

# Faculty 180 Navigation Guide

## Annual Activities Reporting

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# Faculty 180 Navigation Guide

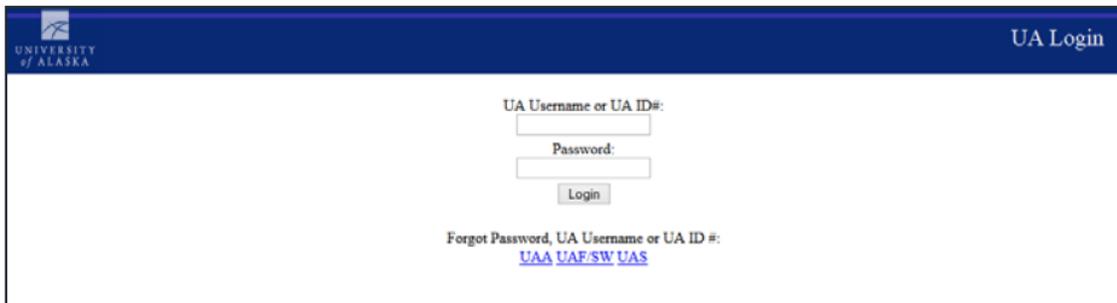
## Annual Activities Reporting

### 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. For best results, make sure your browser version is up to date.
- Do not use your browser's back and forward buttons, they sometimes do not work well with the software. On the left side of the screen, a navigation menu should help you easily move from one page to another, or from one section of a particular form to another.
- Question mark icons (?) above report sections or next to questions indicate that more information or a description is available.
- An asterisk \* next to a form field label indicates information that is required. Attachment tools are available in many forms, but are not 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/resources/faculty-180.php](http://www.uaf.edu/provost/resources/faculty-180.php)

### 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](http://www.data180.com/faculty180/uaf)



UNIVERSITY  
of ALASKA

UA Login

UA Username or UA ID#:

Password:

Login

Forgot Password, UA Username or UA ID #:  
[UAA UAF/SW UAS](#)

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, the first page you see upon logging in and the Home link in your menu, contains links to many of your most frequently used tools for inputting data, and may also contain messages regarding an open AAR period, or publications where your co-authorship has been indicated and should be reviewed/approved, etc. There will be more information provided about co-authorship messages under publications and grants activity input sections.

The screenshot shows the UAF Faculty180 home page. At the top left is the UAF logo and the text 'UNIVERSITY OF ALASKA FAIRBANKS'. At the top right is the user name 'Michelle Strickland' with a dropdown arrow. The left sidebar menu is expanded, showing 'Home' (highlighted with a red arrow), 'Faculty180', 'Announcements & Help', 'Profile', 'Activities' (pointed to by a red arrow), 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', and 'Find Colleagues'. The main content area displays 'Welcome back, Nanook Bear' and a 'Your Action Items' section. The first item is 'Complete 2017-18 UAF Annual Activity Report' with a right-pointing arrow. The second item is a notification: 'You have been named by a faculty member within your institution as a contributor to an intellectual or creative contribution. Please verify.' with a right-pointing arrow.

## LEFT SIDE MENU

Many of the input forms and links most useful to you will be located on the menu to the left side of the screen. NOTE: if you have used other Interfolio products at another institution, or in the recruitment process for submitting application documents, then you may see additional products and menu options beyond the Faculty 180 suite here.

This is a close-up of the left side menu. The 'Home' link is highlighted with a blue bar and a red arrow pointing to it. Below it are the following menu items: 'Faculty180', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', and 'Find Colleagues'.

Clicking on an item from the left side menu opens up either a form for entering information, or a page with tool options for performing certain tasks. The left side menu expands to show every section of the selected form, or every tool available under that task section.

## 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. Click on each section header of the form to expand and view the information contained in that section. Use the edit buttons under each section to access and update your information.

Home > Profile

Jump to Section

Personal Information

First Name	Nanook
Middle Initial	
Last Name	Bear
Suffix	
Honorific	
Preferred Name Locked	No
Gender	
Race / Ethnicity	
Country of Origin	
Languages	

Edit

Do not forget to click the Save button to save changes to each section of the profile form before returning to the main form. Choosing Cancel will return you to the main form without saving any changes.

Personal Information

Name	First Name *	Middle Initial	Last Name *	Suffix	Honorific
	Nanook		Bear		
	Mark As Preferred Name <input type="checkbox"/>				
Gender	Select				
Race / Ethnicity	Choose all that apply				
	Hispanic/Latino of any race				
	American Indian or Alaska Native				
	Asian				
	Black or African American				
	Native Hawaiian or Other Pacific Islander				
	White				
	Unknown or Not Reported				
Country of Origin	Select				
Languages					

\* Indicates required field

Save Cancel

Many sections of the profile form are optional; you may be as complete or as spare as you wish.

