Interfolio Faculty 180 (F180)
User Guide – for Administrators

Faculty Activity Reporting

Office of Institutional Effectiveness
interfolio@luc.edu
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Welcome to F180 at Loyola University Chicago!

Interfolio F180 (also known as Faculty 180) is the new university-wide faculty activity system. This system will capture the range and diversity of faculty scholarly, creative, teaching and service activities, including (but not limited to) journal articles, book chapters, videos, conference proceedings and computer science code.

F180 can also be used to create program reviews and departmental reports, university accreditation reports, and university-wide directories.

This manual will walk you through the basics of the Administrator functions. The manual will be updated as the university implements additional features.

For questions/issues about Interfolio Faculty 180, email interfolio@luc.edu.
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Logging into F180

There are two ways to log into F180. The easiest way is to use the link on the Loyola Chicago F180 webpage: https://www.luc.edu/f180 and click this button:

After clicking on the link, skip to Step 4 below.

The second method is to navigate to https://account.interfolio.com/login, and follow the steps below.

**Step 1:** Click on “Sign in with Partner Institution”
**Step 2:** In the space provided, begin to type “Loyola University Chicago” – the list will update with available institutions. Select “Loyola University Chicago”.

**Step 3:** Click “Sign in”
**Step 4:** The LUC SSO sign in page appears on the screen, enter your luc.edu email address, and click “Next”.

**Step 5:** Enter your Loyola password and click “Sign in”.

You should now be redirected to your personalized Interfolio F180 Homepage/Dashboard.
Navigating F180

This section of the manual offers some useful tips when navigating F180.

When you log into F180, one of the first things you will see is the menu bar on the left side of the screen. This menu allows you to navigate the different sections of F180. Each of these sections will be explained in later sections of the manual. Clicking the button collapses the menu bar so you can utilize more of the screen for your data entry. Clicking the hamburger (button expands the menu again if it has been collapsed.

One of the most important sources of information when filling out activities or forms is the help text that is associated with a form or section. Whenever you click this button, a popup will appear that offers additional guidance and information.
F180 uses many buttons with icons to perform actions on data you have entered or when you are requested to enter data in a form. Below are some common buttons, as well as an explanation of the action that occurs when they are pressed.

- Clicking on this icon allows you to edit a form or entry.
- Clicking on this icon deletes the form or entry. CAUTION: This is permanent and can’t be undone.
- Clicking on this icon duplicates a section or entry to make it easy to enter similar actions entered previously.
- Clicking on the icon allows you to “drill down” to view additional menus or forms in F180.
- This icon on a field or section indicates it is locked and can’t be altered.

F180 offers a few different options to save whenever activities are entered into the system. A good result to follow is to save your information often as you enter it, making note of the different save options. Below is a screenshot of the options and explanation of what each performs.

**Save**: Clicking this button will save your activity or form but remain on the page. If you click this button, then enter another form or activity and press this button a second time, your previous work will be overwritten.

**Save and Add Another**: Clicking this button will save your entered activity or form, and then clear the form for you to enter a new activity.

**Save and Go Back**: Clicking this button will save the activity or form and take you back to the main page for the section.

**Cancel**: Clicking this button clears the form and cancels anything you have entered into an activity or form.
At the top of every section page, there is a “Quicklinks” option.

When you are on a page you use often, and would like to be able to go directly to that page quickly in the future, you can click on this dropdown and select “Add This Page as a Quicklink” - The page will then appear as an easy option in the drop down every time you log into in F180 and allow you to navigate to it directly.
Home Page / Dashboard

When you log into F180, the webpage directs you to your own personalized dashboard. Here, you will find notes from Interfolio as well as a section that directs you to your current assigned tasks. This is where Annual Reviews and other processes will be announced, and you will be given clickable links to complete the tasks.

These are clickable links, allowing you to directly go to a form that you are requested to complete.

