

Faculty Activity Report

User's Guide



Rose-Hulman Institute of Technology

Accessing the Faculty Activity Report

Log on to Banner Web

The screenshot shows the Banner Web User Login page. At the top left is the Rose-Hulman Institute of Technology logo. Below the logo is a navigation bar with links for Home, Banner, Banner Web, Page, Safety, and Tools. The main content area features a 'User Login' section with a 'HELP' link. A message states: 'Current Employees and Students should use your **Kerberos** username and password. All others should use your assigned Banner ID and PIN. Then click the Login button.' Below this, a note explains that the 'Forgot PIN?' button is for Alumni, Parents, or Prospective Students. There are two input fields: 'Username/ID:' and 'Password/PIN:'. Below the fields are 'Login' and 'Forgot PIN?' buttons. At the bottom left, it says 'RELEASE: 7.4.1'. At the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

Select the option “Faculty and Advisor”

The screenshot shows the Banner Web Main Menu page. At the top left is the Rose-Hulman Institute of Technology logo. Below the logo is a navigation bar with links for Personal Information, Student, Financial Aid, Faculty & Advisors, Employee, GZPSOS, and web4parent. Below the navigation bar are links for SITE MAP and EXIT. The main content area features a 'Main Menu' section with a red horizontal line. Below the line, it says 'Last web access on Feb 15, 2010 at 01:43 pm'. There are four menu items: 'Personal Information' (View and update your emergency contact information.), 'Student' (Register for classes. Display your class schedule. Display your grades and transcripts. Display your account information. View your holds. View prior year's 1098T tax notification.), 'Financial Aid' (Apply for Financial Aid, view financial aid status and eligibility, accept award offers, and view loan applications.), and 'Faculty & Advisor' (View your class schedule, and class rosters; View student information; Enter mid-term and final grades.). The 'Faculty & Advisor' link is circled in red.

Accessing the Faculty Activity Report

Select “Faculty Activity Report Menu”

The screenshot shows a web browser window with the address bar displaying "Faculty & Advisors Menu". The page header features the Rose-Hulman Institute of Technology logo. Below the logo is a navigation menu with tabs for "Personal Information", "Student", "Financial Aid", "Faculty & Advisors" (which is highlighted), "Employee", "GZPSOS", and "web4parent". To the right of the navigation menu are links for "RETURN TO MENU", "SITE MAP", and "EXIT". The main content area is titled "Faculty & Advisors Menu" and contains a list of links: "Term Selection", "CRN (Course Reference Number) and Section Selection", "Summary Class List", "Midterm Grade Entry", "Final Grade Entry", "Banner Web Schedule of Classes", "Registrar's Office Schedule Lookup Page", "View Advisee Transcripts", "Student Menu", "Advisor Menu", "Course Evaluation Review List", "Incomplete Course Evaluation Review List", "Index of Learning Styles Class Profile", "Update Absence Notification Days", "[Faculty Activity Report Menu](#)", "Academic Absence Notification", and "Approve Academic Absences". The "Faculty Activity Report Menu" link is highlighted in red. At the bottom left of the page, it says "RELEASE: 7.3". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Beginning the Faculty Activity Report

You will see five options about the report. Start with “Select a Year”

The screenshot shows a web browser window with the title "Faculty Activity Report Menu". The page header includes the Rose-Hulman Institute of Technology logo and a navigation menu with tabs for "Personal Information", "Student", "Financial Aid", "Faculty & Advisors", "Employee", "GZPSOS", and "web4parent". Below the navigation menu are links for "RETURN TO FACULTY MENU", "SITE MAP", and "EXIT". The main content area is titled "Faculty Activity Report Menu" and lists five options:

- [Select a Year](#)
Select an academic year to create or edit report
- [Teaching, Student Advising and Curriculum Development](#)
Comment on list of courses taught, enter advising counts and notes, list course development activities
- [Professional Development](#)
Record presentations, publications and conferences; comment on proposals and grants; list degrees and awards received
- [Service](#)
List institute or department committees, RHIT programs or promotional activities, professional society memberships and related activities
- [Generate Report](#)
Open the Faculty Activity Report for printing

