



Navigation Guide F180/Faculty Annual Activity Report


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Faculty180 Navigation Guide

Faculty Annual Activity Report

GENERAL NAVIGATION

- Faculty180 is best used in Google Chrome (and Safari for Mac). Internet Explorer has frequent issues interacting with Faculty180 and should not be used.
- Do not use your browser's back and forward buttons as they do not work well with the software. On the left side of the screen, a navigation menu should help you easily move from one page to another, or from one section of a particular form to another. You can also use the [Go Back](#) button in the software.
- Question mark icons  [Help](#) above report sections or next to questions indicate that more information or a description is available.
- An asterisk * next to a form field label indicates information that is required. Attachment tools are available in many forms, but are not required.
- Information, FAQs and other resources are available at HSCInterfolio.edu

LOGIN

Go to the webpage: <http://www.unthsc.edu/interfolio>

Click on the HSC Faculty180 Login box:

To log in, please click the button below.

HSC Interfolio

Log in to Faculty180 using your HSC credentials (same as myHSC.edu)

UNT | SYSTEM

Login to Interfolio, Inc.

Username

[Forgot your password?](#)

[Need Help?](#)

Password

Don't Remember Login

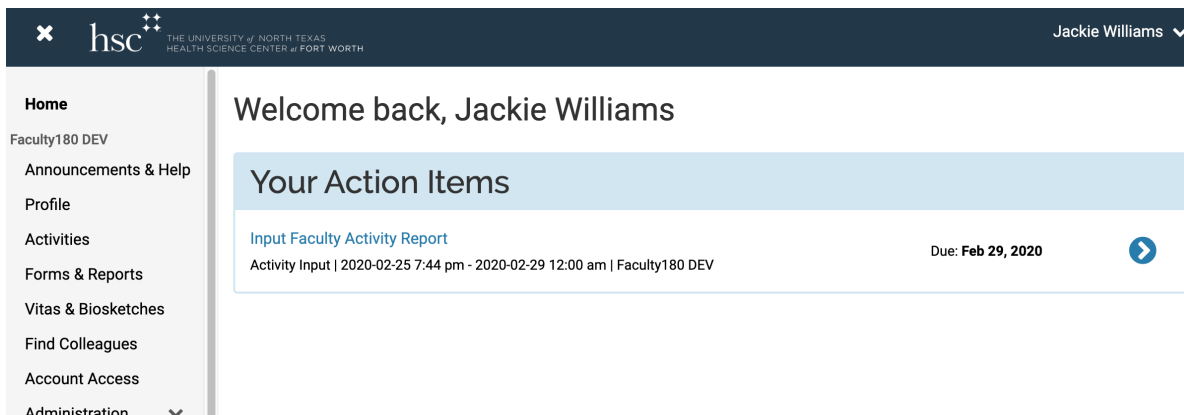
Login

If you receive a message regarding an incorrect username or password, you will need to contact the HSC Help Desk at (817) 735-2192 for assistance. However, if you receive a message that you do not have an active Faculty180 account, contact the campus HSCInterfolio support staff at HSCInterfolio@unthsc.edu.

You can also login by going directly to the Interfolio.com webpage.

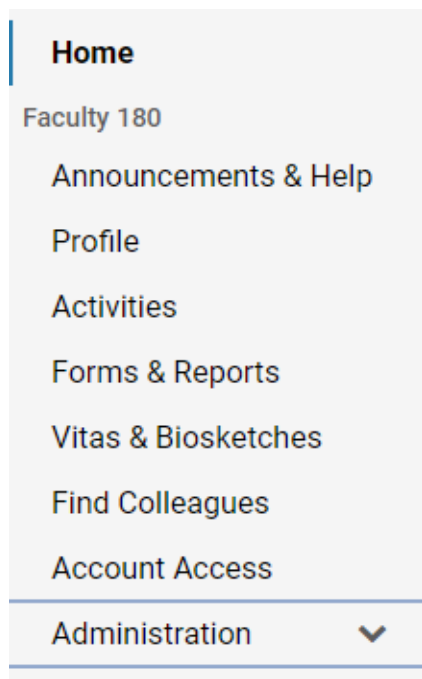
HOME PAGE/DASHBOARD

Your Home page, contains **Your Action Items** with messages that need your attention such as completing an Annual Report, reviewing imported work, etc.



