How do I export my activities out of Faculty180?

The data entered into Faculty180 can be useful outside of Faculty180 for tasks such as putting together PRT packets or other specialized documents.
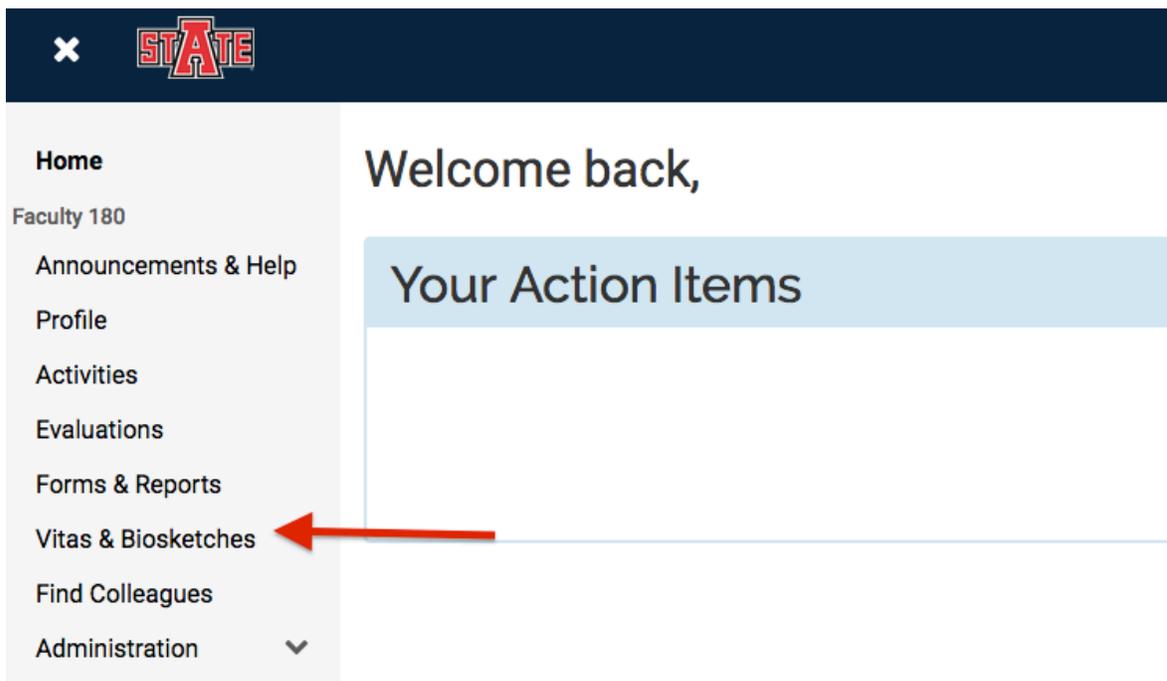
There are two primary ways to export your activities out of Faculty180, through: **A.** A CV; or, **B.** A "My Activities" report.

A. Creating and exporting a CV from Faculty180
A CV generated in Faculty180 can be printed, or exported as a Word or PDF document, or as a web link.
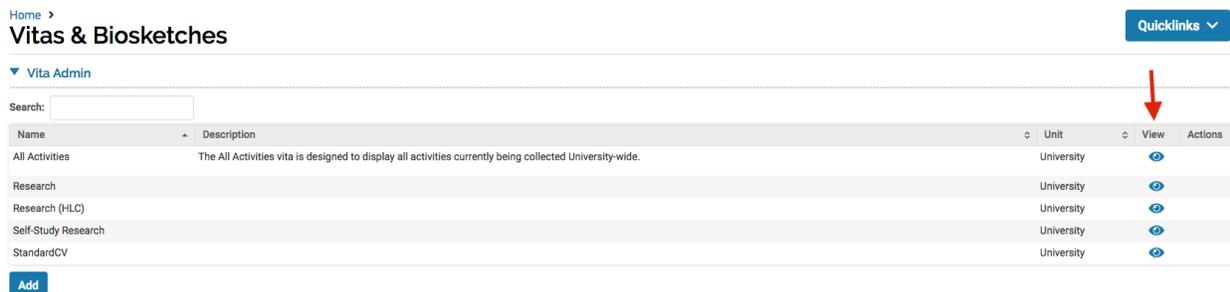
To generate a CV in Faculty180:

