# Faculty180 Activity Reporting – Administrative Reports – Viewing Faculty Workplans

Unit administrators may have a need to periodically view faculty workplans outside of the annual evaluation cycle. Distribution of weights and faculty goals are entered by the faculty member in the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections in Faculty. Unit administrators can populate that data in two ways.

1. **Generate an individual workplan document per faculty member**
   a. Navigate to Administration > Reports > Standard Vitas
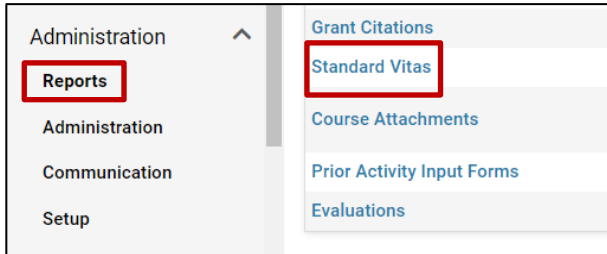
   b. Unit administrators will only see a total number of faculty for their unit > Click on that number

   c. In the template drop down menu choose "Workplan Vita" and update the Begin Semester and End Semester to reflect the academic year of review.

   d. You can view click on the eye ball icon to save/print for each individual faculty member…

   e. Or, you can click the "Bulk Export" button to save/print them in bulk.

      • When exporting in bulk, click on the "Select Faculty" button, select everyone from the "Available" column and move them over to the "Selected" column > Click Select Faculty
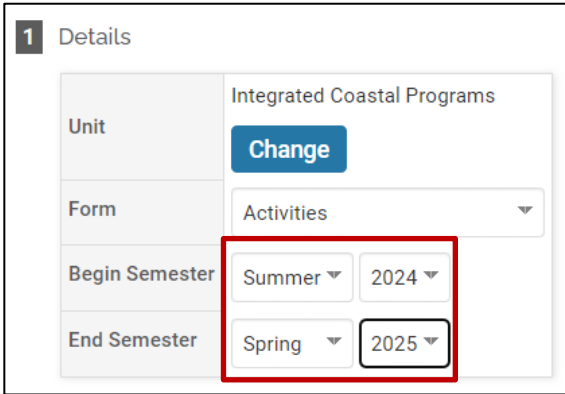
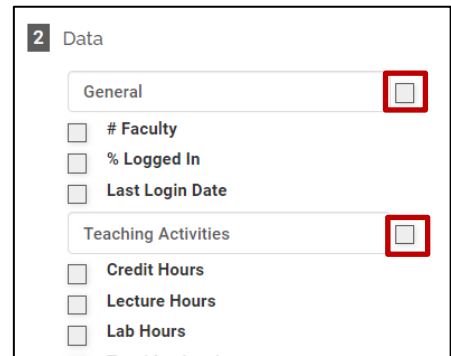2. **Generate a summary report for all faculty in your unit**
   a. Navigate to Administration > Reports > Activity Overview – By Faculty
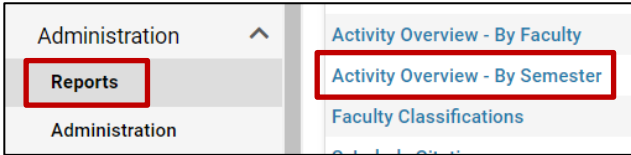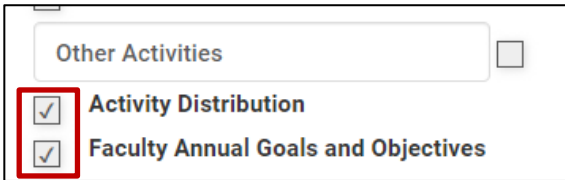

   b. Update the Begin Semester and End Semester to reflect the academic year of review.

   c. Uncheck all data categories using the check boxes on the right-hand side of each section.

   d. Select only the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections.

   e. Scroll down and click "Generate Report."
   f. Click on the total under the "Activity Distribution" and "Faculty Annual Goals and Objectives" sections to view the data by faculty member.

Unit		Other Activities	
		Activity Distribution	Faculty Annual Goals and Objectives
English		12	5
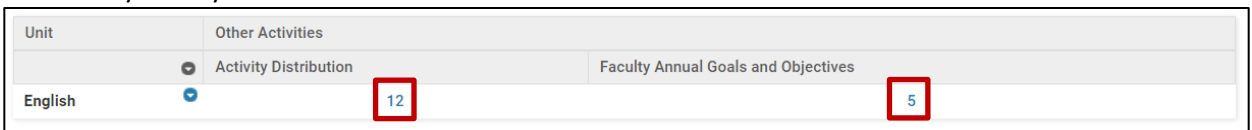
   g. Export the data by clicking on Actions > Export to…