Faculty180 Activity Reporting – Administrative Reports - Quick Reference Guide

[Link to Administrative Reports Help Video](#)

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.
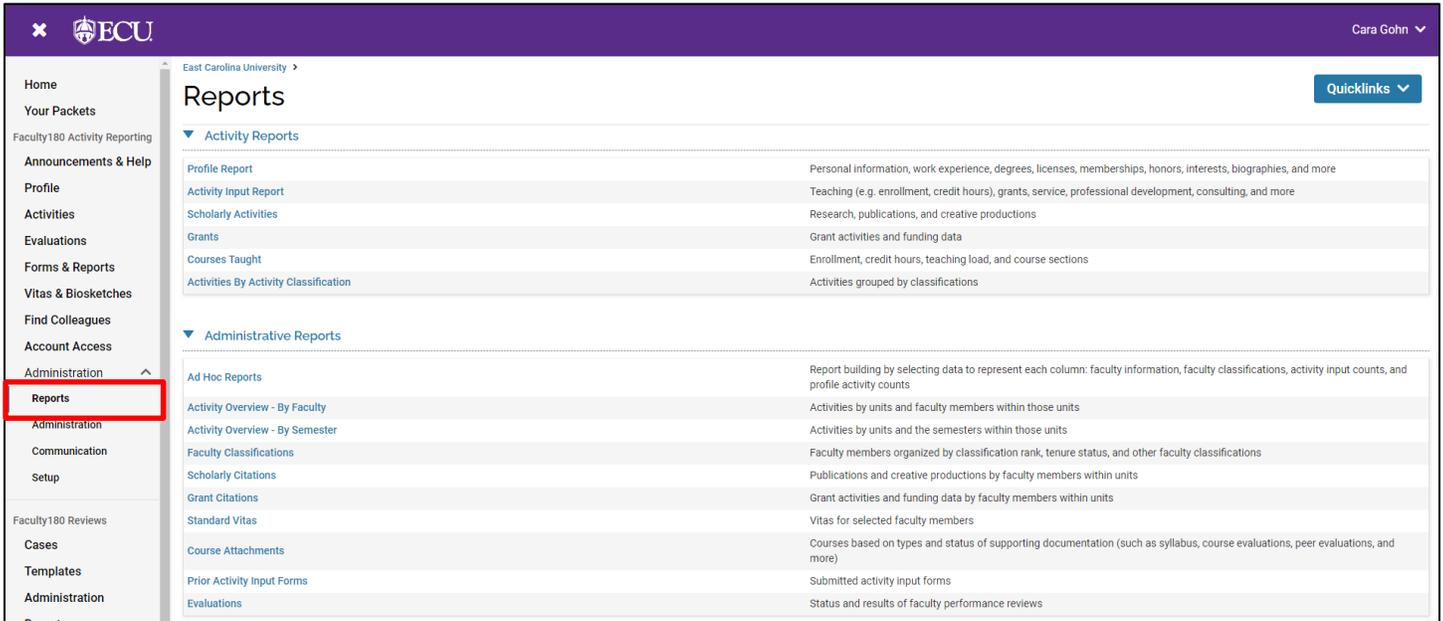
2. **Report Tips**
   a. Filter down to a departmental level to limit the data set generated by clicking "Change" in the Unit section.
   b. The Begin and End Semesters should match in both the General and Faculty boxes to capture activity from faculty that may have been active in a previous semester but has since left the institution.
   c. Narrow down results by choosing Activity Classifications that apply to the activity being aggregated. Click Apply.
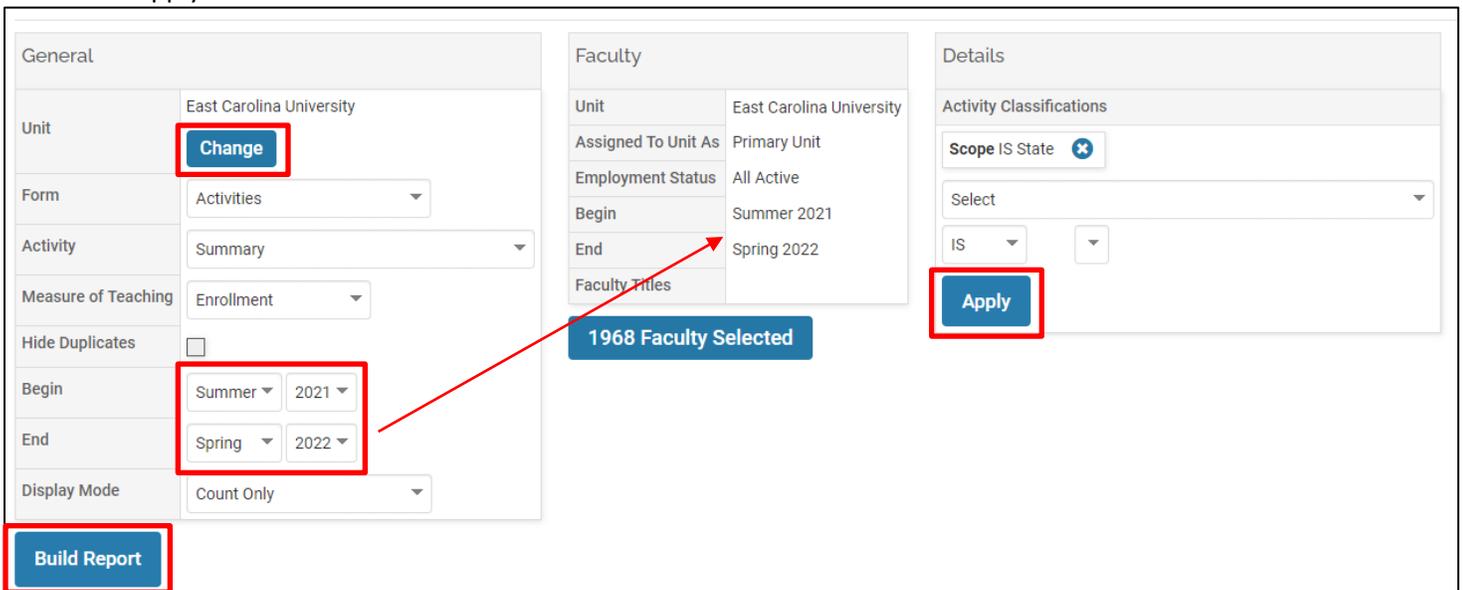
d. Some reports, like the **Activity Overview – By Faculty** report, will allow you to filter further by status. Click "Change" and then "Update."

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.

General		
Columns	Presentation ▼	
Hide Duplicates	☐	
Table Format	Combined ▼	
Status	Completed/Published Accepted	Change
Additional Columns	[View]	
Begin	Summer ▼	2022 ▼
End	Summer ▼	2022 ▼
Display Mode	Count Only ▼	

Unit	General			Teaching Activities						Scholarly						entation
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enrollment	Article						
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

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.

Quicklinks ∨   Actions ∨

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 reports created by Research, Economic Development and Engagement or courses taught using the BIC report created by IPAR.
   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.