LEFT SIDE MENU/NAVIGATION BAR

All of the input forms and links are located on the menu to the left. Clicking on an item from the left side menu opens up either a form for entering information, or a page with tool options for performing certain tasks.



Left Side Menu Descriptions
Home – home page for action items main page
<ul style="list-style-type: none"> • Announcements & Help- product updates, HSC training documents, and customized HSC messages
<ul style="list-style-type: none"> • Profile – information such as degrees and work experience (this data remain more static over the year)
<ul style="list-style-type: none"> • Activities – information on teaching, research, and service (this data will change regularly during the year)
<ul style="list-style-type: none"> • Forms & Reports – initiated activity input forms, faculty reports, or other forms requested by your department, college, or university
<ul style="list-style-type: none"> • Vitas & Biosketches – create and produce faculty annual reports, vitas and biosketches
<ul style="list-style-type: none"> • Find Colleagues- search for HSC colleagues based on Biograghy, Interests or Scholarly Contributions using keywords
<ul style="list-style-type: none"> • Account Access – allows you to delegate access to your account to enter data on your behalf
<ul style="list-style-type: none"> • Administration- displays only for those with reports/administrative rights for departmental, college or university level reporting

INTERFACE TOOLS

The following tools will help you interact throughout all areas of the Faculty180 system.

▶ Use the carrot next to each section header to display a summary of items in the section. You can also use the Show All or Hide All in the top right hand corner to collapse or expand sections.



Use the **Add** button to create a new entry.



Use the **Edit** pencil button to edit entries.



Use the **Delete** button to remove entries.



Use the **Clone** button to clone an entry. This can be used to copy similar forms/activities where minimal editing is needed such as changing a semester, year, or student name.

Save

Save and Add Another

Save and Go Back

Cancel

Use the most appropriate **Save** before moving forward.

Use the **Cancel** button if you do not want to save any information on the screen.

Jump to Section ▾

Use the **Jump to Section** for easy navigation to each section.

▼ Show All | ▲ Hide All

Use the **Show All or Hide All** buttons to collapse or expand all items.

Quicklinks ▾

Use the **Quicklinks** button to bookmark frequently used pages for easy access.

KEY CONCEPTS

Profile: (located on the left side menu) tracks personal information related to the faculty user, such as contact information. Faculty control (most of) the data in this form through the Faculty180 interface. The data in the Profile form will change very little over the course of the year.

Activities: (located on the left side menu) This is the cumulative record of all faculty activities that the faculty member or university would like to track (i.e., scholarship, service, teaching, etc.) In general, an activity is anything that a faculty member might want to track as a record of their career, particularly for use cases like promotion & tenure, evaluations, applying for grants, or advertising their contributions to the outside world. The data in Activities form will change regularly. Some data will be updated for faculty on a monthly or semester basis.

The sections and fields are configured based on the Faculty Annual Report and HSC Vita Templates. Faculty can use the **Activities** link to enter data throughout the year or during an activity input request period.

