How to Create a Summary Report of All Faculty Activities

Spring 2018

The names used in the Quick Start Guide are not the actual names of faculty members employed by the school.
Contents

This Quick Start Guide will present:

I- A sample report that summarizes all faculty activities in your unit
II- How to create such a report

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A Sample of Report

FARS can produce summary reports based on the “fields” you select. See the next slides for all “fields” available to you.
Data Fields Available

In order to create a summary report of all faculty activities, you need to select all the fields.

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The columns of the report continue until the last one, which is “Course Release, Buy-Out, Professional Leave, and Sabbatical.”

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You can export your report as an Excel file, which looks like this.

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As a side note:

Once you have created a report you needed, you can create a quick link in FARS. A quick link may save you time from doing the same work and reduce errors in creating a report.

You can find instructions on how to create a quick link at:

https://wmich.edu/institutionalresearch/fars/administrativereports
II-How to Create the Report

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

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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

7. Select the data fields. By default, all boxes are checked.
Please note that this is just an example. You can include and exclude any data fields.

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. “Status” refers to status of professional activities. Click Change if you wish to include or exclude options in the report.

11. Click Change to make change to grant status.

12. Change the reporting period by clicking on the semester and year.

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

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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.

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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.

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

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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.

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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.

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

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

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21. Click **Refresh Report**.

22. If you wish to see the names of faculty members, click the drop down arrow.

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23. Click, hold, and scroll this bar to the right to see more columns.

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

25. Select the option you want.

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

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You can also export a report broken down by names of the faculty.

26. The information on the report will depend on what hyperlinked number (i.e. Credits Hours, etc) you click.

Clicking any blue number under Teaching Activities will give a detail report related to teaching information.

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Clicking a blue number under Publications-Journal or Publications –Books will give a detail report corresponding to that category.

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Please note that if you click a blue number belonging to a faculty member, a report containing only the information of that faculty member will be exported or printed out although you can see other faculty members.

For example, if you click number “12” under Credit Hours in the row of “Cowell, Simon”; then you can see a detail report that looks like the next page.

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A detail report on teaching activities

To view more than 20 entries per page, select an option here

<table>
<thead>
<tr>
<th>#</th>
<th>Faculty</th>
<th>Primary Unit</th>
<th>Course</th>
<th>Course Title</th>
<th>Enrollment</th>
<th>Student Credit Hours</th>
<th>Credit Hours</th>
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<td>School of Music</td>
<td>MUS 1120_40920 100</td>
<td>University Chorale</td>
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<td>Ug Workshop Spec Prob</td>
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</tbody>
</table>

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Because a blue number under Credit Hours and in the row of “Cowell, Simon” was clicked, the exported report only shows the information belonging to “Cowell, Simon.”

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