

Producing an annual report using a Sedona Template

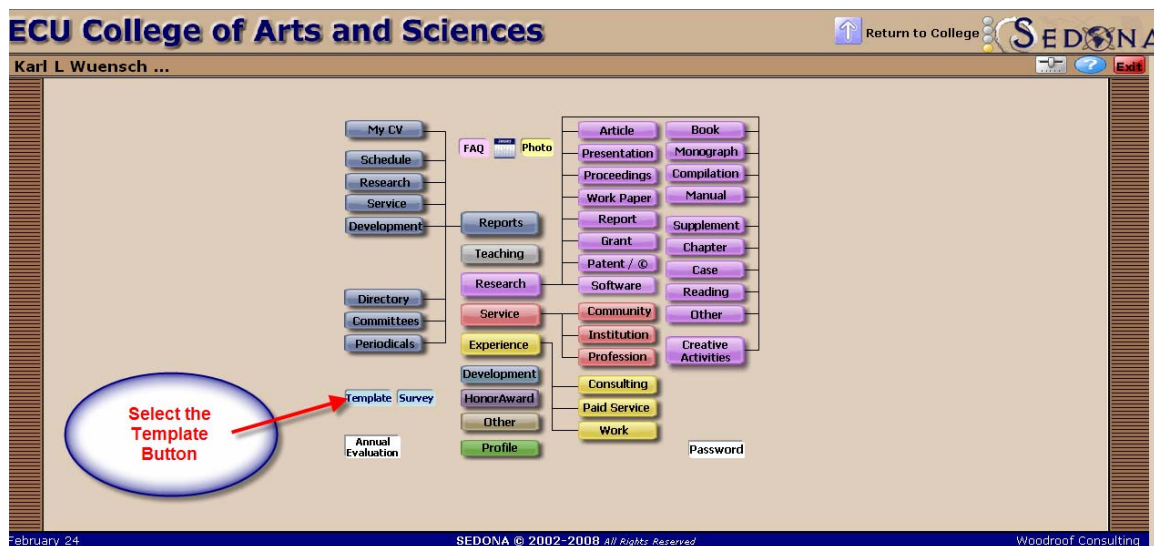
Step 1: Log on to Sedona at www.sedonaweb.com by entering your Member ID (your Banner ID plus your College suffix). For an example: B01234567ECA.

Then enter your Sedona password. If you don't know your Sedona password, you should contact your unit head.



