

# How to Create a Course Overview-By Semester Report in FARS

Fall 2018



## **Contents**

This Quick Start Guide will present:

- Sample course overview-by semester reports, and
- How to create a report.

## Sample Reports.

FARS will produce a report based on your selection.

You can print and export it as a Word, Excel, or PDF file.

Activity Overview - By Semester					
College Of Educ & Human Dvlpmt					
Summer II 2017 - Summer I 2018					
Unit	Teaching Activities				
	Credit Hours	Lecture Hours	Teaching Load	Student Credit Hours	Enrollment
<b>College Of Educ &amp; Human Dvlpmt</b>	4221	0	0	35270	11046
<i>Summer I 2017</i>	967	0	0	5557	1522
<i>Summer II 2017</i>	670	0	0	3750	1078
<i>Fall 2017</i>	2584	0	0	25963	8446
<i>Spring 2018</i>	0	0	0	0	0
<i>Summer I 2018</i>	0	0	0	0	0
<i>Summer II 2018</i>	0	0	0	0	0
<b>College of Educ &amp; Human Dvlpmt</b>	45	0	0	45	3
<i>Summer I 2017</i>	15	0	0	15	1
<i>Summer II 2017</i>	15	0	0	15	1
<i>Fall 2017</i>	15	0	0	15	1
<i>Spring 2018</i>	0	0	0	0	0
<i>Summer I 2018</i>	0	0	0	0	0
<i>Summer II 2018</i>	0	0	0	0	0
<b>Counselor Educ/Counselng Psych</b>	1007	0	0	5358	1395
<i>Summer I 2017</i>	339	0	0	1144	226

You can also export a report in which information is organized by faculty names and semesters.

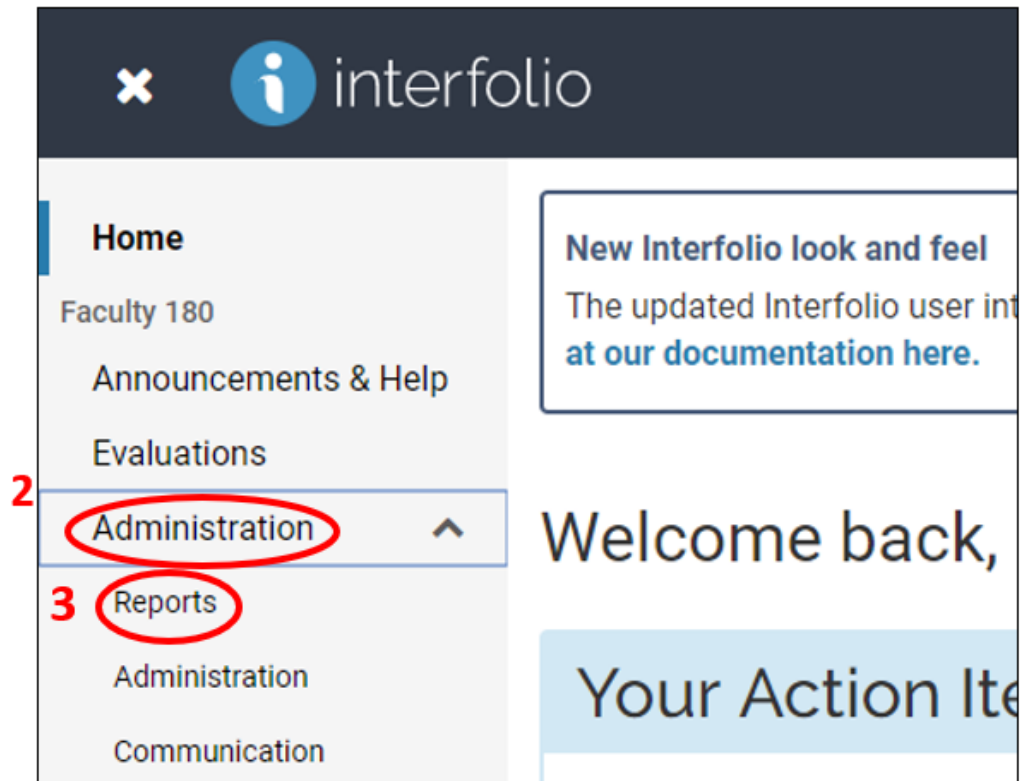
Activity Input Listing Report										
College Of Educ & Human Dvlpmnt										
* denotes a grouped course with multiple sections										
#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Semester
1	Adler, Alfred	Counselor Educ/Counseling Psych	CECP 6210 _41184 100	Psycho Class & Treat - CE	10	30	3		1	Fall 2017
2	Adler, Alfred	Counselor Educ/Counseling Psych	CECP 6050 _22294 GA	Prof Issues & Ethics - CE	14	42	3		1	Summer I 2017
3	Bean, John	Counselor Educ/Counseling Psych	CECP 6220 _31762 GA	Psy-Ed Consultation	14	42	3		1	Summer II 2017
4	Bean, John	Counselor Educ/Counseling Psych	CECP 6220 _22222 100	Psy-Ed Consultation	7	21	3		1	Summer I 2017
5	Bloom, Benjamin	Counselor Educ/Counseling Psych	CECP 6050 _45923 RA	Prof Issues & Ethics CE	21	63	3		1	Fall 2017
6	Erikson, Erik	Counselor Educ/Counseling Psych	CECP 6220 _46505 100	Psy-Ed Consultation	15	45	3		1	Fall 2017
7	Erikson, Erik	Counselor Educ/Counseling Psych	CECP 6100 _45140	Career Dev/Thry/Prac - CE	25	75	3		1	Fall 2017

