

# How to Create a Graph in FARS

Fall 2018



## **Contents**

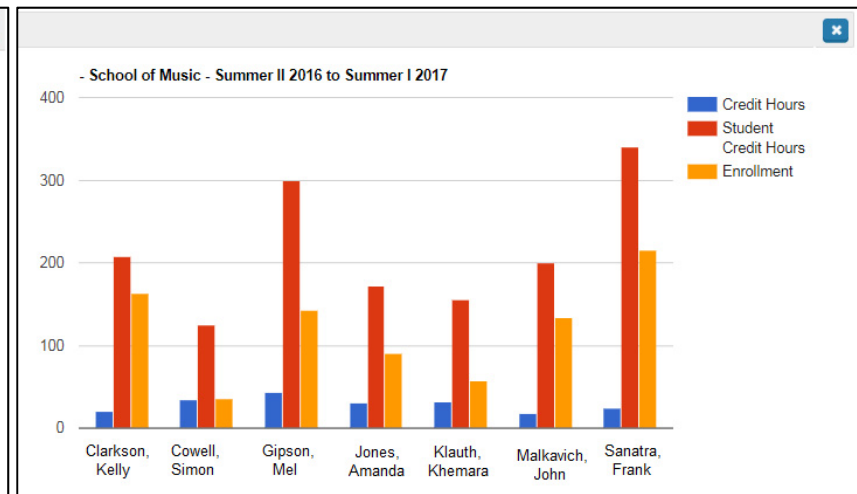
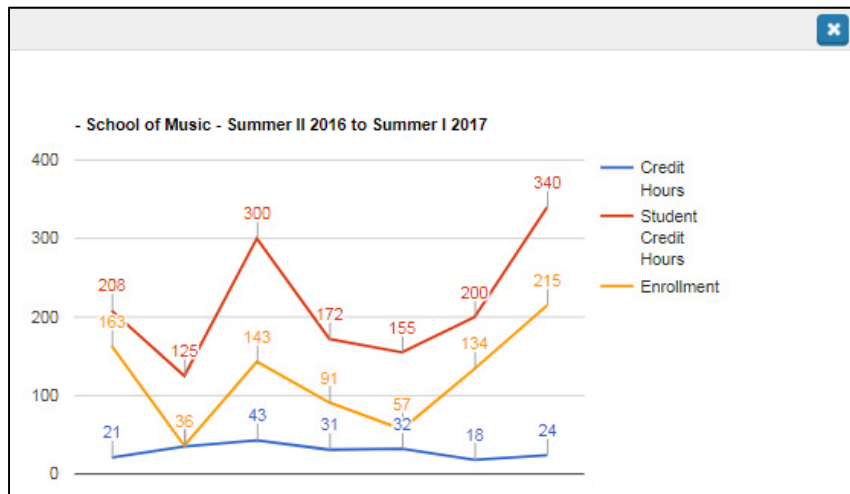
This Quick Start Guide will present:

1-Sample Graphs, and

2-How to Create a Graph Using the Reporting Features

# 1-Sample Graphs

On the left, the category of the graph is called “line”; on the right, “column.” Other categories include area, bar, scatter, pie, map, trend, and more.



## 2-How to Create a Graph.

To demonstrate the graph feature in FARS, an Activity Overview-By Faculty report is used.

1. Click on the drop down arrow to expand the report. Otherwise, the graph will only show the aggregate data for the department.

Activity Overview - By Faculty

**General**

Unit: School of Music [Change]

Course Level: All

Status: Completed/Published  
Accepted [Change]

Grant Status: Completed  
Funded - In Progress [Change]

Begin: Summer II 2017

End: Summer I 2018

[Refresh Report]

**Faculty**

Unit: School of Music

Employment Status: All Faculty

Begin: Spring 2017

End: Spring 2018

Faculty Titles: Associate Professor

Taught Courses: Yes

7 Faculty Selected

**Details**

Activity Classifications

Select

IS

[Apply]

Unit	General			Teaching Activities					
	# Faculty	% Logged In	Last Login Date	Credit Hours	Lecture Hours	Lab Hours	Teaching Load	Student Credit Hours	Enro
School of Music	7	100.0 %	-	94	0	0	0	640	3

[Go Back]

To proceed to making a graph, click on the **Actions** button. Select **Graph Page**.

