Office of
Institutional Research

WESTERN MICHIGAN UNIVERSITY

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.

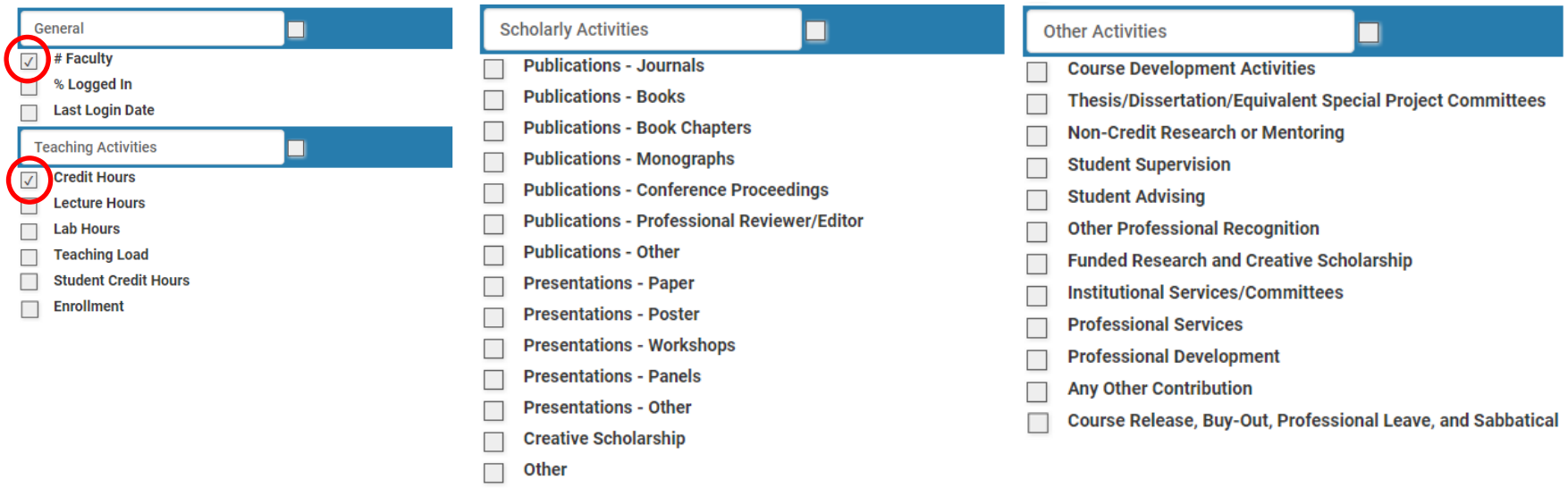
Activity Input Listing Report

Haworth College Of Business

** denotes a grouped course with multiple sections*

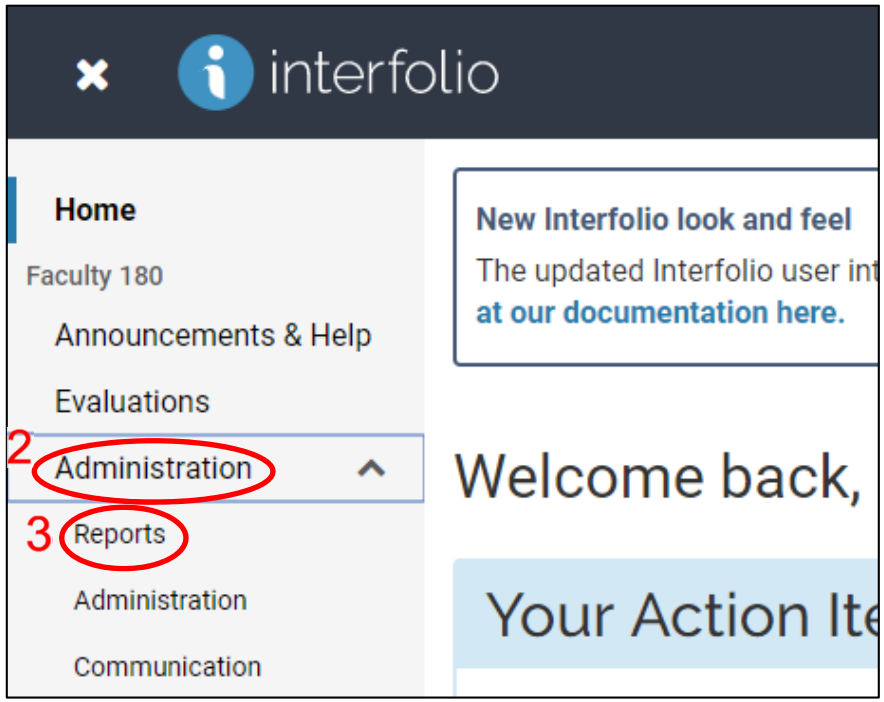
#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Course Attributes/Classification	Semester
1	Job, Steve	Management	BUS 2200 _45865 150	Introductn To Global Business	33	99	3		1	Global Engagement Course	Fall 2014
2	Cuban, Mark	Management	BUS 2200 _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.