The reports described earlier can be created by selecting such data fields or attributes as (1) Credit Hours; (2) Lecture Hours; (3) Teaching Load; (4) Student Credit Hours; (5) Enrollment; and (6) Course Release, Buy-Out, Professional Leave, and Sabbatical.

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

## 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 Semester**

Reports	
▼ 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	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.

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

Please note that there is a box to the right of each group title of attributes (e.g. General, Teaching Activities, etc). Checking or unchecking this box will apply to all attributes in the group.

The screenshot shows a web application interface with two main sections: 'General' and 'Data'.

**General Section:**

- Unit:** Haworth College Of Business
- Course Level:** All 6
- Begin:** Summer II 2013
- End:** Summer I 2018

**Data Section:**

- General:** ☐
- ☒ # Faculty
- ☐ % Logged In
- ☐ Last Login Date
- Teaching Activities:** ☐
- ☒ Credit Hours
- ☐ Lecture Hours
- ☐ Lab Hours
- ☐ Teaching Load
- ☐ Student Credit Hours
- ☐ Enrollment

Red circles and arrows highlight the 'Begin' and 'End' date selection and the checkboxes for '# Faculty' and 'Credit Hours'.

Click this box to check or uncheck all boxes.



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

Please note that this is just an example. You can include and exclude any data fields.

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.

11. The **Select Faculty** button allows you to select specific faculty names or ranks to include in your report (see next slide).

12. The **Refresh Report** button is to applied once you have made a change to the reporting criteria (i.e., date, faculty names, etc).

Western Michigan University FARS > Reports >

## Reports

Activity Overview - By Semester

General

Unit: College Of Educ & Human Dvlpmt

Course Level: All

Begin: Summer II 2017

End: Summer I 2018

Change

Refresh Report

Faculty

Unit: College Of Educ & Human Dvlpmt

Employment Status: All Faculty

Begin: Summer I 2018

End: Summer I 2018

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Unit	Teaching Activities	Credit Hours	Lecture Hours
College Of Educ & Human Dvlpmt		4221	0
College of Educ & Human Dvlpmt		45	0
Counselor Educ/Counseling Psych		1007	0
Ed Leadership, Research & Tech		1102	0
Educational Technology		0	0
Family & Consumer Sciences		616	0
Human Performance & Hlth Educ		641	0
Office of Field Placement		178	0
Special Ed & Literacy Studies		341	0
Teacher Certification		0	0
Teaching, Learning, Ed Studies		291	0

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

General			
Unit	College Of Educ & Human Dvlpmt <a href="#">Change</a>		
Course Level	All ▾		
Begin	Summer II ▾	2017 ▾	
End	Summer I ▾	2018 ▾	
<a href="#">Refresh Report</a>			

Faculty	
Unit	College Of Educ & Human Dvlpmt
Employment Status	All Faculty
Begin	Summer I 2018
End	Summer I 2018

13 [Select Faculty](#)

Details	
Activity Classifications	
Select	
IS ▾	▾
<a href="#">Apply</a>	

14. 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.
15. You can select faculty members by a title (i.e., rank), login status, teaching, and faculty classifications.
16. 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.
17. 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.

The screenshot shows a web-based search interface for faculty. At the top is a 'Search' button. Below it is a checkbox labeled 'Select Individual Faculty'. A section titled 'Standard Filters' contains several options:

- Unit:** A dropdown menu showing 'School of Music' with a red box and the number 14 next to it. Below the dropdown is a blue 'Change' button.
- Assigned To Unit As:** A dropdown menu showing 'Both'.
- Exclude Subunits:** An unchecked checkbox.
- Administrators Only:** An unchecked checkbox.
- Employment Status:** A dropdown menu showing 'All Faculty'.
- Begin:** A date selector showing 'Spring' and '2017'.
- End:** A date selector showing 'Spring' and '2018'.