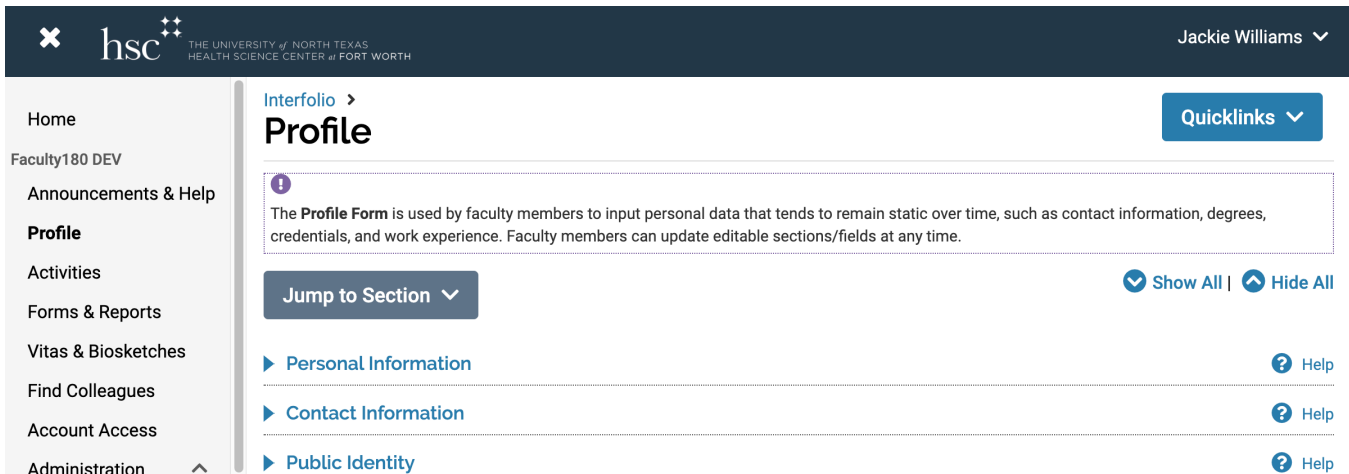
Initiated Activity Input Form: A common point of confusion is the difference between **Activities** and an initiated version of that form. The Initiated form is designed to request new/updated information at a certain time for a specified time period. For example, administrators can initiate an activity input request form for, e.g., fall of 2019 and spring of 2020 and set a deadline for submission. This form is displayed under **Forms & Reports**. It will show up on your Home page Action Items once the form has been initiated and will disappear once submitted or the deadline passes. Faculty will enter their data into the initiated form for the specified period of time or review items already entered. **This form is the workflow process that allows a faculty member to manage their information and submit data for the Faculty Annual Report.**

Sections and Fields: A section is a type of faculty activity information that a university wants to track, such as teaching, scholarship or service. Fields are the data elements within each section such as name, title, etc. Sections feed all the major outputs of Faculty180 – reports, CV templates or biosketches.

Vita Template: Within Faculty180, the Vitas are considered any type of template used for reporting whether that be a CV, biosketch or Faculty Annual Report. HSC has created a Vita template specific for the Faculty Annual Report. By default, a vita template displays all sections that have been created by the university, and the activities within each section.

PROFILE

If you have never logged in before, or if your basic contact or background information needs to be updated, complete the Profile Form located on the left hand menu. Click on each section header of the form (i.e., Personal Information) to expand and view the information contained in that section. Use the Add and Edit buttons under each section to access and update your information.



The screenshot shows the Faculty180 Profile page. At the top left is the HSC logo (The University of North Texas Health Science Center at Fort Worth). The user name 'Jackie Williams' is in the top right. The left navigation menu includes: Home, Faculty180 DEV, Announcements & Help, **Profile**, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Administration. The main content area is titled 'Interfolio > Profile' and includes a 'Quicklinks' button. An information box states: 'The Profile Form is used by faculty members to input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience. Faculty members can update editable sections/fields at any time.' Below this is a 'Jump to Section' dropdown and 'Show All | Hide All' controls. The profile sections are: 'Personal Information' (with a Help link), 'Contact Information' (with a Help link), and 'Public Identity' (with a Help link).

Remember to click the **Save** button to save changes to each section of the profile form before returning to the main form. Choosing Cancel will return you to the main form without saving any changes.