The screenshot displays a web interface titled "Reports" with a sub-section "Activity Overview - By Faculty". At the top right, there are two buttons: "Quicklinks" and "Actions", both with dropdown arrows. The "Actions" button is highlighted with a red box. Below these buttons are two panels: "General" and "Faculty". The "General" panel includes fields for "Unit" (School of Music), "Course Level" (All), and "Status" (Completed/Published, Accepted), with a "Change" button. The "Faculty" panel includes fields for "Unit" (School of Music), "Employment Status" (All Faculty), "Begin" (Spring 2017), "End" (Spring 2018), "Faculty Titles" (Associate Professor), and "Faculty Courses" (Yes). A "Faculty Selected" button is also visible. A dropdown menu is open from the "Actions" button, listing options: "Print Page", "Export to Word", "Export to Excel", "Export to PDF", and "Graph Page". The "Graph Page" option is highlighted with a red box.

General	
Unit	School of Music [Change]
Course Level	All
Status	Completed/Published Accepted

Faculty	
Unit	School of Music
Employment Status	All Faculty
Begin	Spring 2017
End	Spring 2018
Faculty Titles	Associate Professor
Faculty Courses	Yes

- Quicklinks
- Actions
  - Print Page
  - Export to Word
  - Export to Excel
  - Export to PDF
  - Graph Page

2. Select data to be placed on the X-Axis. If **Rows** is selected, then names of faculty members will be on the x-Axis. If **Columns** is selected, then the data fields or column names (i.e., Credit Hours, Lecture Hours, Lab Hours, etc.) will be on the x-Axis.

For the purpose of demonstration, the Rows option will be selected to be on the x-Axis.

The screenshot shows the 'Reports' interface with the 'Activity Overview - By Faculty' report. A 'Select Graph Options' dialog box is open, allowing users to configure the graph. The 'Graph By' section has a table with the following options:

x-Axis	Data Points
<input checked="" type="radio"/> Rows	Column Cells
<input type="radio"/> Rows	Row Totals
<input type="radio"/> Columns	Row Cells
<input type="radio"/> Columns	Column Totals

The 'Rows' option is selected, and the 'Columns' option is circled in red with a '2' next to it. The 'Options' section includes:

- Filter Data:
- Chart Type:  Line,  Column,  Bar,  Pie
- Show Data Point Values:
- Words Per Label: 5

Buttons for 'Graph' and 'Cancel' are at the bottom of the dialog.

3. Check the box for **Filter Data**.

Note: If you check the box **Filter Data**, you will be able to select what data fields to be on the graph once you click the Graph button.

4. Select a chart type (i.e., Line, Column, Bar, Pie).  
For demonstration purpose, Column is selected.

5. Check the box “Show Data Point Values” if you want data values to show on the graph.

6. Select the number of words for a label. By default, it has “5” in the box.

7. Click **Graph**.

The screenshot shows the 'Select Graph Options' dialog box with the following settings and annotations:

- Graph By:** A table with two columns: 'x-Axis' and 'Data Points'. The first row is selected, showing 'Rows' for the x-axis and 'Column Cells' for data points.
- Options:**
  - Filter Data:** An unchecked checkbox, annotated with a red circle and the number 3.
  - Chart Type:** A dropdown menu with 'Column' selected, annotated with a red circle and the number 4.
  - Show Data Point Values:** An unchecked checkbox, annotated with a red circle and the number 5.
  - Words Per Label:** A dropdown menu with '5' selected, annotated with a red circle and the number 6.
- Buttons:** 'Graph' and 'Cancel' buttons at the bottom, with the 'Graph' button annotated with a red circle and the number 7.

