RELEASE AR ✕

FACULTY  
Doe, Jane - jdoe

ANNUAL REPORT PERIOD  
2023

NEW STATUS  
Faculty Review Completed

COMMENTS

Once you release the AR the current editor of the AR will no longer be able to edit it. Are you sure you want to release this AR?

Release Cancel

## j. Dept Chair or Dean Send AR Back to Faculty for Further Edits

The reviewer can send an AR back to the faculty by changing the status of the AR and submitting.

1. Find the AR that needs to be released by following the steps in Section 4c.
2. Click the pencil icon to edit the AR.

The screenshot shows the 'Manage My Unit's ARs' page in the Lyterati system. The left sidebar contains navigation options: UPDATE/VIEW ACADEMIC HIST..., FORMAT SUMMARY TEMPLATE, ANNUAL REPORT, ADMINISTRATION, REPORTS, and CONFIGURATION. The main content area displays a table of ARs. The table has columns for Faculty, College, Department, Annual Report Period, and Annual Report Status. The first row shows a report for the year 2023 with the status 'Department Head Review Completed'. A yellow pencil icon is visible next to this status, indicating it can be edited. Below this, there is a section for 'Prior Year Ars' with several rows of reports from 2015-2016 to 2019-2020, all with the status 'Faculty Review Initiated'.

3. Click the AR Status dropdown.

The screenshot shows the 'Current Annual Report' page in the Lyterati system. The left sidebar is the same as in the previous screenshot. The main content area displays a form for editing the AR. At the top, there is a 'Note to AR reviewers' section. Below that, there are two dropdown menus: 'ANNUAL REPORT PERIOD' (set to 2023) and 'ANNUAL REPORT STATUS'. The 'ANNUAL REPORT STATUS' dropdown is open, showing several options: Faculty Review Initiated (highlighted), Faculty Review Completed, Department Head Review Completed, Dean Review Completed, and Faculty Acceptance Completed. To the right of the form, there are buttons for 'Attach File', 'Go Back', 'Preview AR', and 'Submit'.

4. Set the AR Status to an earlier status:
  - o If you are a Department Head releasing a report to a faculty member, set the status to *Faculty Review Initiated*.

- If you are a Dean releasing a report to a Department Head, set the status to *Faculty Review Completed*.

5. Click *Submit*.

#### **k. Meet with Faculty – for Department Heads**

If you are a Department Head and the Dean’s review is complete, meet the faculty to review the comments and ask them to complete the Faculty Acceptance step.

If you are a Department Head, you can share your comments with the faculty by downloading a PDF of the AR using the *Preview AR* button.