## ENTERING ACTIVITIES

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

UAF UNIVERSITY OF ALASKA FAIRBANKS Michelle Strickland

Home  
Faculty180  
Announcements & Help  
Profile  
Activities  
Evaluations  
Forms & Reports

### Welcome back, Nanook Bear

#### Your Action Items

Complete 2017-18 UAF Annual Activity Report  
Activity Input | 2018-07-01 12:00 am - Ongoing | Faculty 180

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

**Initiated Activity Input (AAR):** Available after a campus administrator has initiated an open reporting period for a specific contract year. Imports information from the Activities form if the dates of the activity match the dates of the AAR period.

You may choose to utilize the standard Activities 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.

**A** Input Form

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Present ▾	Present ▾

Activities entered as ongoing will appear in subsequent AAR forms until you select an end semester and date to indicate that the activity has been completed.

For this navigation guide, we will cover all sections of the Initiated Activity Input Form for a specific reporting year during the open reporting period.

# WORKLOAD SUMMARY

(click on header to expand section)

## Workload Summary

Help

### A Base Academic Year Appointment

Teaching	0	0% of Base AY
Research	0	0% of Base AY
Service	0	0% of Base AY

### B Additional Assignments (if applicable)

Summer session, summer research, Wintermester, Maymester, contract extension, and/or overloads (including eLearning) in any part of the 12-month Activity Report year under review

Teaching	0
Research	0
Service	0

### C Total for Academic Year

All work performed during the 12-month Activity Report year under review

Total Teaching	0	0% of Total
Total Research	0	0% of Total
Total Service	0	0% of Total

### D Brief Explanatory Comments (if applicable)

Edit 

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. Don't forget to add any additional assignments such as summer, Wintermester or Maymester workload in the section indicated. When finished, click "Save and Go Back" 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.

## Workload Summary

1 Please respond in workload units or workload parts, per your faculty workload for the year under review.

\* Indicates required field

Include management under service  
Please respond in workload units or workload parts, per your faculty workload for the year under review

### A Basic Academic Year Appointment

Formal base workload for the AY under review.

	Teaching	Research	Service
In Units	0	0	0
In Percent	0%	0%	0%

### B Additional Assignments (if applicable)

Summer session, Wintermester, Maymester, contract extension, and/or overloads (including eLearning) in any part of the 12-month AY under review.

	Teaching	Research	Service
In Units	0	0	0

### C Total for Academic Year

All work performed during twelve-month AY under review.

	Teaching	Research	Service
In Units	0	0	0
In Percent	0%	0%	0%

### D Brief Explanatory Comments (if applicable)

Save Save and Go Back Cancel

## 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 bold text. If you do not answer these questions, you will be unable to submit the AAR. Sections of information not marked with an asterisk are optional.

**B** Spring 2018

Group Courses	Course	Course Title	Enrollment	Credit Hours	Teaching Load	Course Not Taught	Additional Course Data
<input type="checkbox"/>	ABUS F202 F01	Principles of Accounting III	5	0	0	<input type="checkbox"/>	<b>Required</b> <b>Add</b>
<b>Group</b> ?	Totals		5	0	0.00		

**Add Courses Taught** ?

Click to add a course that is not listed. SEE INSTRUCTIONS REGARDING ADDING A COURSE!

Click the blue button under Additional Course Data for each course listed to indicate Type of Teaching from the drop down menu.

Check the box for courses that should be grouped (e.g. lab or practicum associated with a lecture course). Click on the Group button.

Modify credit hours if incorrect, and assign teaching load.

Check the box if the course is listed in error.

Classification	Value
A1. Is a correction needed?	No
A2. Describe the correction needed	
CRN	
Delivery Type	
TTa: Team Taught	Select
TTb: Name(s) of co-instructor(s)	
Type of Teaching*	Select

**Save** **Cancel**

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 “Additional Course Data,” or you may contact the campus Faculty 180 support staff at (907)474-2764.

## Adding a Course

In certain cases, you may find that you need to add a course that has not been pre-loaded here. Summer courses will be loaded after the Banner data freeze, which ends several weeks after the close of the summer semester (around late August to early September). For other terms, if you have courses listed but are missing one or more, it generally means that you were not associated in Banner as the course instructor. You may manually add it to your list for the purposes of your AAR, but you should contact your school or college administrator to request a correction to the Banner data.

