

# **Faculty Activity Reporting User Guide**

An Introduction to the Online Faculty Activity Reporting System

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# 1. Using the Online Faculty Activity Reporting system

## Logging in to the system

You can access the online faculty activity reporting system by visiting <http://www.marquette.edu/far>.

POWERED BY  
**DigitalMeasures**

  
MARQUETTE  
UNIVERSITY

Please Login

▶ Username (firstname.lastname)  @marquette.edu

▶ Password (emarq/checkmarq)

[Questions/Comments?](#) | [To Reset Your Password](#)

Simply enter in your Marquette email address and CheckMarq/emarq password. Please contact [far@marquette.edu](mailto:far@marquette.edu) with any login questions.

## Manage Your Activities

Once you've logged in, you will be directed to the **Manage Your Activities** page.

The screenshot shows the Marquette University DigitalMeasures interface. At the top left is the Marquette University logo. At the top right, it says "POWERED BY DigitalMeasures". A navigation sidebar on the left contains a "Manage Your Activities" menu with sub-items: "Manage Data", "Run Ad Hoc Reports", and "Run Custom Reports". Below these are links for "Contact Our Helpdesk", "Submit Your Feedback", "Privacy Statement", "Change Your Password", and "Logoff". The main content area has a header "Welcome, Fake User." and the date "Wednesday, August 17, 2011". Below the header, there is a text prompt: "Watch a [video](#) or download a [guide](#) on how to manage your activities." A red arrow points to these links. Underneath is the "Activities Database Main Menu" with a "General Information" section containing several expandable menu items: "Personal and Contact Information", "Administrative Data - Permanent Data | Yearly Data", "Academic, Government, Military and Professional Positions", "Administrative Assignments", "Awards and Honors", "Consulting", and "Education".

Near the top of this page, you'll notice a pair of helpful links designed to introduce users to the activity reporting system.

The video is a seven-minute tutorial covering the process of entering activities and generating a report, along with most of the topics covered later in the **Helpful Features and Tips** section of this document. The guide is a brief two-page PDF covering the basics of finding your way around the system and entering your activities.

If you have additional or other questions not answered in these materials, please email [far@marquette.edu](mailto:far@marquette.edu)

## Activity Categories

The Manage Your Activities page contains four highly-customized categories used to report faculty activities, which are explained briefly below. For your convenience, a more detailed table of **Common Activities and Entry Locations** is included later in this document.

- **General Information:** This category contains personal and contact information, including education, awards and honors, professional memberships, licensures and certifications, and areas that do not fit into any of the three subsequent categories.
- **Teaching:** This category contains information about scheduled teaching, academic advising, non-credit instruction, and directed student learning (i.e. theses, dissertations)

- **Scholarship / Research:** This category contains information about intellectual contributions (publications, conference proceedings, etc.), presentations, grants, and other scholarly and professional activities.
- **Service:** This category contains information about service at the department, college, university, professional, and public areas.

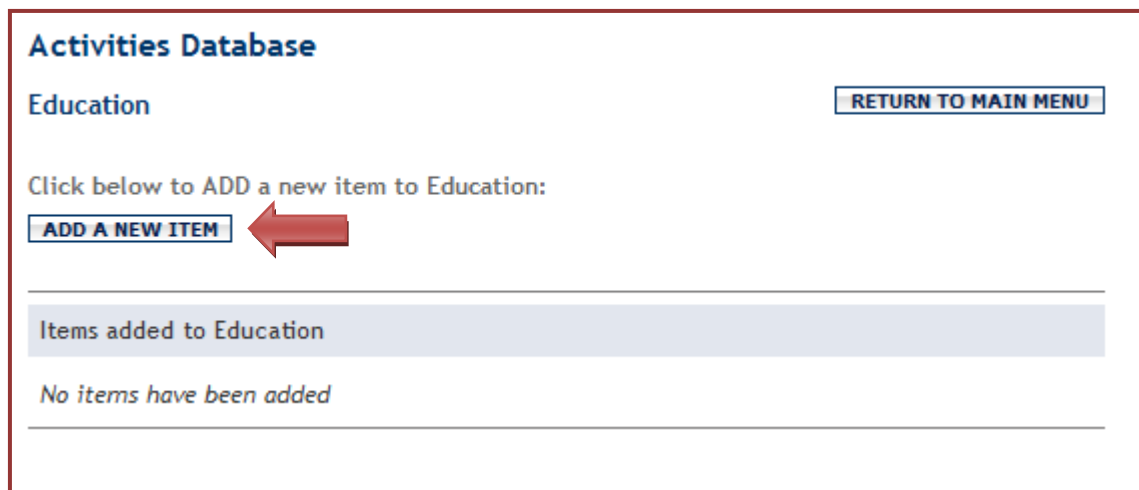
Please note that a representative from your college collaborated extensively with the Office of Institutional Research & Assessment to customize these categories and areas of information in order to meet the reporting needs of your college. Thus, the **Manage Your Activities** screens across colleges will look slightly different from one another.