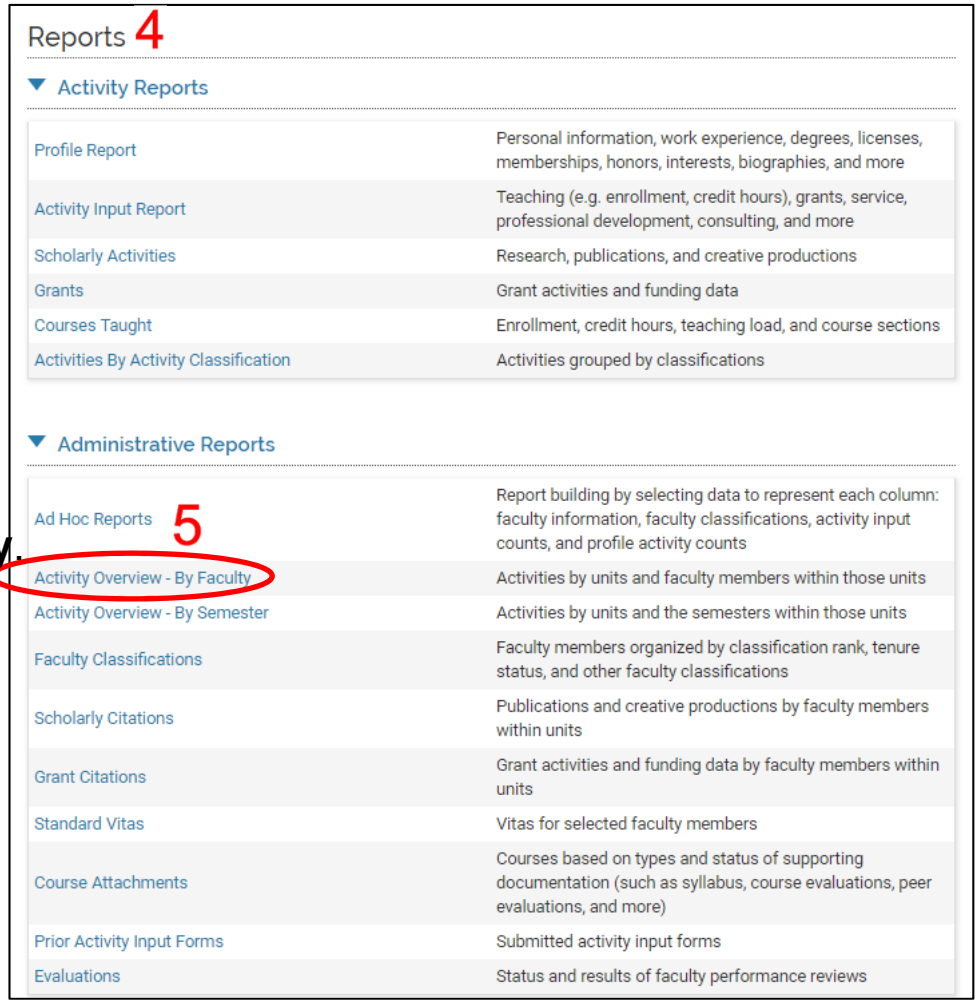
B-How to Create the Report

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



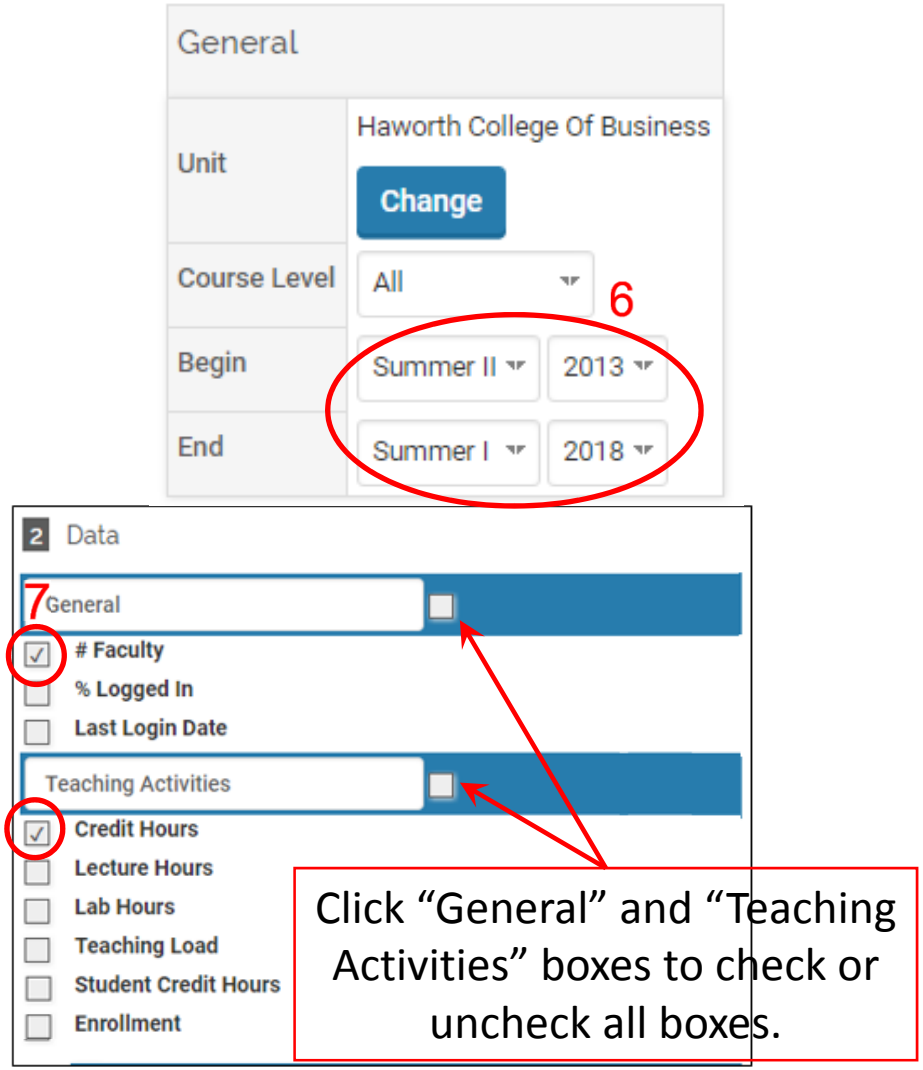
4. You will see this screen, which shows the forms of reports and their descriptions.

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



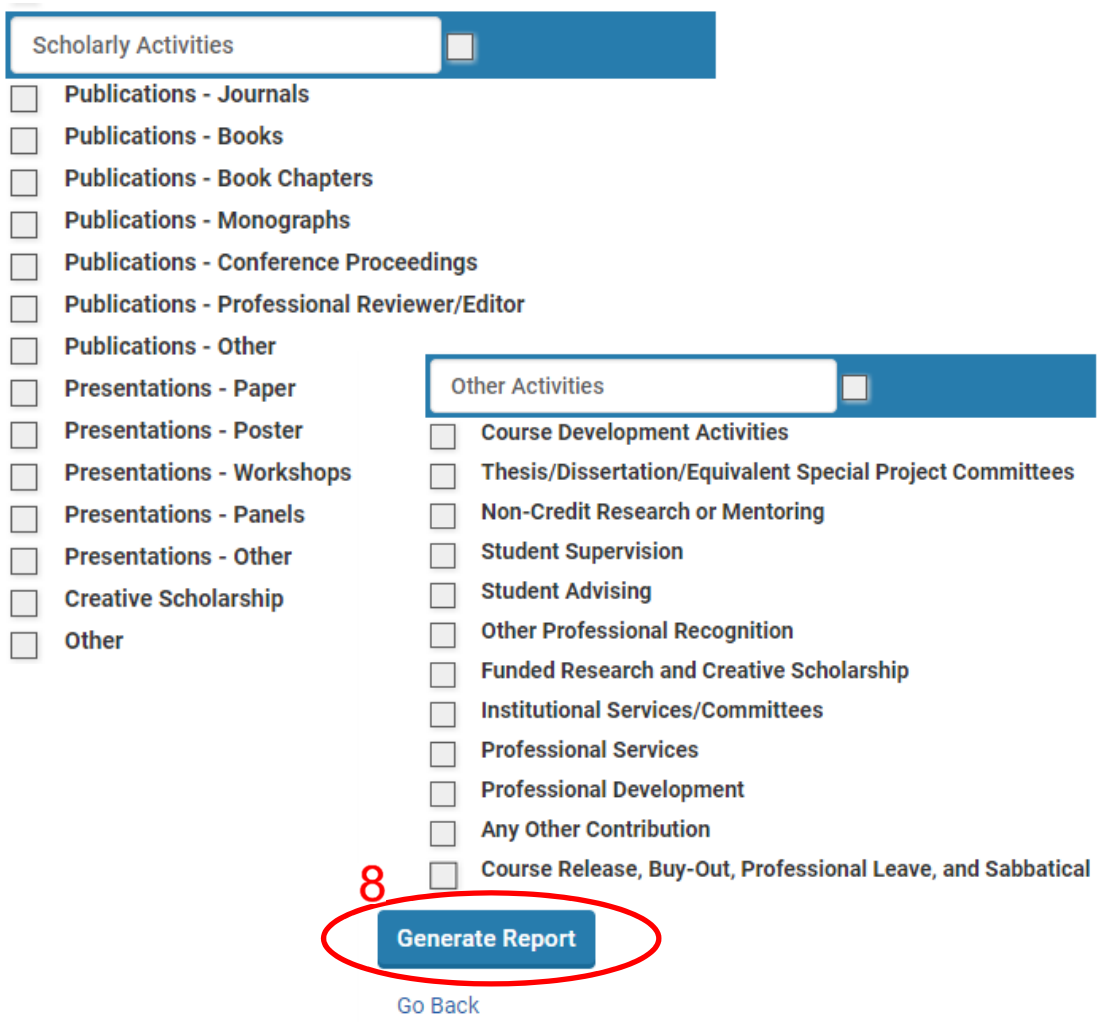
6. Select a semester and year for Begin Semester and End Semester. For this demonstration, the Begin date is Summer 2, 2013 and End date is Summer 1, 2018.