**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), section (F01, FE1, etc.), and enrollment are required fields, and your input 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.

The screenshot shows a web form titled "Add Courses Taught" with a close button (X) in the top right corner. Below the title is a note: "\* Indicates required field". The form contains several input fields:

- Prefix\*: A dropdown menu showing "ABUS" with a red arrow pointing to it.
- Course Number\*: An empty text box with a red arrow pointing to it.
- Course Designation: An empty text box.
- Section\*: An empty text box with a red arrow pointing to it.
- Course Title: An empty text box.
- Credit Hours: An empty text box.
- Teaching Load: An empty text box.

At the bottom of the form are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button. A vertical scroll bar is visible on the right side of the form, with a red arrow pointing to it. A yellow callout box to the right of the scroll bar contains the text: "Scroll down to access additional form fields, including Enrollment, which is required. Once all required fields are entered, click 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. Teaching: Instructional Activities – 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. University Service
9. Professional Service
10. Public Service
11. Professional Development
12. Honors and Awards
13. Narrative Self-Evaluation
14. Curriculum Vitae

Note where there are red message indicating that activities require your attention, and respond utilizing the drop down or check button options presented to you. You must update or end ongoing activities before adding in new ones for the year under review.

If you had activities submitted in the prior reporting year with an end date of “Ongoing,” then you will have an opportunity here to update these activities and continue them into the current year under review. Use the check-buttons to indicate whether the activity has ended or whether it continues.

▼ University Service ACTIVITIES REQUIRE YOUR ATTENTION [Help](#)

Title	Organization	Description	Start Term	End Term	Actions
Fake committee	University of Alaska Fairbanks	Really great campus committee.	Fall 2015	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

[Add](#) [View All](#)  [Update](#)

Update the status of a previously entered research or scholarly activity that extends into the current reporting year.

▼ Research, Scholarly and other Creative Activities ACTIVITIES REQUIRE YOUR ATTENTION [Help](#)

Type	Title	Outlet	Year Pub	Status	Term	Intellectual Contributions: Review Type	Actions
Creative Production	Super Creative Production	Blah.com website	2016	Accepted	Spring 2016	Not Reviewed	Accepted

[Add](#) [View All](#)  [Update](#)

For research and scholarly/creative activities, the following status categories are considered “ongoing”: In Progress, Submitted, Revise & Resubmit, Accepted. Only a status of “Completed/Published” or “Work Discontinued” will indicate to Faculty180 that the activity has ended and should not extend into future AARs.

Previously entered activities may be viewed and accessed from the “Activities” menu item, and cloned if the item or event is a recurring one. The clone icon is the furthest right option from the available actions menu.

▼ Research, Scholarly and other Creative Activities ? Help

Type	Title	Outlet	Year Pub	Status	Term	Intellectual Contributions: Review Type	Actions
Creative Production	Super Creative Production	Blah.com website	2016	Accepted	Spring 2016	Not Reviewed	  
Creative Performance	Interpretive Dance Performance	Theatre Extraordinaire	2015	Completed/Published	Fall 2015	Not Reviewed	  

[Add](#)



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 X icon  to delete the activity.

Also remember that any areas marked with asterisks \* are required in order for successful submission.

## 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:

### Your Action Items

- [Complete 2017-18 UAF Annual Activity Report](#)  
Activity Input | 2018-07-01 12:00 am - Ongoing | Faculty 180
- [You have been named by a faculty member within your institution as a contributor to an intellectual or creative contribution. Please verify.](#)  
Activity Input | Faculty 180

Click on the blue hyperlink or the arrow to edit each activity and save to your own records. From the next screen, you will have the opportunity to either accept or reject each co-authored item. Accepting adds them to your activities.

[Home >](#) Quicklinks ▾

## Coauthor Verification

Click to Accept or Reject for each coauthor verification that is listed below. Each record has been added by another faculty member at this institution and they have tagged you as a contributor.

Citation	Action
Fitts, A. F., Bear, N., & Bear, N. (2017, April 15). Nanook Highlights.	<a href="#">Accept</a>   <a href="#">Reject</a>
Fitts, A. F., Bear, N., & Bear, N. (2017, April 15). Nanook Highlights.	<a href="#">Accept</a>   <a href="#">Reject</a>

From within the AAR form, clicking the Add button beneath the research, scholarly and creative activities section of the activity input form will give you the choice to either manually input your publications or to import them. You can manually add one item at a time by selecting the appropriate publication type from the drop-down menu, or you may import many citations at once in RIS or BibTeX format from an external source such as Scopus or Google Scholar.