A list of data will appear for you to select for the graph.

Seven faculty members are selected for the Graph Rows (x-Axis). Credits Hours, Student Credit Hours, and Enrollment are selected for Graph Columns (Data Points).

Filter Graph Rows & Columns		<input checked="" type="checkbox"/>	Graph Columns (Data Points)		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Graph Rows (x-Axis)	<input type="checkbox"/>	# Faculty		
<input type="checkbox"/>	School of Music	<input type="checkbox"/>	% Logged In		
<input checked="" type="checkbox"/>	Clarkson, Kelly	<input type="checkbox"/>	Last Login Date		
<input checked="" type="checkbox"/>	Cowell, Simon	<input checked="" type="checkbox"/>	Credit Hours		
<input checked="" type="checkbox"/>	Gipson, Mel	<input type="checkbox"/>	Lecture Hours		
<input checked="" type="checkbox"/>	Jones, Amanda	<input type="checkbox"/>	Lab Hours		
<input checked="" type="checkbox"/>	Klauth, Khemara	<input type="checkbox"/>	Teaching Load		
<input checked="" type="checkbox"/>	Malkavich, John	<input checked="" type="checkbox"/>	Student Credit Hours		
<input checked="" type="checkbox"/>	Sanatra, Frank	<input checked="" type="checkbox"/>	Enrollment		
		<input type="checkbox"/>	Publications - Journals		
		<input type="checkbox"/>	Publications - Books		
		<input type="checkbox"/>	Publications - Book Chapters		
		<input type="checkbox"/>	Publications - Monographs		
		<input type="checkbox"/>	Publications - Conference Proceedings		
		<input type="checkbox"/>	Publications - Professional Reviewer/Editor		
		<input type="checkbox"/>	Publications - Other		
		<input type="checkbox"/>	Presentations - Paper		
		<input type="checkbox"/>	Presentations - Poster		



