

Faculty Annual Report Guide: Navigation

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Accessing Interfolio through Agora Portal

1. Log into Agora Portal.
2. Click on **Faculty Annual Reports** under *Academics and Courses*.

The screenshot shows the Boston College Agora Portal interface. At the top, there is a dark red header with the Boston College logo and name. Below this is a navigation bar with 'Agora Portal' on the left, a search icon and 'SEARCH' in the middle, and a 'MY FAVORITES' icon on the right. The main content area is titled 'My Services' and includes a sub-header with the text: 'Please call the BC Help Center at 2-HELP (617-552-4357) if you need assistance.' Below this, there are three columns of service links:

- Academics and Courses:** Canvas Learning Management System, Career Services, Classmate Roster / My Courses, Course Evaluations, Course History, Course Information and Schedule, Current Courses and Grades, Enrollment Certification Request, Exam Schedule, **Faculty Annual Reports** (highlighted), Faculty Search, Review, and P&T, Register for Courses, Transcript Request and Status, iClicker@bc.
- Account and Personal Info:** Academic Advisor, Address/Phone/Emergency Contact, Applicant Status, Campus Loans, Change BC Password, Change Challenge Questions, Change Secondary Password, Demographic, Diploma Name Information - View/Update, Eagle One Card - Add Funds, Eagle One Card Activity Summary, Eagle One Card Deactivate (Lost/Stolen), Grant Third Party (Proxy) Access to My Account, Medical Insurance, My Bill, Parking Permits and Citations, Privacy Preferences Confirm/Review, Request Student Account Refund, Update Your Address/Phone/Emergency Contact Information.
- Common Services:** Campus Groups, Directory Search, **Email Services:** Address/Alias Settings, Enter Gmail, Event Space Reservation System, MyBC, Voice Mail - Inbox/Preferences.

Home Page

The screenshot shows the Home Page of the FAR system. At the top is a dark red header with a close button (1), the Boston College logo, and a user profile picture. Below the header is a navigation menu (2) with items: Home, Your Packets, My Tasks (1), and a search bar. The main content area shows 'Faculty180' with '1 Unread Tasks' and '0 Read Tasks'. A table lists tasks, with one entry: '2020 Faculty Annual Report' with a due date of '2020-11-09 1:37 pm - Ongoing'. A left sidebar contains various menu items: Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. At the bottom left, there is a copyright notice for Interfolio, Inc. and a link to Program Policies.

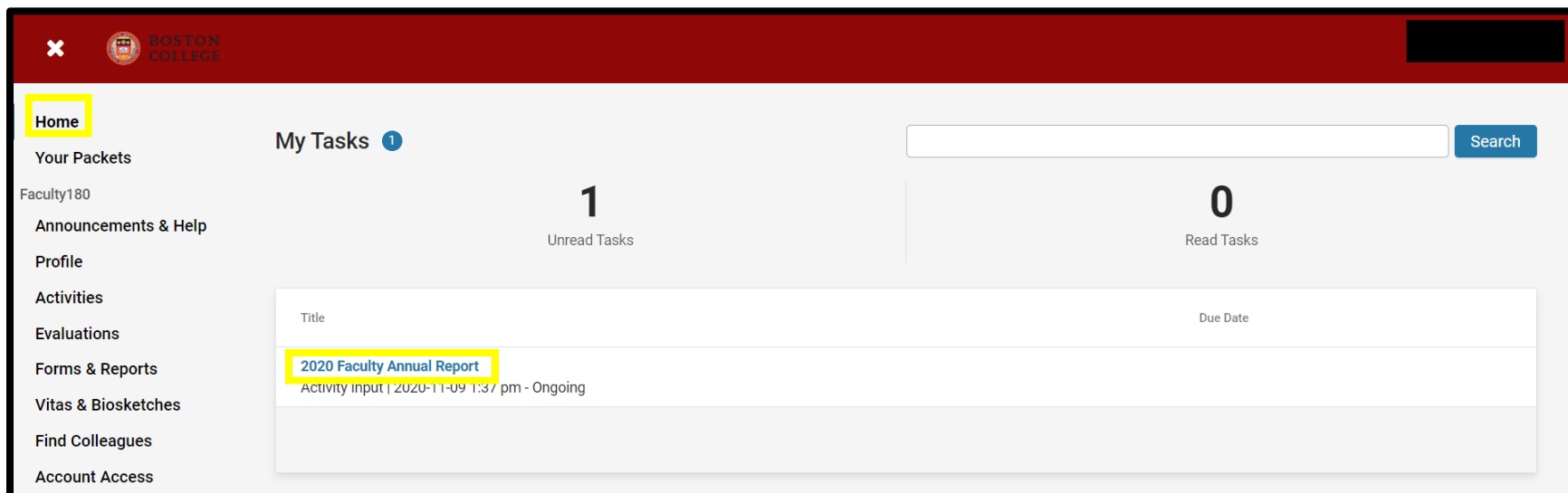
Note. The menu on the left shows only the Faculty180 menu for FAR, but you will also see an additional menu for Faculty Search in your account.