### Activity Input

Research, Scholarly and other Creative Activities

[Manual Input](#) [Help](#) or [Import](#) [Help Videos](#)

or  **Generic (RIS / BibTeX)**  **Medline / PubMed Copyright and Disclaimer Notice**

[Continue](#) [Cancel](#)

## 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 and upload, or open the file and copy/paste the text into Faculty 180.

### Capturing your citations via Scopus

This works best if you access Scopus through the Rasmuson Library.

1. On the Rasmuson home page, select **articles** in the left menu.
2. Then choose **Databases by Title**, and locate **Scopus**.
3. Change the search type from "Documents" to "Authors." This will allow you to focus your search by including your institution affiliation.
4. Click the box next to your search result.
5. Click "show documents."
6. Then click the check boxes next to any of your citations that you wish to upload.
7. Click on "Export," and on the resulting screen, select RIS or BibTeX as the method.
8. Save the downloaded file, which will have a name like scopus.ris.
9. Either upload the file itself or open it and copy/paste the text into Faculty 180.

You now have your citations in your downloads in the RIS or BibTeX format. You can upload to Faculty 180 through EndNote or Zotero, by attaching your .bib or .ris file, or you can 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.

- In the Citation Data box choose file, and then browse your computer to locate the appropriate .bib file.
- 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 see the year published. **The system will assign the imported publications to the “Late summer after 7/1” semester of the publishing year.** Once imported, you may need to locate the items in your Activities or AAR form and update the term labels.

Activity Input

---

Import Citations [Add a Quicklink](#)

Select / Unselect	Type	Title	Journal	Year Published
<input type="checkbox"/>	Journal Publication	The persistence of blood, honor, and name in hispanic literature: Bodas de sangre and Cr�nica de una muerte anunciada		2006
<input type="checkbox"/>	Journal Publication	Armon�a Somers' permeable boundaries		2003
<input type="checkbox"/>	Journal Publication	Sandra Cisneros's modern Malinche: A reconsideration of feminine archetypes in Woman Hollering Creek		2002

[Import Selected](#)

  2017 Interfolio, Inc.

Click the “Import Selected” button.

### Import Results

**A** Imported Activity Counts

Total Activities	Imported Activities	Duplicate Activities	Exact Duplicate Activities
3	3	0	0

[Go Back](#)

Click “Go Back” to return to the activities form, review the uploaded activities, and edit the entries as needed.

Type	Title	Outlet	Year Pub	Status	Term	Intellectual Contributions: Review Type	Actions
Creative Production	Super Creative Production	Blah.com website	2016	Accepted	Spring 2016	Not Reviewed	
Creative Performance	Interpretive Dance Performance	Theatre Extraordinaire	2015	Completed/Published	Fall 2015	Not Reviewed	
Journal Article	The persistence of blood, honor, and name in hispanic literature: Bodas de sangre and Cr�nica de una muerte anunciada		2006	Completed/Published	Late summer after 7/1 2006		
Journal Article	Armon�a Somers' permeable boundaries		2003	Completed/Published	Late summer after		

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 continue grants or projects from a prior year's report, as previously explained on page 9.

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:

Action Item	Type	Posted Date	Due Date	Actions
Sousa, M. C., Fitts, A. F., & Coffee, J. J. (2014). <i>Really Great Things</i> (p. 328).	CoAuthor Verification	March 17, 2015	None	

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.

**B** Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text"/>
End Date	<input type="text"/>
Number of Periods*	Select <input type="text"/> each composed of* <input type="text"/> <input type="text"/>

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:

**B** Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	2017-08-01
End Date	<input type="text"/>
Number of Periods*	3 <input type="text"/> each composed of* <input type="text"/> <input type="text"/>

**C** Funded Amounts

Indirect Funding  Yes  No

Currency

Period	Start Date	End Date	Total Funding*
1	2017-08-01	2018-08-01	0.00
2	2018-08-01	2019-08-01	0.00
3	2019-08-01	2020-08-01	0.00
Total			0.00

You would then enter year 1, 2 and 3 funding in the provided fields.

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

**B** Dates & Funding Periods

Award Date	<input type="text"/>
Start Date*	<input type="text" value="2017-08-01"/>
End Date	<input type="text"/>
Number of Periods*	<input type="text" value="1"/> each composed of* <input type="text" value="3"/> <input type="text" value="Years"/>

**C** Funded Amounts

Indirect Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Currency	<input type="text" value="USD"/>		
Period	Start Date	End Date	Total Funding*
1	<input type="text" value="2017-08-01"/>	<input type="text" value="2020-08-01"/>	<input type="text" value="0.00"/>
Total			0.00

Click "Save and Go Back" to save the entry and return to the AAR form.