8. Click the **Graph** button.

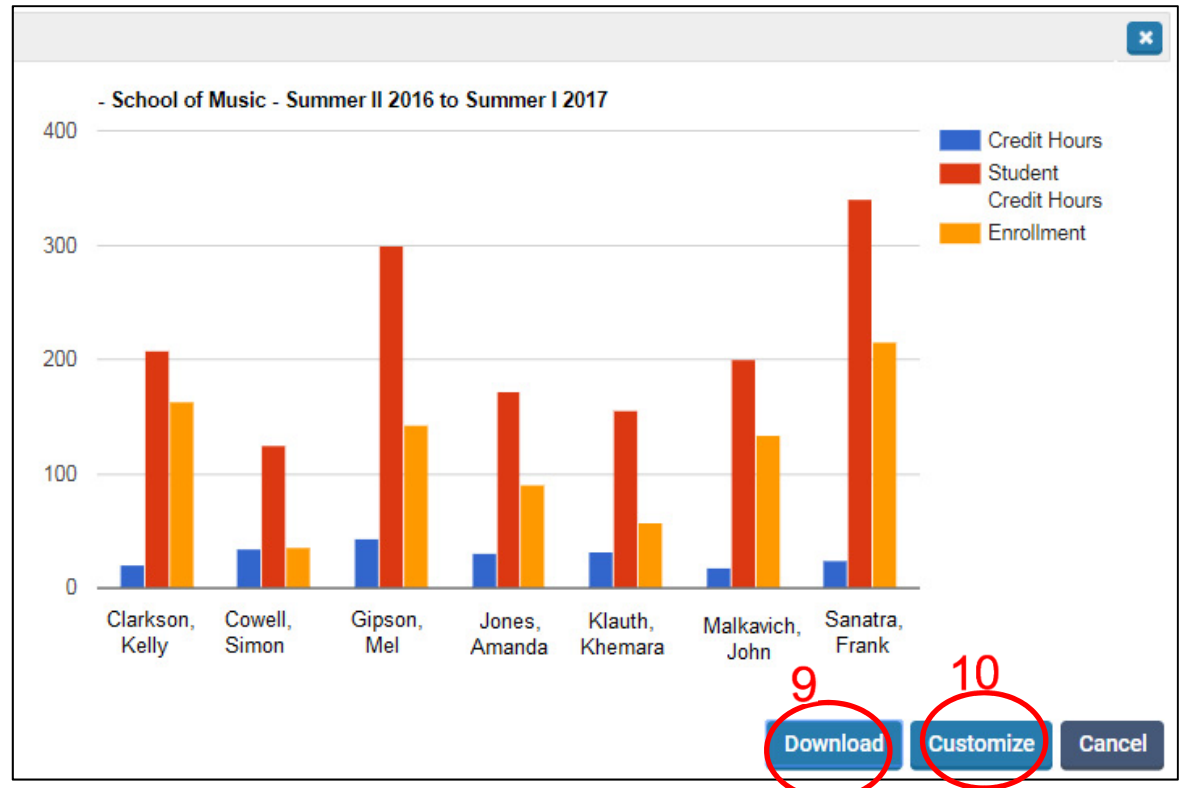
<input type="checkbox"/>	Other
<input type="checkbox"/>	Course Development Activities
<input type="checkbox"/>	Thesis/Dissertation/Equivalent Special Project Committees
<input type="checkbox"/>	Non-Credit Research or Mentoring
<input type="checkbox"/>	Student Supervision
<input type="checkbox"/>	Student Advising
<input type="checkbox"/>	Other Professional Recognition
<input type="checkbox"/>	Funded Research and Creative Scholarship
<input type="checkbox"/>	Institutional Services/Committees
<input type="checkbox"/>	Professional Services
<input type="checkbox"/>	Professional Development
<input type="checkbox"/>	Any Other Contribution
<input type="checkbox"/>	Course Release, Buy-Out, Professional Leave,

**8** **Graph**

FARS produces a graph based on your selection.

