



WESTERN MICHIGAN  
UNIVERSITY

Office of  
**Institutional Research**

# How to Create a Course Attribute-By Faculty Report in FARS

Fall 2018



## **Contents**

This Quick Start Guide will present:

- A- Sample course attribute-by faculty reports
- B- How to create a report.

## **What is the significance of a course attribute report?**

A course attribute report can tell whether a college or department has faculty experts in a specialty (i.e., global engagement). It can tell who the experts are and how long the college or department has been offering the courses that fall under that attribute, classification, or specialty.

## A-Sample Reports

This is a sample report with course attributes included.

It can also be printed or exported as a Word, Excel, or PDF file.

### Activity Input Listing Report

Haworth College Of Business

*\* denotes a grouped course with multiple sections*

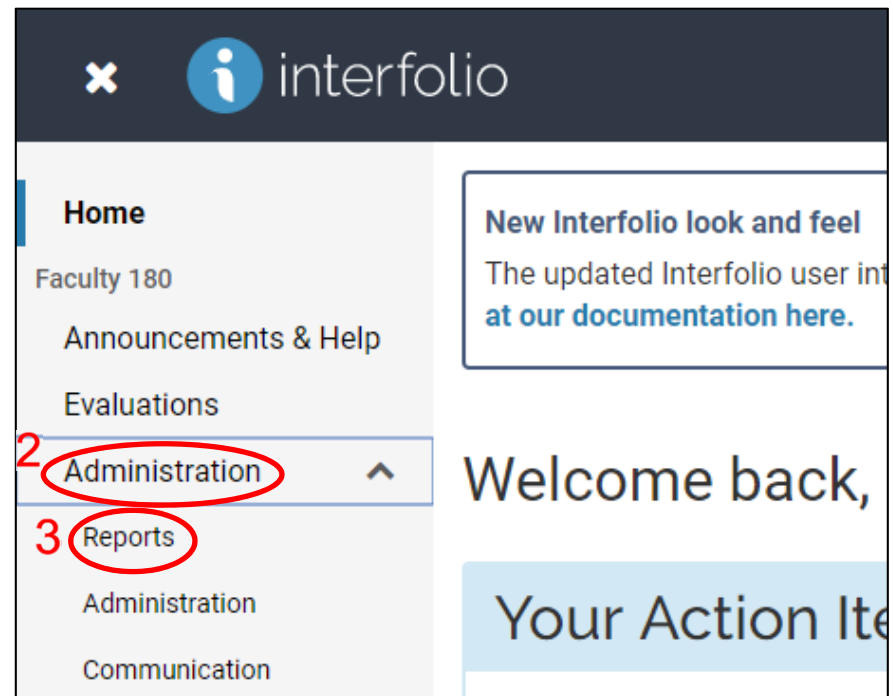
#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Course Attributes/Classification	Semester
1	Job, Steve	Management	BUS 2200 _45865 150	Introductn To Global Business	33	99	3		1	Global Engagement Course	Fall 2014
2	Cuban, Mark	Management	BUS 2200 _14619 100	Introductn To Global Business	30	90	3		1	Global Engagement Course	Spring 2015
3	Musk, Elon	Haworth College of Business	MGMT 6170 _46370 KA	Leading People & Organizations	31	93	3		1	Diversity and Inclusion Course, Global Engagement Course	Fall 2013
4	Buffett, Warren	Haworth College of Business	MGMT 4950 _12295 112	Independent Study	1	4	4		1	Global Engagement Course	Spring 2015
5	Bezos, Jeff	Marketing	BUS 3960 _21409 100	Study Abroad Seminar	24	144	6		1	Global Engagement Course	Summer I 2017

The report shown earlier can be created by selecting the checked data fields.