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



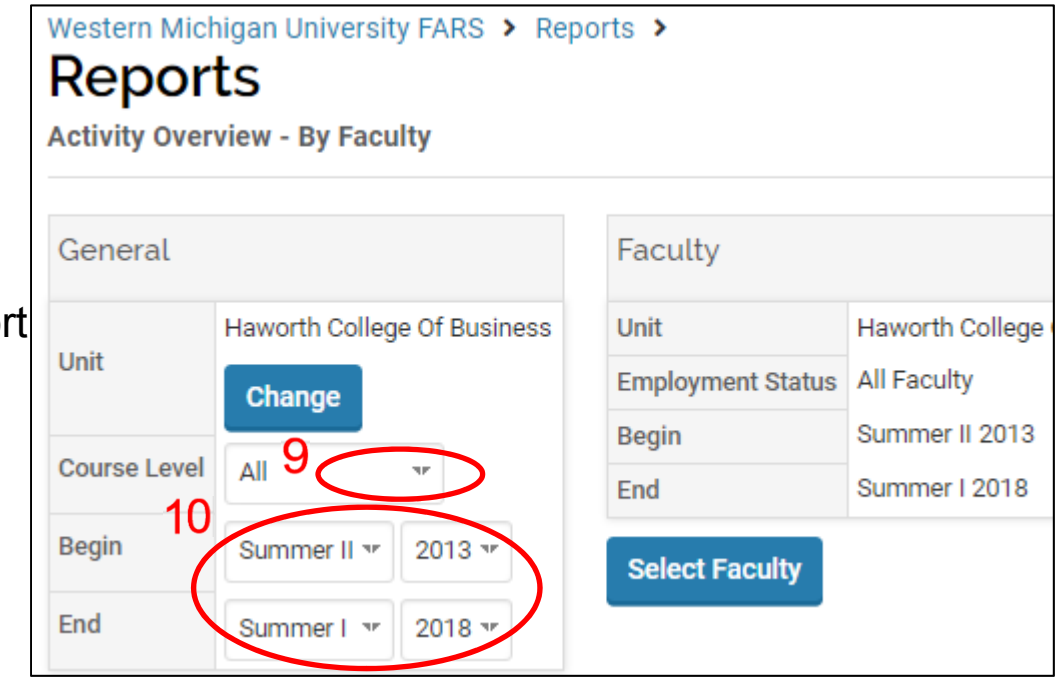
Uncheck the boxes that are not needed and check that ones that are needed.

8. Then click **Generate Report**

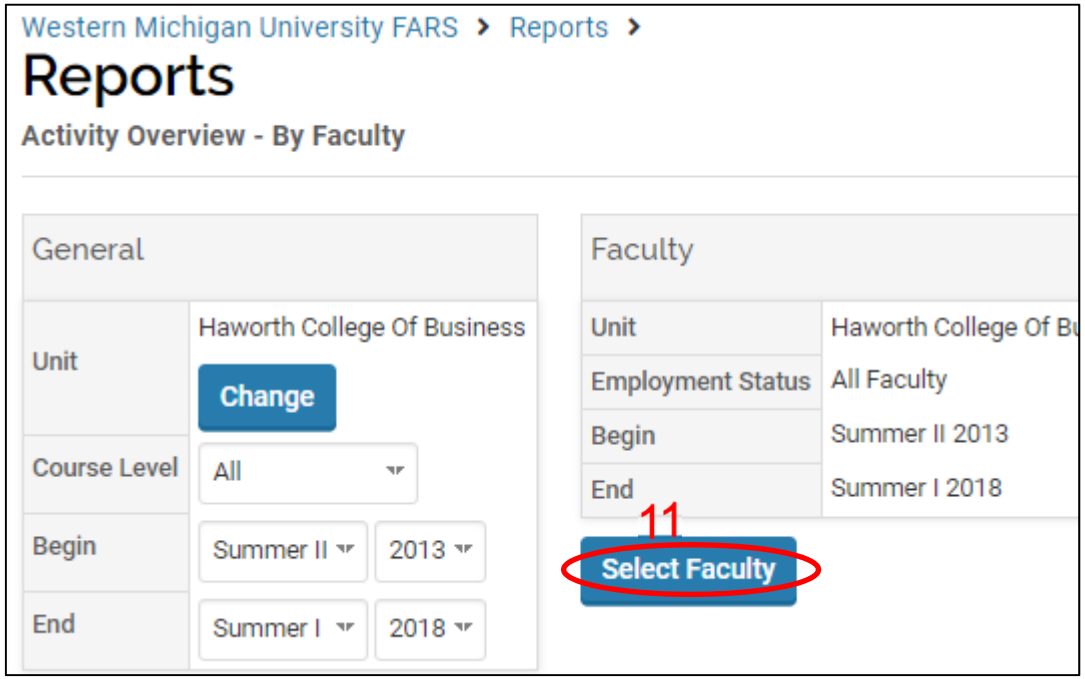


9. To filter by course level (**Undergraduate, Graduate, and Professional**), click the drop down arrow and select your desired option.

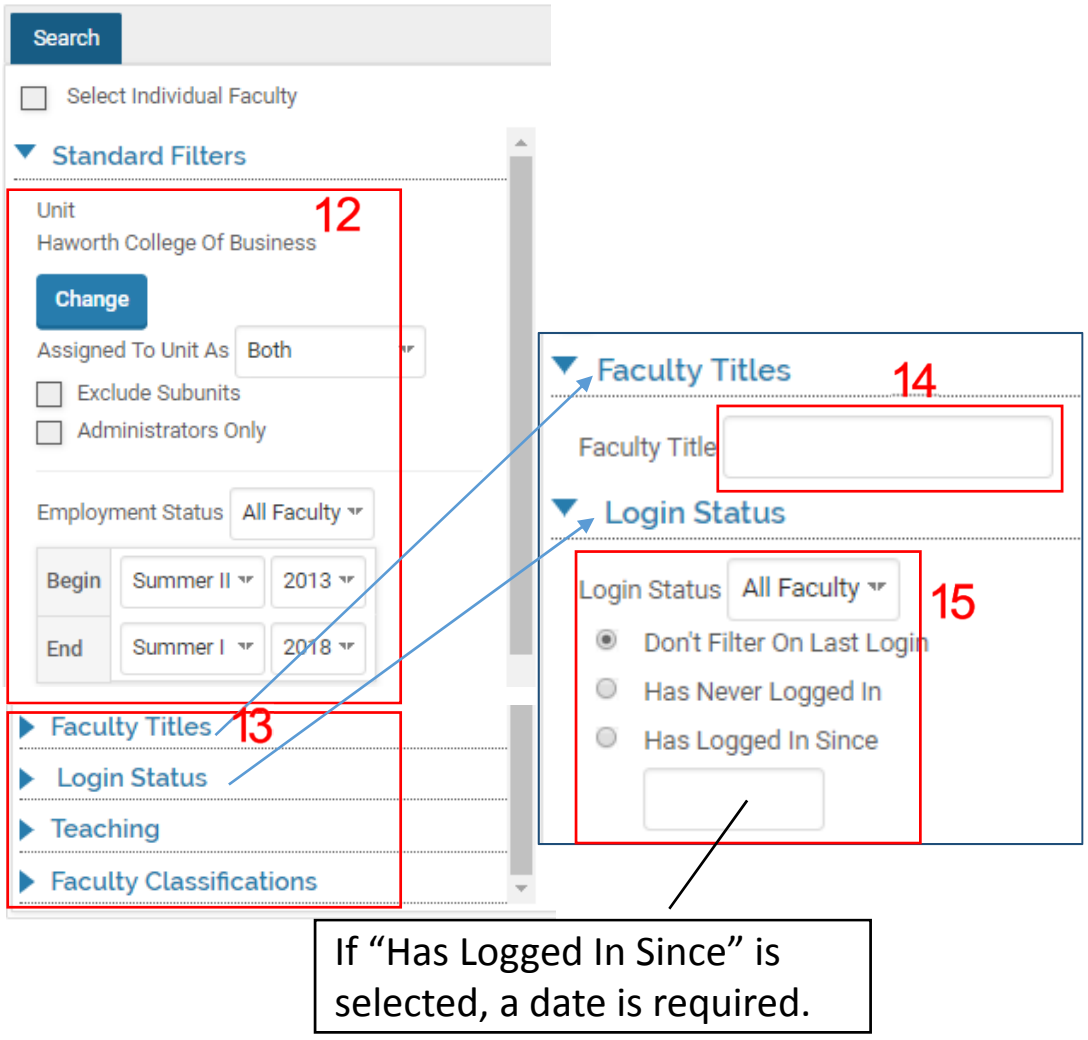
10. You can still change the report period by clicking on the semester and year.



