



2014

FAS User Guide

Faculty

February 6, 2014

Loyola University Chicago

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SECTION 1: *Introduction*

Welcome to Faculty Activity System (FAS) ! *FAS* is a fully customizable online information management system designed to organize and store your teaching, research, and service activities. *FAS* is a customized system built for Loyola University Chicago provided by Digital Measures. Digital Measures has similar systems in place with hundreds of campuses in more than twenty-five countries to manage critical information for accreditation and personnel management. It provides the most reliable, versatile, and secure solution for leveraging your teaching, research, and service information.

FAS eliminates the time-consuming and often tedious task of gathering and compiling data to build reports, saving you time and effort by eliminating the need to manually prepare activity data each time it is requested. *FAS* can be accessed at any time, day or night, from anywhere you have a secure Internet connection.

About DigitalMeasures

Digital Measures makes web-based software for higher education and is headquartered in Milwaukee, Wisconsin. The company was founded in 1999 with the implementation of an online course evaluation system within the University of Wisconsin (UW) System. Word quickly spread to other UW System campuses, then to schools across the United States. Today, Digital Measures flagship solutions are trusted by more than 1,500 campuses in more than twenty-five countries. Find out more [here](#).

FAS Benefits to Faculty Users

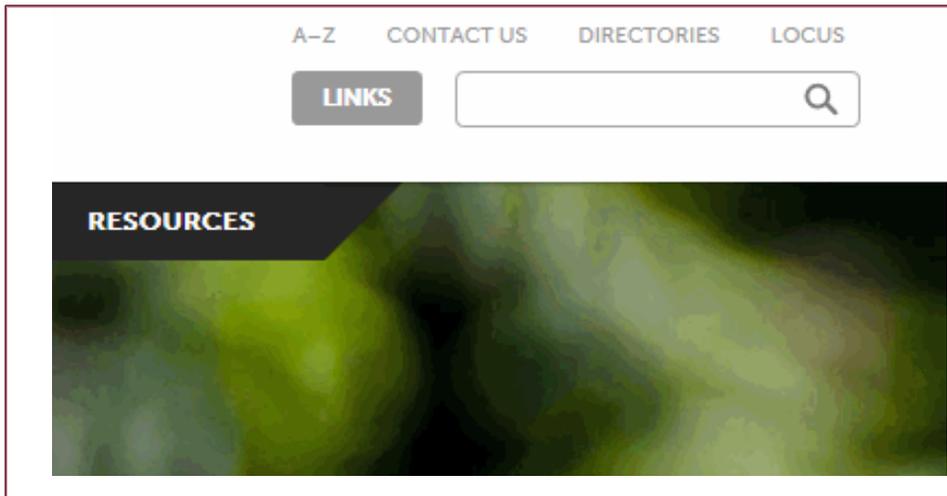
FAS eliminates periodic, recurring requests for information on users' teaching, research, and service activities. Reports for personnel review procedures, such as annual faculty assessment, promotion and tenure, or reports for other stakeholders, such as faculty rosters and vita, can all be generated once activity data have been entered in *FAS*. It provides a single convenient place for users to maintain their activity data, and can be accessed easily to generate these reports. The main takeaway for faculty is that *FAS* allows its users to enter information one time and use it many times after that, making it an efficient and effective way to store your work and activities.

About This Guide

This guide provides you, the faculty user, with the information you need to understand the basic structure and function of *FAS*. It is designed to be a faculty guide for the practical use and overarching utility of *FAS*.

SECTION 2: Logging into FAS

To access FAS simply go to the Loyola University Chicago [homepage](#) and click on the **Links** tab on the upper right-hand side of the screen. From there, click on the link to the **LOCUS** portal. Once this step has been completed, you will be prompted to enter the same Loyola I.D. and password you use to access other administrative applications.



After your username and password have been authenticated you will be brought to the *LOCUS* interface. On the right-hand side of the screen you will see a link titled *FAS* (displayed on lower left). Click on the *FAS* link and you will enter the system. It is that easy!



***NOTE:** All full-time faculty should have access to *FAS* via *LOCUS*. If access is denied or the link does not appear, please contact Fraser Turner at the Office of Institutional Research at fas@luc.edu to have the issue resolved.

SECTION 3: Overview of FAS

After logging into *FAS* via *LOCUS* all users are first brought to the **Dashboard** utility. The Dashboard utility shows you important details about your instance of *FAS* at a glance. Every time you access the Dashboard it is refreshed to reflect the most recent activity in *FAS* and available functionality. The following page displays a snapshot of how your dashboard will appear as well as a brief overview of each section and link of the dashboard.

