# Sedona Systems USER GUIDE FOR ASU FACULTY



SEDONA is a self-service web database application that allows members to maintain their teaching, research, service, experience, development, credentials, and assessment records. Members can create a public site, automatically updated by SEDONA. Administrators may use SEDONA to automatically update school web pages, support accreditation, build rubrics to assess learning objectives, customize reports (including CVs), create database queries, web surveys, ePortfolios, evaluations, and benchmark faculty productivity using scorecards.

Visit our information website to learn more about SEDONA

LEARN MORE





**SEDONA** is a self-service web database application that allows members to maintain teaching, research, service, experience, development, credentials, and assessment records.

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#### **SEDONA Features**

- Multi-Level Access
- CV Template Builder
- Maintain Faculty Information
- Upload/Manage Teaching Schedules
- Research Activities
- Service Activities
- Teaching Activities
- Track Grants and Awards

Step 1.	Login	Member Login
		Account Type Member ▼ Member ID or Email Address Password
		Enter the demo <u>I forgot my ID/password</u>

#### Follow these steps to enter information into Sedona Systems

- URL: <u>www.sedonaweb.com</u>
- Select 'Member' as the Account Type
- Faculty Member ID enter Employee ID followed by Sedona College ID\* (ex: 0123456789ASA)

**Note:** Please refer to the **Sedona College Codes** table to find your college's ID.

- Faculty Password enter Employee ID followed by Sedona College ID\* (ex: 0123456789ASA)
- If you forget your password, you can use the 'I forgot my ID/password' link on the login page to recover the information.

### \*Sedona College Codes

College	Sedona College ID
CLASS	ASA
COBA	ASB
COE	ASE
COHS	ASH
COVPA	ASV
CSTEM	ASS
UC	ASU
LWLC	ASL

# Step 2. Change Password.

Password Scheme FAQ Defin	itions Tip Directory ••• Library	ePortfolio Dverview Tutorial	
Templates   Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry
CV (Curriculum Vitae)	Articles in Journals	Community Service	Courses Taught
BIO Sketch (NIH, NSF)	Articles in Proceedings	Institutional Service	Exec / Prof Education
Committees & Documents	Articles-in-Progress	Professional Service	Teaching Activities
lournal Listing / Lookup	Books Monographs		Teaching Schedule
Professional Development	Chapters, Cases	Experience Activities Entry	Teaching Syllabi
Research Activities	Conference Presentations		
Service Activities	Grants & Gifts	Consulting Experience	Other Activities Entry
	Patents & Trademarks	Employment Experience	
Builders & Tools	Research Reports	Paid Service Experience	Honors/Awards/Scholarships
8	Software Development		Miscellaneous
Survey Builder	Other Research	Credentials Entry	
Template Builder		Academic Degrees	Message Center
Uploads Tool	Admin Permissions Granted	Courses Taken	
L		Licensures / Certifications	
		Professional Development	
		Professional Memberships	

Change your Password	<u>Close</u>
Please enter and confirm	n your new password.
Current Password:	
New Password (max 12):	
Verify New Password:	
	Apply Close

Click on 'Home' in the top-right corner to return to the main page.

#### Step 3. Update Profile

Reports	Builders & Tools	Research	Service	Experience	Credentials	Teaching	Other			CV Pro	file Home Sign Ou
Dear	award Sahama	EAO	Definition	Tin	Directory		ibrany	0			
Tem	plates   Reports	FAQ	Demnition	Research	n Activities E	ntry	Library		Service Activities Entry	Teaching Activities Entry	
CV BIC Cor Jou Pro	(Curriculum Vitae) 9 Sketch (NIH, NSF) nmittees & Docume rnal Listing / Looku fessional Developm	ints o ient		Articles in Articles in Articles-in Books, M Chapters	n Journals n Proceedings n-Progress lonographs , Cases				Community Service Institutional Service Professional Service Experience Activities Entry	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi	
Res Ser Buil	search Activities vice Activities ders & Tools			Conference Presentations Grants & Gifts Patents & Trademarks Research Reports				Consulting Experience Employment Experience Paid Service Experience	Other Activities Entry Honors/Awards/Scholarships Miscellaneous		
Sur Tem	vey Builder ıplate Builder			Software Other Re	Development search				Credentials Entry Academic Degrees	Message Center	
Uple	oads Tool			Admin Pe	ermissions G	ranted			Courses Taken Licensures / Certifications Professional Development Professional Memberships		

