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Updated 2/24/15
GENERAL NAVIGATION

- Faculty 180 is best used in Firefox or Google Chrome. Internet Explorer has frequent issues interacting with F180 and should not be used.
- Do not use your browser’s back and forward buttons, they do not work well with the software. At the top right of each faculty 180 page is a link to return to your home page. At the top left is a path/trail which can allow you to return one or more steps in the navigation you took to reach a particular spot.
- Question mark icons ☑ next to report sections or questions indicate that more information or a description is available.
- Red text indicates information that is required.
- Please note that your narrative self-evaluation may either be uploaded into Faculty 180 or submitted directly to your dean or director under separate cover. The dean or director’s evaluation will be completed outside of the Faculty 180 system.
- Information, FAQs and other resources are available at www.uaf.edu/provost/faculty-180

LOGGING IN

Log in to Faculty 180 using your UA credentials (same as Google mail, UA Online, Blackboard, etc) at www.data180.com/faculty180/uaf

If you receive a message regarding an incorrect username or password, you will need to contact the OIT Help Desk at (907)451-8300 for assistance. However, if you receive a message that you do not have an active Faculty 180 account, contact the campus Faculty 180 support staff at (907)474-2764.
HOME PAGE

Your home page contains links to help videos and information, and may contain messages regarding an open AAR period, publications where your co-authorship has been indicated and should be reviewed/approved, etc. There will be more information provided about coauthorship messages under publications and grants activity input sections.

MY DATA TAB

Many of the input forms and links most useful to you will be located on the My Data tab.

In general, the menu items on the left side are for inputting information, and the links on the right side are data output options (producing a report or a Curriculum Vita or an Annual Activities Report populated with the information you have entered). Please note that evaluations are not completed in Faculty 180 at this time, so that section may be disregarded.
PROFILE FORM

If you have never logged in before, or if your basic contact or background information needs to be updated, complete the Profile Form located on the My Data tab. Click on edit buttons under each section to open.

Do not forget to click the Save button to save changes to each section of the profile form before returning to the main form. When finished with the entire Profile Form, use the “Return” button at the bottom of the profile form, or the navigation trail at the top left, to get back to the My Data tab.
ENTERING ACTIVITIES

With the profile form complete, you can now proceed into entering professional activities. There are two main links available on the My Data tab for entering and editing activities.

<table>
<thead>
<tr>
<th>Standard Input Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Profile Form</td>
</tr>
<tr>
<td>▶ <strong>Activity Input Form</strong></td>
</tr>
</tbody>
</table>

**Activity Input Form**: Available at any time to enter ongoing or completed professional activities. *Does not include workload or courses taught sections.*

<table>
<thead>
<tr>
<th>Initiated Activity Input Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶ Late summer after 7/1 2013 - Early summer before 6/30 2014 - <em>Unsubmitted</em></td>
</tr>
</tbody>
</table>

**Initiated Activity Input (AAR)**: Available after a campus administrator has initiated an open reporting period for a specific year. Includes all sections previously reported on AAR Word template.

You may choose to utilize the standard Activity Input Form at any time during the year to input most of your professional activities, with the exception of an annual workload and courses taught. Those two sections are only available via a specific reporting year’s AAR, known as an Initiated Activity Input Form.

The semester and year labels that you apply to each item entered into the standard Activity Input form tell the software which reporting year those activities belong to. If labeled correctly, those same activities will automatically be fed into the Initiated Activity Input Form for the applicable reporting year.

<table>
<thead>
<tr>
<th>Start Semester*</th>
<th>Select Semester</th>
<th>Select Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Semester*</td>
<td>Present</td>
<td>Present</td>
</tr>
</tbody>
</table>

For this navigation guide, it will be assumed that you are accessing the Initiated Activity Input Form for a specific reporting year during the open reporting period.
Click on the Edit button to enter your workload units or parts, per your faculty workload for the year under review. The system will automatically calculate the percentages for Teaching, Research, and Service, and the Academic Year Total at the bottom. When finished, click “Save and Return” to save changes and return to the main AAR form.

Administrative/management duties are reported under service. Sabbaticals or other affecting circumstances should be explained in the available text box.
COURSES TAUGHT (Instructional Activity – Credit)

Official course records are extracted from Banner and uploaded to Faculty 180 three times each year. If you are the instructor of record, your courses taught will already be listed in the appropriate section of your AAR. Some of the data there may need to be edited, and you must click on the Classify link next to each course to answer required questions in red. If you do not answer these questions, you will be unable to submit the AAR. Sections of information not in red are optional.

Areas of course information that individual users do not have access to change are enrollments and course titles. If one of these is incorrect, you may enter corrections needed in the provided section under “Classify,” or you may contact the campus Faculty 180 support staff at (907)474-2764.

In certain cases, you may find that you need to add a course that has not been made available here. It is important to note that some of the fields in the section for adding a course will not be available to edit again once you have clicked “Save,” so complete this form as fully and carefully as you can.