General	Scholarly Activities	Other Activities
<input checked="" type="checkbox"/> # Faculty	<input type="checkbox"/> Publications - Journals	<input type="checkbox"/> Course Development Activities
<input type="checkbox"/> % Logged In	<input type="checkbox"/> Publications - Books	<input type="checkbox"/> Thesis/Dissertation/Equivalent Special Project Committees
<input type="checkbox"/> Last Login Date	<input type="checkbox"/> Publications - Book Chapters	<input type="checkbox"/> Non-Credit Research or Mentoring
<input type="checkbox"/> Teaching Activities	<input type="checkbox"/> Publications - Monographs	<input type="checkbox"/> Student Supervision
<input checked="" type="checkbox"/> Credit Hours	<input type="checkbox"/> Publications - Conference Proceedings	<input type="checkbox"/> Student Advising
<input type="checkbox"/> Lecture Hours	<input type="checkbox"/> Publications - Professional Reviewer/Editor	<input type="checkbox"/> Other Professional Recognition
<input type="checkbox"/> Lab Hours	<input type="checkbox"/> Publications - Other	<input type="checkbox"/> Funded Research and Creative Scholarship
<input type="checkbox"/> Teaching Load	<input type="checkbox"/> Presentations - Paper	<input type="checkbox"/> Institutional Services/Committees
<input type="checkbox"/> Student Credit Hours	<input type="checkbox"/> Presentations - Poster	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Enrollment	<input type="checkbox"/> Presentations - Workshops	<input type="checkbox"/> Professional Development
	<input type="checkbox"/> Presentations - Panels	<input type="checkbox"/> Any Other Contribution
	<input type="checkbox"/> Presentations - Other	<input type="checkbox"/> Course Release, Buy-Out, Professional Leave, and Sabbatical
	<input type="checkbox"/> Creative Scholarship	
	<input type="checkbox"/> Other	

## B-How to Create the Report

1. Log into FARS
2. Click **Administration**
3. Click **Reports**.



4. You will see this screen, which shows the forms of reports and their descriptions.

5. Click on **Activity Overview-By Faculty**.

Reports <sup>4</sup>	
▼ Activity Reports	
Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications
▼ Administrative Reports	
Ad Hoc Reports <sup>5</sup>	Report building by selecting data to represent each column: faculty information, faculty classifications, activity input counts, and profile activity counts
Activity Overview - By Faculty	Activities by units and faculty members within those units
Activity Overview - By Semester	Activities by units and the semesters within those units
Faculty Classifications	Faculty members organized by classification rank, tenure status, and other faculty classifications
Scholarly Citations	Publications and creative productions by faculty members within units
Grant Citations	Grant activities and funding data by faculty members within units
Standard Vitas	Vitas for selected faculty members
Course Attachments	Courses based on types and status of supporting documentation (such as syllabus, course evaluations, peer evaluations, and more)
Prior Activity Input Forms	Submitted activity input forms
Evaluations	Status and results of faculty performance reviews

6. Select a semester and year for Begin Semester and End Semester. For this demonstration, the Begin date is Summer 2, 2013 and End date is Summer 1, 2018.

General

Unit: Haworth College Of Business  
Change

Course Level: All

Begin: Summer II 2013

End: Summer I 2018

7. Check the boxes “#Faculty” and “Credit Hours”.

2 Data

7 General

☒ # Faculty

☐ % Logged In

☐ Last Login Date

Teaching Activities

☒ Credit Hours

☐ Lecture Hours

☐ Lab Hours

☐ Teaching Load

☐ Student Credit Hours

☐ Enrollment

Click “General” and “Teaching Activities” boxes to check or uncheck all boxes.



Uncheck the boxes that are not needed and check that ones that are needed.

8. Then click **Generate Report**

Scholarly Activities ☐

- ☐ Publications - Journals
- ☐ Publications - Books
- ☐ Publications - Book Chapters
- ☐ Publications - Monographs
- ☐ Publications - Conference Proceedings
- ☐ Publications - Professional Reviewer/Editor
- ☐ Publications - Other
- ☐ Presentations - Paper
- ☐ Presentations - Poster
- ☐ Presentations - Workshops
- ☐ Presentations - Panels
- ☐ Presentations - Other
- ☐ Creative Scholarship
- ☐ Other

Other Activities ☐

- ☐ Course Development Activities
- ☐ Thesis/Dissertation/Equivalent Special Project Committees
- ☐ Non-Credit Research or Mentoring
- ☐ Student Supervision
- ☐ Student Advising
- ☐ Other Professional Recognition
- ☐ Funded Research and Creative Scholarship
- ☐ Institutional Services/Committees
- ☐ Professional Services
- ☐ Professional Development
- ☐ Any Other Contribution
- ☐ Course Release, Buy-Out, Professional Leave, and Sabbatical

8 **Generate Report**






[Go Back](#)

9. To filter by course level (**Undergraduate, Graduate, and Professional**), click the drop down arrow and select your desired option.
10. You can still change the report period by clicking on the semester and year.