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



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.

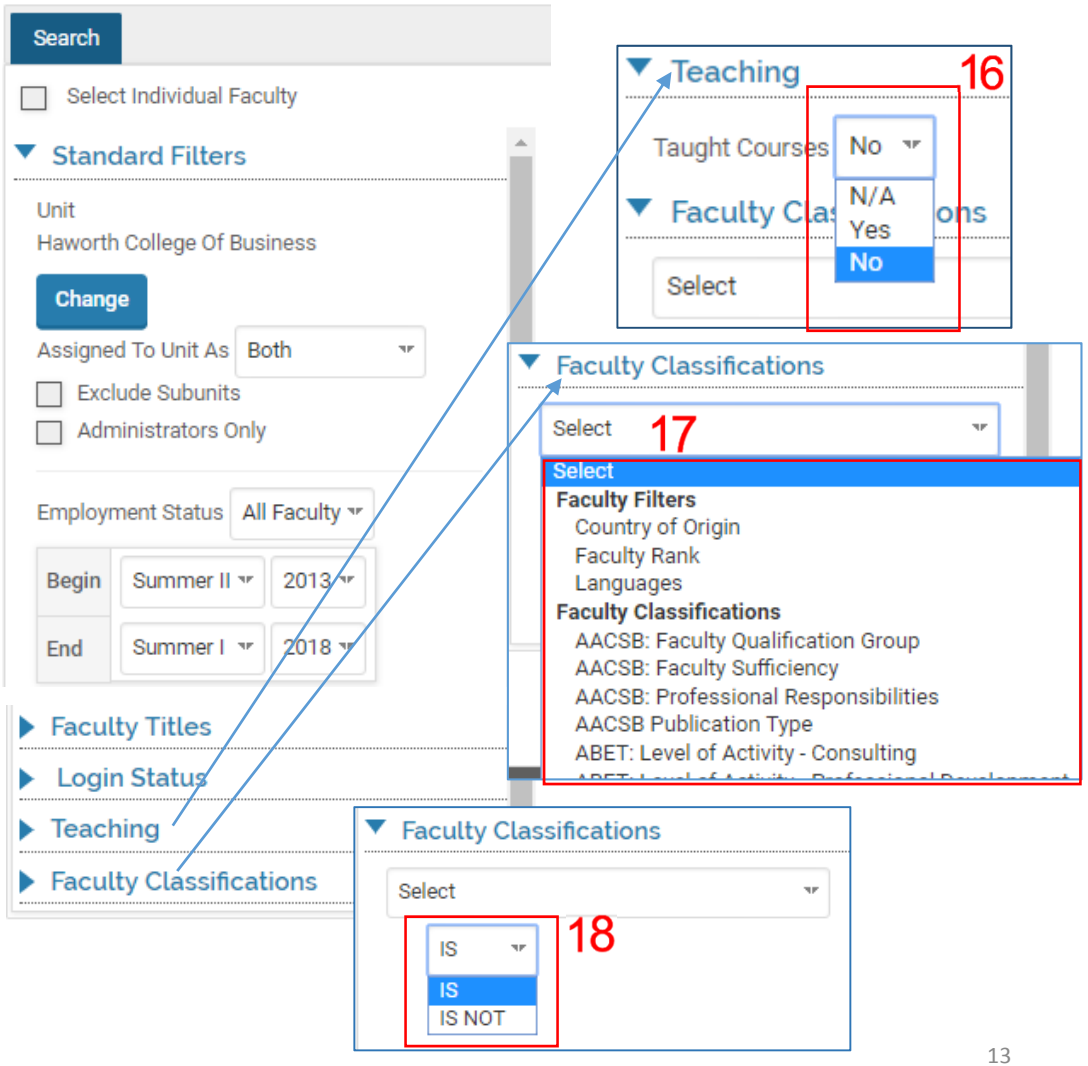


If "Has Logged In Since" is selected, a date is required.

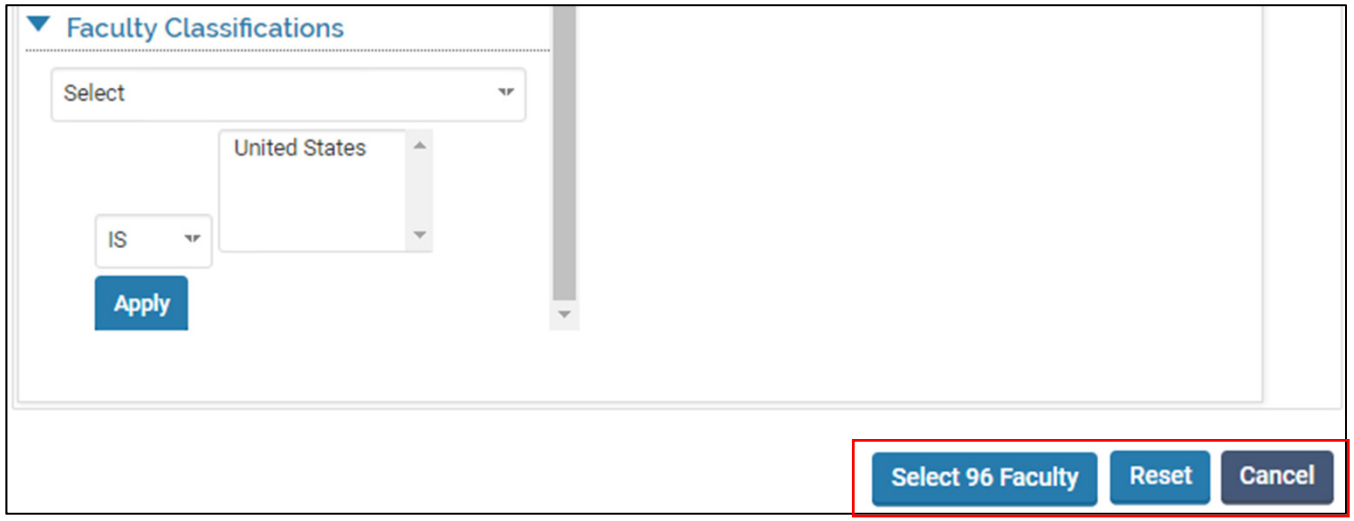
16. Select **Yes** because you want to include faculty members who taught a course during the reporting period. However, if you don't want the report to be filtered by course taught status, select **N/A** . Select **No** if you only want the faculty members who did not teach a course during the reporting 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**.