At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

Choose the appropriate Academic Year, then select “Submit”

The screenshot shows a web browser window with the title "Select Academic Year". The page header is identical to the previous screenshot. The main content area is titled "Select Academic Year" and contains the following text:

Choose academic year to display Faculty Activity Report

Select an Academic Year: Academic Year - 2010-2011 ▾

Submit

Teaching, Advising and Curriculum Development

The screen will automatically fill in with courses taught during the academic year. This information cannot be deleted. You may add additional information using the Comment box.

The screenshot shows a web browser window with the URL "Faculty Activity Report Course List". The page header features the Rose-Hulman Institute of Technology logo and a navigation menu with tabs: Personal Information, Student, Financial Aid, Faculty & Advisors (selected), Employee, GZPSOS, and web4parent. Below the menu, the page title is "Faculty Activity Report - Teaching, Advising and Curriculum Development". On the right, user information is displayed: "801293089 Janelle C. Crockett" and "Academic Year - 2010-2011". A secondary navigation bar includes tabs for Courses, Course Development, Advising, Professional Development, Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards, Committees, Special Programs, and Service. A message states: "Courses taught for the selected Academic year are displayed. Add optional notes such as released time, part-time status, administrative status". Below this is a text area labeled "ENTER OR EDIT COMMENT" with a "Comment (3600 chars left)" label. Two buttons, "Submit Changes" and "Reset Form", are located below the comment box. The "Submit Changes" button is circled in red. Below the comment box is a table header for "COURSES TAUGHT" with columns: Quarter, Course Number, Course Name, and Enrollment. At the bottom right, a "Next" button is circled in red.

Use “Submit Changes” if you added comments, then “Next” to move on to the next tab.

Teaching, Advising and Curriculum Development

Sections marked with * are required and must be filled in before you continue. You must add a **Type** when you include **Comments** on this page.

The screenshot shows a web browser window with the URL "Faculty Activity Report Course Development". The page header includes the Rose-Hulman Institute of Technology logo and navigation tabs: Personal Information, Student, Financial Aid, Faculty & Advisors (selected), Employee, GZPSOS, and web4parent. The main title is "Faculty Activity Report - Teaching, Advising and Curriculum Development". The user is identified as Janelle C. Crockett, ID 801293089, for the Academic Year 2010-2011. A secondary navigation bar includes: Courses, Course Development (selected), Advising, Professional Development, Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards, Committees, Special Programs, and Service. An information icon indicates that the page is for listing significant course or lab development. A legend states that an asterisk (*) indicates a required field. The form section is titled "ADD NEW COURSE DEVELOPMENT RECORD" and contains a "Type:" dropdown menu set to "Course", a "Description (3544 chars left)" text area containing "Developed New Course of Chinese Language and Culture I", and a "Multi Year Indicator" checkbox. At the bottom of the form are three buttons: "Submit Changes" (circled in red), "Reset Form", and "Load Multi Year". Below the form is a table header for "COURSE AND LABORATORY DEVELOPMENT" with columns for "Type" and "Description", and "Prev" and "Next" navigation buttons.

Use "Submit Changes" if you added comments.

Teaching, Advising and Curriculum Development

The changes will appear at the bottom of the screen, under **Course and Laboratory Development**. The “**Multi Year Indicator**” option saves entries that are applicable for several years (e.g. a committee assignment). “**Load Multi Year**” will add information saved from previous years.