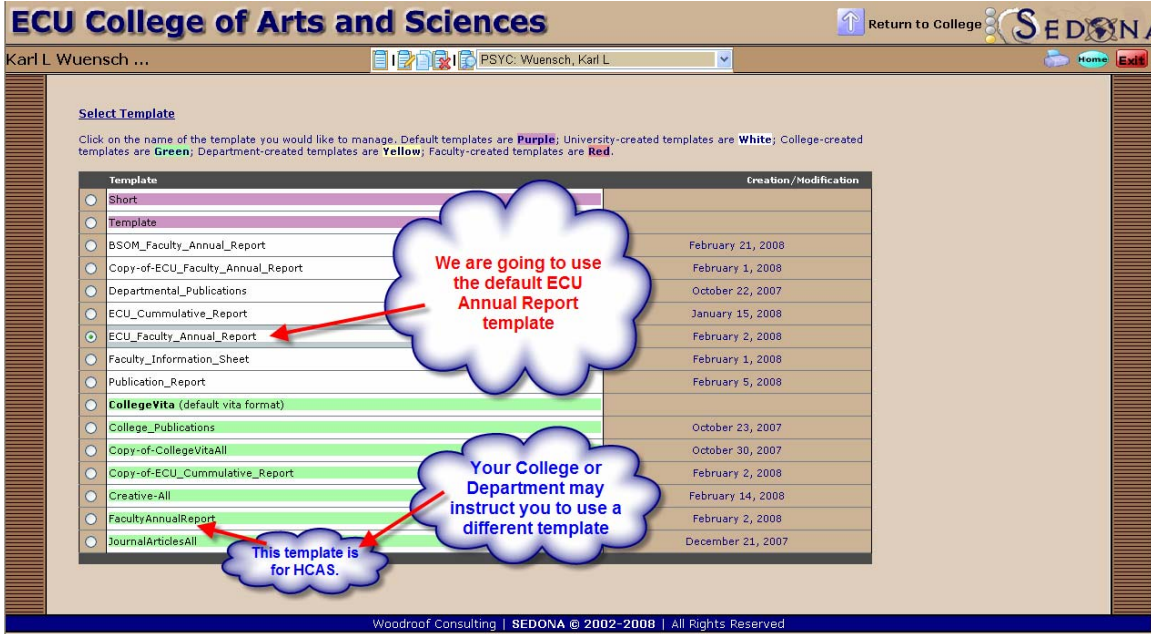
Thursday, February 21, 2008

Once you are in SEDONA, you should select the template button as illustrated in the screen below:

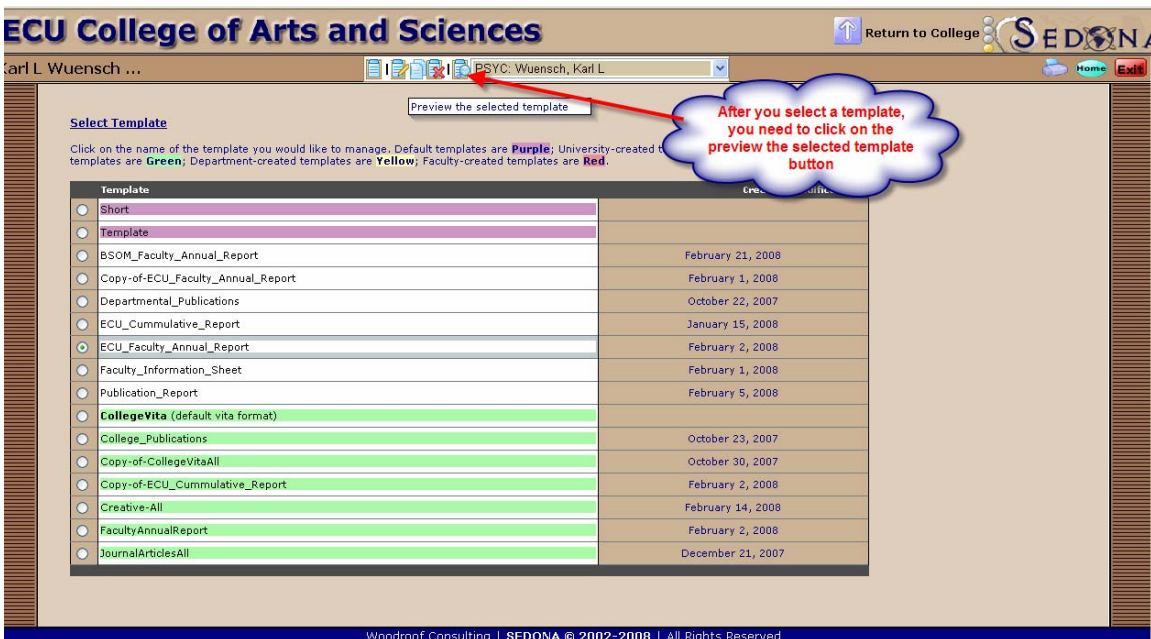


I am going to use Dr. Karl Wunesch’s 2007-2008 Sedona information in this example. Dr. Wuensch has done a lot of work on developing templates for SEDONA and the current ECU template is the result of his efforts.

