MyVita Activity Reporting Overview and Comparison

Activities Reporting	Activity Review and Update Form	Annual Activity Report
• Available at all times • Used to add and update activities sections as needed • Used to update profile sections as needed • Used to add documents to courses as needed • Has all fields available to edit except those in the Additional Course Data section • Used to review history • Accessed through the Profile and Activities Sections in the left-hand menu	• Available to use over the course of Fall and Spring Semesters • Flags any "ongoing" item • Allows for quick updates of status fields • Additional Course Data section is open • Allows faculty to combine cross-listed courses and add course sharing enrollments to courses • Accessed through the Forms & Reports section in the left-hand menu	• Available during the annual evaluation self-evaluation period for your college • Uses a College Activity Report CV plus a self-evaluation form created by the College • Submitted into a workflow for annual evaluations • Accessed through Evaluations in the left-hand menu