Approve Faculty Input

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

![Image of administration interface]

**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.

![Image of administration interface with Faculty Input selected]

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.
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.
1. Click on the Build Report button.

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.
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.