The course Prefix (e.g. CHEM, NRM, THR), Number (e.g. F100X, F432), and section (F01, FE1, etc.) must match what is listed in Banner or UA Online. If what you enter does not match, or if the course has not already been established in the Faculty 180 database, you may need to contact the UAF administrator to have your course record created.
Add Courses Taught

The course will be added to the course listing in the Teaching section.

The Course Prefix, Course Number and Course Section are required fields (as indicated in 'red').

IMPORTANT:
The Course Prefix, Number, and Section have to exist in the Faculty180 system in order to 'add' a course.
If the 'Invalid Course' error pops up, please contact the campus Faculty180 administrator.

Complete the other fields entering as much information as possible.

Select from the drop down
* Instruction mode
* Location

Click 'save'

Return  Save
ADDITIONAL PROFESSIONAL ACTIVITIES

Now you will move through each additional section of the form to either review ongoing activities that you had previously entered, or to add new ones. The sections of the form are:

3. Instructional Activity – Non-credit
4. Graduate Committee – Chair
5. Student Advising and Committee Memberships - Graduate and/or Undergraduate
6. Research, Scholarly and other Creative Activities
7. Sponsored Projects/Commissions
8. Public Service
9. University Service
10. Professional Service
11. Professional Development
12. Honors and Awards
13. Narrative Self-Evaluation
14. Curriculum Vitae

Remember to utilize the question mark icon 🎨 to see additional information about the AAR sections or the questions within. Click the pencil icon ✏️ next to any activity listed to edit the contents, or click the recycle bin icon 🗑️ to delete the activity. Also remember that any areas in red text are required in order for successful submission.

If you had activities submitted in the prior reporting year with an end date of “Present,” then you will have an opportunity here to update these activities and continue them into the current year under review.
**RESEARCH, SCHOLARLY AND CREATIVE ACTIVITIES**

If you have coauthored a publication or other creative work with another UAF faculty member, your collaborator(s) may have already input the publication information and identified you as a coauthor. If this is the case, Faculty 180 gives you the option to review the reported activity and add it to your own records without duplicating the input effort, or to dismiss the message without adding the activity. A message would show on your home page, similar to this:

Click on the blue hyperlinks to edit each activity and save to your own records. Or, use the delete button to indicate that you do not wish to add this activity, and the message will disappear from your home page.

By clicking the Add button beneath the research, scholarly and creative activities section of the form, you are given the choice to either manually input your publications one at a time by selecting the appropriate publication type from the drop-down menu, or to import your citations in RIS or BibTex format from another source such as Web of Science or Google Scholar.
YOU NOW HAVE YOUR CITATIONS IN YOUR DOWLOADS IN THE BIBTEX FORMAT. YOU CAN UPLOAD TO FACULTY 180 THROUGH ENDE NOTE OR ZOTERO, BY ATTACHING YOUR .BIB FILE, OR YOU CAN COPY/PASTE INTO FACULTY 180.

UPLOADING CITATIONS

**Capturing your citations via Google Scholar**

1. Open a Google Scholar account: (scholar.google.com)
2. Set up your profile. Google should populate your citations automatically.
3. If you don’t see all of your publications, click the add button and type your name in the large search box.
4. You can then choose to add groups of articles or single articles.
5. Go back to your profile and check the list of publications for errors; make corrections.
6. To export all pubs, click the box next to Title. Alternatively, click the specific references you wish to export.
7. The “export” button will then appear once you identify pubs. Click “Export” and select BibTeX.
8. You will see a download likely labeled “citations.”
9. Either save as a .bib file or open the file and copy/paste into Faculty 180.

**Capturing your citations via Web of Science**

This works best if you access Web of Science through the Rasmuson Library.

1. On the Rasmuson home page, select articles in the top bar.
2. Then choose data bases by title, and locate web of science.
3. Change the “Basic Search” to “Author Search.” This will allow you to focus your search by including your area of work and your institution.
4. Click the publications that you wish to upload.
5. Click “add to marked list.”
6. Then click Marked List in the upper right part of the brown bar.
7. Follow steps 1 and 2. In step 3, use the drop down to select Save to Other File Formats.
8. In the next box, select BibTeX from the drop down, and then click send.
9. Your pubs will download and will have a name like “savedrecs.”
10. Either save as a .bib file or open the file and copy/paste into Faculty 180.

**Upload directly to Faculty 180 with copy/paste method**

1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to “Research, Scholarly and other Creative Activities” and click Add.
2. Under the import option, choose Generic, and the hit return on the “notice” that appears.
3. Under citation format, select BibTeX.
4. Under citation data select copied Text.
5. A text box will appear.
6. Now go back to your downloads and open the citations. Your download will open in Notepad. Select all and copy.
7. Return to your faculty180 form and paste into the text box and save.
8. Your citations should appear in a Save Imported Citations screen. Be sure to read the follow the IMPORTANT instructions below to ensure that your citations are saved to the correct semester of completion.