Below the 'Standard Filters' section is a list of filter categories, each with a blue arrow icon:

- Faculty Titles:** A red box and the number 15 are next to this label. A blue arrow points from this label to the 'Faculty Titles' section on the right.
- Login Status:** A red box and the number 15 are next to this label. A blue arrow points from this label to the 'Login Status' section on the right.
- Teaching**
- Faculty Classifications**

On the right side of the interface, there are two sections:

- Faculty Titles:** A red box and the number 16 are next to this section header. Below it is a text input field labeled 'Faculty Title'.
- Login Status:** A red box and the number 17 are next to this section header. Below it is a dropdown menu labeled 'Login Status' showing 'All Faculty'. Underneath are three radio button options: 'Don't Filter On Last Login' (selected), 'Has Never Logged In', and 'Has Logged In Since'. Below these options is a text input field.

18. 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.
19. Ignore it if you want all faculty classifications. Select a criterion you want to include or exclude in the report.
20. 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 filter interface for a faculty report. It includes a 'Search' bar, a 'Select Individual Faculty' checkbox, and a 'Standard Filters' section. The 'Standard Filters' section contains fields for 'Unit' (School of Music), 'Assigned To Unit As' (Both), 'Exclude Subunits' checkbox, 'Administrators Only' checkbox, 'Employment Status' (All Faculty), and date ranges for 'Begin' (Spring 2017) and 'End' (Spring 2018). Below these are expandable sections for 'Faculty Titles', 'Login Status', 'Teaching', and 'Faculty Classifications'. Callout 18 points to the 'Teaching' dropdown menu, which is open and shows options: 'No', 'N/A', 'Yes', and 'No' (highlighted in blue). Callout 19 points to the 'Faculty Classifications' dropdown menu, which is open and shows a list of criteria under 'Faculty Filters' and 'Faculty Classifications'. Callout 20 points to the 'Faculty Classifications' dropdown menu, which is open and shows options: 'IS', 'IS' (highlighted in blue), and 'IS NOT'.

**Search**

☐ Select Individual Faculty

**Standard Filters**

Unit  
School of Music

**Change**

Assigned To Unit As: Both

☐ Exclude Subunits

☐ Administrators Only

Employment Status: All Faculty

Begin: Spring 2017

End: Spring 2018

**Teaching**

Taught Courses: No

**Faculty Classifications**

Select

**Faculty Filters**

- Country of Origin
- Faculty Rank
- Languages

**Faculty Classifications**

- AACSB: Faculty Qualification Group
- AACSB: Faculty Sufficiency
- AACSB: Professional Responsibilities
- AACSB Publication Type
- ABET: Level of Activity - Consulting
- ABET: Level of Activity - Professional Development

