



WyoVita:

Faculty Activity Reporting

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Unread Tasks

0

Read Tasks

Title

Due Date

Assign Activity Classifications for Imported Scholarly Works

Activity Input

Your Dashboard

Your dashboard will be the first thing you see upon logging into WyoVita. Here you can access your profile, activities, and see any notifications that require action.

To begin reporting your activities, click Activities on the menu to the left of the screen

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Find Colleagues

▶ Teaching

Help ?VIEW TEACHING

▼ Non-Credit Instruction / Statewide Outreach Activities

Help ?ADD +

This section includes any activities you participated in throughout the state of Wyoming.
National activities should be listed in Professional Service.

Title ^	Primary Audience ^	Location Instruction Delivered ^	City ^	Sponsoring Organization ^	Start Date ^	Start Semester ^	Actions
Public Forum	Community College, Community Member	Statewide	Laramie	UW	2019-10-15	Fall 2019	  
Lccc Talk	Community College, Community Member	Statewide		LCCC	2019-12-10	Fall 2019	  
Lifestyle Skills	Community College	Laramie		Demo Community College	2019-09-02	Fall 2019	  

ADD +

←

▶ Advising Load

ADD +

▶ Student Mentoring

Help ?ADD +

▶ Workload Distribution - Summer 2022 forward

Help ?ADD +

▶ Job Description

ADD +

Activity Sections

To add information to your profile, expand the relevant section by clicking on the blue arrow beside it. Click add at the bottom of the section to add more, or click on the pencil icon to the right to edit existing entries.



Teaching and **Job Description** are not sections that faculty can fill in themselves. Your teaching data is uploaded automatically through Banner, and your job description is uploaded by your college's office staff based on the job description form you complete with your supervisor. If you notice errors in either section, get in touch with your office staff.

Activity Forms

Below is an example of the Advising Load form. Enter your information into the fields and click Save and Go Back to return to the profile sections, or click Save and Add Another to add another entry.

A

Input Form

Semester*

Fall

▼

2025

▼

Undergraduate*

Masters*

Doctoral*

Other*

Total*

B

Attachments

?

Attachment Type	Attachment	Type	Lock (faculty cannot delete)
File ▼	Upload File NO FILE UPLOADED	Select ▼	☒

ADD ANOTHER

SAVE AND ADD ANOTHER

SAVE CHANGES

SAVE AND GO BACK

CANCEL





Report Your Activities

Continue as needed on other sections. The information you enter into WyoVita will automatically populate your CV, so be as thorough as possible.

If you run into any issues with activity reporting, get in touch with your college's Dean's office staff for assistance.



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OF WYOMING

Office of
Academic Affairs