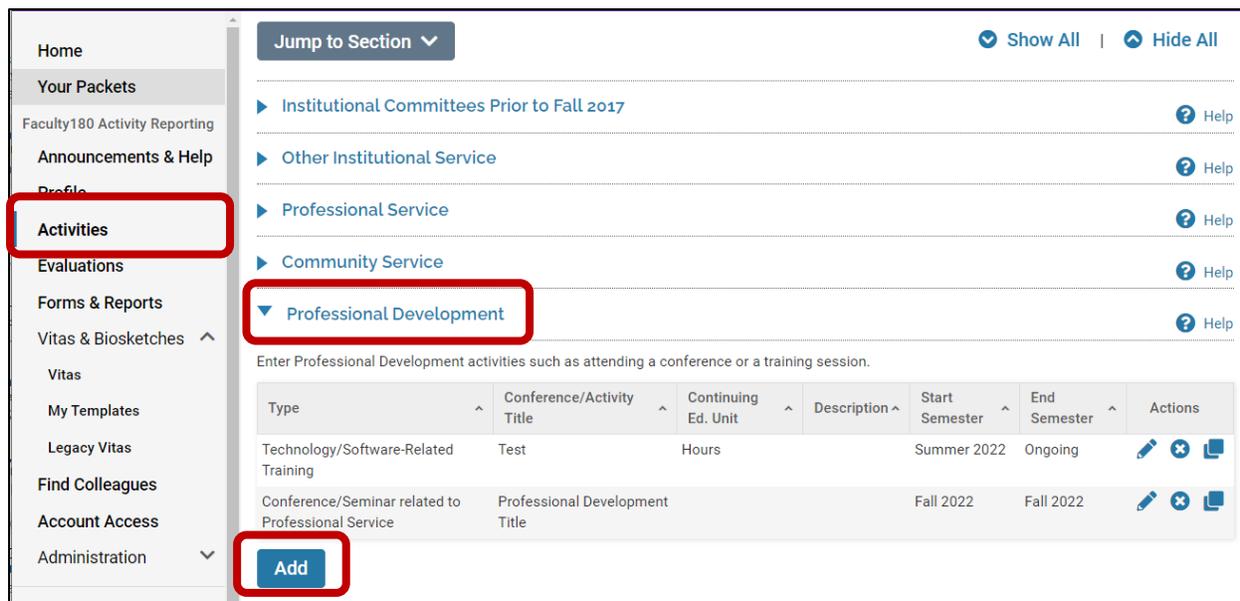# Faculty180 Activity Reporting Quick Tips

➢ Add a new activity by navigating to appropriate section header. Click Activities > Section Header > Add.

*Teaching and **Sponsored Research Proposals and Awards** sections can not be edited,*
as these sections are automatically loaded for you. If you find an error in these sections, please reach out to Faculty180@ecu.edu.

➢ Enter the semester in which this activity occurred. Some activity types require a **Start** and **End Semester**. If the activity happened on a single date, choose the same semester for both. Only choose "Ongoing" if the activity is truly continuing into the future (i.e. Committee appointment, etc.)

Example: You participated in a professional development seminar in the Fall of 2023 that was a one time event. The semesters you would enter are as follows:

Example: You are appointed to a committee for one academic year. The semesters you will enter are like the following:

Example: You are a member of a professional organization and you plan to renew your membership in the future. The semesters you will enter are like the following:

➢ Update the ending semester if/when an ongoing activity has ended. Navigate to the activity > click the **edit pencil** to the right.

Change the Ending Semester.

Scroll down to the very bottom and click **Save and Go Back**.

➢ Scholarly Contributions require you choose a status. The statuses are defined below and have implications for how this activity will appear on your annual report.

Status Name	Definition	Reporting Implication
In Progress	A scholarly activity that is in the beginning stages of development.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Submitted	Notes that an article or publication was submitted to the publisher.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Revise & Resubmit	Notes that a publication requires revision.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Accepted	Notes that the publication was accepted by the publisher, but not yet published.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
In Press	Notes that a publication is in press and pending publication.	While in this status, the activity will continue to appear in your annual report forever, for all future years, until updated.
Completed / Published	Choose this status if/when the activity is completed, has already been finished, or is now published.	The date in which this status is entered will be the final date of record on this activity. After this date is passed, the activity will no longer appear on your annual report.
Work Discontinued	Choose this status if the publication will not be published or when the work will not be completed.	The date in which this status is entered will be the final date of record on this activity. After this date is passed, the activity will no longer appear on your annual report.

