Using Fac180 for Annual Activity Reports

College of Arts & Sciences
Where to find Fac180.

- In your MySlu dashboard, look for this icon
• Clicking on the Fac180 tool takes you to the Fac180 home screen

Click on Vitas & Biosketches to get the annual activity report template
• Click the View Icon to choose the college template
• Make sure you have the right dates for your annual report, and that you have chosen the Institutional CAS Annual Faculty Activity Report (as shown below)
• Scrolling down the page you see your report. Check it to make sure all information is correct. Note that your teaching activity is pre-populated. If you notice information is missing you can click on the subheading to be taken to a window to make corrections.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Enrollment</th>
<th>Student Credit Hours</th>
<th>Enhanced Learning Activities</th>
<th>New Course Preparation?</th>
<th>New Teaching Materials</th>
<th>Pedagogical Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>PSY</td>
<td>6800</td>
<td>01</td>
<td>Ethics and Professional Issues</td>
<td>1</td>
<td>9</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>PSY</td>
<td>1010</td>
<td>05L</td>
<td>General Psychology</td>
<td>3</td>
<td>29</td>
<td>87</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Here are your teaching assignments with enrollments for the year

Here is my list of advisees. Some seem to be missing. I can fix this by double clicking “Advising”

Double click here to make corrections to the information in this category
To add information to a category, click the add button and follow the prompts. To edit, click on the pencil icon. Hit Save and then go back to the Vitas tab (click on it from the left side menu).
• Going back to the Vita Report page, once you are satisfied all the information is correct for the year, click on Export/Share to choose a Word doc or pdf format for your report. This can be edited prior to submission to your chair for your annual evaluation to include other things you want to include for your review outside of the basics provided by the template.

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Pick your report output format

DO NOT click the print button for your report because it just prints all these screens in a mostly uneditable unreadable format
• When you export to Word you get a file you can easily edit, read and provide to your chair for evaluation. This is the preferred format for these reports.