- 1 will close the side menu and will open it again.
- 2 This is the main navigation menu. **Home** brings you to the page shown. **Announcements & Help** includes Interfolio Announcements, Institutional Announcements, and Institution FAQ's. **Profile** contains demographic information about yourself and your educational and work experiences. **Activities** are where you enter your yearly activities and accomplishments (e.g., advising). **Evaluations** is for department chairs and deans to review submitted FARs and leave requests. **Forms & Reports** allows you to find current reports to complete and past reports completed, e.g., COI/COC and FAR forms. It also allows you to create customized reports of your activities. **Vitas & Biosketches** allows you to print standardized CVs and FARs, and link to your ORCID account. **Find Colleagues** allows you to find colleagues at Boston College. **Account Access** enables you to delegate account access to other users.
- 3 **My Tasks** lists tasks in your queue.

Accessing Activities

There are two ways to input your Activities.

1. Action Item on your Home page: Click **20XX Faculty Annual Report** (note the year will be updated annually).



This will take you to the current **20XX Faculty Annual Report** page (also listed under **Forms & Reports** on the left hand side menu), which lists all the activities you may wish to add or update for the calendar year report. Note that this view will only list all activities covered by the current year’s **Faculty Annual Report**. To view all your previously input activities, follow option 2 (on page 6) below.

Activity Input

If you have questions/feedback on the system, or if you notice any incorrect data in your records, please email bcfarhelp@bc.edu

2019 Faculty Annual Report

Activity Period: Spring 2019 - Fall 2019 Status: Not Submitted, Last updated on Nov 25, 2019 Spring 2019 - Fall 2019 Workload Total: Preview:

Jump to Section ▾ Show All | Hide All






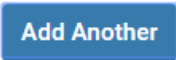
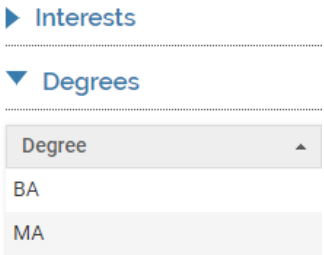



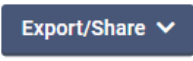
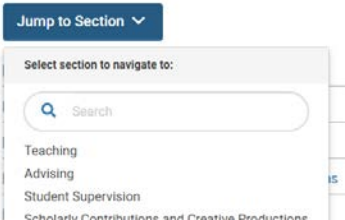
▶ Instructions		
▶ Teaching		? Help
▶ Advising		? Help
▶ Student Supervision	Activities require your attention	? Help
▶ Scholarly Contributions and Creative Productions	Activities require your attention	? Help
▶ Grants		? Help
▶ Service: Institutional Committees	Activities require your attention	? Help
▶ Service: Other Institutional Service	Activities require your attention	? Help
▶ Service: Professional	Activities require your attention	? Help
▶ Service: Community	Activities require your attention	? Help
▶ Faculty Development Activities Attended		? Help
▶ Consulting		? Help
▶ Narrative		? Help
▶ Honors		? Help

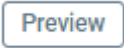

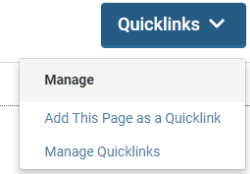







Courses taught for the (calendar) year will be prepopulated under the **Teaching** section. Unless you have been adding activities that have a **start** and **end semesters** covered by the current year, the rest of the sections will be empty. Sections that have a red **“Activities Require Your Attention”** indicate that previously reported activities have an *Ongoing* end semester and need to be updated to reflect an end period or require confirmation that the activity remains ongoing.