The screenshot shows a web browser window with the URL 'Faculty Activity Report Course Development'. The page header includes the Rose-Hulman Institute of Technology logo and navigation tabs: Personal Information, Student, Financial Aid, Faculty & Advisors (selected), Employee, GZPSOS, and web4parent. The main title is 'Faculty Activity Report - Teaching, Advising and Curriculum Development'. A secondary navigation bar includes: Courses, Course Development (selected), Advising, Professional Development, Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards, Committees, Special Programs, and Service. The page content includes an information icon and text: 'List any significant course or lab development including new or revised courses/labs, and substantial course documentation such as course notes'. A note states '* - indicates a required field.' Below this is a section titled 'ADD NEW COURSE DEVELOPMENT RECORD' with a 'Type:' dropdown menu (set to 'Select a Type') and a 'Description (3600 chars left)' text area. A checkbox for 'Multi Year Indicator (Mark entry for future reports)' is present. At the bottom of this section are buttons for 'Submit Changes', 'Reset Form', and 'Load Multi Year'. A table titled 'COURSE AND LABORATORY DEVELOPMENT' is shown below, with columns for 'Type' and 'Description'. The table contains one entry: 'Course' with description 'Developed New Course of Chinese Language and Culture I'. 'Prev' and 'Next' buttons are located at the bottom right of the table.

See the next page of this guide in case you made a mistake.

Teaching, Advising and Curriculum Development

If you made a mistake, select the Type next to the description of the error. Here, the error was made with the second course.

COURSE AND LABORATORY DEVELOPMENT

Type	Description
Course	Developed New Course of Chinese Language and Culture I
Course	Developed New Course of Pig Latin 101

The information will appear in a box labeled “**Edit Course Development Record.**”

* - indicates a required field.

EDIT COURSE DEVELOPMENT RECORD

Type: *

Description (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

Delete This Record

COURSE AND LABORATORY DEVELOPMENT

Type	Description
Course	Developed New Course of Chinese Language and Culture I
Course	Developed New Course of Pig Latin 101

You can change your information or select “**Delete This Record**” then “**Submit Changes**” to delete the item.

Teaching, Advising and Curriculum Development

Choose “Next” to continue to the next page.

Faculty Activity Report - Teaching, Advising and Curriculum Development

801293089 Janelle C. Crockett
Academic Year - 2010-2011

Courses Course Development **Advising** Professional Development Grant Funded Research Non Funded Research Other Research Degrees and Awards Committees Special Programs Service

Enter Advising Type, count of students and optional comment for each group of student advisees

* - indicates a required field.

ADD ADVISING RECORD

Advisee: Select a Type

Type:*

Advisee Count:

Comment (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

Submit Changes Reset Form Load Multi Year **Load From Banner**

ADVISING COUNTS

Type	Count	Comment
------	-------	---------

Prev Next

Some advisee listings and some institutional committee assignments can be added to the form directly from Banner Web.

Unlike the Courses section, you can change and delete information here. Select “Load from Banner” to make use of this option.

Other Advising information can be added in the same way Course Development information was added. Select “Next” to continue.

Professional Development

For each entry of Professional Development, Type and Title are required fields.

RETURN TO MENU SITE MAP EXIT
801293089 Janelle C. Crockett
Academic Year - 2010-2011

Courses Course Development Advising Professional Development Grant Funded Research Non Funded Research Other Research Degrees and Awards Committees Special Programs Service

Record Professional Development activity here. Select a type, optional professional association or journal and enter a title and description.

* - indicates a required field.

ADD NEW PROFESSIONAL DEVELOPMENT ENTRY

Professional Activity: Select a Type

Title: *

Comments (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

Submit Changes Reset Form Load Multi Year

CONFERENCES, SEMINARS & WORKSHOPS

Type	Title	Conference	Association	Comments
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SUBMISSIONS & PUBLICATIONS

Type	Title	Journal	Comments
------	-------	---------	----------

OTHER

Type	Title	Association	Comments
------	-------	-------------	----------

Prev Next

Professional Development

Each Type of Professional Development may have additional requirements. The fictional example here is of a published paper.

The screenshot shows a web browser window with the title "Faculty Activity Report - Professional Development". The browser's address bar shows "author:'Briggs' intitle:'Th...". The page header includes "RETURN TO MENU", "SITE MAP", and "EXIT". The user information is "801293089 Janelle C. Crockett" and "Academic Year - 2010-2011".

