Faculty180 Activity Reporting

Guide to using Reports to identify Diversity, Equity & Inclusion Activities

Certain activities entered in Faculty180 Activity Reporting can be flagged with the Diversity, Equity & Inclusion (DEI) classification. Such activities include scholarly contributions, community service, and professional development. When activities are flagged with the DEI classification, they can be aggregated and exported using the “Reports” feature in Faculty180 Activity Reporting.

Guidance

*Users must have administrative report rights for a particular department or college to use the “Reports” feature.*

Navigate to “Reports” under Faculty180 Activity Reporting. Click on “Activity Overview – By Faculty” under the Administrative Reports section.
At the top of the report, click “Change” in the Unit section to choose the unit or college that applies.

Click on the plus signs next to the applicable division to expand the organizational chart or start typing the name of the unit in the search bar. Choose the college or department that applies by clicking on it.

When the unit is chosen, update the semester dates to reflect the desired semesters.
Scroll down and click the box to the right of “Teaching Activities” to un-select the choices under that category.

Scroll down to the bottom of the page and click “Generate Report.”
When the data populates, use the “Details” widget at the top of the screen to filter activities classified with the DEI flag. Choose “Diversity, Equity, & Inclusion” in the drop-down menu, then click “yes.”

Click “Apply.”

The report will automatically regenerate after clicking “Apply.” Change publication or grant statuses to include/exclude statuses or select a subset of faculty using the “Select Faculty” button. Then click “Refresh Report.”

Otherwise, skip to the next step.
Scroll down to see the report summary. If a unit/college was chosen that has sub-units or departments, use the plus sign next to the unit’s name to expand the options below it.

Scroll to right to see all activity categories.

The totals in blue represent the number of activities for that unit, in that category, that are flagged with the DEI classification. Click on any number to drill down to the detailed data.

The screen will refresh to display the detailed activity data in the category chosen.
After drilling down into an activity category, more columns of data can be added to the report. Click on “View” in the “General” widget to add columns.

Select the additional columns desired and click “Update.”

The additional columns will appear ahead of the “Semester” column.
Export the report using the “Actions” button at the top of the screen. Export to Excel to further filter the data.

To navigate back to the first screen with the report summary, scroll down to the bottom of the page and click “Go Back.”

Save the report parameters for future use by clicking “Quicklinks” at the top of the page. Then, “Add This Page as a Quicklink.”

A default name for the Quicklink will appear. Add a tagline or additional information for more clarity as to the purpose of the Quicklink. Save.
The report will now appear in the “Quicklinks” menu.