**Teaching**

**Faculty Classifications**

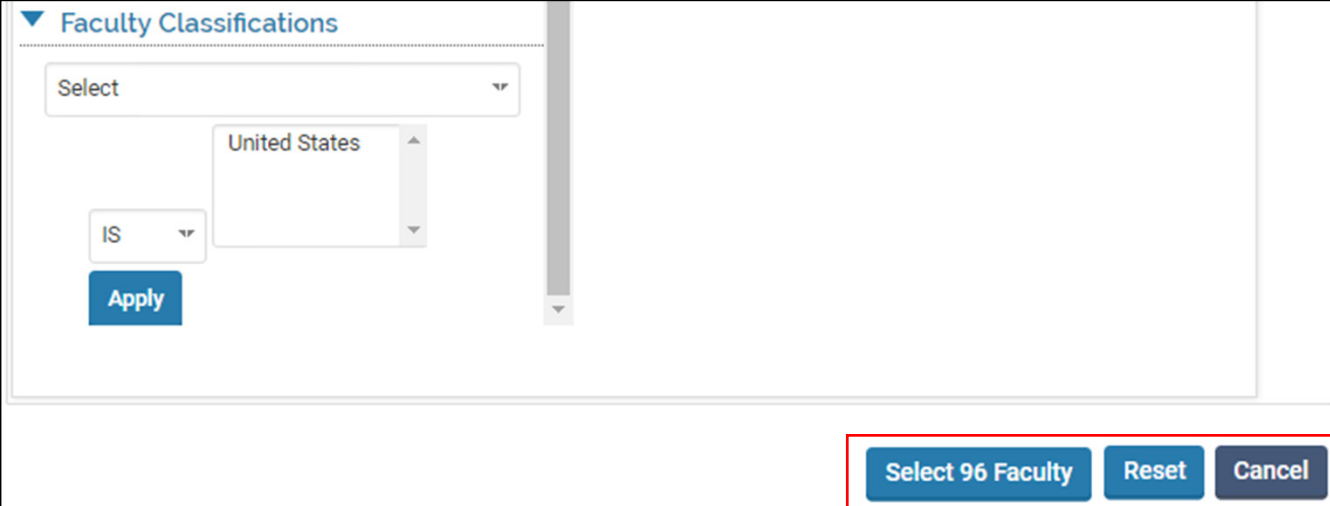
Select

IS

IS

IS NOT

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 # 21.

**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 with a search bar and various filters. The 'Available' column contains the number '241', which is circled in red and labeled with a red 'b'. An overlay dialog titled 'Select Faculty Options' is in the foreground, containing instructions and two buttons: 'Select' (labeled with a red 'c') and 'List' (labeled 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: 241

Selected

»

→

←

«

**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' (expanded), 'Unit' (Assigned To Unit As: Both), 'Exclude Subunits' (unchecked), 'Administrators Only' (unchecked), 'Employment Status' (All Faculty), and date pickers for 'Begin' (Summer II, 2017) and 'End' (Summer I, 2018). Below these are expandable sections for 'Faculty Titles', 'Login Status', and 'Teaching'. The main area has two columns: 'Available' and 'Selected'. The 'Available' column lists names: 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. Between the columns are four arrow buttons: a double right arrow (»), a single right arrow (→), a single left arrow (←), and a double left arrow («). A red box highlights these buttons, with a red arrow pointing to a callout box on the right. The callout box contains the following text:

- » 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.

At the bottom of the interface are three buttons: 'Select 0 Faculty', 'Reset', and '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 bar with a magnifying glass icon, which is highlighted with a red rectangle. Below the search bar, there is a checkbox labeled 'Select Individual Faculty' which is checked. To the left of the main list, there are several filter sections: 'Standard Filters' with a 'Unit' dropdown set to 'Both', checkboxes for 'Exclude Subunits' and 'Administrators Only', and an 'Employment Status' dropdown set to 'All Faculty'. Below these are sections for 'Faculty Titles', 'Login Status', and 'Teaching'. The main area is divided into two columns: 'Available' and 'Selected'. The 'Available' column lists 20 faculty names, and the 'Selected' column lists 5 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' (highlighted with a red oval and a red 'e' above it), '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	

21. Click **Refresh Report**.

22. If you wish to see the breakdown by department, click the plus sign and drop down arrow(s).

General

Unit

Course Level

Begin

End

All

Summer II

2017

Summer I

2018

Faculty

Unit

Employment Status

Begin

End

Faculty Titles

Taught Courses

School of Music

All Faculty

Summer II 2017

Summer I 2018

Yes

Details

Activity Classifications

Select

IS

Apply

67 Faculty Selected

Refresh Report

Unit	Credit Hours	Lecture Hours	Teaching Load	Student Credit Hours	Enrollment
College Of Educ & Human Dvlpmt	4449	0	0	38124	11929






22

Go Back

22

The department names and the data fields appear.

The data on the screen can be exported as a report. The information and layout as a PDF file is presented on the next slide.

Unit	Teaching Activities					Other Activities
	Credit Hours	Lecture Hours	Teaching Load	Student Credit Hours	Enrollment	Course Release, Buy-Out, Profess Sabbatical
 College Of Educ & Human Dvlpmt 	4221	0	0	35270	11046	21
College of Educ & Human Dvlpmt 	45	0	0	45	3	0
Counselor Educ/Counselng Psych 	1007	0	0	5358	1395	1
Summer I 2017	339	0	0	1144	226	1
Summer II 2017	189	0	0	805	178	1
Fall 2017	479	0	0	3409	991	1
Spring 2018	0	0	0	0	0	1
Summer I 2018	0	0	0	0	0	1
Summer II 2018	0	0	0	0	0	1
Ed Leadership, Research & Tech 	1102	0	0	4697	1237	3

This is a sample report, which is a course overview by semester.

To export a report, please go to #24.