1. **Choose "Vitas & Biosketches" from the dashboard menu**


2. **Choose a CV template**
   You have the option of selecting a premade CV template or creating a custom template.
   a. **Premade CV templates**-The Vita & Biosketches menu displays all available premade templates. Click on the eye graphic in the far right column to view your activities in the selected template. Each template displays a different selection of activities and some include different levels of activity detail (for example, one template may not include an activity description while another will). Due to these variations you may opt to view several templates prior to selecting one.
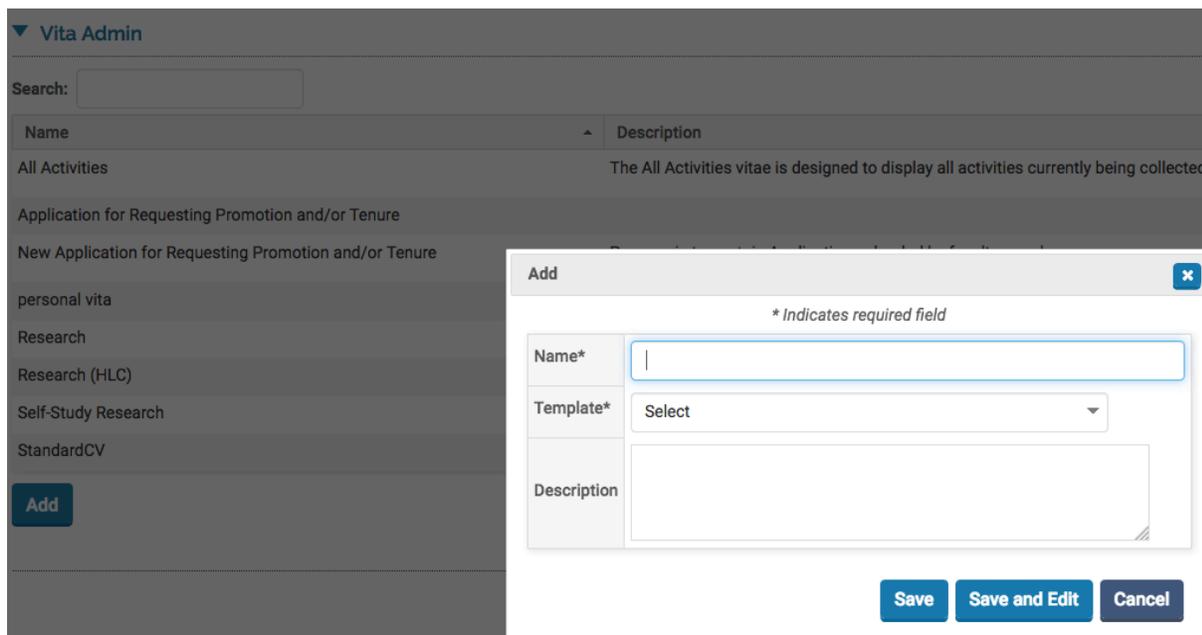
Vitas & Biosketches

Quicklinks ⌄

▼ Vita Admin

Search: [   ]

Name ▲	Description	Unit ⌄	View	Actions
All Activities	The All Activities vita is designed to display all activities currently being collected University-wide.	University	👁	
Research		University	👁	
Research (HLC)		University	👁	
Self-Study Research		University	👁	
StandardCV		University	👁	

[Add]

b. **Custom CV templates**-Custom templates are created via the Vitas & Biosketches menu.

    i. To create a new custom template, click the "Add" button located at the bottom of the template list; or, if you've already created a custom template that you'd like to use as the template for your new CV, click on the stacked paper graphic to the far right of your template to create a copy.