Western Michigan University FARS > Reports >

## Reports

Activity Overview - By Faculty

General		Faculty	
Unit	Haworth College Of Business <a href="#">Change</a>	Unit	Haworth College
Course Level	All <span>9</span> 	Employment Status	All Faculty
Begin	<span>10</span> Summer II  2013 	Begin	Summer II 2013
End	Summer I  2018 	End	Summer I 2018

[Select Faculty](#)

11. You can select faculty rank by clicking **Select Faculty**. Another screen will pop up for you to select the criteria.

Western Michigan University FARS > Reports >

## Reports

Activity Overview - By Faculty

General				Faculty	
Unit	Haworth College Of Business			Unit	Haworth College Of Bu
	<a href="#">Change</a>			Employment Status	All Faculty
Course Level	All ▾			Begin	Summer II 2013
Begin	Summer II ▾	2013 ▾		End	Summer I 2018
End	Summer I ▾	2018 ▾		<div>11</div> <a href="#">Select Faculty</a>	

12. Be sure to check your school or unit. If incorrect, click Change. Be sure to check the Begin and End dates for your reporting period.
13. You can select faculty members by a title (i.e., rank), login status, teaching, and faculty classifications.
14. In the Faculty Title box, type a title (i.e., Professor) or select a title you want from the popup list. Or leave it blank if you want all faculty titles.
15. Select an option of Login Status. If the login status is “**Active**,” the faculty members who have access to FARS will be included in the report.

Search

☐ Select Individual Faculty

▼ Standard Filters

Unit  
Haworth College Of Business

Change

Assigned To Unit As Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status All Faculty