Activity Overview - By Semester  
College Of Health & Human Svcs  
Summer II 2017 - Summer I 2018

Unit	Teaching Activities					Other Activities
	Credit Hours	Lecture Hours	Teaching Load	Student Credit Hours	Enrollment	Course Release, Buy-Out, Professional Leave, and Sabbatical
<b>College Of Educ &amp; Human Dvlpmt</b>	4221	0	0	35270	11046	21
<i>Summer I 2017</i>	967	0	0	5557	1522	17
<i>Summer II 2017</i>	670	0	0	3750	1078	16
<i>Fall 2017</i>	2584	0	0	25963	8446	18
<i>Spring 2018</i>	0	0	0	0	0	13
<i>Summer I 2018</i>	0	0	0	0	0	12
<i>Summer II 2018</i>	0	0	0	0	0	12
<b>College of Educ &amp; Human Dvlpmt</b>	45	0	0	45	3	0
<i>Summer I 2017</i>	15	0	0	15	1	0
<i>Summer II 2017</i>	15	0	0	15	1	0
<i>Fall 2017</i>	15	0	0	15	1	0
<i>Spring 2018</i>	0	0	0	0	0	0

23. Clicking a blue number that belongs to a department, you will see a more detail report with faculty names and semesters.

	Credit Hours	Lecture Hours	Teaching Load	Student Credit Hours	Enrollment	Course Release, Buy-Out, Profess	Sabbatical
<div> <div> <div></div> <div>College Of Educ &amp; Human Dvlpmt</div> <div>23</div> </div> <div> <div></div> <div></div> <div></div> </div> </div>	4221	0	0	23 35270	23 11046	23	21
<div> <div>College of Educ &amp; Human Dvlpmt</div> <div></div> </div>	45	0	0	45	3		0
<div> <div>Counselor Educ/Counselng Psych</div> <div></div> </div>	1007	0	0	5358	1395		1
<div> <div>Summer I 2017</div> <div></div> </div>	339	0	0	1144	226		1
<div> <div>Summer II 2017</div> <div></div> </div>	189	0	0	805	178		1
<div> <div>Fall 2017</div> <div></div> </div>	479	0	0	3409	991		1
<div> <div>Spring 2018</div> <div></div> </div>	0	0	0	0	0		1
<div> <div>Summer I 2018</div> <div></div> </div>	0	0	0	0	0		1
<div> <div>Summer II 2018</div> <div></div> </div>	0	0	0	0	0		1
<div> <div>Ed Leadership, Research &amp; Tech</div> <div></div> </div>	1102	0	0	4697	1237		3

This is a more detail course-overview-by-semester report for a particular department selected. The data are sorted by alphabetic order of faculty last names and by semesters they taught.

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

Activity Input Listing Report										
College Of Educ & Human Dvlpmt										
<i>* denotes a grouped course with multiple sections</i>										
#	Faculty	Primary Unit	Course	Course Title	Enrollment	Student Credit Hours	Credit Hours	Teaching Load	Weight	Semester
1	Adler, Alfred	Counselor Educ/Counselng Psych	CECP 6210 _41184 100	Psycho Class & Treat - CE	10	30	3		1	Fall 2017
2	Adler, Alfred	Counselor Educ/Counselng Psych	CECP 6050 _22294 GA	Prof Issues & Ethics - CE	14	42	3		1	Summer I 2017
3	Bean, John	Counselor Educ/Counselng Psych	CECP 6220 _31762 GA	Psy-Ed Consultation	14	42	3		1	Summer II 2017
4	Bean, John	Counselor Educ/Counselng Psych	CECP 6220 _22222 100	Psy-Ed Consultation	7	21	3		1	Summer I 2017
5	Bloom, Benjamin	Counselor Educ/Counselng Psych	CECP 6050 _45923 RA	Prof Issues & Ethics CE	21	63	3		1	Fall 2017
6	Erikson, Erik	Counselor Educ/Counselng Psych	CECP 6220 _46505 100	Psy-Ed Consultation	15	45	3		1	Fall 2017
7	Erikson, Erik	Counselor Educ/Counselng Psych	CECP 6100 _45140	Career Dev/Thry/Prac - CE	25	75	3		1	Fall 2017

24. To print or export your report, click **Actions** in the top right hand corner.



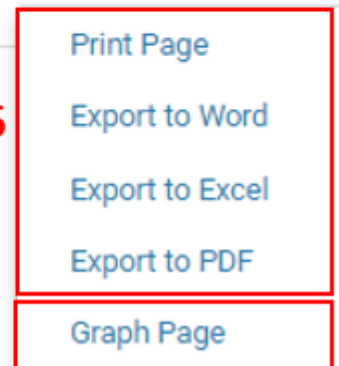
24

25. Select the option you want.



25

26. **Graph Page** is for making the figures in the report into graphs.



26



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

**Thank You**