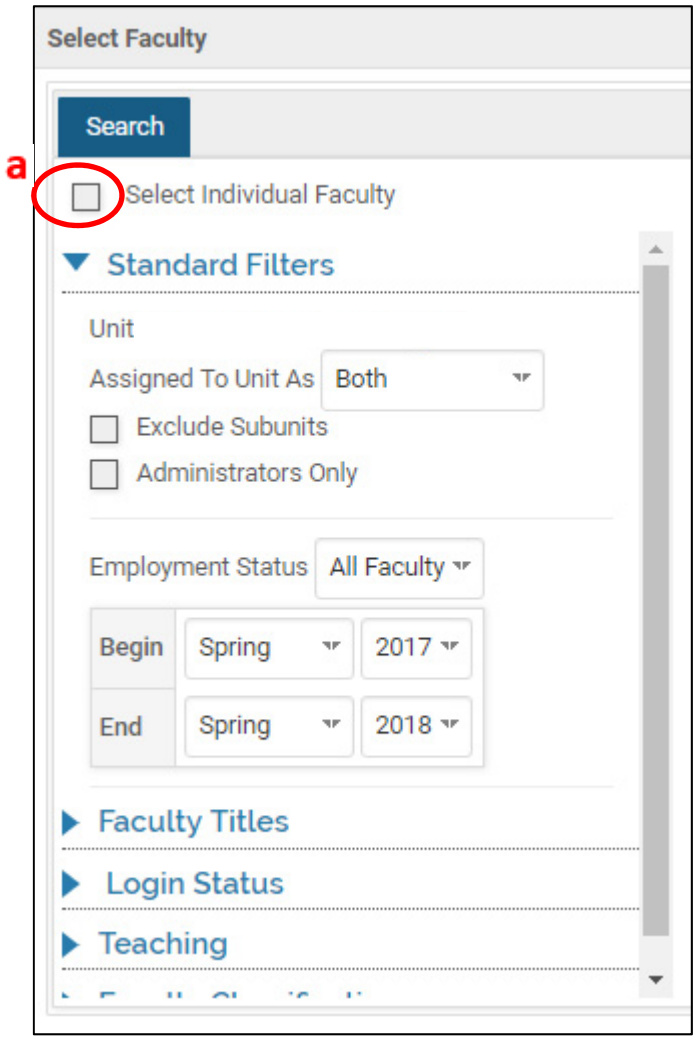


Click the **select faculty** button. Click **Reset** if you want to restart the process on the popped up screen. Click **Cancel** to go back.



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

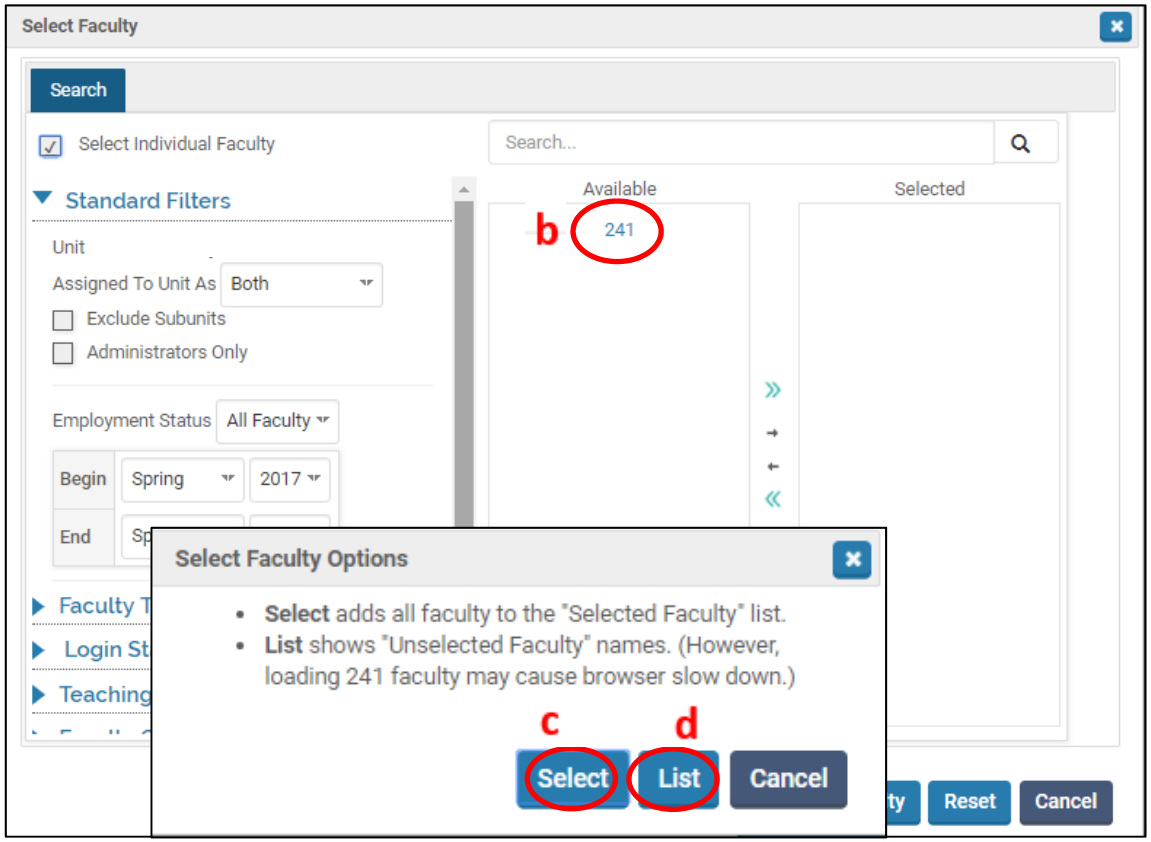
a. To use this feature, check the box "**Select Individual Faculty**." Otherwise, skip to # 19.