FAS is comprised of several different components, all of which share common basic elements (see image above). The following list highlights the common features users will see when first signing into FAS.

1. The **Loyola University Chicago Logo** and **FAS Banner**
2. A personal welcome message.
3. The **Left-Hand Menu** for FAS (detailed later).
4. Main content for each utility, each of which is described briefly in this guide.
5. The **Rapid Reports** and **Pasteboard** features (detailed later)

SECTION 4: Manage Your Activities

The **Manage Your Activities** utility (displayed below) enables you to keep track of your own teaching, research, and service activities.

Welcome, John Doe. Monday, February 17, 2014

Watch a [video](#) or download a [guide](#) on how to manage your activities.
Note that you are requested to enter at least the last **five** years of your information.

Activities Database Main Menu

FAS is currently performing scheduled maintenance of several data records. As a result some screens or data fields may be unavailable at this time.

General Information

- ▶ [Personal and Contact Information](#)
- ▶ [Administrative Data - Permanent Data | Yearly Data](#)
- ▶ [Workload Information](#)
- ▶ [Academic, Government, Military and Professional Positions](#)
- ▶ [Administrative Assignments](#)
- ▶ [Awards and Honors](#)
- ▶ [Professional Memberships](#)
- ▶ [External Connections and Partnerships](#)
- ▶ [Consulting](#)

Individual Education and Professional Development

- ▶ [Education](#)
- ▶ [Licensures and Certifications](#)
- ▶ [Faculty Development Activities Attended \(e.g. conference attendance, workshops\)](#)
- ▶ [Active/Ongoing Professional Development Activities & Best Practices](#)

Teaching and Instructional Activities

- ▶ [Non-Credit Instruction Taught](#)
- ▶ [Academic Advising](#)

Rapid Reports PasteBoard Hide

Copy-and-paste content from other sources into the PasteBoard, then drag-and-drop or copy-and-paste text into the fields above.

[CLEAR THE PASTEBOARD](#)
What is the PasteBoard?

The instructional text on the top of the Manage Your Activities page will always contain links to faculty training materials, including a two-page faculty guide and a seven-minute faculty training video.

The Manage Your Activities page includes links to each of the sections and data collection screens in FAS. The **General Information, Individual Education and Professional Development, Teaching and Instructional Activities, Scholarship/Research,** and **Service and Experience** sections that organize the data will be explained in greater detail in the following section.

An expandable window (indicated by the arrow) is available from the Manage Your Activities page that can be used to create **Rapid Reports** or to access the **PasteBoard** feature for easy entry of data into FAS.

Rapid Reports provides a way for you to quickly and easily run reports on the data in your FAS profile. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the flexibility to easily see the effect the data you enter has on your reports.

The PasteBoard enables you to copy up to 4K (4,000 bytes) of text from another document, such as your existing vita, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a system field to paste it into that field. This tool saves you the time of manually reentering your complete vita information into FAS.

SECTION 5: Key Sections and Data Entry Screens

As mentioned above, the Manage My Activities utility enables you to keep track of your own teaching, research, and service activities. The following will highlight each of these key sections in the Manage My Activities utility and their respective data entry screens in FAS. The five key sections (displayed below) are, General Information, Individual

General Information

- ▶ [Personal and Contact Information](#)
- ▶ [Administrative Data - Permanent Data | Yearly Data](#)
- ▶ [Workload Information](#)
- ▶ [Academic, Government, Military and Professional Positions](#)
- ▶ [Administrative Assignments](#)
- ▶ [Awards and Honors](#)
- ▶ [Professional Memberships](#)
- ▶ [External Connections and Partnerships](#)
- ▶ [Consulting](#)

Individual Education and Professional Development

- ▶ [Education](#)
- ▶ [Licensures and Certifications](#)
- ▶ [Faculty Development Activities Attended \(e.g. conference attendance, workshops\)](#)
- ▶ [Active/Ongoing Professional Development Activities & Best Practices](#)

Teaching and Instructional Activities

- ▶ [Non-Credit Instruction Taught](#)
- ▶ [Academic Advising](#)
- ▶ [Directed Student Learning and Supervisory Activities](#)
- ▶ [Fundamental Professional Responsibilities](#)
- ▶ [Program Development](#)