Complete any missing information under the **'Bio'** tab. The remaining tabs can be filled out as needed or optionally.

Bio	Contact	Narratives	Expertise	References	Public	Other	
Profile Photo							
	Suppo Maxim	rted Files Types: j um File Size: 10M	ipg MB				
Photo Not Available	<u>Uploa</u>	d Profile Photo					
Biographical Infor	mation						
Date of Birth	Date of birth	n in mm/dd/yyyy f	format d vear, be sure to	click on the day b	efore leaving the o	calendar	
Citizenship (choose more than one by pressing Ctrl key)	Unknown Noncitizen Permanen Political As United Sta Afghanista Unknown	t Resident sylee/Refugee tes of America n	, , ,				
Country of Birth			~	·			
Ethnicity	Unknown		~	·			
Nickname	Name you o	commonly go by a	other than your fir	st name			
ORCID:	https://orci	d.org/					
Google Scholar:							
Biography	<u>U</u> I	в ј≣ і≣	a 🗊 Source	ce 💼 💼 🗖	x <sub>2</sub> x <sup>2</sup>	■ 📇 ∺ 🍓	≣ ≣

#### Step 4. Enter Academic Degrees

Reports	Builders & Tools	Research	Service	Experience	Credentials	Teaching	Other				CV F	Profile I	Home	Sign Out
Pass	word Scheme	FAQ	Definition	s Tip J	Directory	••• I	_ibrary	еP	ortfolio Dverview Tutorial					
Temp	olates   Reports			Research	n Activities E	ntry			Service Activities Entry	Teaching Activities Entry				
CV ( BIO Com Jour	Curriculum Vitae) Sketch (NIH, NSF) mittees & Docume nal Listing / Looku essional Developm	onts o ent		Articles in Articles in Articles-in Books, M Chapters	n Journals n Proceedings n-Progress lonographs i, Cases				Community Service Institutional Service Professional Service Experience Activities Entry	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi				
Rese Serv Build	earch Activities rice Activities ders & Tools			Grants & Patents & Research	Gifts Gifts Trademarks Reports	ons			Consulting Experience Employment Experience Paid Service Experience	Other Activities Entry Honors/Awards/Scholarships Miscellaneous				
Surv Tem Uplo	rey Builder plate Builder ads Tool			Other Re	ermissions G	ranted			Credentials Entry Academic Degrees Courses Taken	Message Center				
									Licensures / Certifications Professional Development Professional Memberships					

Look for the incomplete entry under 'Highest Degree' and click 'Edit' to update it.

							Print
AwardDate	Academic Degree	School	Location	Major	Minor	Files	Action
1999	B.A. (highest degree)	Alabama State University				<u>Manage</u>	Edit

#### Complete information for Highest Degree. Click 'Save'

#### All fields marked with an asterisk (\*) must be completed before saving your information.

							Ba	ack Save
Year Granted*	1999 🔻	Month Granted	T					
Academic Degree *	Other	۲						
Granting Institution *								
Location (City, State)								
Major								
Minor								
Dissertation, Thesis, or Paper Title associated with this degree							,	
If you are currently work	ing on a Terminal De	egree, enter the followir	ng information:					
Terminal Degree	•							
Granting Institution								
Expected Grant Year	T							

Year Granted*	N/A •	Month Grante	d	
Academic Degree *	Other		۲	
Granting Institution *	DA			
Location (City, State)	D.B.A.			
Major	Ed.D.			
Minor	Ph.D. B.A.			
Dissertation, Thesis,	B.B.A.			
or Paper Title	B.S.			
degree	M.A.	[Master of Arts]		
	M.B.A.			
If you are currently work	M.Ed.	[Master of Educati	.on]	nformation:
Terminal Degree	Other	[Master of Science	:]	
Granting Institution				
Expected Grant Year	•			

Click 'Add' to enter any additional degrees.