Next step is to select a template:



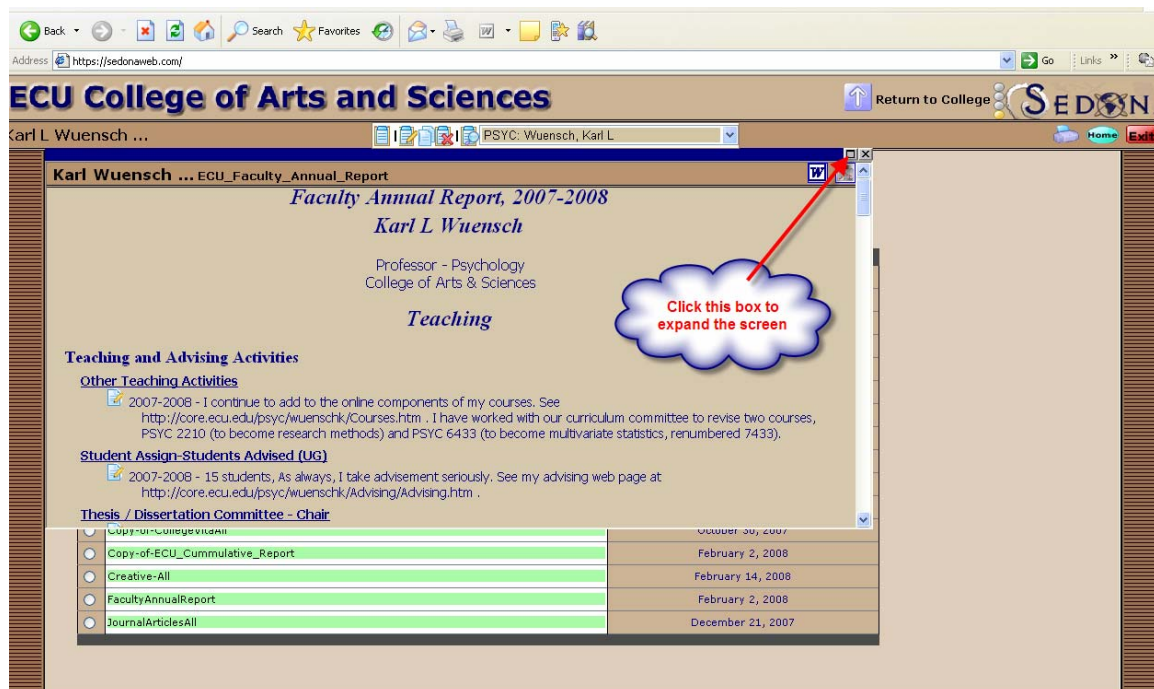
After selecting the appropriate template, you simply click on the “Preview the selected template” button:



Note: Templates are color coded (shaded) so that **university level templates are shaded in white**, college templates are shaded in **green**, department templates are shaded in **yellow**, and faculty level templates are shaded in **red**.

You can create your own templates. You probably want to start by copying an existing template and then modifying it -- but you can start from scratch.

When you click on the preview button, your annual report will appear. You don't have to expand the screen (see below) but it helps in viewing your report.



The screenshot shows a web browser window displaying a preview of a faculty annual report. The browser's address bar shows the URL <https://sedonaweb.com/>. The page header includes the text "ECU College of Arts and Sciences" and "Return to College" with a "SEDONA" logo. The main content area is titled "Karl Wuensch ... ECU_Faculty_Annual_Report" and "Faculty Annual Report, 2007-2008" by "Karl L. Wuensch", a Professor in Psychology at the College of Arts & Sciences. The report is categorized as "Teaching" and includes sections for "Teaching and Advising Activities", "Student Assign-Students Advised (UG)", and "Thesis / Dissertation Committee - Chair". A table at the bottom lists various reports and their dates:

Report Title	Date
Copy of ECU Cumulative Report	October 30, 2007
Copy of ECU Cumulative Report	February 2, 2008
Creative-All	February 14, 2008
Faculty Annual Report	February 2, 2008
JournalArticlesAll	December 21, 2007

A red arrow points to a small box in the top right corner of the report preview, with a callout bubble that says "Click this box to expand the screen".