Scholarship/Research

- ▶ [Intellectual Contributions, Journals](#)
- ▶ [Intellectual Contributions, Excluding Journals](#)
- ▶ [Presentations and Conference Contributions](#)
- ▶ [Artistic and Professional Performances and Exhibits](#)
- ▶ [Intellectual Property \(e.g., copyrights, patents\)](#)
- ▶ [Media Contributions](#)
- ▶ [Contracts, Fellowships, Grants and Sponsored Research](#)
- ▶ [Research Projects and Research Focused Activities, Past and Current](#)

Service and Experience

- ▶ [University](#)
- ▶ [College](#)
- ▶ [Department](#)
- ▶ [Editorial and Review Activities](#)

Education and Professional Development, Teaching and Instructional Activities, Scholarship/Research, and Service and Experience.

All of the key sections and data entry screens have several useful features. When you first click on a data entry screen you will be brought to a screen that will detail previous records entered by you, or on your behalf (see next page).

From this page, you can opt to edit, copy, or delete an existing entry and enter a new record by clicking the **Add A New Item** link. If you select to edit or add a new item you will be brought to the data entry screen.

The data entry screens (displayed below) contain different types of fields with options relating to the specific topic. Required fields are noted with a * red asterisk indicating which fields must be completed to save the record. Once the record is saved it will be reflected in your profile or in the profile of the user being managed.

Activities Database

Education RETURN TO MAIN MENU

SEARCH

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator , Fraser Turner, by clicking [here](#).

Items added to Education	EDIT
PhD University of Florida Psychology 1998	
MS University of Florida Psychology 1995	

Activities Database

Education RETURN TO MAIN MENU

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, Fraser Turner, by clicking [here](#).

SAVE AND RETURN
RETURN (CANCEL)

Degree	PhD
Explanation of "Other" (250 Characters Max.)	
Institution	University of Florida
City	Gainesville
State	FL
Country	USA
Emphasis/Major	<input style="width: 150px;" type="text" value="Psychology"/>
Supporting Areas of Emphasis	<input style="width: 150px;" type="text" value="Cognitive and Sensory Processes"/>
Dissertation/Thesis Title	<input style="width: 150px;" type="text" value="Children's and Adults' Prosocial Behavior in Real a"/>
Honor/Distinction	<input style="width: 100px;" type="text" value=""/>
Transcript	<input style="width: 100px;" type="text" value="Store file"/>
Year Completed or Expected Completion *	<input style="width: 50px;" type="text" value="1998"/>

SAVE AND RETURN
RETURN (CANCEL)

Legend: * Required

Certain fields containing existing data are marked as read-only. Though the information will be displayed on the interface, the user cannot change the data. All screens containing read-only data contain a link providing a contact option to request information be changed if it is incorrect or outdated.

General Information

General Information

- ▶ [Personal and Contact Information](#)
- ▶ [Administrative Data - Permanent Data | Yearly Data](#)
- ▶ [Workload Information](#)
- ▶ [Academic, Government, Military and Professional Positions](#)
- ▶ [Administrative Assignments](#)
- ▶ [Awards and Honors](#)
- ▶ [Professional Memberships](#)
- ▶ [External Connections and Partnerships](#)
- ▶ [Consulting](#)

The General Information section contains data entry screens ranging from personal and contact information to professional memberships.

Individual Education and Professional Development

The Individual Education and Professional Development section highlights activities relating to educational history and development activities performed. This includes screens detailing your formal education as well as licensures and certifications.

Individual Education and Professional Development

- ▶ [Education](#)
- ▶ [Licensures and Certifications](#)
- ▶ [Faculty Development Activities Attended \(e.g. conference attendance, workshops\)](#)
- ▶ [Active/Ongoing Professional Development Activities & Best Practices](#)

Teaching and Instructional Activities

The Teaching and Instructional Activities section provides a location to record all types of teaching related activities. These activities range from academic advising to scheduled teaching. As you might imagine it would be quite challenging to record all

Teaching and Instructional Activities

- ▶ [Non-Credit Instruction Taught](#)
- ▶ [Academic Advising](#)
- ▶ [Directed Student Learning and Supervisory Activities](#)
- ▶ [Fundamental Professional Responsibilities](#)
- ▶ [Program Development](#)

of your courses taught over the years. For this very reason you will find that the recent courses taught have already been loaded into the system for you.

