Entering Scholarship and Service Activities

APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. Faculty are encouraged to enter their activities frequently and as they occur.

**STEP 1: Login**
Login to APL directly at
http://app.aplnexted.com/login/valdosta

OR

Log in to APL from the VSU homepage:
Select MyVSU link
Select Faculty Portal
Log in to the Success Portal using your Active Directory/BlazeVIEW username and password.
Click Log In

Select the Resources tab

Click on the APL nextED link to be redirected to the APL home screen.
STEP 2: Enter New Scholarship and Service Activities

Select Activity from the left menu, then Activity Tracking

Select Add Activity

Activity Tracking For: 2019/2020

Select a type from: Activities in Support of Mission, Administrative Appointment, Advising, Awards, Board Membership, Compliance, Consulting, Dean, Goals, Grants, IP Generation, Librarian, License, Media, Other, Other Teaching/Instruction, Professional Development, Professional Organization Membership, Scholarship, Service, Student Interactions.

Choose An Activity Type

Type:

Activities in Support of Mission

Add

Hint: To see your activities from prior years, change the Academic Year in the upper right.

Although the header displays 2019/2020, reports can export according to start and end date.
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Enter the Name of the Committee or Title of the Activity, then select the Service subtype (Committee, Community, Institutional, Other, Professional, Student).

Important: Make sure you enter a **Start Date** and **End Date** for all service activity entries.

**# of Hours** and **Dollars** fields appear on all the activities screens by default. They are optional but complete for consulting or grants entries.
Complete as many fields as appropriate or applicable on the “Add Scholarship Activity” screen.

Add Scholarship Activity For: 2019/2020

Fill out the form to add an Activity.

For questions about entering activities, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at http://www.valdosta.edu/administration/sacs/faculty-credentials.php