9. Click **Download** to save your graph as a PNG file, which is a picture file extension.

10. You can also customize your graph further by clicking **Customize**.

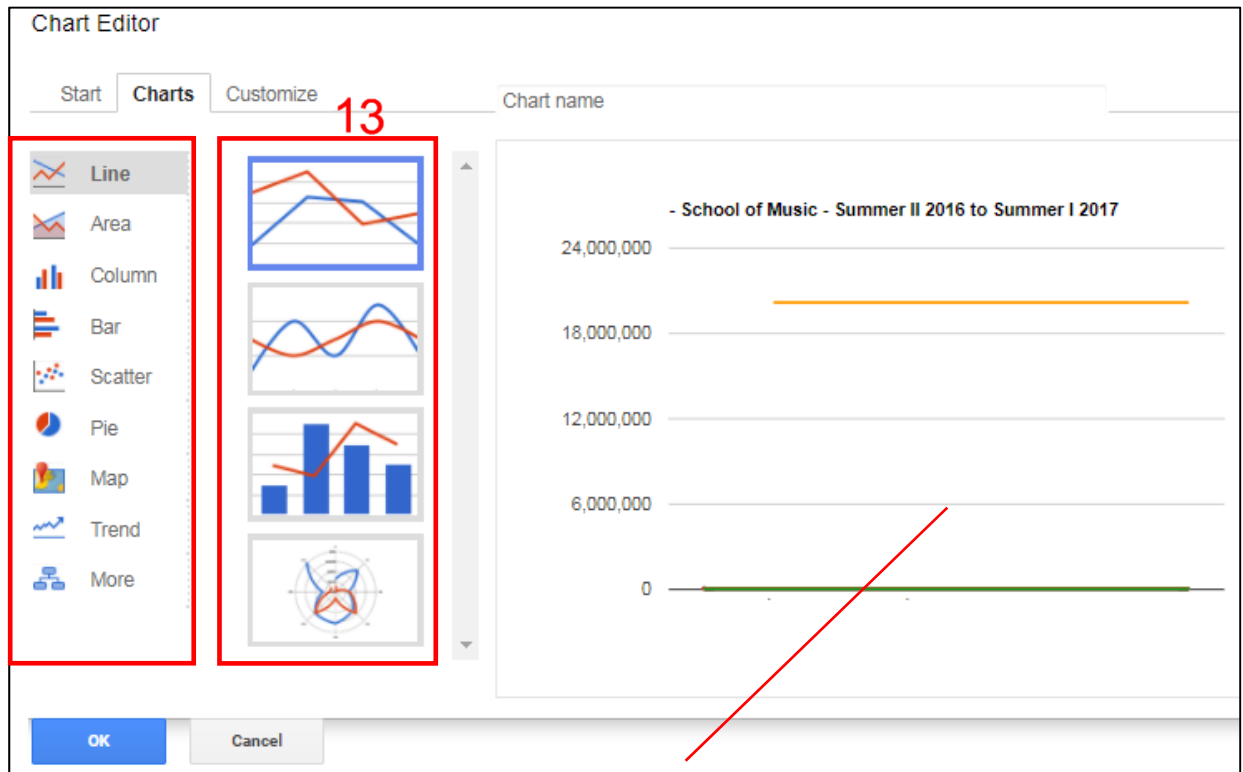


## Customization of a Graph

11. Under the tab **Start**, select a type of chart you want.
12. Click the tab **Charts** to select another type of chart.

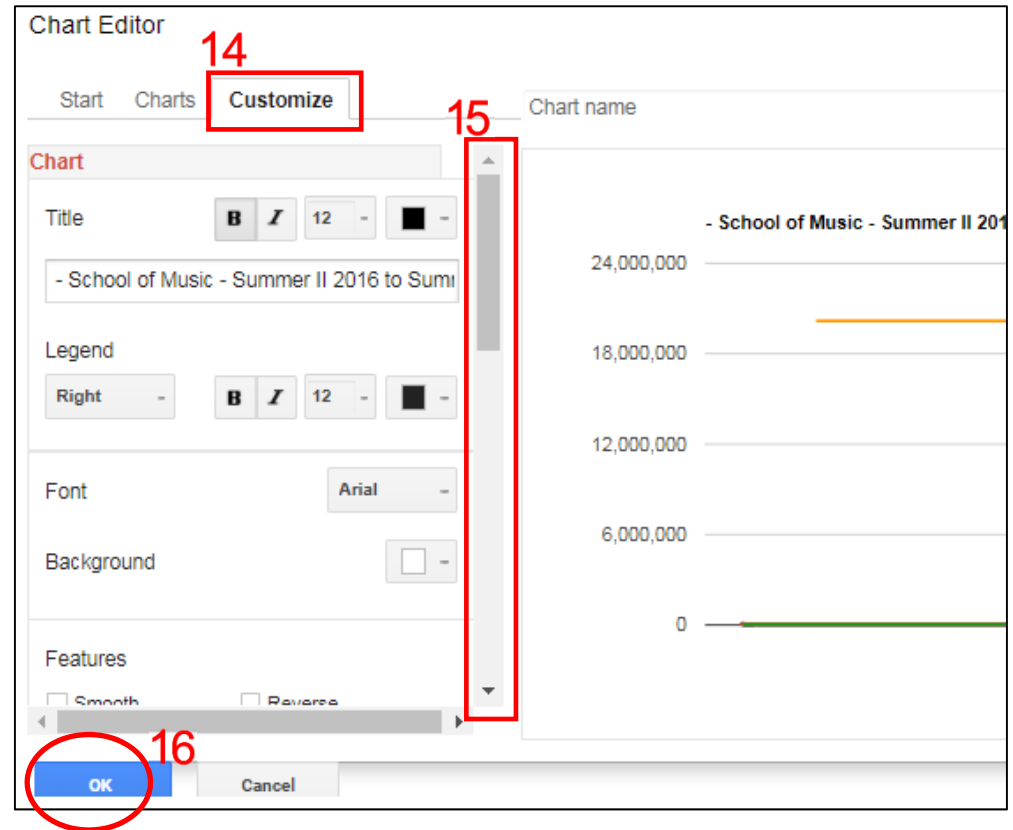
The screenshot shows the 'Chart Editor' window with three tabs: 'Start', 'Charts', and 'Customize'. The 'Charts' tab is selected and highlighted with a red box and the number '12'. Below the tabs, there is a checkbox labeled 'Use 1st column as labels' which is unchecked. A section titled 'Recommended charts - More »' is highlighted with a red box and the number '11'. This section contains a 2x2 grid of chart thumbnails: a horizontal bar chart, a grouped bar chart, a combined bar and line chart, and a line chart. To the right of the thumbnails is a preview area showing a line chart with two vertical orange lines. The y-axis of the preview chart is labeled with values 0, 6,000,000, 12,000,000, 18,000,000, and 24,000,000. The x-axis is labeled 'n'. At the bottom of the window are 'OK' and 'Cancel' buttons.