Scholarship/Research

Scholarship/Research

- ▶ [Intellectual Contributions, Journals](#)
- ▶ [Intellectual Contributions, Excluding Journals](#)
- ▶ [Presentations and Conference Contributions](#)
- ▶ [Artistic and Professional Performances and Exhibits](#)
- ▶ [Intellectual Property \(e.g., copyrights, patents\)](#)
- ▶ [Media Contributions](#)
- ▶ [Contracts, Fellowships, Grants and Sponsored Research](#)
- ▶ [Research Projects and Research Focused Activities, Past and Current](#)

The Scholarship and Research section covers all professional activities that relate to research, scholarship, and publishing. This includes journals, exhibits, books and chapters, and conference participation/contributions.

Activities Database

Intellectual Contributions, Excluding Journals [RETURN TO MAIN MENU](#)

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

Contribution Type:

Explanation of "Other":

Type of Creative Work, if applicable:

Current Status:

Title of Contribution:

If this is part of a larger work or the review of another work (e.g., a chapter in a book or a book review), Title of Larger Work:

Authors
Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author				
People at Loyola University Chicago	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Doe, John: jdoe				

2nd Author				
People at Loyola University Chicago	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Doe, Jane: jdoe1	John	M	Doe	

3rd Author				
People at Loyola University Chicago	First Name	Middle Name/Initial	Last Name	If a student, what is his/her level?
Please select...	Phil		Mareas	

Many of the screens in this section include the User Reference tool. This feature allows users to identify other LUC users in FAS on records which they may have been involved with. For instance, if John Doe co-authored a journal article with his colleague at LUC Jane Doe, he could simply find her name using the LUC user dropdown list and include her on the record/citation. This record then updates an entry in Jane Doe's user profile in FAS.

Service and Experience

Service and Experience

- ▶ [University](#)
- ▶ [College](#)
- ▶ [Department](#)
- ▶ [Editorial and Review Activities](#)
- ▶ [Professional](#)
- ▶ [Public](#)

The Service and Experience section houses screens to enter records covering all facets of service. This section includes screens ranging from university service to activities relating to editorial and review efforts.

SECTION 6: Run Custom Reports

Run Custom Reports is a template-based reporting utility. Here you will find select reports that come with FAS, as well as custom reports you have built. Commonly used report templates can be submitted in the form of a work request (explained in the following section) and saved for easy repeated use within your FAS profile.

Manage Your Activities

- Run Custom Reports
- Contact Our Helpdesk
- Privacy Statement
- Change Your Password
- Logoff

Welcome, John Doe. Thursday, February 6, 2014

Run Custom Reports allows you to obtain reports that use specialized formatting and other custom data manipulations.

Run a Report

- Select the report to run.
Vita
[Details of how this report is built...](#)
- Select the date range to use. [More Information >>](#)
Start Date: Jan 01 1973
End Date: Dec 31 2014
- Select the file format. [More Information >>](#)
Adobe PDF
- Select the page size. [More Information >>](#)
Letter

BUILD REPORT

John Doe
Loyola University Chicago
Department of Psychology
Email: jdoe@luc.edu

Education

PhD, University of Florida, 1998.
Major: Psychology
Supporting Areas of Emphasis: Cognitive and Sensory Processes
Dissertation Title: Children's and Adults' Prosocial Behavior in Real and Imaginary Social Interactions

MS, Loyola University Chicago, 1995.
Major: Psychology
Dissertation Title: Investigating the Role of Executive Processes in Young Children's Prospective Memory

BS, University of Central Florida, 1993.
Major: Psychology

Professional Positions

Academic - Post-Secondary

Associate Professor, Loyola University Chicago. (August 2005 - Present).

Assistant Professor, Loyola University Chicago. (August 2001 - August 2005).

Once the user selects the **Build Report** button the system will automatically generate the report selected. The reporting feature exemplifies the key mission of FAS. Enter information once, use it multiple times.

In the same way users would generate a CV using the custom reporting feature, they can also run an up to date version of their own *Annual Faculty Performance Report (displayed below)*. Having the ability to run this report individually allows the user to view the report and check for potential inaccuracies or missing data prior to the formal review process. This report is populated using the records you enter into FAS, thus removing the need for repeated manual entry or any calculations.

LOYOLA UNIVERSITY OF CHICAGO

ANNUAL FACULTY ASSESSMENT SUMMARY

Academic Year 2013-14

Name: Doe, John
 Faculty Rank: Associate Professor
 School/College: College of Arts and Sciences
 Department/Division: Department of Psychology
 Administrative Role: NA
 Other Workload Information:

Up to 30 words.
Example: During 2014, Dean Name asked me to work on a project to help develop a dual-degree program with International University.