Begin Summer II 2013

End Summer I 2018

► Faculty Titles

► Login Status

► Teaching

► Faculty Classifications

▼ Faculty Titles

Faculty Title

▼ Login Status

Login Status All Faculty

☒ Don't Filter On Last Login

☐ Has Never Logged In

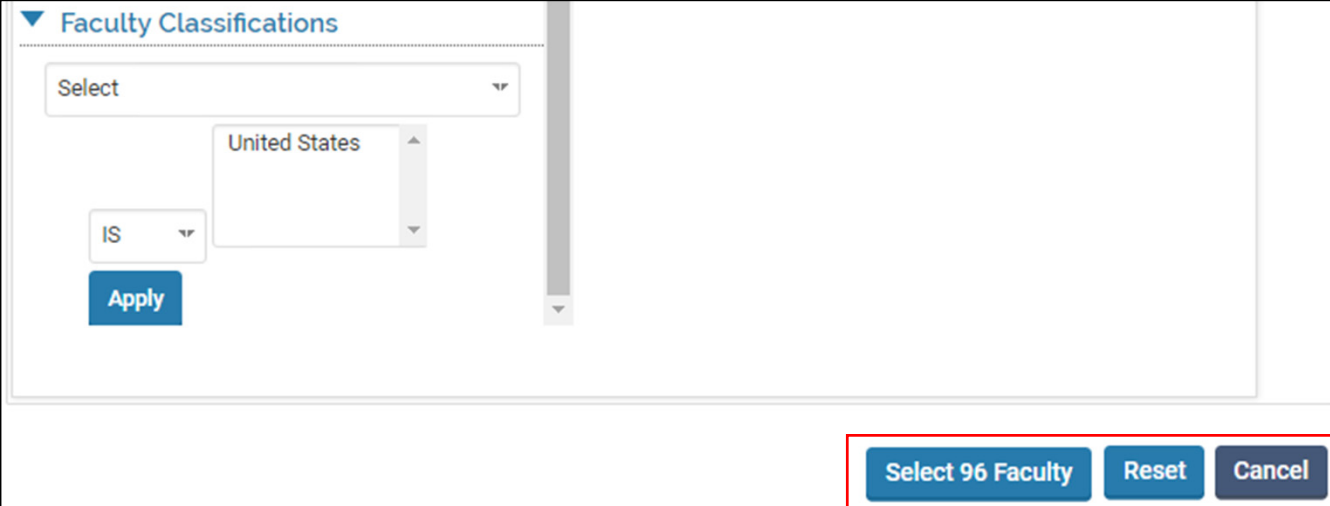
☐ Has Logged In Since

If “Has Logged In Since” is selected, a date is required.

16. Select **Yes** because you want to include faculty members who taught a course during the reporting period. However, if you don't want the report to be filtered by course taught status, select **N/A**. Select **No** if you only want the faculty members who did not teach a course during the reporting period.
17. Ignore it if you want all faculty classifications. Select a criterion you want to include or exclude in the report.
18. Then, select “**IS**” if you want to include that criterion or “**IS NOT**” if you want to exclude it. Then click **Apply**.

The screenshot shows a web-based search interface for faculty. At the top is a 'Search' button. Below it is a checkbox for 'Select Individual Faculty'. The 'Standard Filters' section includes a 'Unit' dropdown set to 'Haworth College Of Business' with a 'Change' button, an 'Assigned To Unit As' dropdown set to 'Both', and checkboxes for 'Exclude Subunits' and 'Administrators Only'. There is also an 'Employment Status' dropdown set to 'All Faculty' and date pickers for 'Begin' (Summer II 2013) and 'End' (Summer I 2018). On the left, a list of filter categories includes 'Faculty Titles', 'Login Status', 'Teaching', and 'Faculty Classifications'. Callout 16 points to the 'Teaching' filter, which is expanded to show 'Taught Courses' with options 'No', 'N/A', 'Yes', and 'No' (the second 'No' is highlighted in blue). Callout 17 points to the 'Faculty Classifications' filter, which is expanded to show a list of criteria including 'Country of Origin', 'Faculty Rank', 'Languages', and various AACSB and ABET categories. Callout 18 points to a 'Faculty Classifications' dropdown menu that is open, showing options 'IS', 'IS', and 'IS NOT' (the middle 'IS' is highlighted in blue).

Click the **select faculty** button. Click **Reset** if you want to restart the process on the popped up screen. Click **Cancel** to go back.



The image shows a dialog box titled "Faculty Classifications" with a blue header and a downward arrow. Inside the dialog, there is a large white area with a vertical scrollbar. On the left side of this area, there is a "Select" dropdown menu, a "United States" dropdown menu, and an "IS" dropdown menu. Below these is a blue "Apply" button. At the bottom right of the dialog, outside the main white area, are three buttons: "Select 96 Faculty", "Reset", and "Cancel". These three buttons are highlighted with a red rectangular border.

Another way of faculty selection is to select faculty from a list of names.

- a. To use this feature, check the box **“Select Individual Faculty.”** Otherwise, skip to # 19.

**Select Faculty**

**Search**

☒ **Select Individual Faculty**

**Standard Filters**

Unit  
Assigned To Unit As **Both** ▼

☐ Exclude Subunits

☐ Administrators Only

Employment Status **All Faculty** ▼

Begin **Spring** ▼ **2017** ▼

End **Spring** ▼ **2018** ▼

**Faculty Titles**

**Login Status**

**Teaching**

- b. Click the number that appear in the Available column.
- c. Click **Select** to select all faculty.
- d. Click **List** to select faculty members from the list.

The screenshot shows a 'Select Faculty' dialog box. On the left, there are search and filter options. The main area is divided into 'Available' and 'Selected' columns. In the 'Available' column, the number '241' is circled in red with a red 'b' next to it. A 'Select Faculty Options' sub-dialog is open in the foreground, containing instructions and two buttons: 'Select' (circled in red with a red 'c') and 'List' (circled in red with a red 'd').