Test		👁 ✏ ✖ 🗐
Test 2		👁 ✏ ✖ 🗐

[Add]
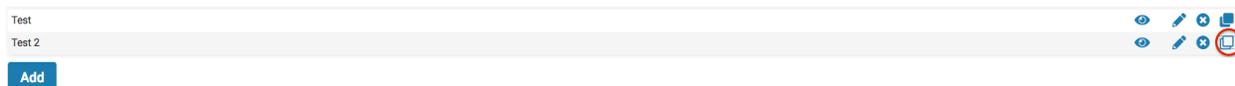
    ii. In the window that pops up, name your custom CV template, and select a base template from the dropdown menu if you're not working from a copy (the premade vita templates serve as the base templates for custom CVs). Click "Save and Edit" to begin working on the custom template immediately, or click "Save" to add the template to the Vitas & Biosketches menu for later revisions.

▼ Vita Admin

Search: [   ]

Name ▲	Description
All Activities	The All Activities vitae is designed to display all activities currently being collected
Application for Requesting Promotion and/or Tenure	
New Application for Requesting Promotion and/or Tenure	
personal vita	
Research	
Research (HLC)	
Self-Study Research	
StandardCV	

[Add]

Add　　　　　　　　　　　　　　　　　　　　　　[✖]

* Indicates required field

Name* [   ]

Template* [Select   ▼]

Description [   ]

[Save] [Save and Edit] [Cancel]

    iii. On the template editing screen, you'll be presented with a several customization options:

1. Under Part A, you're able to select general options for your CV template format.

Vitas & Biosketches

Edit Test

A General Information

Name	Test
Description	(text editor: 11pt, B I U, alignment, lists, etc.) 0 WORDS
Allow automatic display of new activities on vita	●Yes ○No *Selecting "Yes" will allow new activities to be shown when this vita is displayed*
Show Photo on Vita	○Yes ●No
Show Empty Sections	●Yes ○No
Hide Vita Name	○Yes ●No
Hide Attachments on Vita	●Yes ○No

2. Under Part B, you're able to adjust how your activities appear on the CV.
   a. **CV Headings**: Preset CV headings are automatically populated based on the template that your CV is built from. To customize a CV heading click on the pencil icon next to the heading, type in a new heading, and click "Save."
   b. **Reordering or hiding activity categories**: To select which categories of data to include on the CV, and in what order they appear, use the dropdown menu to the right of the activity.

B Content

Hide non-editable sections ●Yes ○No

[Save] [Save and Preview] [Cancel]

≫ Show All | ≪ Hide All

[Select All in All Sections] [Deselect All in All Sections]

‡ 1	≫ Contact Information ✏		Reorder	Do Not Show ✓ 1 / 2 / 3 / 4
‡ 2	≫ Current Position ✏ 0 Items Selected		Reorder	5 / 6
‡ 3	≫ Education ✏ 0 Items Selected		Reorder	7 / 8 / 9
‡ 4	≫ Professional Licensures & Certifications ✏ 0 Items Selected		Reorder	10 / 11 / 12 / 13 / 14
‡ 5	≫ Employment ✏ 0 Items Selected		Reorder	15 / 16 / 17
‡ 6	≫ Membership ✏ 0 Items Selected		Reorder	18 / 19
‡ 7	≫ Honors and Awards ✏ 0 Items Selected		Reorder	7

3

c. **Exclude profile information or activities from your CV**: To exclude profile information or activities, uncheck the box to the left of the item. Once it's unchecked, the item will no longer appear on a CV created from your template. You are able to edit the template at a later time and add back any excluded items by rechecking the boxes.