Once your degrees are entered, click 'Manage' to upload your transcript if a digital copy is available.

							Pr	
AwardDate	Academic Degree	School	Location	Major	Minor	Files	Action	

# **Step 5.** Complete Licensures/Certifications section, if applicable.

Reports	Builders & Tools	Research	Service	Experience	Credentials	Teaching	Other			CV Profile	Home Sign O
Pass	sword Scheme	FAQ	Definition	s Tip [	Directory	L	ibrary	eF	Portfolio Dverview Tutorial		
Tem	plates   Reports			Research	Activities Er	ntry			Service Activities Entry	Teaching Activities Entry	
CV BIO Con	(Curriculum Vitae) Sketch (NIH, NSF) nmittees & Docume	Ints		Articles ir Articles ir Articles-ir	n Journals n Proceedings n-Progress				Community Service Institutional Service Professional Service	Courses Taught Exec / Prof Education Teaching Activities	
Jour Prof	rnal Listing / Looku fessional Developm	o Ient		Books, Monographs Chapters, Cases Conference Presentations Grants & Gifts Patents & Trademarks					Experience Activities Entry	Teaching Syllabi	
Res Serv	earch Activities vice Activities								Consulting Experience Employment Experience Paid Service Experience	Other Activities Entry Honors/Awards/Scholarships	
Build	ders & Tools	Research Reports Software Development Other Research							Credentials Entry	Miscellaneous	
Tem Uplo	urvey Builder emplate Builder  ploads Tool			Admin Permissions Granted					Academic Degrees Courses Taken	Message Center	
									Licensures / Certifications Professional Development Professional Memberships		

Enter the required information and click 'Save' to record your changes.

:	••• Add Lice	ensures / Certifications F	Form				Back	Save
Year Awarded *		T						
Range of years of	covered							
Approved Licens Certificate *	se /			۲				
(enter if not in list)	)							
License / Certific	ate No.							
Location (City, S	tate)							

#### Step 6. Enter Research Activities

Password Scheme FAQ Definitions	Tip Directory ••• Library	ePortfolio Dverview Tutorial	
Templates   Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry
CV (Curriculum Vitae) BIO Sketch (NIH, NSF) Committees & Documents	Articles in Journals Articles in Proceedings Articles-in-Progress	Community Service Institutional Service Professional Service	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule
Journal Listing / Lookup Professional Development	Books, Monographs Chapters, Cases	Experience Activities Entry	Teaching Syllabi
Research Activities Service Activities	Conterence Presentations Grants & Gifts	Consulting Experience Employment Experience	Other Activities Entry
Builders & Tools	Research Reports	Paid Service Experience	Honors/Awards/Scholarships Miscellaneous
Survey Builder Template Builder	Other Research	Credentials Entry	Message Center
Uploads Tool	Admin Permissions Granted	Academic Degrees Courses Taken	
	L	Licensures / Certifications Professional Development Professional Memberships	

**Note**: For articles with co-authors, enter each co-author's name in the section below. If this step is not completed, the article will not appear on your CV.

Title of Article *		To add <u>pending</u> records to the Sedona accounts of co-author colleagues at
Periodical *	•	Alabama State University, select your co-authors from the colleagues drop- down list.
Status *	Accepted O Published I Invited	Colleagues:
Year Accepted *		
Acadomic Voor *	•	Co-authors:
Acqueinic real		
Research Type *		I am the corresponding author
Codes:		Authors' information (drag/drop to order as in publication): *
Mission	•	First name or initial
Incentive Award	Amount: 0 Date:	Middle name or initia
Other	Subscription dataset Student Collaboration International Cultural	Last name
Reference #		
Month/Season	7	
Volume	Number Pages	First name or initial
DOI		Middle name or initia
URI		Last name
(must begin "http://")	http://	
Keywords		
		First name or initial
Description (Impact)		Middle name or initia

If the periodical does not appear in the dropdown list, select '**Journal Is Not in List**'. A pop-up window will appear, allowing you to enter the journal information.