You can review your annual report by scrolling down the screen:

The screenshot shows a web browser window displaying the 'Faculty Annual Report, 2007-2008' for Karl L. Wuensch. The browser's address bar shows 'https://sedonaweb.com/'. The page header includes 'ECU College of Arts and Sciences' and 'SEDONA'. The main content area is titled 'Faculty Annual Report, 2007-2008' and 'Karl L. Wuensch', with a sub-header 'Teaching'. Below this, there are sections for 'Teaching and Advising Activities', 'Other Teaching Activities', 'Student Assign-Students Advised (UG)', 'Thesis / Dissertation Committee - Chair', 'Thesis / Dissertation Committee - Member', and 'Published Articles in Ref. Journals'. Two callout boxes with blue cloud-like borders and red text are overlaid on the page. The first callout, on the left, says 'Now you have a full page screen' and points to the main content area. The second callout, on the right, says 'You can scroll down just as you do in any screen!' and has a red arrow pointing to the vertical scroll bar on the right side of the browser window.

You can now convert your report to a WORD document. Note that there is also an option to convert to PDF. You will typically want to convert to WORD so you can add any information (such as teaching schedule and SOIS scores) not in SEDONA. We hope to add the teaching schedules to SEDONA, but the SOIS scores will probably always have to be added manually.

ECU College of Arts and Sciences SEDONA

Return to College

Karl Wuensch ... ECU_Faculty_Annual_Report

PSYC: Wuensch, Karl L

Faculty Annual Report, 2007-2008
Karl L Wuensch
 Professor - Psychology
 College of Arts & Sciences

Teaching

Teaching and Advising Activities

Other Teaching Activities

2007-2008 - I continue to add to the online components of my courses. See <http://core.ecu.edu/psyc/wuenschk/Courses.htm> . I have worked with our curriculum committee to revise two courses, PSYC 2210 (to become research methods) and PSYC 6433 (to become multivariate statistics, renumbered 7433).

Student Assign-Students Advised (UG)

2007-2008 - 15 students. As always, I take advisement seriously. See my advising web page at <http://core.ecu.edu/psyc/wuenschk/Advising/Advising.htm> .

Thesis / Dissertation Committee - Chair

2007-2008 - Salecka, Catharine. Mortality Salience and Propensity to Enlist in the Military. Proposal was approved in the Fall of 2007. Thesis.
 2007-2008 - Miller, Seth. (April, 2007). Thesis. The Influences of Sex, Crime, and Individuating Information on Jurors' Assessments of Defendant Guilt. Thesis.

Thesis / Dissertation Committee - Member

2007-2008 - Wilcox, Sheila. Intergenerational Differences and Organizational Citizenship Behavior: A Quantitative Study. Proposal was approved in December of 2007. Thesis.
 2007-2008 - Swords, Brian. The Development of a Measure of Work Addiction: The Workaholism Analysis Questionnaire. Proposal approved in November of 2007. Thesis.
 2007-2008 - Adkins, Carrie. Workaholism and Work-Life Balance: Does Ethnicity Act as a Moderator? Proposal approved in November of 2007. Thesis.
 2007-2008 - Jewett, Chris. (January, 2008). The Relationship Between Core Self-Evaluations and Organizational Citizenship Behavior. Thesis.
 2007-2008 - Lamm, Tara. (November, 2007). Occupational Choice as a Function of Job Source Information: A Study of the Usefulness of Job Source Data Used by Individuals Seeking Academic Employment. Thesis.
 2007-2008 - Hardy, Seven J. (July, 2007). Mediation and Moderation of Smoking in Adolescents with Asthma: The Role of Depression, Peer Cigarette Use, and School Connectedness. Thesis
 2007-2008 - Kennedy-Dudley, Paula (October, 2007). Student perceptions concerning centralized and faculty advising models: Utilization and perceived effectiveness in the southeastern United States. (Educational Leadership). Dissertation.