	Select	Type	Title	Outlet	Year Pub	Status	Term	Origin
☑		Journal Publication	Fake Title	Journal of Fake		Completed/Published	Fall 2016	
☑		Journal Publication	Fake article	Fake Journal		Completed/Published	Fall 2016	
☑		Presentation	Fake Presentation	Annual Business Conference at University of Fake	2017	Completed/Published	Fall 2017	

(Scholarly Contributions and Creative Productions *3 Items Selected* — Reorder 14 — Search:)

  iv. To preview your CV template with your activities populated, click "Save and Preview" at the bottom of the screen. To get back to the editing options from the CV preview you can click on the pencil icon next to the CV template title. You can also get back to editing options by going to the Vitas & Biosketches heading in menu, and clicking on the pencil icon to the right of your template.

StandardCV		University	👁			
Test			👁	✏	✕	🗐
Test 2			👁	✏	✕	🗐

Add

  v. When you're done editing your CV template, click "Save" at the bottom or top of the screen. Your saved template will appear on the Vitas & Biosketches menu until you delete it, and functions in the same manner as the premade templates. You're able to edit your template at any time by clicking the pencil icon to the right of it. To delete a template, click on the "X" to the right of template.

3. **Choose a date range**
   Using the Vita Options box at the top of the vita page, select the date range of activities you'd like to include on your CV. Select the radio button "All" to include everything that's been entered in Faculty180, or select a limited date range using the Begin and End fields. Click "Refresh Vita" to apply the date selection to your CV template.

4. **Export your CV**

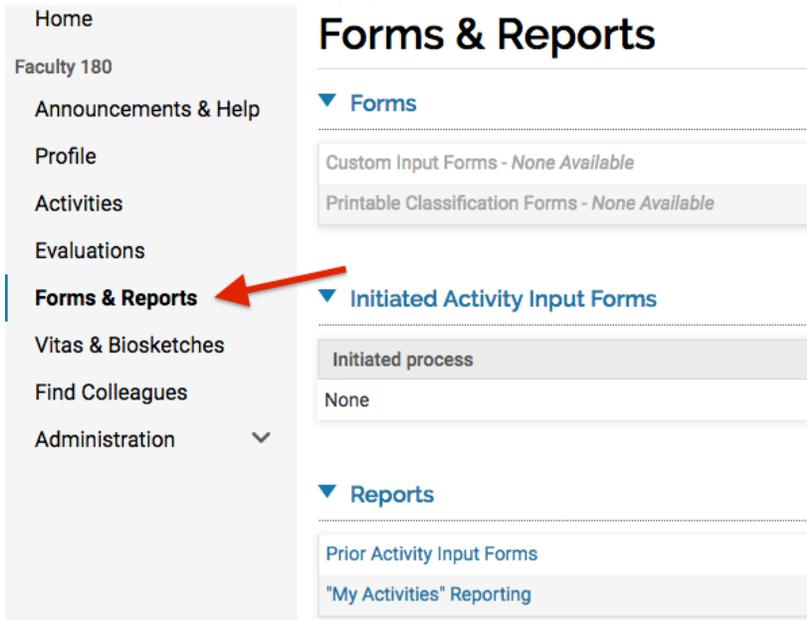To export your CV, click on the "Export/Share" button, and select a format from the menu.
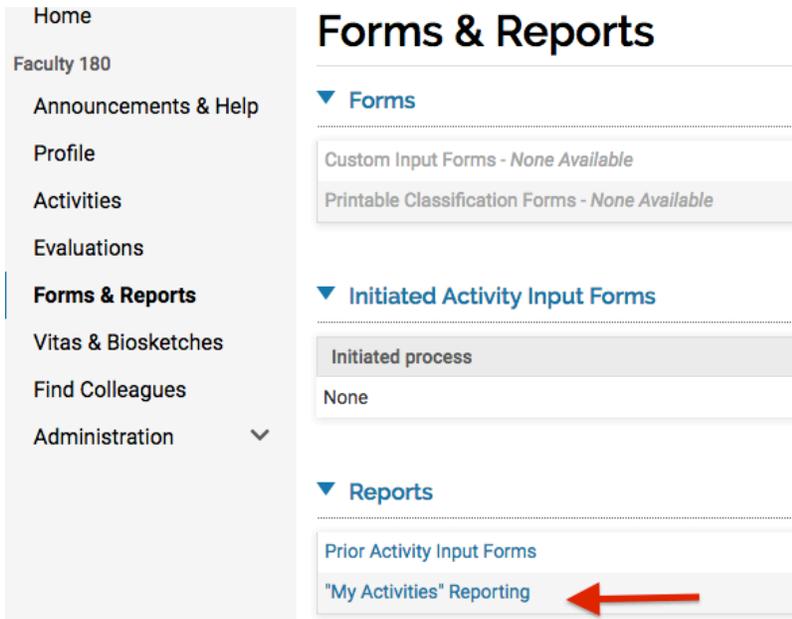
B. My Activities Reporting
My Activities reporting allows you to generate reports of your activities in Faculty180 and print them, or export them as Excel, Word, or PDF files.