The main navigation menu includes: Courses, Course Development, Advising, Professional Development (selected), Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards, Committees, and Special Programs.

Below the menu, there is a help icon and text: "Record Professional Development activity here. Select a type, optional professional association or journal and enter a title and description."

A note states: "* - indicates a required field."

The form section is titled "ADD NEW PROFESSIONAL DEVELOPMENT ENTRY". It contains the following fields:

- Professional Activity Type:** A dropdown menu with "Papers Published" selected.
- Title:** A text input field containing "Life in the Jurassic Era: Somewhere Between Triassic and Cretaceous".
- Journal:** A dropdown menu with "OTHER" selected.
- Journal Title:** A text input field containing "NWSA".
- Comments (3600 chars left):** A large text area.
- Multi Year Indicator (Mark entry for future reports)

At the bottom of the form are three buttons: "Submit Changes", "Reset Form", and "Load Multi Year".

Below the form are three sections for existing entries:

- CONFERENCES, SEMINARS & WORKSHOPS**

Type	Title	Conference	Association	Comments
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- SUBMISSIONS & PUBLICATIONS**

Type	Title	Journal	Comments
------	-------	---------	----------
- OTHER**

Type	Title	Association	Comments
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At the bottom right of the page are "Prev" and "Next" buttons.

Use "Submit Changes" to add the information. When you have finished adding all Professional Development items, choose "Next" to move on to the next tab.

Professional Development

Information about Grant Funded Research will automatically be added from Banner Web. This information cannot be deleted.

You can also add a General Comment about the proposal by using the drop down box. You cannot add additional research projects here. Select “**Next**” to continue.

Professional Development

Non Funded Research includes all research conducted that was not covered by a course or by an organization.

The screenshot shows a web browser window with the URL "Faculty Activity Report Research". The page header features the Rose-Hulman Institute of Technology logo and a navigation menu with tabs: Personal Information, Student, Financial Aid, Faculty & Advisors (selected), Employee, GZPSOS, and web4parent. Below the header, the page title is "Faculty Activity Report - Professional Development" for user "801293089 Janelle C. Crockett" in the "Academic Year - 2010-2011". A secondary navigation menu includes: Courses, Course Development, Advising, Professional Development, Grant Funded Research, Non Funded Research (selected), Other Research, Degrees and Awards, Committees, Special Programs, and Services. A help icon and text state: "List any research or scholarship conducted, which is not covered by a course or grant".

* - indicates a required field.

ADD NEW RESEARCH RECORD

Title: * Life in the Jurassic Research Project

Describe Research Project (3503 chars left)
Conducted research on the migration and eating patterns of living creatures in the Jurassic era.

Multi Year Indicator (Mark entry for future reports)

Submit Changes Reset Form Load Multi Year

NON FUNDED RESEARCH

Title	Description
-------	-------------

Prev Next

A title is required for each comment. After hitting “Submit Changes” click “Next” to continue.

Professional Development

Other Research includes, but is not limited to: research through a grant paid out through another institution, grant funded student research projects you're involved in, Academic Case Statements, etc.

Courses **Course Development** **Advising** **Professional Development** **Grant Funded Research** **Non Funded Research** **Other Research** **Degrees and Awards** **Committees** **Special Programs** **Se**

i List any other research projects that do not fall under the categories of "Grant Funded Research" (which goes through the Office of Sponsored Research), or "Non-Funded Research." Examples include, but not limited to: research being conducted through a grant that is paid out through another institution, grant funded student research projects of which you are involved in, Academic Case Statements, etc.

* - indicates a required field.

ADD NEW RESEARCH RECORD

Title:*

Describe Research Project (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

NON FUNDED RESEARCH

Title	Description

A title is required for each record. After hitting “**Submit Changes**” click “**Next**” to continue.

Professional Development

Additional Degrees, Honors or Prizes can be added in the Degrees and Awards section. The Award Type and Honor Title are required for each one.