➢ If an update to the status is required, navigate to Scholarly Contributions section > Search for the particular activity by title > Click the **edit pencil** to the right.

▼ Scholarly Contributions and Creative Activities   ❓ Help

Use this section for presentations, publications, and creative activities. It is possible to import citations from an external database using the RIS or BibTex file format, to import citations from PubMed, or to create entries manually.

For each entry, there is an option to "publicly display." Refer to the Publicly Display Master Agreement in the Profile. If you agree to the Master Agreement by selecting the Yes radio button, then individual items you want exported to a public profile page can be selected within this section.

Search: [   ]

Type ^	Title ^	Outlet ^	Year Pub ^	Status ^	Term ^	Origin ^	Scope ^	Actions
Book	Polygons: Mathematical Investigations	Nasco	2010	In Progress	Spring 2009	Manual		✏️ ❌ 🗐

[Add]

Click **Manage Status**

A Input Form

| Status* | In Progress for Spring 2009 | **Manage Status** |

Click **Add**

Manage Status   [✖]

ℹ️ Click "Add" to update status. **Do not edit a prior status unless it is incorrect.**

Status	Semester	Actions
In Progress	Spring 2009	✏️ ❌

[Add] [Cancel]

Indicates required field

Enter the new status, semester, and year > **Save**

Manage Status   [✖]

Status*   [Completed/Published ▼]

Semester* [Spring   ▼]

Year*   [2010   ▼]

[Save] [Cancel]

Indicates required field

A history of status will appear. Click the **X** in the top right-hand corner.

Scroll down to the very bottom and click **Save and Go Back**.

➢ Depending on the activity type, you will have items to answer in the **Activity Classifications** section. Some of them have more information and definitions provided by clicking on the question mark icon. *The way in which you answer these questions directly impacts departmental, college and institutional level reporting.*

Outreach/Engagement Type

Interprofessional/Interdisciplinary Collaboration

Related to Diversity, Equity & Inclusion

Related to Diversity, Equity, & Inclusion * ❓	No ▾

Classification Help ✖

Related to Diversity, Equity, & Inclusion
Diversity, Equity, and Inclusion is engaging in academic pursuits that represent, integrate, and interact with different races. genders, ethnicities, cultures, national origins, immigration status, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status.

Related to Distance Education – If a professional development activity satisfies the institutional requirement for faculty teaching a distance education course within an academic year, then you would choose "yes" for this activity classification.

Related to Distance Education Teaching* ❓	Yes ▾

Publicly Displayed – This activity classification indicates that you allow this record to appear on your public facing profile at Scholars@ECU. Choose "no" if you do not wish to display the associated activity on Scholars.

Publicly Displayed* ❓	Yes ▾

Note - All faculty at ECU have a basic profile on Scholars. To allow for your activities to populate, you must complete the Master Agreement in your Faculty180 Profile.

➢ At the bottom of most activity entry forms is the option to upload a document. Documents uploaded to activities will generate within your annual report. Make sure the naming convention of the document is clear as to which record it is linked to. *For example, avoid using vague names like Doc1.docx.*

To upload a file, click **Upload File**.

C Attachments ❓

Attachment Type	Attachment
File ▾	Upload File

Navigate to the appropriate folder on your machine, click Open.
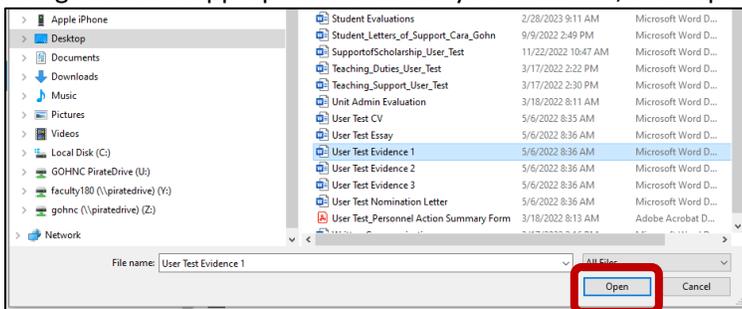
You will see the file name appear in Section C. Click **Save and Go Back**.

C Attachments ❓

Attachment Type	Attachment	
File ▾	Upload File	User Test Evidence 1.docx

Add Another

Save | Save and Add Another | Save and Go Back | Cancel