### Entering Your Activities

To begin entering your activities, click on the desired screen.



If information has already been entered into this section of your account, you will bring see a list of the previously-entered activities. Here, you'll notice that no activities have been added under the Education section yet. Click the **Add a New Item** button to begin adding your activity.



Enter the information about your activity into the fields provided, making use of dropdown menus. You may also wish to consult the **Helpful Features and Tips** section of this document. Please not that not all fields may be applicable to a given activity.

**Activities Database**

Education [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#)
[SAVE AND ADD ANOTHER](#)
[RETURN \(CANCEL\)](#)

Degree

Explanation of "Other"

Institution

Location of Institution

Emphasis/Major

Supporting Areas of Emphasis

Dissertation/Thesis Title

Honor/Distinction

Highest Degree You Have Earned?

Year Completed

[SAVE AND RETURN](#)
[SAVE AND ADD ANOTHER](#)
[RETURN \(CANCEL\)](#)

Click the **Save and Add Another** button (above) to save and begin entering information about another activity that belongs in the same section. The **Save and Return** button saves the current activity and returns you to the list of your previously-entered activities (below).

\*Please note: Clicking the **Return (Cancel)** or **Return to Main Menu** button on any page will discard the information you have entered or modified without saving it to your account.




**Activities Database**

Education [RETURN TO MAIN MENU](#)

Click below to ADD a new item to Education:  
[ADD A NEW ITEM](#)

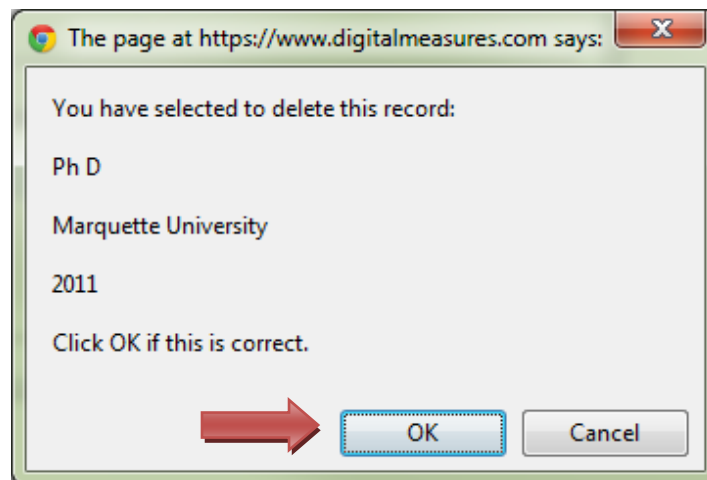
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Click on any of the entries below to EDIT, COPY or DELETE an item in Education:

Items added to Education	EDIT	COPY	DELETE
Ph D Marquette University 2011			

To change any of the information about an existing activity, click the **Edit** icon (above). To create a new activity using the existing information from a previously-entered activity, click the **Copy** icon. For more information about the Copy feature, please visit the Copy Feature section of this guide. To delete an activity from your account, click the **Delete** icon.