**Select Faculty**

Search

☒ Select Individual Faculty

Search...

**Standard Filters**

Unit

Assigned To Unit As: Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status: All Faculty

Begin: Spring 2017

End: Sp

Available

Selected

241

**Select Faculty Options**

- **Select** adds all faculty to the "Selected Faculty" list.
- **List** shows "Unselected Faculty" names. (However, loading 241 faculty may cause browser slow down.)

**Select** **List** Cancel

ty Reset Cancel



In case **List** was chosen, a list of names would appear. Click on names to select names. Click a selected name to deselect it.

The screenshot shows a web-based interface for selecting faculty. On the left, there are filters: 'Select Individual Faculty' (checked), 'Standard Filters' (Unit: Both, Exclude Subunits: unchecked, Administrators Only: unchecked, Employment Status: All Faculty), and 'Faculty Titles', 'Login Status', and 'Teaching' sections. The main area has an 'Available' list of names and a 'Selected' list. A red box highlights the navigation buttons between the lists: a double right arrow (»), a single right arrow (→), a single left arrow (←), and a double left arrow («). A red arrow points from this box to a legend on the right. The legend explains the functions of these buttons.

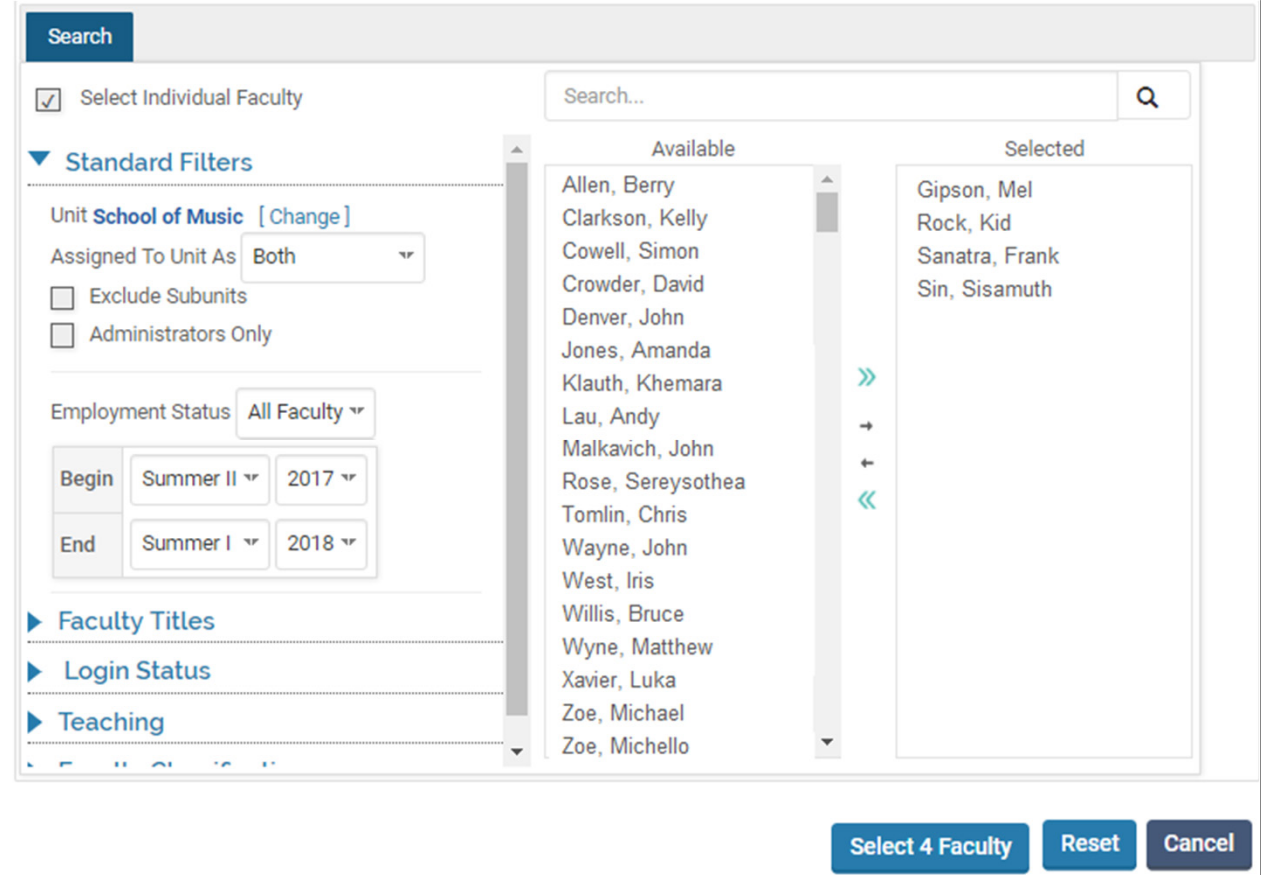
Available	Selected
Allen, Berry	
Clarkson, Kelly	
Cowell, Simon	
Crowder, David	
Denver, John	
Gipson, Mel	
Jones, Amanda	
Klauth, Khemara	
Lau, Andy	
Malkavich, John	
Rock, Kid	
Rose, Sereysothea	
Sanatra, Frank	
Sin, Sisamuth	
Tomlin, Chris	
Wayne, John	
West, Iris	
Willis, Bruce	