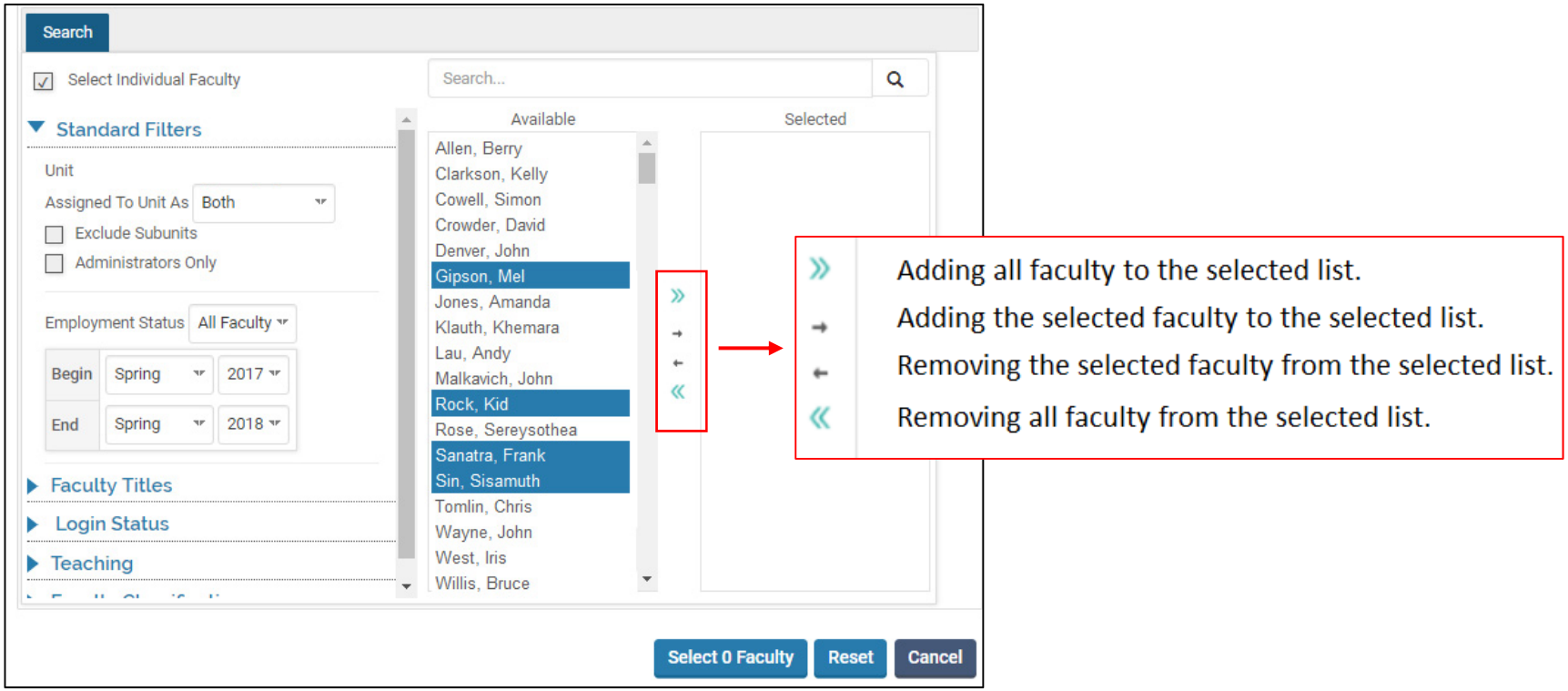
b. Click the number that appear in the Available column.

c. Click **Select** to select all faculty.

d. Click **List** to select faculty members from the list.

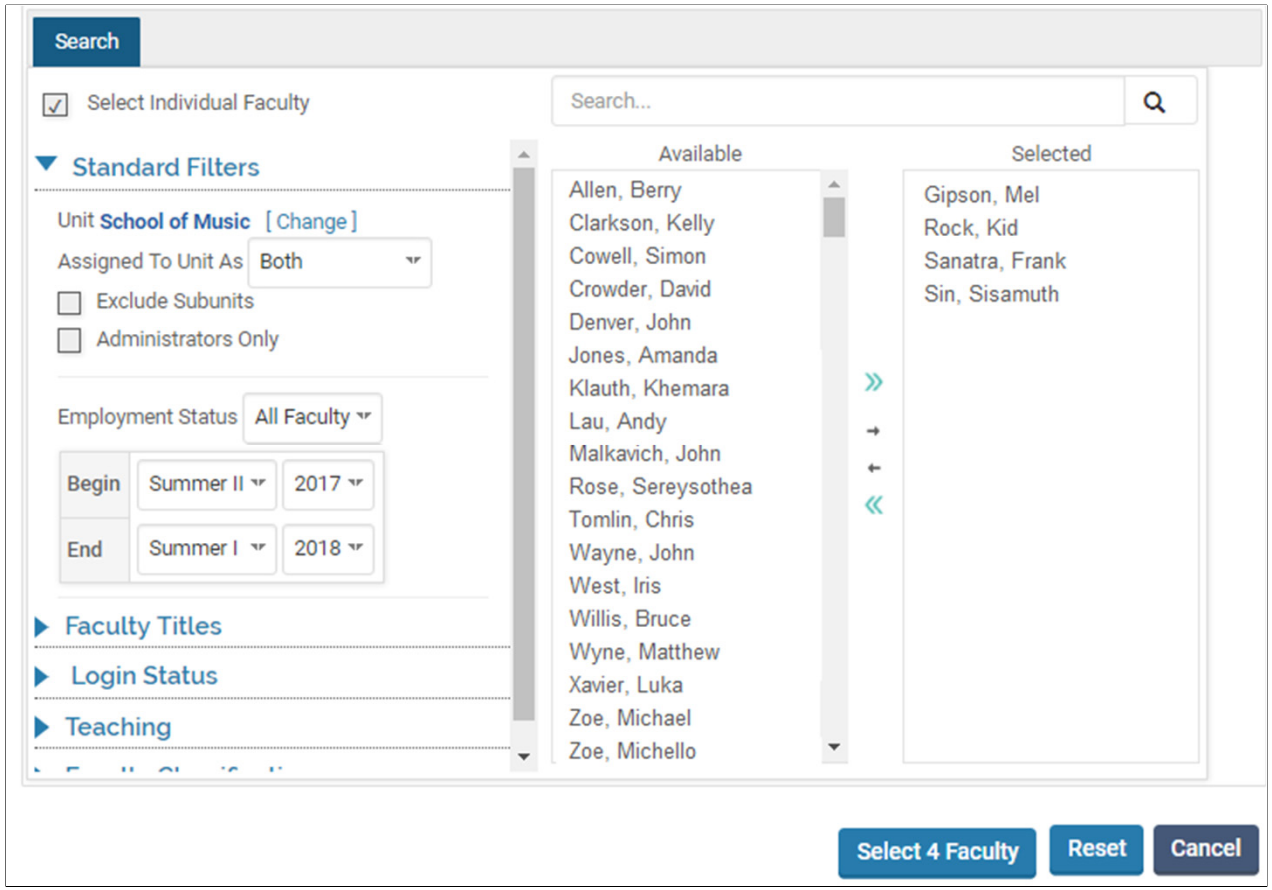


In case **List** was chosen, a list of names would appear. Click on names to select names. Click a selected name to deselect it.