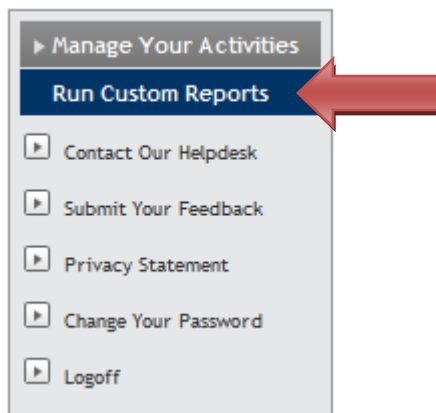
A popup window similar to the one shown below will appear with a summary of your activity to confirm the deletion. To remove this activity from your account, click the **OK** button.



## Generating Reports

One of the most compelling features of the online Faculty Activity Reporting system is the ability to create and generate custom reports in real-time using up-to-date faculty information.

To begin generating your report, click the **Run Custom Reports** link on the left-hand navigation of the page shown to below.



The report options and a brief overview of each option are shown below:

**Run a Report**

1 Select the report to run. Faculty Activities Report (Communication) **SELECT REPORT** *Details of how this report is built...*

2 Select the date range to use. *More Information >>*  
Start Date Jan 01 2011  
End Date Dec 31 2011

3 Select the file format. *More Information >>*  
Microsoft Word  
*Note: Changes to Microsoft Word reports do not change data in the system.*

4 Select the page size. *More Information >>*  
Letter

**BUILD REPORT**

1. For the moment, the Faculty Activities Report for your college and a Vita are the only available reports.
  - a. Note be sure to click the **Select Report** button once you've chosen your report!
2. Document your productivity during specific years, months, or even day-to-day if necessary
3. Generate your report in Microsoft Word, PDF, or HTML for a variety of uses.
4. Choose from the default Letter size or the international A4 standard for the page size.

Once you've selected your desired reporting options, click the **Build Report** button at the bottom of the page.

A quicker, more accessible reporting alternative is the **Rapid Reports** feature described in the **Helpful Features and Tips** section of this document (next page).

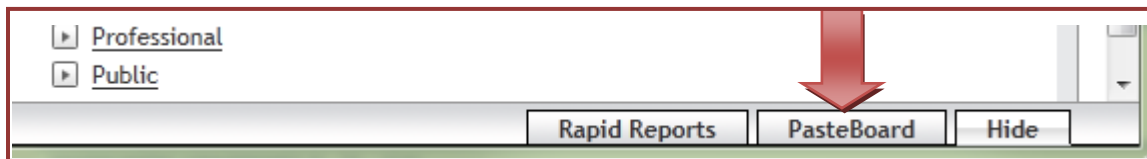
## 2. Helpful Features and Tips

This section provides an introduction to some of the online Faculty Activity Reporting system's advanced features which can greatly expedite the process of entering your activities.

### The PasteBoard

The PasteBoard provides a handy place to deposit and organize “working” content as you’re entering activities. For example, you can paste an entire bibliographic entry from your vita into the PasteBoard and drag-and-drop each piece of information into the correct field on the page. Learning to use this feature effectively can greatly reduce the amount of time you spend entering your activities. (Please note: This feature is currently unavailable in Google Chrome.)

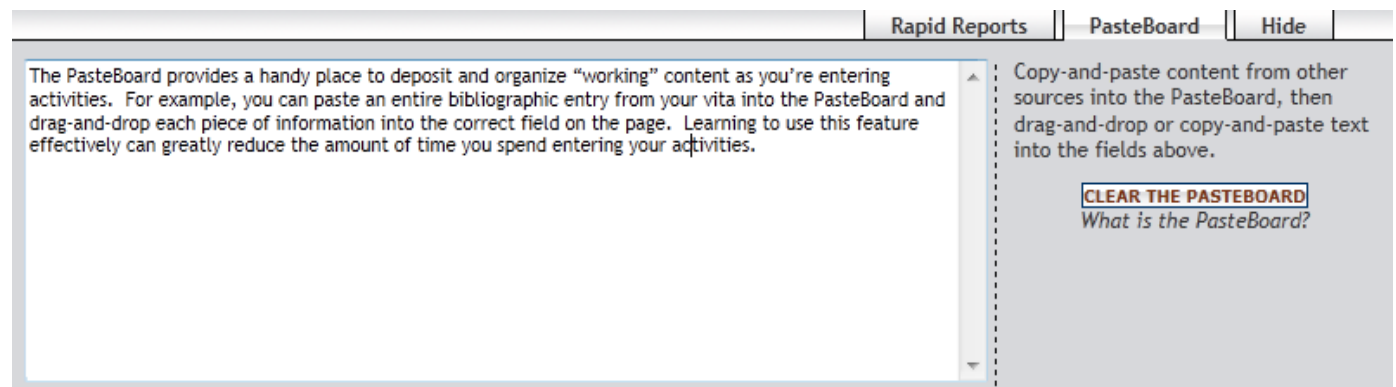
To expand the PasteBoard, click the **PasteBoard** link on the silver bar at the bottom of any page of the system:



After the PasteBoard text box expands, you can copy and paste text from any application using either the keyboard or mouse after selecting the desired text:

- Press **Ctrl+C** to copy the text you’ve selected, and then click inside the PasteBoard and press **Ctrl+V** to paste.
- Right-click on your selected text, then select **Copy**. Then, right-click in the PasteBoard and select **Paste**.

Your text should appear in the PasteBoard as shown below:



Now simply select the portion of the text you’d like to enter into your desired activity screen in the online system, then click and drag it on top of the appropriate field on the page.

When you begin to drag your text from the PasteBoard, you’ll notice that the borders of some of the fields turn green (shown below), indicating that text can be dragged there.



Scope of Organization

Special Activities

If a field doesn't have a green border, your cursor will change as shown below, signifying that the field isn't drag-and-drop compatible.



## The Copy Feature

This feature is mentioned in the **Entering Your Activities** section earlier in this guide, but it warrants a full description here for its time-saving potential. Essentially, this feature allows you to create a new activity using the information you've already entered for an existing activity in the same section. For faculty members with multiple presentations or publications of the same article in different journals, for example, this method can save time and eliminate duplication that could result in errors.

To use the copy feature, start on the **Manage Your Activities** page and click on the section with the activity you'd like to copy.



Your previously-entered activities are shown:

Click on any of the entries below to EDIT, COPY or DELETE an item in Presentations:

Items added to Presentations	EDIT	COPY	DELETE
Developments in Faculty Activity Reporting Software How to Copy Records December 2010		 ↑	

Locate the activity you'd like to copy, and then click the **Copy** icon as shown above. A new activity screen appears with a copy of the information from your previously-entered activity.

### Activities Database

**Presentations** RETURN TO MAIN MENU

SAVE AND RETURN
SAVE AND ADD ANOTHER
RETURN (CANCEL)







Presentation Type

Explanation of "Other"

Conference/Meeting Name

Edit this activity as necessary and choose one of the Save buttons at the bottom of the page to save the activity to your account and return to your previously-entered activities, where your new activity appears:

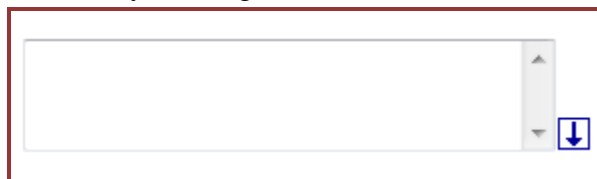
Click on any of the entries below to EDIT, COPY or DELETE an item in Presentations:

Items added to Presentations	EDIT	COPY	DELETE
Developments in Faculty Activity Reporting Software How to Copy Records December 2010			
Developments in Faculty Activity Reporting Software How to Copy Records December 2010			