1. **Choose "Forms & Reports" from the dashboard menu**

2. **Select "'My Activities' Reporting" from the "Reports" menu**

3. **Select the report filtering options for the activities you'd like to see in your report and click on "Build Report."**

4. **Select an activity total to view activity details**
   Your activities will show up in the report organized by semester and by activity type. If your report is in "Count Only" mode, which is the default, your activities will show up as total counts by semester and grand totals. To view the details of the activities, click on the number.

Activity [1]	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Total[2]
Reassigned Duties	3	3	3	3	12
Teaching: Courses Taught	0	0	0	0	0
Teaching: Academic Advising	0	0	0	0	0
Teaching: Program and / or Course Development	0	0	0	0	0
Teaching: Theses / Dissertations / Research Projects	1	1	1	1	4
Teaching: Evidence of Quality Teaching Other than Evaluations	0	0	0	0	0
Scholarship: Scholarly Contributions and Creative Productions	2	0	0	0	2
Scholarship: Funding for Research and Creative Activities	0	0	0	0	0
Service: Institutional Committees	0	0	0	0	0
Service to the University other than Committees	0	0	0	0	0
Service to Professional Organizations	0	0	0	0	0
Service to the Community	0	0	0	0	0
Service: Other	0	0	0	0	0
Professional Development	0	0	0	0	0
Consultation / Outside Employment Activities	0	0	0	0	0
Totals					

[1] A faculty member's activities occurring before being employed by the institution will not be included. See faculty members' vitae for a complete listing of their activities.
[2] For row totals, an activity may be counted more than once if it spans multiple academic terms.

After clicking on an activity total, the activity details will appear in place of the activity totals. To return to the activity totals, click "Go Back" at the bottom of the screen.

Search: [   ]

#	Faculty	Type	Title	Outlet	Year Pub.	Status	Description	Semester	Actions
1	Account2, Sample	Journal Publication	Teachers' Grading Decision Making: Multiple Influencing Factors and Methods	Language Assessment Quarterly	2015	Completed/Published		Fall 2015	✏️ ❌
2	Account2, Sample	Journal Publication	Interpreting the Impact of the Ontario Secondary School Literacy Test on Second Language Students within an Argument-Based Validation Framework	Language Assessment Quarterly	2015	Completed/Published		Fall 2015	✏️ ❌
3	Account2, Sample	Journal Publication	Added October 27, 2017 after CV locked	Fake Journal		Completed/Published		Fall 2016	✏️ ❌
4	Account2, Sample	Journal Publication	Fake article	Fake Journal		Completed/Published	Attachment added 10/27/2017	Fall 2016	✏️ ❌
5	Account2, Sample	Presentation	Fake Presentation	Annual Business Conference at University of Fake	2017	Completed/Published	Added attachment on 10/27/2017	Fall 2017	✏️ ❌

Go Back

5. **Export your report**
   To export any portion of your report, click on the "Actions" button and select an export option from the menu.

Quicklinks ∨   **Actions ∨**

Print Page

Export to Word

Export to Excel

Export to PDF