**Uploading from a saved .bib file**

1. On your activity input form (either the initiated annual activity form or the more generic activity input form), scroll to “Research, Scholarly and other Creative Activities” and click Add.
2. Under the import option, choose Generic, and the hit return on the “notice” that appears.
3. Under citation format, select BibTeX.
4. In the Citation Data box choose file, and then browse your computer to locate the appropriate .bib file.
5. Save. Then follow the IMPORTANT instructions below to ensure that your citations are saved to the correct semester of completion.

**Saving to Faculty 180 and assigning dates**

**IMPORTANT** – all your citations are imported into Faculty 180, but they are not yet saved. On the left you can click which citations to save into Faculty 180, and on the right you can assign each of them to a semester and year of completion. It is most efficient if you select the correct semester and year prior to saving into Faculty 180. If you forget to do this step and just save all, you will need to go back and edit each citation in a more cumbersome process. Doable – but clunky and takes too many clicks.

You can also upload directly from your EndNote or Zotero files – or others. The process is similar to above, but with specifics to your particular program.
SPONSORED PROJECTS / COMMISSIONS

Before entering any new information in this field, check to see if the form offers you the option to copy ongoing activities from a prior year’s report. This would appear as a hyperlink near the section heading, as previously explained on page 8.

If you are a co-PI on a grant with any other UAF faculty, your collaborator(s) may have already input the grant information and identified you as a co-PI. If this is the case, Faculty 180 gives you the option to review the reported activity and add it to your own records without duplicating the input effort, or to dismiss the message without adding the activity. A message would show on your home page, just as with a co-authored publication or creative project:

In order to manually input new grants or sponsored activities, click on the Add button beneath the section. On the provided form, the required fields are: status, semester/year (remember that this tells the software which year’s report the activity belongs in), title, author/contributor type, start date, and then the funding periods and amounts.

You should select the number and duration of periods in accordance with how you would like to enter the funding amounts for the grant. Entering multiple periods of one year will result in funding fields appearing as follows:
You would then enter year 1, 2 and 3 funding in the provided fields.

You could instead choose to enter the total amount of grant funding for multiple years of activity, and the funding fields will appear as follows:

<table>
<thead>
<tr>
<th>Dates &amp; Funding Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Date</td>
</tr>
<tr>
<td>Start Date*</td>
</tr>
<tr>
<td>End Date*</td>
</tr>
<tr>
<td>Number of Periods*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funded Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Funding</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
<tr>
<td>Currency</td>
</tr>
<tr>
<td>USD</td>
</tr>
<tr>
<td>Period</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
NARRATIVE SELF-EVALUATION

In this section, you are offered the option to either upload your narrative self-evaluation document as an attachment, or to indicate that you will submit it under separate cover to the office of your dean or director. You must select one option or the other. One you have completed the section, Save and Return.

SUBMITTING YOUR ACTIVITIES REPORT

When you think you have entered all of your activities for the reporting year, scroll to the very bottom of the form. There you will see an option to “Preview CV.” Clicking on this button and selecting the AAR template and appropriate start and end semester will produce a preview of what your submitted report will look like when accessed by your dean or director. If the report is final, return to the AAR form and click on the “Submit Completed Activity Input for Review” button.

Once you have submitted your report, you should not make changes to it without consulting with your dean or director. They may have already begun your evaluation based off of the submitted report, and should be notified if information it contains will be changed or edited.
ACCESSING AND PRINTING A PREVIOUSLY SUBMITTED AAR

Once submitted, your AAR can be accessed to view or print by going to the My Data Tab and selecting “Prior Activity Input Forms” beneath the “My Reports” section of the menu.

On the next screen, you will see a list of previously submitted reports, along with the date it was submitted and (if applicable) the date it was accepted by your dean or director. Click on the “View” button to open the report.

Click on the printer icon in the upper right corner of the screen in order to open a printing-friendly version. Note that you will still need to use your advanced printer settings to change the scale to 50-60% (depending on your browser) in order to fit the printed report to 8 ½ x 11” paper size and avoid anything being cut off.

Another alternative is accessed on the My Data tab, by choosing the “Access Vitas/Biosketches” option from the “Vitas and Biosketches” menu. Select "Annual Activities Report" on the “type” drop-down menu. Enter the correct semester/year date range and click Refresh Report.

Now the screen should show the Annual Activities Report form with all current information for the dates selected. Click on the tiny Adobe PDF icon in the upper right corner of the screen. This will open the form as a pdf document already formatted to fit an 8 ½ x11" sheet of paper. If you click the “printer” button on this page, you will have to adjust the printing scale to fit an 8 ½ x11” paper size.
WHO TO CONTACT FOR MORE FACULTY 180 HELP

For questions about inputting activities and information in the software, uploading publication citations, etc.

ู่ Marsha Sousa at x7931 or mcsousa@alaska.edu

For questions about account access, incorrect pre-loaded data, or general software functionality

ู่ Michelle Strickland at x2764 or mstrickland@alaska.edu

For questions about workloads or reporting your activities within the right categories to meet unit CBA standards

ู่ Sally Skrip at x5178 or saskrip@alaska.edu