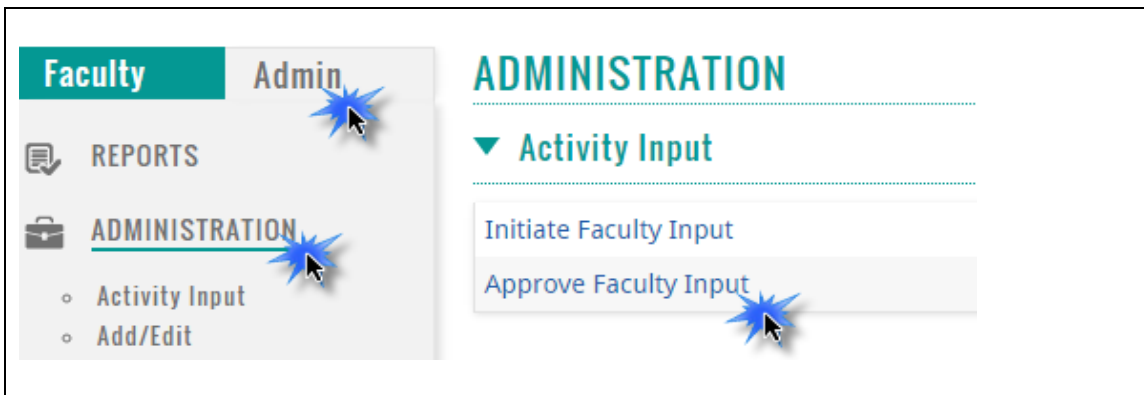


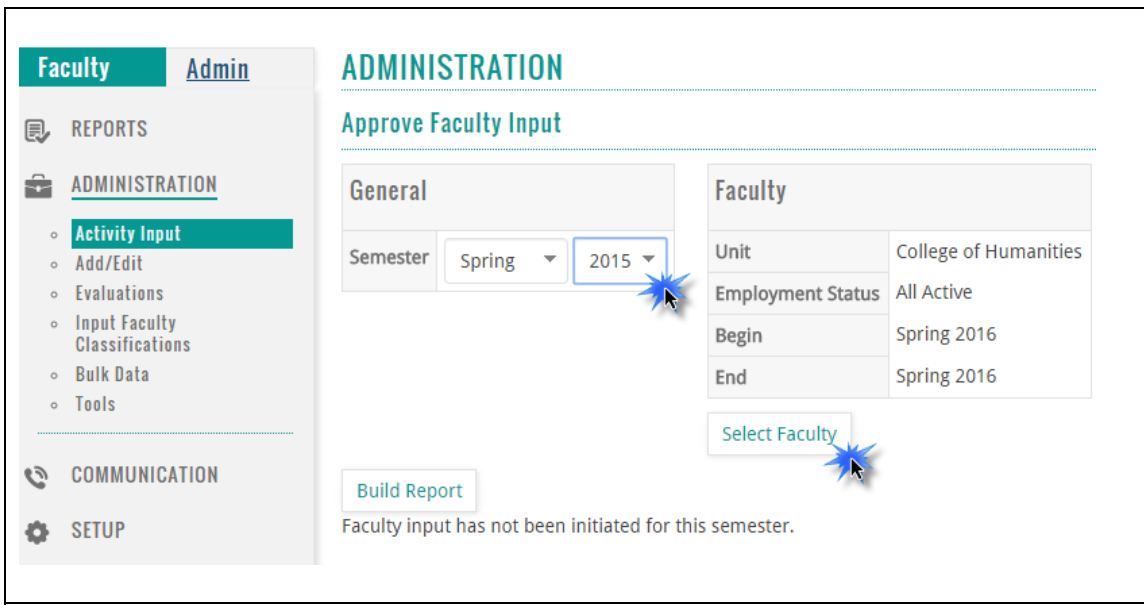
Approve Faculty Input

The following guide will help Colleges/Departments identify who has submitted their Initiated Activity Input form.