TEACHING

Summary of Courses Taught

# Courses Taught	4	Mean Average <i>GPA</i>	3.1
Credit Hours	12	% Students Earning A	33.5
Enrollment Total	129	% Students Earning B	30.2
Enrollment Average Per Class	32.25	% Students Earning C	19.8
Average Idea Summary Score -Raw	4.0	% Students Earning D	15.5
Average Idea Summary Score -Adjusted	3.7	% Students Earning F	1

Individual Course Detail (1 table per course)

Course Title	General Psychology
Course number	PSYC 101

SECTION 7: *Contact Our Helpdesk*

The **Contact Our Helpdesk** link provides a channel for all users in the system to receive assistance in all matters impacting their use of *FAS*. Additionally, it serves as means to provide commentary or recommendations to improve aspects of *FAS*.

Welcome, John Doe. Thursday, February 6, 2014

The form below will open a helpdesk inquiry to resolve any questions, comments, or problems that you have encountered regarding *FAS*. Please complete the fields below. Entering more information than less is always preferable and will allow us to provide more detailed assistance to you.

NOTE* Administrators looking to submit work requests (data input, screen modifications, report templates, etc.) please use the Submit Your Feedback form located on the left-hand menu.

Contact Our Helpdesk

Your Contact Information

Name
E-mail Address

I want to remain anonymous
Note: If you need a response, do not select this option

Feedback

To submit a proposal to have a custom report created for your profile please contact the administrator overseeing *FAS* for your department or college, and they can submit the request on your behalf.

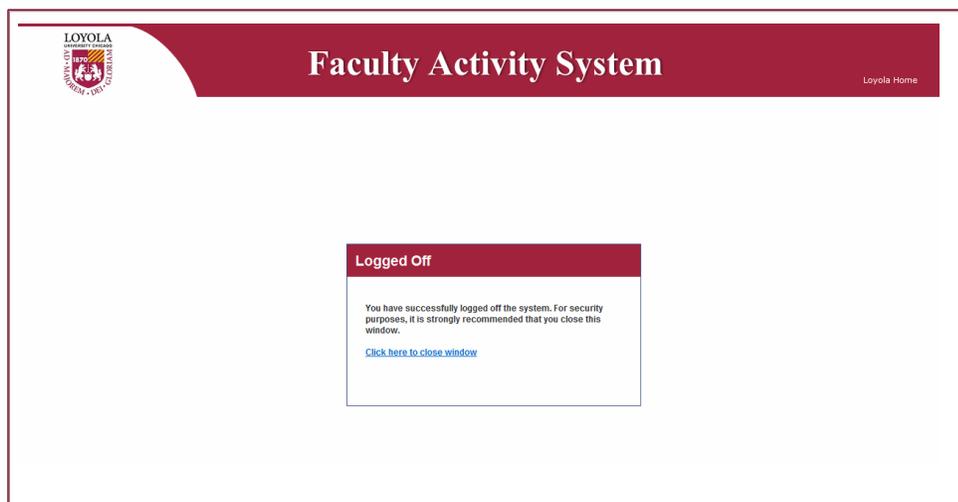
SECTION 8: *Privacy & Security*

The protection of your data and the assurance of your privacy are the paramount concern of *FAS* and Digital Measures. Many steps have been taken to create a safe environment for your information while still making it easy for you to securely access it. For additional information on the security of your data please click [here](#).

In addition to security, the privacy of your information is of utmost importance. Your user profile in *FAS* is not visible to other faculty members and is secured by your authentication details when signing into the *LOCUS* portal. The same applies to reporting, as other faculty members cannot run reports that include your data. Only those administrators with existing access to review data associated with your academic division can view and run additional reports.

SECTION 9: *Logoff*

Once you have finished all activity simply click the **Logoff** link located in the left-hand menu that will log you off of *FAS*. You will have to authenticate again to begin a new *FAS* session. Sessions automatically time out after 90 minutes of inactivity.



NOW GIVE FAS A TRY

This guide provides a very basic overview of the function and look of *FAS* for faculty. If additional assistance is needed please watch this video [tutorial](#) provided by Digital Measures. We suggest exploring the system yourself, getting a feel for the interface and using some of the functional tools *FAS* provides.