The screenshot shows a web browser window with the URL "Faculty Activity Report - Degrees, Honors and Aw...". The page header features the Rose-Hulman Institute of Technology logo and a navigation menu with tabs for Personal Information, Student, Financial Aid, Faculty & Advisors (selected), Employee, GZPSOS, and web4parent. Below the header, the page title is "Faculty Activity Report - Professional Development" and the user information is "801293089 Janelle C. Crockett Academic Year - 2010-2011". A secondary navigation menu includes Courses, Course Development, Advising, Professional Development (selected), Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards (selected), Committees, Special Programs, and Services. An information icon indicates "Enter any Additional Degrees, Honors or Prizes received here". A legend states "* - indicates a required field." The form section is titled "EDIT EXISTING AWARD" and contains the following fields: "Honor/Award Type:" with a dropdown menu set to "Honor"; "Honor Title:" with a text input field containing "Paleontological Society Medal"; and "Comment (3600 chars left)" with a text area containing "Received the Paleontological Society Medal from the Paleontological Society." Below these fields is a checkbox labeled "Delete This Record". At the bottom of the form are two buttons: "Submit Changes" and "Reset Form".

After hitting “Submit Changes” click “Next” to continue.

Service

Some institutional committee assignments will preload in this form from Banner Web. You can make changes and delete information that appears here. To bring information to the form, click “**Load from Banner.**”

* - indicates a required field.

ADD NEW COMMITTEE RECORD

Committee

Type:*

Committee

Role:

Comment
(3600
chars left)

Multi Year Indicator (Mark entry for future reports)

DEPARTMENTAL COMMITTEES

Title	Dept	Role	Comment
-------	------	------	---------

INSTITUTIONAL COMMITTEES

Title	Role	Comment
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Service

Once you select a Committee Type in the drop down menu, more selections will appear next to Committee.

*** - indicates a required field.**

ADD NEW COMMITTEE RECORD

Committee Type: Institutional

Committee: * Select a Title

Committee Role: Select a Title

Comment (3600 chars left)

Submit Changes

DEPARTMENT Title

INSTITUTION Title

Role Comment

Multi Year Load From Banner

Prev Next

After choosing a committee, you can add additional information. Select “Submit Changes” then click “Next” to continue.

Service

Special Programs include, but are not limited to, a presentation or speech at Rose-Hulman, an institutional or departmental promotional program, etc.

Courses Course Development Advising Professional Development Grant Funded Research Non Funded Research Other Research Degrees and Awards Committees **Special Programs** Serv

Enter the Type and description of any special programs you participated in

* - indicates a required field.

ADD SPECIAL PROGRAM RECORD

Program Type: *

Program Title:

Comment (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

SPECIAL PROGRAMS

Type	Title	Description
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Program Type is required for each record. After hitting “**Submit Changes**” click “**Next**” to continue.

Service

The service tab includes off-campus professional service activities that you completed during the academic year.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Courses, Course Development, Advising, Professional Development, Grant Funded Research, Non Funded Research, Other Research, Degrees and Awards, Committees, Special Programs, and Service. The Service tab is active. Below the navigation bar is a header: "Summarize your off-campus professional service activities during the academic year".

A legend indicates: * - indicates a required field.

ADD NEW SERVICE ACTIVITY

Service Type: *

Title: *

Describe Activity (3600 chars left)

Multi Year Indicator (Mark entry for future reports)