## NARRATIVE SELF-EVALUATION

Click on the “Add” button below the header. The start and end semester should reflect the AAR period under review, since in subsequent years you will submit new narrative self-evaluations. 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. Once you have completed the section, Save and Go Back.

**Narrative: Self Evaluation** Add a Quicklink

---

**A Input Form**

Start Semester\*

End Semester\*

Evaluation Period\*  I have submitted my narrative self-evaluation to my dean/director's office under separate cover.  
 My narrative self-evaluation is attached for transmission to my dean/director. I understand that this self-evaluation will reside within the Faculty180 system and may be available to other appropriate authorized users at appropriate times, e.g. Provost.

Description

*\* Indicates required field*

**B Attachments**

Attachment Type

No file selected.

*\* Indicates required field*

---

## CURRICULUM VITAE

Click on the “Add” button below the header. The start and end semester should reflect the AAR period under review, since in subsequent years you will submit an updated curriculum vita. Browse and attach the appropriate file, and click “Save and Go Back” to return to the AAR form.

### Activity Input

#### Curriculum Vitae

*\* Indicates required field*

**A Input Form**

Start Semester\*

End Semester\*

Evaluation Period\*

Description

**B Attachments**

Attachment Type

No file selected.

---

## SUBMITTING YOUR ACTIVITIES REPORT

When you think you have entered all of your activities for the reporting year, note the bar at the very top of the screen. There you will see an option to “Preview.” 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 for Review” button.

Home > Forms & Reports >

# Forms & Reports

Activity Input

2020-21 UAF Annual Activity Report

Activity Period	Status	Preview
Late summer after 7/1 2020 - Early summer before 6/30 2021	Not Submitted, Last updated on Jul 1, 2021	<input type="button" value="Preview"/>

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 Forms & Reports link from the left-side menu. If your dean has not yet digitally accepted the form, you will see it listed under “Initiated Activity Input Forms” with a status label. Once accepted by the dean, the form will be filed away under “Prior Activity Input Forms” beneath the “Reports” section of the menu.

[Home](#) >

# Forms & Reports

## Forms

Custom Input Forms - None Available

[Printable Classification Forms](#)

## Initiated Activity Input Forms

Initiated process	Status
<a href="#">Complete your 2020-21 Annual Activity Report</a>	Pending 

## Reports

[Prior Activity Input Forms](#) 

["My Activities" Reporting](#)

After clicking on “Prior Activity Input Forms”, 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 eye icon button under “Actions” to open the report and print it.

## Forms & Reports

Prior Input Forms

[Add a Quicklink](#)

 Prior activity input forms are available upon administrative approval.

Title	Start Semester	End Semester	Input Form	Date Submitted	Date Last Approved	Actions
<a href="#">Complete Annual Activity Report: 7/1/2016 - 6/30/2017</a>	Late summer after 7/1 2016	Early summer before 6/30 2017	Activity Input			
<a href="#">Complete Activity Input: Late summer after 7/1 2013 - Early summer before 6/30 2014</a>	Late summer after 7/1 2013	Early summer before 6/30 2014	Activity Input			 

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If you wish to print a copy for your files, note that you may 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. Exporting the report first to Adobe PDF may result in a cleaner copy for printing and saving.

Another alternative is accessed through the “Vitas & Biosketches” option from the left-side menu. Select the eye icon next to “Annual Activities Report” under the View column. Enter the correct semester/year date range in the start and end date fields and click Refresh Report. Note that you can select to print a multi-year report if you are preparing comprehensive activities data for Promotion and Tenure Review.

Now the screen should show the Annual Activities Report form with all current information for the dates selected. Click on the printer, MS Word or Adobe PDF icon at the top of the screen. This will open the form in your selected program and/or allow you to print on an 8.5x11" sheet of paper. Please note that the layout formatting and tool options for these options differ; use your own tastes and preference to select the method that works best for you. You may also use the icon to share your AAR electronically using a hyperlink.

## WHO TO CONTACT FOR MORE FACULTY 180 HELP

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



Alex Fitts at x6253 or [affitts@alaska.edu](mailto:affitts@alaska.edu)

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



Michelle Strickland at x2764 or [mastrickland@alaska.edu](mailto:mastrickland@alaska.edu)

**For questions about workloads or reporting your activities within the right categories**



Consult your dean's or director's office for guidance in your specific discipline