In this example, there are 4 new (unread) tasks. Once a task is viewed, but still not completed, it will be added to the “Read Tasks” number.
Further down the homepage, F180 offers quick ways to add activities without having to navigate to a different page. The “Add Activity” section allows you to select an activity from a drop-down list, and then takes you to the form to enter the necessary information. The “Import Activities” button allows you to import citations from an established source. Once clicked, F180 will walk the user through the process.
Announcements & Help

The Announcements and Help page is where any announcements will be posted, as well as information about how to get assistance with F180 which will appear as a FAQ section at the bottom of the page. The FAQ section will be expanded as common issues or questions arise.
Annual Reviews / Initiated Input Periods

When an initiated input period is started, faculty will receive a message on their homepage requesting they update their activities and complete the annual review form that was created for your school. The Office of Institutional Effectiveness held meeting prior to the launch of any F180 Annual Review Process to create a form that was as close as possible to your prior Annual Review process. These forms should not be altered once an initiated review has begun, and only minimal edits are possible without effecting those review forms already completed by faculty.

In order to review which faculty have submitted their form, you can click through the following:

1 – First click on “Administration” in the left hand navigation menu, which opens up the administration option.
2 – Click on “Administration” in the menu that appears, and that will take you to the Administration page.
3 – Click on “Approve Faculty Input” – this will take you to the “Approve Faculty Input” page.
Once an administrator opens the “Approve Faculty Input” page, they will see a list of the Annual Reviews they have access to and should approve. Administrators will see a listing for their school/unit, they should click on the eyeball next to that row (see above).
They will then see a listing of departments for which they have access. They can then click the eyeball icon next to their department (see above). Administrators to units with multiple departments will have a row for every department. Once you click on the appropriate (or one department) listed, the following screen will appear:

There are several screens of not here. The first are noted with the green arrow and circles. If a faculty member has submitted their annual review, a date will appear in the “Submitted Date” column. Clicking on the eyeball under the purple arrow (in the purple highlighted area) will bring up a printable view of what the faculty submitted. Clicking on the eyeball under the orange arrow (in the orange highlighted area) will bring up the activities page of the Annual Review for the faculty member. This looks just like the general activities page, with the exception of all of the Annual Review forms for the units at near the bottom - one for the faculty, and at least one more for the faculty’s supervisor. Some faculty are reviewed by chairs, and then again by the dean – in this instance, both will have separate forms.
Below is an example of the Chairperson review section from one of the units. Chairs/deans, can click on the “Add” button under the section to add their reviews of the faculty member.

```
<table>
<thead>
<tr>
<th>Faculty Rank</th>
<th>Research Teaching Status</th>
<th>Teaching and Student Engagement</th>
<th>Teaching and Student Engagement Comments</th>
<th>Intellectual Contributions/Professional Development</th>
<th>Intellectual Contributions/Professional Development Comments</th>
<th>Service</th>
<th>Service Comments</th>
<th>Comments</th>
<th>Weighted Teaching and Student Engagement</th>
<th>Weighted Intellectual Contributions/Professional Development</th>
</tr>
</thead>
</table>

No data available in table
```
Once a chair or dean clicks on the “add” button, they are taken to the faculty review page for their unit. This is where chairs/deans can enter their numerical ranking, comment on those rankings, or any other questions or sections that a particular unit uses during Annual Reviews.

Once the chair/dean fills out this form, they can click on “Save and Go Back” to return to the page to review other faculty in their department. Once all faculty, chairs, and deans have filled out their annual review forms for faculty, the F180 portion of the Annual Review is complete.
Help and FAQs

The Loyola University Chicago Interfolio team can be reached at interfolio@luc.edu. Please email the team with any questions, recommendations, or comments so that we can make F180 work better for you, your colleagues, and the university.

In the future, Loyola University Chicago will have its own set of frequently asked questions. Once established, a link to that information will be placed here.

**Links to sources of information:**

A faculty user training video is available on the F180 website:

[https://www.luc.edu/f180](https://www.luc.edu/f180) - look under the “Faculty Users” section near the bottom of the page.

Interfolio Faculty User FAQs:


Interfolio Faculty Help website:

[https://product-help.interfolio.com/m/68320](https://product-help.interfolio.com/m/68320)