2. A second way to input activities is through the **Activities** section on the left-hand menu. Using this method to access activities allows you to view all the activities you have previously entered in the system and not just the current year. This access is available throughout the year, and allows you to input activities as they occur or end without waiting for the yearly Faculty Annual Report.

The screenshot displays the Boston College Faculty180 interface. On the left-hand side, a navigation menu is visible with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, **Activities** (highlighted with a yellow box), Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area features a header with the Boston College logo and a navigation icon. Below the header, there is a yellow banner with the text: "This page is the general activity form that has all the information you've entered. You also have open requests from your institution to submit information about your activities." and a purple button labeled "Go to Activity Input Request". A "Jump to Section" dropdown menu is positioned below the banner. The main content area lists various activity categories, each with a right-pointing arrow and a "Help" link: Teaching, Advising, Student Supervision, Scholarly Contributions and Creative Productions, Grants, Service: Institutional Committees, Service: Other Institutional Service, Service: Professional, Service: Community, Faculty Development Activities Attended, Consulting, Narrative, and Honors. At the bottom left of the main content area, there is a "Go Back" link. The footer of the page contains the copyright information: "© 2020 Interfolio, Inc. Program Policies".

Navigation Buttons

Name	Icon / Button	Function
Activity Actions		<p>The edit button  allows you to edit an item on a row.</p> <p>The delete button  removes an item in a row.</p> <p>The duplicate button  copies an item into a new row.</p>
Add		Click to add a new activity.
Add Another Attachment		Click to add another attachment to an activity.
Collapse/Expand		<p>A section is collapsed when the arrow is pointing to the right: </p> <p>A section is expanded when the arrow is pointed downward: </p>
Edit		Click to edit fields.
Export/Share		This allows you to export a report into a Word document or PDF.
Jump to Section		This menu lets you jump to a section instead of manually scrolling. It is a useful tool if the webpage is long.

<p>Preview</p>		<p>Use this button to generate a PDF preview of your Faculty Annual Report (see section on Previewing and Submitting Your Report for additional information).</p>
<p>Print</p>		<p>This opens a new window to show you a print preview of your report. Use your browser’s print menu to print the report.</p>
<p>Quicklinks</p>		<p>This is a customized set of links in the system for you to jump to a section at anytime. You can also manage your list of Quicklinks.</p>
<p>Refresh Vita</p>		<p>Use this button to reload a report with updated information based on display options that you have changed.</p>
<p>Save and Cancel</p>		<p> Saves your information on that page but does not leave the page.</p> <p> Saves your information on that page and brings you to a new blank page in that same category (e.g., another grant).*</p> <p> Saves your information on that page and brings you back to the previous page.</p> <p> Leaves that page without saving any new information. You will receive the following warning:</p> 

		* This is different from the “Add Another Attachment” button described above.
Show All/Hide All	 Show All  Hide All	Show All will expand all sections on the page while Hide All will collapse all sections on the page.
Submit For Review		When you are ready to submit your Faculty Annual Report, you may click this button. The task prompt for your FAR will disappear from your Home Dashboard, but you may access activities anytime by using the left-side Activities menu (see p. 6).
View		Redirects to a new page with a report shown.
View All		Use this button to view all entries in a specific category.

Fields

Fields with an asterisk are required. For example, Start Date is required, but Award Date is not, in this example.

Award Date	<input type="text"/>
Start Date*	<input type="text"/>

Instead of typing a date manually, you can select a date on the pop-up calendar:

Award Date	<input type="text" value="2018-04-10"/>																																										
Start Date*	<div style="border: 1px solid #ccc; padding: 5px;"> ◀ Apr ▼ 2018 ▼ ▶ </div>																																										
End Date																																											
Number of Periods*	<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr> <td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
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