Navigation: Admin>Administration>Activity Input>Approve Faculty Input

1. Click on the Admin tab.
2. Click on the Administration link in the Menu Bar.
3. Click on the Approve Faculty Input link under Activity Input within the main page.



1. Change the Semester to a time period within your Initiated Faculty Input period. For example if your initiated input form is pulling for Spring 2015 to Winter 2015, you can select Spring 2015.
2. Click on the Select Faculty button, to narrow you results to a specific unit.

Search

Select Individual Faculty

Unit **Russian and Slavic Studies-0409**
[\[Change \]](#)

Assigned To Unit As Primary Unit

Exclude Subunits

Administrators Only

Employment Status All Active

Begin	Spring	2016
End	Spring	2016

▶ Faculty Titles

▶ Login Status

▶ Teaching



▶ Faculty Classifications

Select 21 Faculty

1. Click on the Change link to select your unit, if it's not already selected.
2. Click on the Assigned To Unit As dropdown and select 'Primary Unit'.
3. Verify Employment Status is reading 'All Active'.
4. Click on the Select (Nbr) Faculty button.

Note: Failing to select Primary Unit will display results for forms submitted to other Colleges/Departments that may be beyond your administrative role. This relates to those who hold primary and secondary appointments in your unit. You will not be able to view submission details for input forms submitted beyond your administrative role.

ADMINISTRATION

Approve Faculty Input  

General

Semester: Spring 2015

Faculty

Unit: Russian and Slavic Studies-0409

Assigned To Unit As: Primary Unit

Employment Status: All Active

Begin: Spring 2016

End: Spring 2016



Faculty Titles:

21 Faculty Selected

[Build Report](#)

Faculty input has not been initiated for this semester.

1. Click on the Build Report button.

Approve Faculty Input   [Add a Quicklink](#)

General

Semester: Spring 2015

Faculty

Unit: Russian and Slavic Studies-0409

Employment Status: All Active

Begin: Spring 2016

End: Spring 2016

Faculty Titles:

21 Faculty Selected

[Refresh Report](#)

Search:

Unit	Activity Input Completed	% Activity Input Completed	Activity Input Approved	% Activity Input Approved	Total Faculty
Russian and Slavic Studies-0409	2	9.5%	0	0.0%	21

1. To filter Units with counts to the top select the sort icon in the Activity Input Completed column.
2. Click on the Total Faculty count for the unit you are reviewing.

Unit: Russian and Slavic Studies-0409

Employment Status: All Active

Begin: Spring 2016

End: Spring 2016

Faculty Titles:

21 Faculty Selected

Semester: Spring 2015

Part Time

Search:

#	Email	Name (View Activity Input Form)	Discipline	Activity Input Completed	Activity Input Approved	Teaching Load	Employment Status	Printable Version	CV Version
1			0409	-	-	12.00	Part Time	View	
2			0409	-	-	11.00	Part Time	View	
3			0409	-	-	0	Part Time	View	
4			0409	-	-	0	Part Time	View	
5			0409	-	-	8.00	Part Time	View	
6			0409	-	-	0	Part Time	View	
7			0409	-	-	14.00	Part Time	View	
8			0409	-	-	16.00	Part Time	View	
9			0409	-	-	0	Part Time	View	
10			0409	-	-	22.00	Part Time	View	
11			0409	-	-	0	Part Time	View	
12			0409	-	-	17.00	Part Time	View	

Full Time

Search:

#	Email	Name (View Activity Input Form)	Discipline	Activity Input Completed	Activity Input Approved	Teaching Load	Employment Status	Printable Version	CV Version
13			0409	2016-02-15	-	12.00	Full Time	View	
15			0409	2016-02-14	-	37.00	Full Time	View	
14			0409	-	-	226.00	Full Time	View	

1. The page will break out faculty based on Part Time, or Full Time status.
2. Click on the sort icon in the Activity Input Completed column to bring those who have completed to the top.