- » Adding all faculty to the selected list.
- Adding the selected faculty to the selected list.
- ← Removing the selected faculty from the selected list.
- « Removing all faculty from the selected list.

Buttons at the bottom: Select 0 Faculty, Reset, Cancel

You can search for a faculty name in the search box.

e. After names have been selected, click the **select faculty** button.



The screenshot shows a web-based interface for selecting faculty. At the top, there is a 'Search' tab and a search box with a magnifying glass icon. Below the search box, there is a checkbox labeled 'Select Individual Faculty' which is checked. To the left of the main list, there are 'Standard Filters' including a dropdown for 'Unit' (set to 'School of Music'), a dropdown for 'Assigned To Unit As' (set to 'Both'), and checkboxes for 'Exclude Subunits' and 'Administrators Only'. Below these are 'Employment Status' (set to 'All Faculty') and date pickers for 'Begin' (Summer II, 2017) and 'End' (Summer I, 2018). Further down are expandable sections for 'Faculty Titles', 'Login Status', and 'Teaching'. The main area contains two columns: 'Available' and 'Selected'. The 'Available' column lists 18 faculty names, and the 'Selected' column lists 4 faculty names. Between the columns are navigation arrows: a double right arrow, a single right arrow, a single left arrow, and a double left arrow. At the bottom right, there are three buttons: 'Select 4 Faculty', 'Reset', and 'Cancel'.

Available	Selected
Allen, Berry	Gipson, Mel
Clarkson, Kelly	Rock, Kid
Cowell, Simon	Sanatra, Frank
Crowder, David	Sin, Sisamuth
Denver, John	
Jones, Amanda	
Klauth, Khemara	
Lau, Andy	
Malkavich, John	
Rose, Sereysothea	
Tomlin, Chris	
Wayne, John	
West, Iris	
Willis, Bruce	
Wyne, Matthew	
Xavier, Luka	
Zoe, Michael	
Zoe, Michello	

19. Click the drop down arrow and select “**Course Attributes/Classification**”.

[Western Michigan University FARS](#) > [Reports](#) >

## Reports

Activity Overview - By Faculty

General		Faculty		Details	
Unit	Haworth College Of Business <a href="#">Change</a>	Unit	Haworth College Of Business	Activity Classifications	19
Course Level	All ▾	Employment Status	All Faculty	Select ▾	
Begin	Summer II ▾ 2013 ▾	Begin	Summer II 2013	IS ▾ ▾	
End	Summer I ▾ 2018 ▾	End	Summer I 2018	<a href="#">Apply</a>	
		Faculty Titles			
		<a href="#">240 Faculty Selected</a>			
<a href="#">Refresh Report</a>					

20. Select “Globalization Is A Major Component”. Please note that this is an example. You can select any course attributes/classification you need.

