## 1. Getting to Faculty180 Administrative Reports:

- a. After logging in to Faculty180, navigate to Administration > Reports
- b. Ability to run administrative reports is limited to those with the appropriate security role; typically this role is assigned to chairs, associate deans and other individuals needing aggregate data of professional activities for a unit or college.

× @ECU		Cara Gohn 🗸									
Home Your Packets	East Carolina University > Reports	Quicklinks 🗸									
Faculty180 Activity Reporting	Activity Reports										
Announcements & Help	Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more									
Profile	Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more Research, publications, and creative productions									
Activities	Scholarly Activities	Research, publications, and creative productions									
Evaluations	Grants	Grant activities and funding data									
Forms & Reports	Courses Taught	Enrollment, credit hours, teaching load, and course sections									
Vitas & Biosketches	Activities By Activity Classification	Activities grouped by classifications									
Find Colleagues Account Access	Administrative Reports										
Administration ^	Ad Hoc Reports	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts									
Reports	Activity Overview - By Faculty	Activities by units and faculty members within those units									
Administration	Activity Overview - By Semester	Activities by units and the semesters within those units									
Communication	Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications									
Setup	Scholarly Citations	Publications and creative productions by faculty members within units									
	Grant Citations	Grant activities and funding data by faculty members within units									
Faculty180 Reviews	Standard Vitas	Vitas for selected faculty members									
Cases	Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)									
remplates	Prior Activity Input Forms	Submitted activity input forms									
Administration	Evaluations	Status and results of faculty performance reviews									
Poporto											

## 2. Report Tips

- a. Filter down to a departmental level to limit the data set generated by clicking "Change" in the Unit section.
- b. The Begin and End Semesters should match in both the General and Faculty boxes to capture activity from faculty that may have been active in a previous semester but has since left the institution.
- Narrow down results by choosing Activity Classifications that apply to the activity being aggregated. Click Apply.

General		Faculty		Details					
Unit Form	East Carolina University Change Activities	Unit Assigned To Unit As Employment Status Begin	East Carolina University Primary Unit All Active Summer 2021	Activity Classifications           Scope IS State         Select					
Activity	Summary	End	Spring 2022	IS 🔻					
Measure of Teaching	Enrollment 💌	Faculty Fitles		Apply					
Hide Duplicates		1968 Faculty S	elected						
Begin	Summer 💌 2021 💌								
End	Spring 💌 2022 💌								
Display Mode	Count Only								
Build Report									

- d. Some reports, like the Activity Overview By Faculty report, will allow you to filter further by status. Click "Change" and then "Update."
- e. Add columns of data by clicking "View" next to "Additional Columns." Select the desired additional columns and click "Update" before refreshing the report.
- f. Drill down to the detailed data by clicking on the blue hyperlinked numbers in report results.

											Begin		s	Summer 🔻 2022 💌			
Unit		General		Teaching Activities					Scholarly.	End		s	Summer 💌 2022 💌				
e	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enrollment	Article	Display Mode		0	Count Only			entation
🖂 East Carolina University	1869	94.0 %	-	0	0	0	0	0	0	42	6	0	3	29	0		127
Division of Academic Affairs	1127	92.5 %	-	0	0	0	0	0	0	35	4	0	2	29	0		103
Division of Health Sciences	727	96.3 %	-	0	0	0	0	0	0	7	2	0	1	0	0		24
Division of Student Affairs		-	-	0	0	0	0	0	0	0	0	0	0	0	0		0
Research, Economic Development, and Engagement	2	100.0 %	-	0	0	0	0	0	0	0	0	0	0	0	0		0

General

Columns

**Hide Duplicates** 

Table Format

Additional Column [View]

Quicklinks 🗸

Status

Presentation

Combined

Completed/Published Accepted

Change

Actions N

- g. Save reports for future use by click the **Quicklinks** button at the top of the page, then "Add This Page as a Quicklink."
- h. Export reports to Excel by clicking the button at the top of the page.

## 3. Report Types

- a. **Profile Report** will aggregate data entered in faculty members' profiles. Data such as Degrees, Licensures and Certificates. This report also allows administrators to view which faculty have completed the "Public Display Master Agreement," which allows a faculty member's profile at Scholars.ecu.edu to populate with data from Faculty180 activities.
- b. Activity Input Report will display data from all activity categories except Scholarly Activities.
- c. **Scholarly Activities** will display aggregated scholarly activities and give additional options for sorting by status.
- d. **Grants** and **Courses Taught** are not recommended for use within Faculty180. It is recommended that you run Grant <u>reports created by Research, Economic Development and Engagement</u> or courses taught using the BIC <u>report created by IPAR</u>.
- e. Activity Overview by Faculty and Activity Overview by Semester are the preferred and most inclusive reports available with Faculty180 Activity Reporting. These reports give you the ability to narrow down your data using parameters and filters. They also allow you to add columns of data not visible by default.
- f. Scholarly Citations and Grant Citations show a summary of information in a citation format of your choosing.
- g. Standard Vitas allows a chair or administrator to bulk download vitas for faculty in their unit(s).
- h. **Course Attachments** will allow you to view documents and Course Evaluations attachment in the courses under the Teaching Activity category.