Profile				
Section Name	Description	Data Source	Contact	Annual Faculty Activity Report
Personal Information	Name	EIS	System Human Resources Center at 1-855-878-7650 (Faculty can edit Honorific)	✓
Contact Information	Office location, phone number, email address	EIS	Change in MyHSC - Personal Information	✓
Public Identity	Preferred Name, Public Position Title, Public Contact Information	Faculty Member	Can be edited by Faculty Member	
Current Position	Academic Rank and Position Title	EIS	HSCInterfolio@unthsc.edu	✓
Degrees	All Degrees earned	Faculty Affairs	HSCInterfolio@unthsc.edu - Faculty Affairs will require original transcripts to update	
Work Experience	Faculty Member list any relevant work experience	Faculty Member	Can be edited by Faculty Member	
Institutional Appointments	Primary, secondary/joint and institute/center appointments	Faculty Affairs	HSCInterfolio@unthsc.edu - Appointment letters must be on file with Faculty Affairs	✓
Military Experience	US Military Experience	Faculty Member	Can be edited by Faculty Member	
Biography	One paragraph narrative	Faculty Member	Can be edited by Faculty Member	
Interests	Professional and work interests	Faculty Member	Can be edited by Faculty Member	
Honors	Honorary awards, teaching awards and other awards	Faculty Member	Can be edited by Faculty Member	✓
Memberships	Professional Memberships	Faculty Member	Can be edited by Faculty Member	
Post-Graduate Training	Residency, Fellowship, Internship and/or Post Doctorate training	Faculty Member	Can be edited by Faculty Member	✓
Professional Licensures	State medical and professional licensures	Faculty Member	Can be edited by Faculty Member	
Certifications	Board certifications	Faculty Member	Can be edited by Faculty Member	✓

ACTIVITIES

With the Profile form complete, you can now proceed to entering professional activities.

If you click on **Activities** on the left menu when there is an open activity input request, you will see a reminder to use the form. Click on the “Go to Activity Input Request” button to take you back to the **Forms & Reports** page where you can select the links or go back to your **Home page Action Items**.

You can access all information at any time during the year from **Activities**. This will also populate the Faculty Annual Report form based on the assigned semester/year fields. *(Remember, you will still need to use the form hyperlinks to submit your report when it is due).*

The screenshot shows the Interfolio 'Activities' page for Jackie Williams. The top navigation bar includes the HSC logo and the user's name. A left sidebar contains a menu with items like Home, Profile, and Activities. The main content area features a 'Quicklinks' button, an information box about data usage, a yellow banner with a 'Go to Activity Input Request' button, and a 'Jump to Section' dropdown. A 'Teaching' section is partially visible at the bottom.

Activities

Section Name	Description	Data Source	Contact	Annual Faculty Activity Report
Teaching	Courses, Enrollment, Instruction Mode and Contact Hours	EIS	Your departmental class scheduling representative - Faculty can add comments	✓
Scholarly Contributions	Publications - Will be populated from the Pure System. Faculty Member can add missing data.	Pure System and Faculty Member	Can be edited by Faculty Member	✓
Grants	Grant information	Office of Sponsored Projects	OSPint@unthsc.edu	✓
Other Grant Activity (self-reported)	Grant Activity not reported by OSP	Faculty Member	Can be edited by Faculty Member	✓
Service to the Institution	Institutional, School/College/Department/ Program Committees	Faculty Member	HSCInterfolio@unthsc.edu - for missing committees	✓
Service to the Profession	Professional associations, editorial board sections, journal peer reviews, study sections	Faculty Member	Can be edited by Faculty Member	✓
Service to the Community	Community Service activities related to your discipline	Faculty Member	Can be edited by Faculty Member	✓
Professional Development	Faculty Development	Faculty Member	Can be edited by Faculty Member	✓
Activity Distribution (Faculty Workload)	Faculty Workload and Compensation - FTE Allocation	Faculty Affairs	HSCInterfolio@unthsc.edu - an updated FCW must be on file to change	✓
Administrative Service	Administrative roles in program, department, school, college or university	Faculty Member	Can be edited by Faculty Member	✓
Advising Load - Professional/Academic Advising	Lists students you are providing professional and academic advising by term.	Faculty Member	Can be edited by Faculty Member	✓
Research Advising	Lists research advising	Faculty Member	Can be edited by Faculty Member	✓
Media Coverage	Lists media coverage of Faculty Member and research	Faculty Member	Can be edited by Faculty Member	✓
OKR	List Objectives, Key Results and targets	Faculty Member	Can be edited by Faculty Member	✓

Important information re: Start and End Semester

Start Semester*	Select Semester ▾	Select Year ▾
End Semester*	Ongoing ▾	Ongoing ▾

The semester and year labels that you apply to each item entered into the Activity Input form tell the software which reporting year those activities belong to. If labeled correctly, those same activities will automatically be fed into the Initiated Activity Input Form for the applicable reporting year.