### Expanding Text Boxes

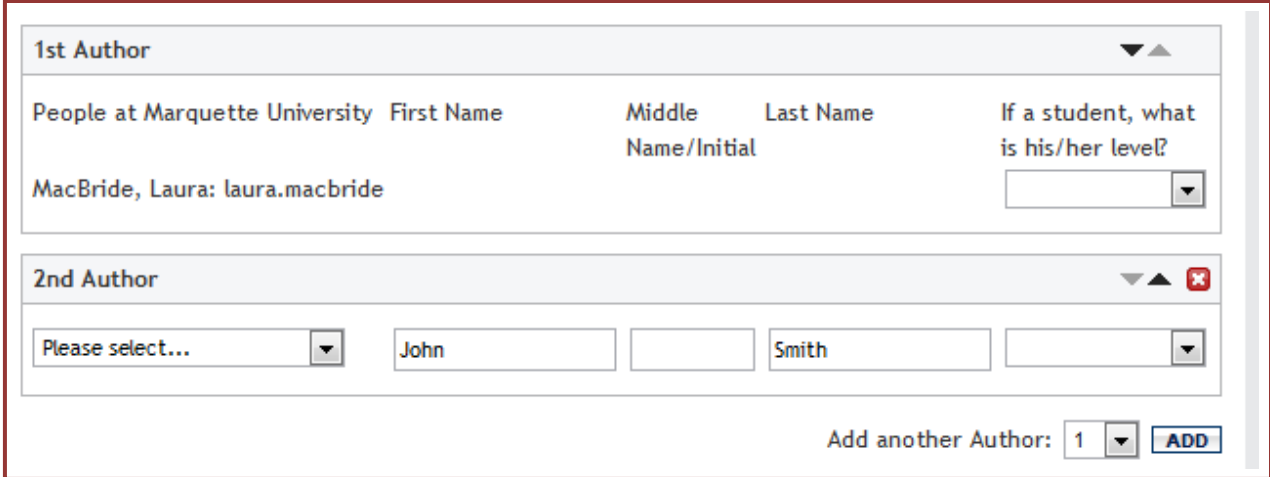
In the process of entering your activities, you may notice the blue arrow icon shown to the right near certain text boxes.

Clicking on this icon will expand the height of the text box, allowing more space and better readability for lengthier entries.



## Changing Authoring Order

For scholarly contributions with more than one author or contributor, you can easily change the author order using the three icons on the far right side of the authoring portion of the activity screen:



1st Author				
People at Marquette University	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
MacBride, Laura:	laura	macbride		

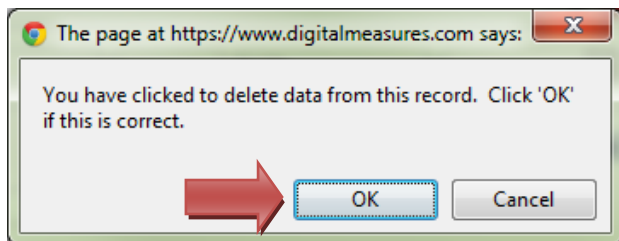
2nd Author				
Please select...	John		Smith	

Add another Author: 1

You can use the downward arrow icon (▼) to move an author down in the authoring order, or the upward arrow icon (▲) to move an author up in the order. If an arrow is grayed out as shown in the image above, the selected author cannot be moved up or downward any further.

Similarly, additional authors can be deleted from publications by clicking the delete icon (✖) at the far right of the row, as shown above.

If you choose to delete an author, a popup window will appear to confirm your decision. Click the OK button to delete the author and return to the activity page.



## Rapid Reports

The Rapid Reports feature gives you the ability to generate a sample report from any page of the Faculty Activity Reporting system, allowing you to instantly see the effect of adding or modifying your activities.

To open Rapid Reports, click the Rapid Reports link on the silver bar at the bottom of any page.



The bar expands upward, giving you access to the same reporting functionality described earlier in the **Generating Reports** section of this guide.

### 3. Common Activities and Locations

A list of faculty activities and corresponding entry locations in the online Faculty Activity Reporting database are provided below. For most activities, the proper categorization should be self-explanatory, but any questions or comments about data entry locations or requests for additional activity types should be directed to the FAR representative of your college [http://www.marquette.edu/oira/far/College\\_Contacts.pdf](http://www.marquette.edu/oira/far/College_Contacts.pdf).

**PLEASE NOTE!** – The screens and fields that you see in the **Manage Your Activities** screen have been customized to fit the reporting needs of your college. The list below is meant to be a *general*, not comprehensive, map to the locations of common activities. You may see sections and activities in this guide that are not included in your **Manage Your Activities** screen; alternatively, less-common activities may not be listed in this guide.