Buttons: Submit Changes, Reset Form, Load Multi Year

OFF-CAMPUS PROFESSIONAL SERVICE ACTIVITIES

Type	Title	Association	Comments
Memberships	Member of IEEE	IEEE	

Prev

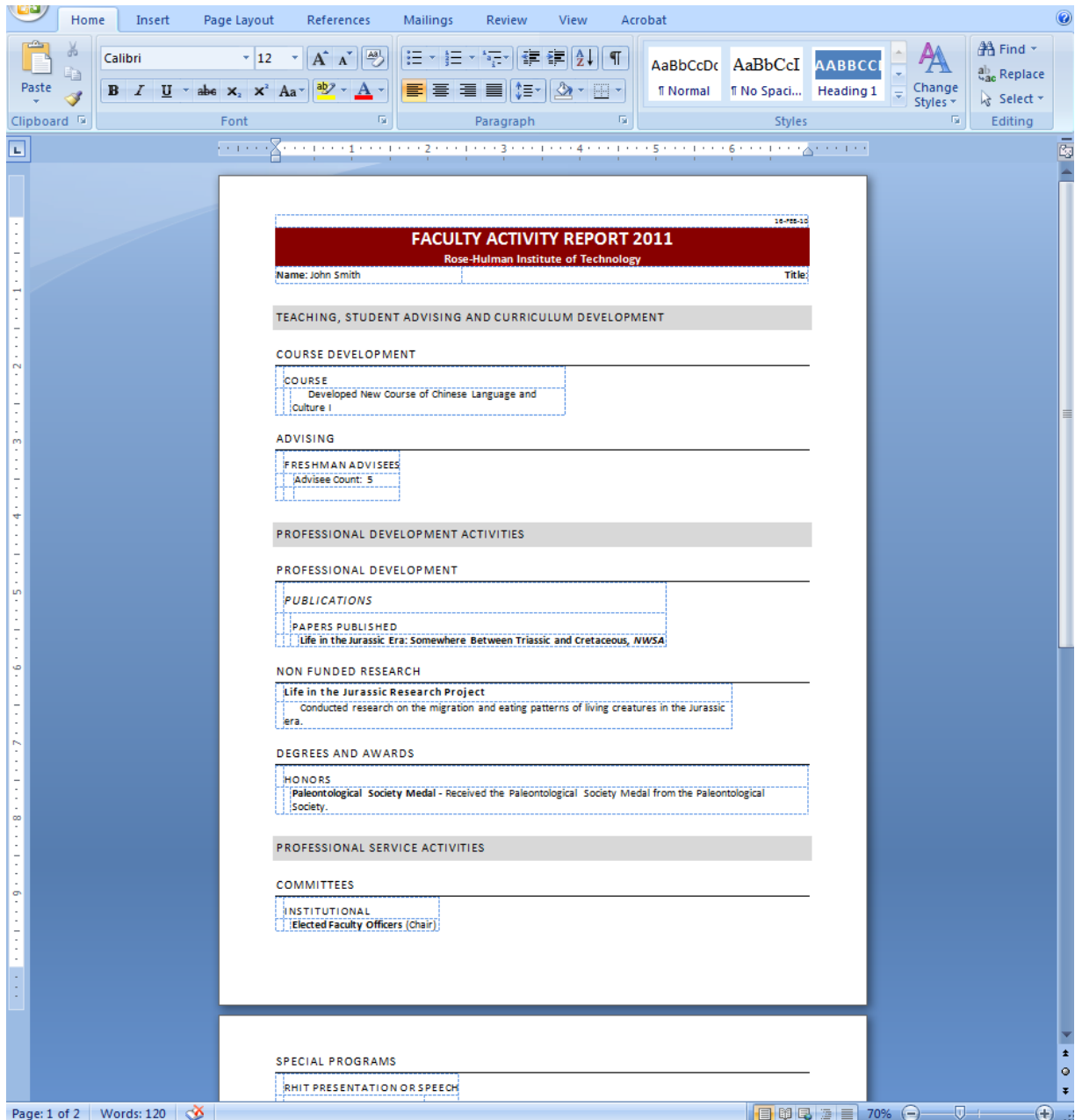
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[Select Another Year | Generate Report]

After completing this page, you can select the different tabs to go back over the information you have added. When you are finished, select **“Generate Report.”** This creates a word document. Choose **Open**.

Faculty Activity Report

This is a screen shot of the finished report.



Faculty Activity Report

From the word document you can review the information and make any formatting changes you wish.

If there are errors contained in the document, please update the Faculty Activity Report online, and re-display the report. If you only correct the information in the Word Document, the underlying table that holds the data will be wrong.