Title of Article * Periodical *		To add <i>pending</i> rec Alabama State Univ down list.
Status * Year Accepted * Academic Year * Research Type * Codes: Mission Incentive Award Other Reference # Month/Season	Journal Is Not In List - Being Petitioned AABRI Journal Of Academic And Business Ethics AABRI Journal Of Academic And Business Ethics AABRI Journal Of Aviation Management And Education AABRI Journal Of Case Research In Business AABRI Journal Of Case Studies In Accreditation And Assessment AABRI Journal Of Case Studies In Accreditation And Assessment AABRI Journal Of Instructional Pedagogues AABRI Journal Of Instructional Pedagogues AABRI Journal Of International Business And Cultural Studies AABRI Journal Of International Business And Cultural Studies AABRI Journal Of International Business And Studies AABRI Journal Of Management And Marketing Research AABRI Research In Business And Economics Journal AABRI Research In Higher Education Journal AACE Journal (Formerly Education Jacomal Technology Review) AASA Journal Of Scholarship And Practice, The	If your periodical is not in the list, you may request to add your periodical to the list of approved periodicals by filling out the following form (and submit any papervork, if required, for approval of a refereed journal).  Periodical* Refereed* Review Type* Blind Double-Blind Editor Peer Unsure Accept Rate ISSN:  Close Apply

After entering your research activities and viewing the list of your entries, click '**Manage**' next to any entry to upload supporting documentation (e.g., journal article, conference proceedings, image of creative work, etc.).

2016 2015-2016 NANA'S YARD CTP AABRI Journal of Academic and Business Ethics R Manage Edit Pdf Delete	Year	Acad Year	Title	Туре	Periodical (Quality) [Weight]	R/NR	Files	Action
	2016	2015-2016	NANA'S YARD	СТР	AABRI Journal of Academic and Business Ethics	R	Manage	Edit Pdf Delete

#### Step 7. Enter Service Activities

Password Scheme FAQ Definitions	Tip Directory ••• Library el	Portfolio Dverview Tutorial	
Templates   Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry
CV (Curriculum Vitae)	Articles in Journals	Community Service	Courses Taught
BIO Sketch (NIH, NSF)	Articles in Proceedings	Institutional Service	Exec / Prof Education
Committees & Documents	Articles-in-Progress	Professional Service	Teaching Activities
Journal Listing / Lookup	Books, Monographs		Teaching Schedule
Professional Development	Chapters, Cases	Experience Activities Entry	Teaching Syllabi
Research Activities	Conference Presentations	O	
Service Activities	Grants & Gifts		Other Activities Entry
	Patents & Trademarks	Paid Service Experience	Honore/Awarde/Scholarships
Builders & Tools	Research Reports		Miscellaneous
Cuminu Builder	Software Development	Credentials Entry	
	Other Research		Message Center
Template Builder		Academic Degrees	
Uploads Tool	Admin Permissions Granted	Courses Taken	
·		Licensures / Certifications	
		Professional Development	
		Professional Memberships	

Note: Institutional Services refer to services specifically for Alabama State University.