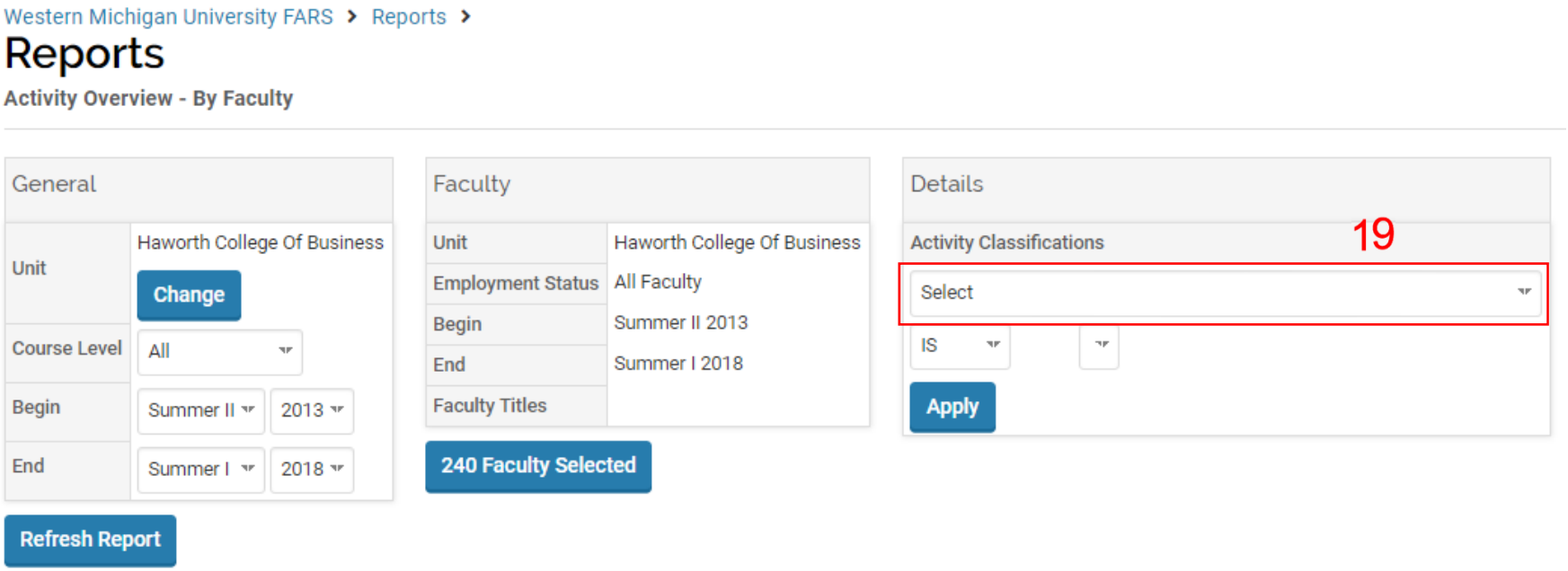


You can search for a faculty name in the search box.

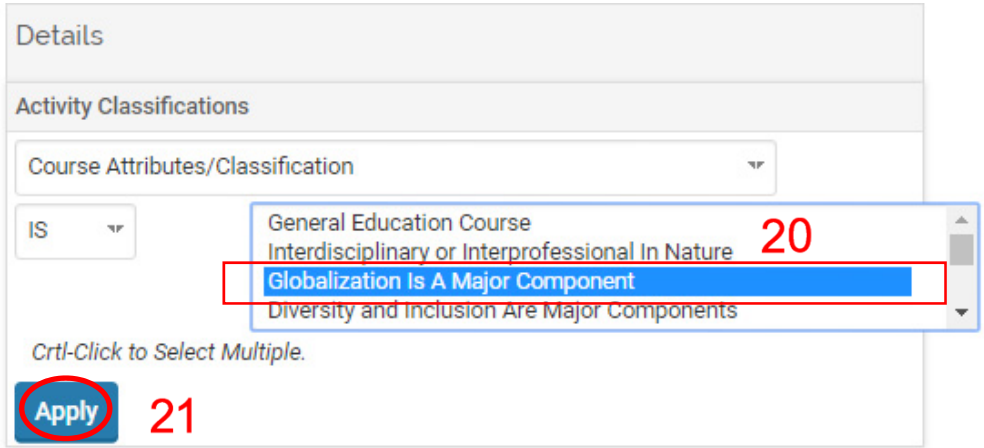
e. After names have been selected, click the **select faculty** button.



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

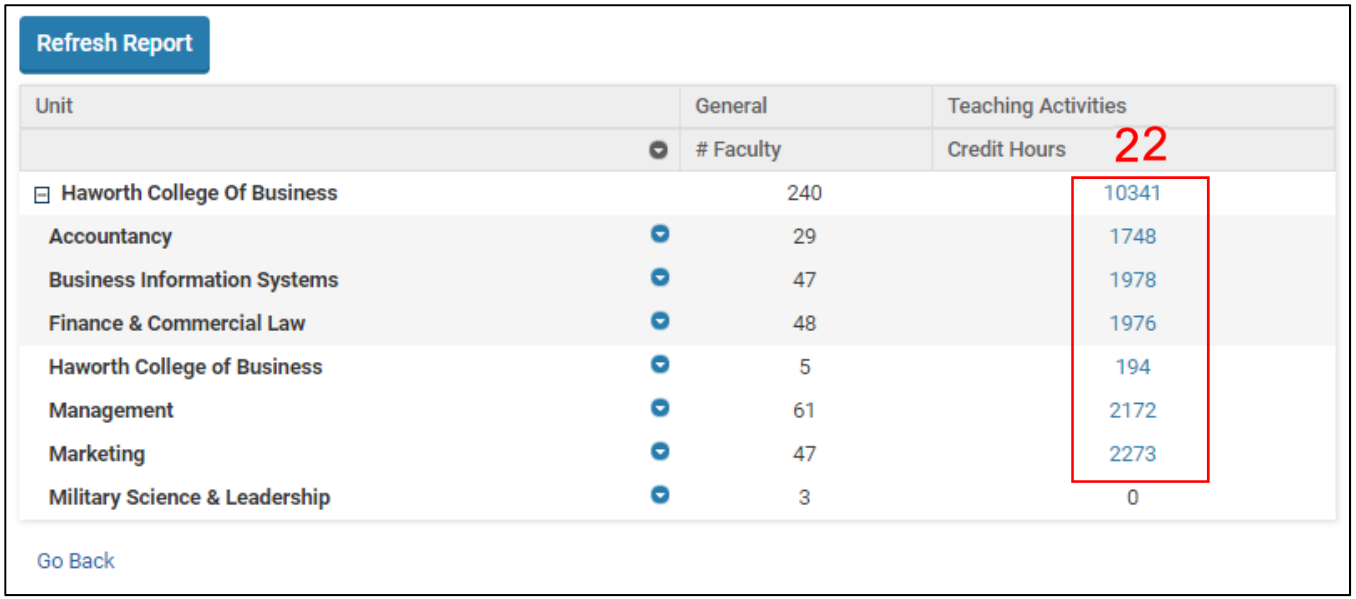


20. Select “Globalization Is A Major Component”. Please note that this is an example. You can select any course attributes/classification you need.
21. Click the **Apply** button.
22. Click **Refresh Report**.

