

Outline of Activity Reporting in F180

1. University initiates faculty input period for each semester and notifies the departments the activity reporting period is open.
2. Faculty member logs into Interfolio and reports on their activity for the specified term.
 - a. How to report activity:
 - i. Click on the task on the dashboard for the reporting period.
 - ii. Verify the courses listed by clicking the Add button to the right of each course. If a course was part of an overload assignment, mark Yes in the drop down. If a course was taught as ASL, mark Yes in the drop down. Click OK to save and return to course list. Repeat this step until all courses are verified. If a course was not taught, click on the Course Not Taught checkbox to the right of the course.
 - iii. In subsequent sections on the Activity Report, verify any information that is flagkick off the workflow.

ows Faculty Activity Report for the specified term.

faculty activity reports:

University will notify departments when the reporting deadline for faculty reports has passed.

Administration > Administration > Approve Faculty Input > click on eye icon to appropriate Input Task (i.e. Activity Report -