# Step 8. Enter Experience, Teaching and Other activities as applicable

Password Scheme FAQ Definitions	Tip Directory ••• Library e	Portfolio Dverview Tutorial	
Templates   Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry
CV (Curriculum Vitae) BIO Sketch (NIH, NSF) Committees & Documents Journal Listing / Lookup	Articles in Journals Articles in Proceedings Articles-in-Progress Books, Monographs	Community Service Institutional Service Professional Service	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule
Professional Development	Chapters, Cases	Experience Activities Entry	Teaching Syllabi
Research Activities Service Activities	Conference Presentations Grants & Gifts Patents & Trademarks	Consulting Experience Employment Experience Paid Service Experience	Other Activities Entry Honors/Awards/Scholarships
Builders & Tools	Research Reports Software Development		Miscellaneous
Survey Builder	Other Research	Credentials Entry	
Template Builder Uploads Tool	Admin Permissions Granted	Academic Degrees Courses Taken	
		Professional Development Professional Memberships	

#### Step 9.

To review the entries added so far, go to the CV. It can be accessed from two different locations.

eports Builders & Tools Research Service	Experience Credentials Teaching Other		CV Profile	Home Sign Ou
Password Scheme FAQ Definitions	Tip Directory ••• Library	aPortfolio Dverview Tutorial		
Templates   Reports	Research Activities Entry	Service Activities Entry	Teaching Activities Entry	
CV (Curriculum Vitae) BIO Sketch (NIH, NSF) Committees & Documents Journal Listing / Lookup Professional Development Research Activities Service Activities Builders & Tools	Articles in Journals Articles in Proceedings Articles-in-Progress Books, Monographs Chapters, Cases Conference Presentations Grants & Gifts Patents & Trademarks Research Reports	Community Service Institutional Service Professional Service Experience Activities Entry Consulting Experience Employment Experience Paid Service Experience	Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi Other Activities Entry Honors/Awards/Scholarships Miscellaneous	
Survey Builder Template Builder Uploads Tool	Other Research	Credentials Entry Academic Degrees	Message Center	
		Courses Taken Licensures / Certifications Professional Development Professional Memberships		

Save or Print the CV, as needed.

							Print	F
			John Doe					
			Military Science University Colleg	e				
			jdoe@alasu.edu	,-				
Acadamia Baakarau	d to Jul							
Enter/edit degrees other th	n your highest degree							
	, , , ,							
EQILI D.A. Alaban	State University, 1999							
Professional Certific	State University, 1999							
Professional Certific Enter your current and pas	State University, 1999 tions [Add] professional certifications							
Professional Certific Enter your current and pase Professional Membe	State University, 1999 tions [Add] professional certifications ships [Add]							
Professional Certific Enter your current and par Professional Member Enter your memberships in	State University, 1999         tions [Add]         professional certifications         ships [Add]         professional organizations				 			
Professional Certific Enter your current and par Professional Member Enter your memberships in WORK EXPERIENCE	State University, 1999         tions [Add]         professional certifications         ships [Add]         professional organizations							
Professional Certific Enter your current and par Professional Member Enter your memberships in WORK EXPERIENCE Work Experience	State University, 1999 tions [Add] professional certifications ships [Add] professional organizations [Add]							
Professional Certific Enter your current and par Professional Member Enter your memberships in WORK EXPERIENCE Work Experience Enter positions you	State University, 1999         tions [Add]         professional certifications         ships [Add]         professional organizations         [Add]         ave held during your career, both professional career, both profe	sional and academic						
Professional Certific Enter your current and pai Professional Member Enter your memberships in WORK EXPERIENCE Work Experience Enter positions you Consulting Exp	State University, 1999 tions [Add] professional certifications ships [Add] professional organizations [Add] ave held during your career, both profess tience [Add]	sional and academic						
Professional Certific Enter your current and par Professional Member Enter your memberships in WORK EXPERIENCE Work Experience Enter positions you Consulting Exp. Enter relevant pract	State University, 1999 tions [Add] professional certifications ships [Add] professional organizations [Add] ave held during your career, both profess rience [Add] al experience, such as consulting activiti	sional and academic	hips with the business co	mmunity				

# Step 10.

To create a custom CV format, go to the **Template Builder**.