Activities entered as ongoing will appear in subsequent Faculty Annual Report forms until you select an end semester and date to indicate that the activity has been completed.

FORMS & REPORTS

Initiated Activity Input Forms

The **Forms & Reports** section on the left hand menu provides access to the Faculty Annual Report links under Initiated Activity Input Forms. Click on the blue hyperlinks to open up the form view for editing. These forms also display on the **Home page Action Items** for your convenience during an open period.

Reports

There are two report options available in this section:

Prior Activity Input Forms- displays the history of all forms submitted once the deadline has passed. You can print previously submitted forms here.

My Activities Reporting- displays all activities that have been entered into Faculty180, based upon various filters, including the measure of teaching, a status of the activity, grant status, date ranges, and activity classifications.

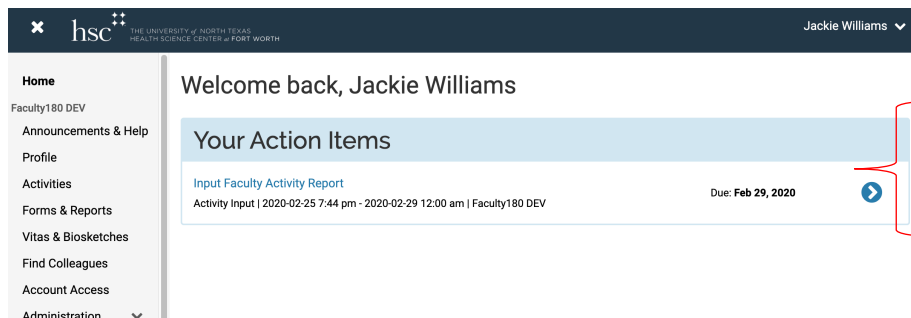
The screenshot shows the Faculty180 interface. The top navigation bar includes the hsc logo and the user name 'Jackie Williams'. The left sidebar menu has 'Forms & Reports' highlighted. The main content area is titled 'Forms & Reports' and has a 'Quicklinks' button. Under the 'Forms' section, there are links for 'Custom Input Forms - None Available' and 'Printable Classification Forms'. The 'Initiated Activity Input Forms' section is circled in red and contains a table with the following data:

Initiated process	Status
Input Faculty Activity Report	Pending

Under the 'Reports' section, there are links for 'Prior Activity Input Forms' and '*My Activities* Reporting'.


ENTERING ACTIVITIES FOR FACULTY ANNUAL ACTIVITY REPORT





To begin, click on the **Home page: Your Action Items** (blue hyperlinks) to enter specific activities during the Faculty Annual Report input time period. This initiated activity input is stored under **Forms & Reports** on the left menu. It appears on the Action Items home page until submission or the deadline passes. Any information already entered falling in the specified time periods will populate the input forms.



Initiated Activity Input (Faculty Annual Activity Report): Available after a campus administrator has initiated an open reporting period for a specific year.

Clicking on the links will take you to the form page where you can begin entering data described above.

Previously entered activities may be viewed and accessed from the **Activities** menu item or by clicking the **View All** button. 

Note that each section has instructions to let you know what information should be entered or the source of data already populated. Remember to also utilize the question mark icon  **Help** to see additional information about the sections or the questions within each section. Click the pencil icon  next to any activity listed to edit the contents, click the clone icon  to copy, or click the x icon  to delete the activity.

Also, remember that any areas marked with asterisks * are required in order for successful submission of your data.

Please email HSCInterfolio@unthsc.edu with questions or for further assistance.