13. Select a type of chart, and a group of charts will display as selection options.

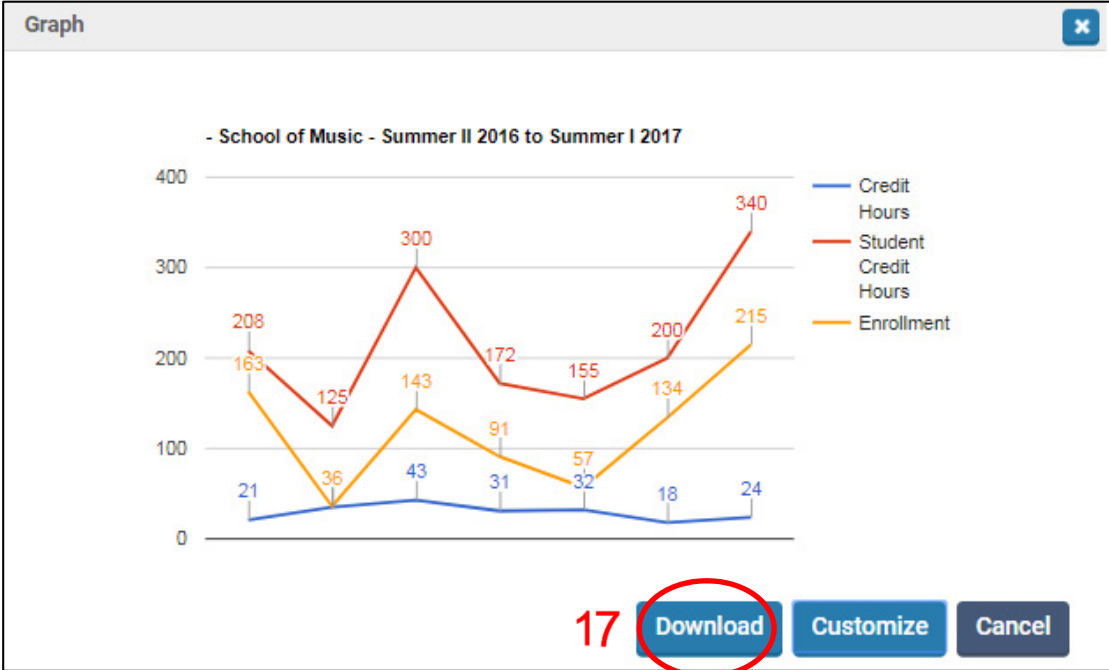


After a chart is selected, the chart sample will appear as shown in the picture.

14. Click the tab **Customize** to change format the chart title, legend, and so on.
15. Scroll down to see more customization.
16. Click OK to finish.



17. Click download and save the file.



**Thank You**