Reports Builders & Tools Research Service	Experience Credentials Teaching Other		CV Profile	Home Sign Out
Reports     Builders & Tools     Research     Service       Password     Scheme     FAQ     Definitions       Templates   Reports     CV (Curriculum Vitae)     BIO Sketch (NIH, NSF)       Committees & Documents     Journal Listing / Lookup       Professional Development     Research Activities       Service Activities     Service Activities       Builders & Tools     Survey Builder	Experience     Credentials     Teaching     Other       Tip     Directory      Library       Research     Activities     Entry       Articles in Journals     Articles in Proceedings       Articles.in-Progress     Books, Monographs       Chapters, Cases     Conference Presentations       Grants & Gifts     Patents & Trademarks       Research Reports     Software Development       Other Research     Conference Presentations		CV Profile          Teaching Activities Entry         Courses Taught         Exec / Prof Education         Teaching Activities         Teaching Schedule         Teaching Syllabi         Other Activities Entry         Honors/Awards/Scholarships         Miscellaneous         Message Center	Home Sign Out
Uploads Tool	Admin Permissions Granted	Courses Taken Licensures / Certifications		
		Professional Development Professional Memberships		

Click 'Copy' next to College CV.

Template:										New
Templates	Components	Header	Settings	View	Help					
Template Title						Default	Professional Staff Default	Owner	Date Modified	Action
Example CV								Sedona	10/30/09 12:00 AM	<u>View</u>
College CV						4		College	03/06/18 02:42 PM	View 🖻
College CV						4		College	03/06/18 02:42 PM	View

Click the newly created CV template and save it under a new name.

Templates C	Components	Header	Settings	View	Help						
Template Title	/					Default	Professional Staff Default	Owner	Date Modified	A	tion
Example CV								Sedona	10/30/09 12:00 AM	View	6
College CV						1		College	03/06/18 02:42 PM	<u>View</u>	•
College CV: Copy								Member	03/08/18 11:25 AM	<u>View</u>	•

On the **Components** tab, the following actions can be performed:

- 1. Add or remove sections from the CV
- 2. Rearrange sections to display in a different order
- 3. Adjust formatting
- 4. Modify indentations
- 5. Edit section titles

plate: College CV: Copy							N	эw
Templates Components Header Settings View Help								
Component (component name and description are static; it's the component type and parameters that specify the data to be pulled)	Туре	Action						
Academic Background Enter/edit degrees other than your highest degree	Academic Degrees	C	1	•	ŵ	14-	÷I	53
Other Credentials Relevant Courses Taken	Relevant Courses Tak	0	1	•	Î	14-	÷1	53
Professional Certifications Enter your current and past professional certifications	Professional Certifi	0	1	•	Î	14-	÷I	53
Professional Memberships Enter your memberships in professional organizations	Professional Members	C	1	•	ŵ	14-	÷I	53
Skills Enter Research, Teaching, Academic, Computer, Language, etc skills	Skills	٥	1	•	Ô	14-	÷	53
Work Experience	Section	C	1	•	ŧ	14-	÷I	20
Work Experience Enter positions you have held during your career, both professional and academic	Employment Experienc	C	1	•	ŧ	14-	÷1	23
Consulting Experience Enter relevant practical experience, such as consulting activities and other partnerships with the business community	Consulting Experienc	0	1	•	Ô	14-	÷	53
Paid Service Experience Enter interaction activities you have had with your profession. Among other types of professional interaction, compensated professional service is appropriate here (i.e. service on the board of a for-profit organization, expert testimony, etc.	Paid Service Experie	c	1	0	(III)	I÷	÷I	23

On the View Tab, the changes can be previewed.

Template: College CV: Copy	New
Templates Components Header Settings View Help	
	PDF Word
John Doe Military Science University College jdoe@alasu.edu	
Academic Background	
B.A. Alabama State University, 1999	
Professional Certifications	
Enter your current and past professional certifications	
Professional Memberships Enter your memberships in professional organizations	

On the Settings Tab, the reference style can be customized to formats such as APA, MLA, etc.