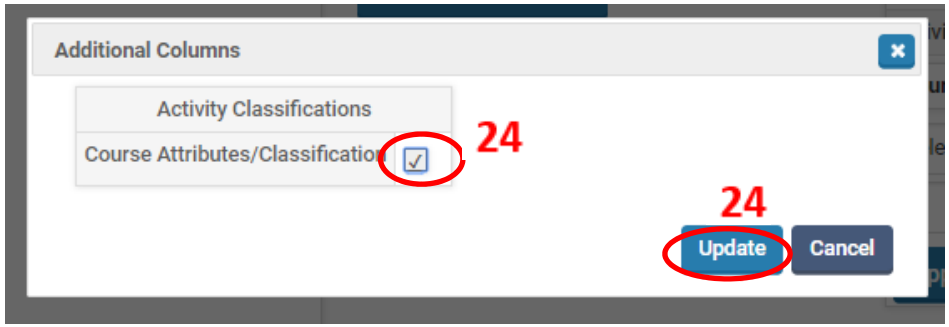


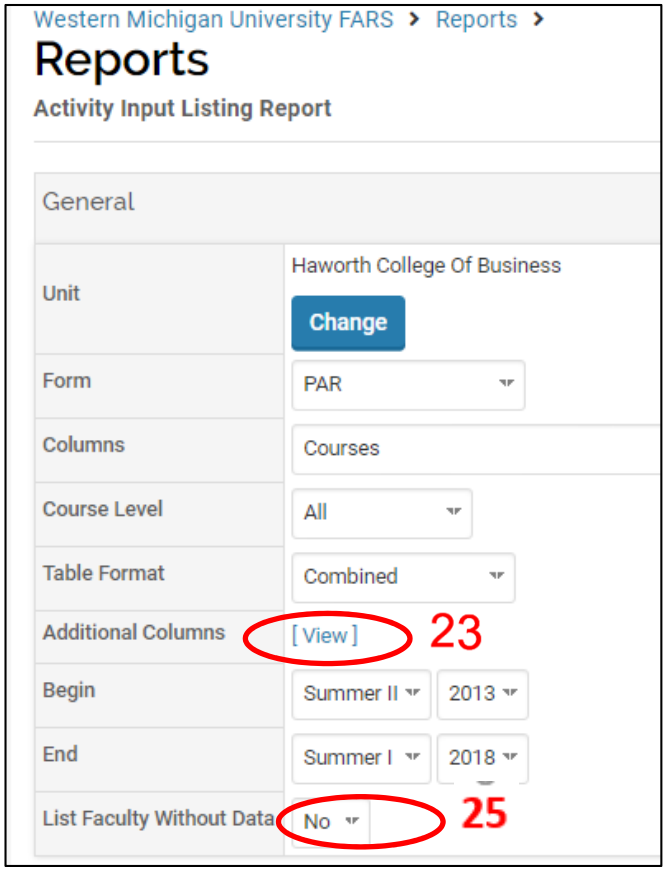
The data at the college level (Haworth College of Business) and department level are shown below.

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.

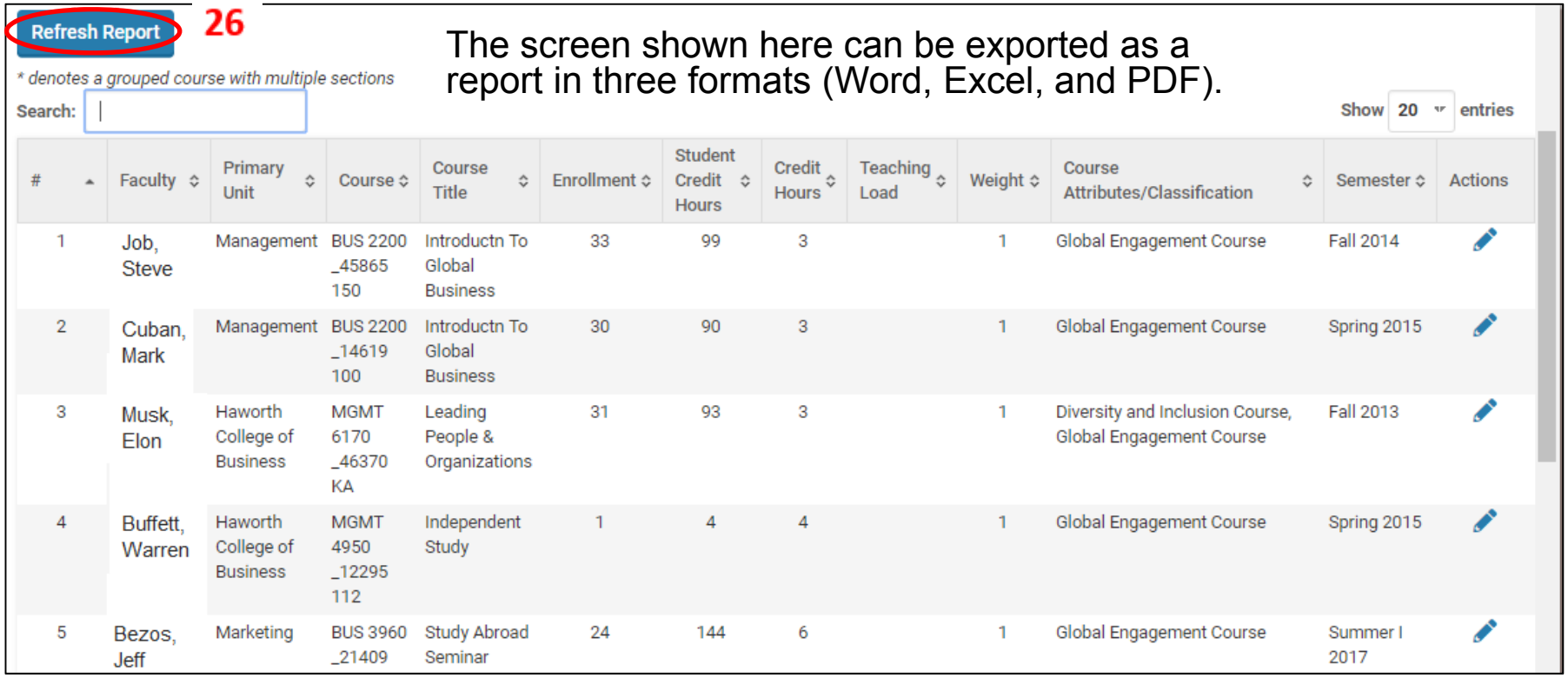


23. After you clicked it, you will notice that [View] has popped up. Click on it.
24. Check the box **Course Attributes/Classification** and click Update.
25. Keep the option “No” if you do not want the report to include faculty without data.



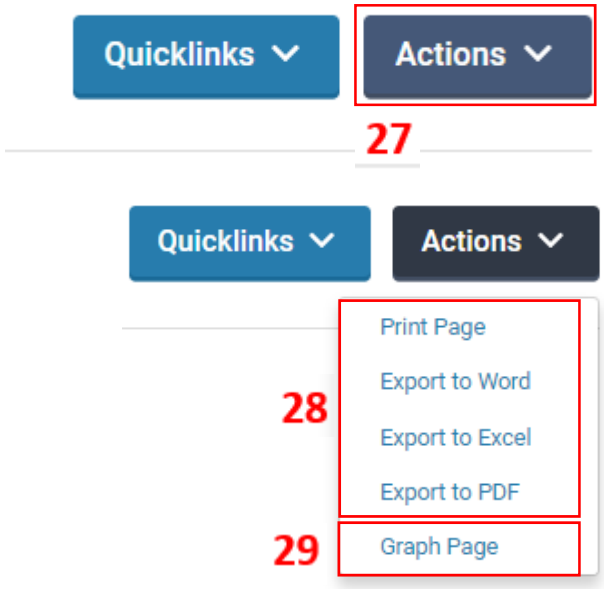


26. Click **Refresh Report**.



#	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_45865150	Introductn To Global Business	33	99	3		1	Global Engagement Course	Fall 2014	
2	Cuban, Mark	Management	BUS 2200_14619100	Introductn To Global Business	30	90	3		1	Global Engagement Course	Spring 2015	
3	Musk, Elon	Haworth College of Business	MGMT 6170_46370KA	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_12295112	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