Summary of Teaching Evaluations (Enter a Summary of Teaching Evaluations Below):

Research and Creative Activities

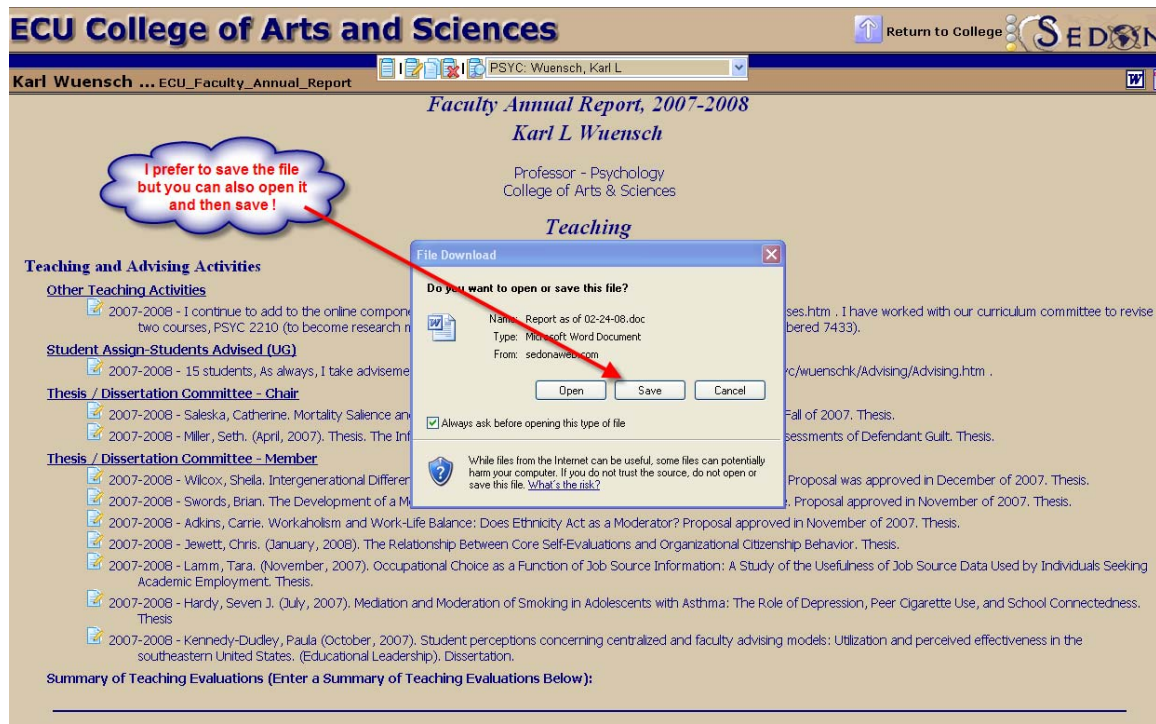
Published Articles in Ref. Journals

Hodge, E. M., Tabrizi, M. H. , Farwell, M. A. , & Wuensch, K. L. (2008). Virtual reality classrooms: Strategies for creating a social presence. *International Journal of Social*

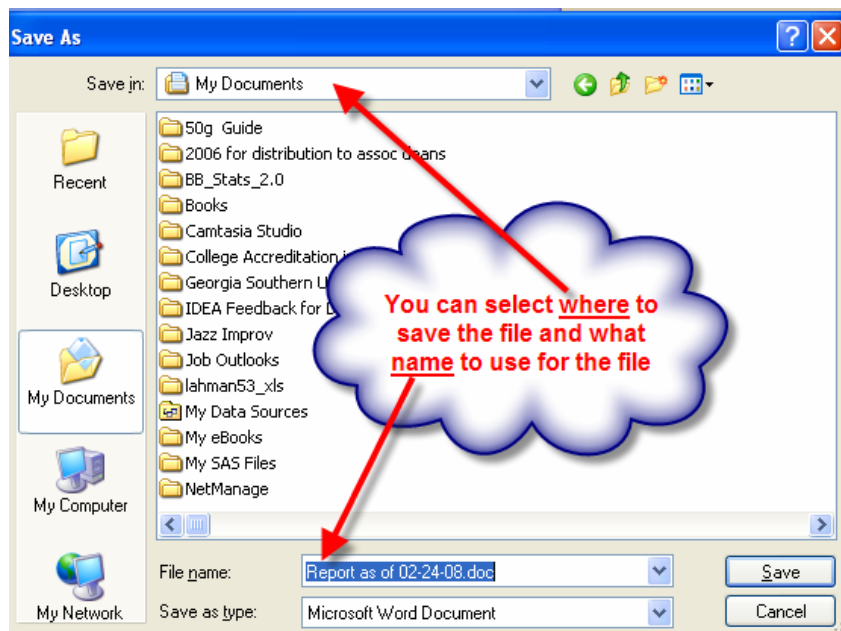
Next you will get a box asking you if you want to open or save this file:



The full screen will look like the following. You can either open or save. I prefer to save the file and then exit Sedona and open the file in WORD. It is really your choice.



Next you get to select where to save the file and what to name it:



Now you have all the data from SEDONA in a plain old fashion WORD file. You can add information not contained in SEDONA (again the SOIS scores and other teaching materials, but also information about Clinical Rounds if you are in the BSOM). For the ECU template, we currently only have a place to add the Summary of Teaching Evaluations (see the arrow below), but BSOM also has a place to enter Clinical Service. The SEDONA Coordinators in each college can modify the template to meet the needs of their college. In addition to producing your annual report, you also have the data in SEDONA for applications for reappointment, tenure, promotion, or to produce a CV for a grant application.

Student Assignments - Students Advised (OS)
2007-2008 - 15 students, as always, I take advisement seriously. See my advising web page at <http://core.ecu.edu/psyc/wuenschk/Advising/Advising.htm>.

Thesis / Dissertation Committee - Chair
2007-2008 - Saleska, Catherine. Mortality, Sallence, and Propensity to Enlist in the Military. Proposal was approved in the Fall of 2007. Thesis.
2007-2008 - Miller, Seth. (April, 2007). Thesis. The Influences of Sex, Crime, and Individuating Information on Jurors' Assessments of Defendant Guilt. Thesis.

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Summary of Teaching Evaluations (Enter a Summary of Teaching Evaluations Below):

Research and Creative Activities

Published Articles in Ref. Journals
Hodge, E. M., Tabrizi, M. H., Farwell, M. A., & Wuensch, K. L. (2008). Virtual reality in the classroom. *International Journal of Social Sciences, 2*, 105-109.
Allred, L. J., Chia, R. C., Wuensch, K. L., Ren, J. J., & Miao, D. M. (2007). In-groups, out-groups, and organizational citizenship behaviors in the United States. *National Social Science Journal, 29* (1), 7-16.
Green, R. S., Eppler, M. A., Ironsmith, M., & Wuensch, K. L. (2007). Review question formats and web design usability in computer-assisted instruction. *British Journal of Educational Technology, 38*, 679-686.
Wending, R. C., Vogelsong, H., Wuensch, K. L., & Ammirati, A. (2007). A pilot study of lifeguard perceptions. *International Journal of Aquatic Research and Education, 1*, 322-328.

Forthcoming Articles in Ref. Journals
Thompson, L. F., Braddy, P. W., & Wuensch, K. L. (in press, 2008). E-recruitment and the benefits of organizational web appeal. *Computers in Human Behavior*.
Wending, R., Flood, J., Wuensch, K. L., & Cabral, C. (in press, 2008). A Recreation Profile of Eastern North Carolinians in Eighteen Selected Counties and Municipalities. *The North Carolina Journal*.
Walker, A. G., Jones, M. N., Aziz, S., & Cope, J. G. (in press, 2007). Sacrificing work: Effects on satisfaction, commitment, and intent to leave. *International Journal for the Psychology of Religion*.
Wuensch, K. L., Aziz, S., Ozan, E., Kishore, M., & Tabrizi, M. H. N. (in press, 2007). Pedagogical characteristics of online and face-to-face classes. *International Journal on E-Learning*.

You can edit the file just like any WORD document and then print your annual report!

THE END!