21. Click the **Apply** button.

22. Click **Refresh Report**.

Details

Activity Classifications

Course Attributes/Classification

IS

- General Education Course
- Interdisciplinary or Interprofessional In Nature
- Globalization Is A Major Component**
- Diversity and Inclusion Are Major Components

Crtl-Click to Select Multiple.

**Apply**

The data at the college level (Haworth College of Business) and department level are shown below.

22. Clicking on a blue number corresponding to a department or the college will give you the data for the respective levels. For this demonstration, the college level number (10341) will be selected.

<a href="#">Refresh Report</a>		
Unit	General	Teaching Activities
	# Faculty	Credit Hours
<input type="checkbox"/> Haworth College Of Business	240	10341
Accountancy	29	1748
Business Information Systems	47	1978
Finance & Commercial Law	48	1976
Haworth College of Business	5	194
Management	61	2172
Marketing	47	2273
Military Science & Leadership	3	0
<a href="#">Go Back</a>		

23. After you clicked it, you will notice that [\[View\]](#) has popped up. Click on it.
24. Check the box **Course Attributes/Classification** and click Update.
25. Keep the option “No” if you do not want the report to include faculty without data.

Additional Columns

Activity Classifications

Course Attributes/Classification ☒ 24

24

Update Cancel

Western Michigan University FARS > Reports >

## Reports

Activity Input Listing Report

General

Unit: Haworth College Of Business  
Change

Form: PAR

Columns: Courses

Course Level: All

Table Format: Combined

Additional Columns: [ View ] 23

Begin: Summer II 2013

End: Summer I 2018

List Faculty Without Data: No 25

## 26. Click **Refresh Report**.

**Refresh Report**

26

The screen shown here can be exported as a report in three formats (Word, Excel, and PDF).

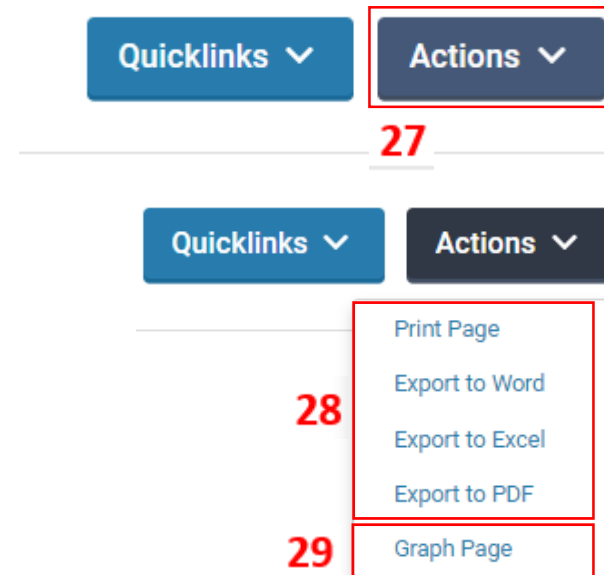
\* denotes a grouped course with multiple sections

Search:

Show 20 entries

#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Course Attributes/Classification	Semester	Actions
1	Job, Steve	Management	BUS 2200 _45865 150	Introductn To Global Business	33	99	3		1	Global Engagement Course	Fall 2014	
2	Cuban, Mark	Management	BUS 2200 _14619 100	Introductn To Global Business	30	90	3		1	Global Engagement Course	Spring 2015	
3	Musk, Elon	Haworth College of Business	MGMT 6170 _46370 KA	Leading People & Organizations	31	93	3		1	Diversity and Inclusion Course, Global Engagement Course	Fall 2013	
4	Buffett, Warren	Haworth College of Business	MGMT 4950 _12295 112	Independent Study	1	4	4		1	Global Engagement Course	Spring 2015	
5	Bezos, Jeff	Marketing	BUS 3960 _21409	Study Abroad Seminar	24	144	6		1	Global Engagement Course	Summer I 2017	

27. To print or export your report, click **Actions** in the top right hand corner.
28. Select the option you want.
29. **Graph Page** is for making the figures in the report into graphs.





For instructions on how to make a graph in FARS, please see “How to Create a Graph in FARS.”

**Thank You**