★ Certain fields in the starred sections will be uploaded by OIRA periodically each year. For more information, please see [http://www.marquette.edu/oira/far/Upload\\_Schedule.pdf](http://www.marquette.edu/oira/far/Upload_Schedule.pdf)

#### General Information

##### PERSONAL AND CONTACT INFORMATION ★

- Office Phone
- Research/teaching interests
- Personal website

##### PERMANENT DATA ★

- Start date
- Promotion dates

##### YEARLY DATA ★

- Rank
- Position title
- Tenure Status

##### ACADEMIC, GOVERNMENT, MILITARY, AND PROFESSIONAL POSITIONS

- Previous and current positions

##### ADMINISTRATIVE ASSIGNMENTS

- Dean
- Director
- Department Chairperson

##### AWARDS AND HONORS

- Awards/honors for leadership, teaching, service, scholarship, etc.

## CONSULTING

- Academic
- Government
- Research Support

## EDUCATION

- Degrees earned, institutions attended, honors/distinctions associated with education

## EXTERNAL CONNECTIONS AND PARTNERSHIPS

- Speaker
- Funding
- Recruitment

## FACULTY DEVELOPMENT ACTIVITIES ATTENDED

- Conferences
- Fellowships
- Tutorial
- Continuing education
- Seminar
- Workshop

## LICENSURES AND CERTIFICATIONS

- Any licensures or certifications held

## MEDIA CONTRIBUTIONS

- TV
- Newspaper
- Internet
- Radio
- Magazine

## PROFESSIONAL MEMBERSHIPS

- Memberships in professional organizations, leadership positions held

## Teaching

### ACADEMIC ADVISING

- Students advised
- Other advising activities

### DIRECTED STUDENT LEARNING (e.g. theses, dissertations)

- Dissertations
- Supervised research
- Honors projects
- Theses
- MA exams

### NON-CREDIT INSTRUCTION TAUGHT

- Certification
- Guest lecture
- Seminar
- Continuing education
- Review course
- Workshop

## SCHEDULED TEACHING

- All scheduled courses taught at Marquette or other institutions

## TEACHING GOALS (Business only)

- Teaching goals for previous year and upcoming year

## Scholarship / Research

### ARTISTIC AND PROFESSIONAL PERFORMANCES AND EXHIBITS

- Art
- Dance
- Drama
- Music
- Poetry
- Theatre

### CONTRACTS, GRANTS, AND SPONSORED RESEARCH

- Contract
- Grant
- Sponsored Research

### INTELLECTUAL CONTRIBUTIONS

- Journal
- Book
- Book chapter
- Manuscript
- Technical Report
- Conference proceeding

### INTELLECTUAL PROPERTY (e.g. copyrights, patents)

- Copyrights
- Patents

### PRESENTATIONS

- Commentator
- Exhibit
- Poster
- Paper
- Panel
- Workshop

### RESEARCH CURRENTLY IN PROGRESS

- Brief description of any research currently in progress

### RESEARCH GOALS (Business only)

- Research/scholarly goals for previous year and upcoming year

## **Service**

- Any service activities that fit into the areas below: committees, organizations, clubs, etc.

DEPARTMENT

COLLEGE

UNIVERSITY

PROFESSIONAL

PUBLIC

## **Goals**

GOALS AND SELF-ASSESSMENT (Nursing only)

- Goals for previous and upcoming years, scholarship/research trajectory, self-assessment rating

GOALS AND DEVELOPMENT PLAN (Health Sciences only)

- Self-evaluation of teaching effectiveness and scholarly effort, development plan

ANNUAL GOALS (Dentistry only)

- Teaching, research, or service goals for the year, including goal objectives, resources needed, target date, and outcome

#### **4. Additional Resources**

For additional information about Marquette's online Faculty Activity Reporting system, please see [www.marquette.edu/oira/far](http://www.marquette.edu/oira/far)

Contact your college's FAR representative with any college-specific inquiries. See this link for a list of college contacts. [http://www.marquette.edu/oira/far/College\\_Contacts.pdf](http://www.marquette.edu/oira/far/College_Contacts.pdf)

Please contact [far@marquette.edu](mailto:far@marquette.edu) with any other questions.