

# Interfolio Faculty 180 (F180) User Guide – for Administrators



## *Faculty Activity Reporting*

Office of Institutional Effectiveness

[interfolio@luc.edu](mailto: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](mailto:interfolio@luc.edu).

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## Logging into F180

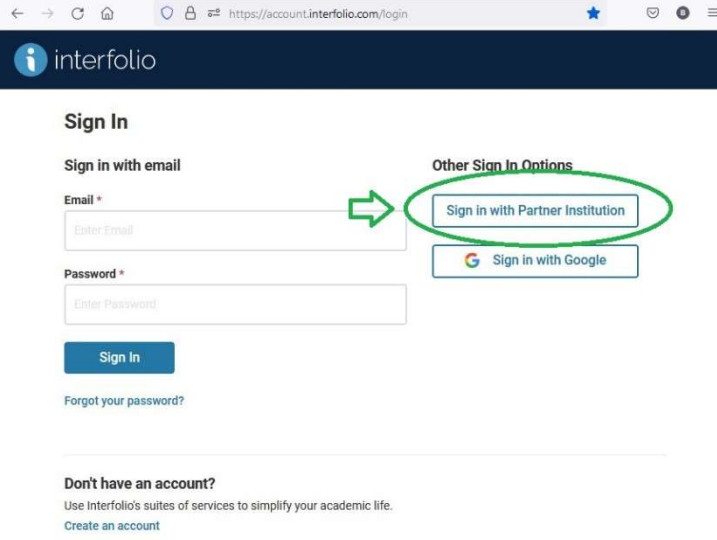
There are two ways to log into F180. The easiest way is to use the link on the Loyola Chicago F180 webpage: <https://www.luc.edu/f180> and click this button:

**LOGIN TO F180**

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

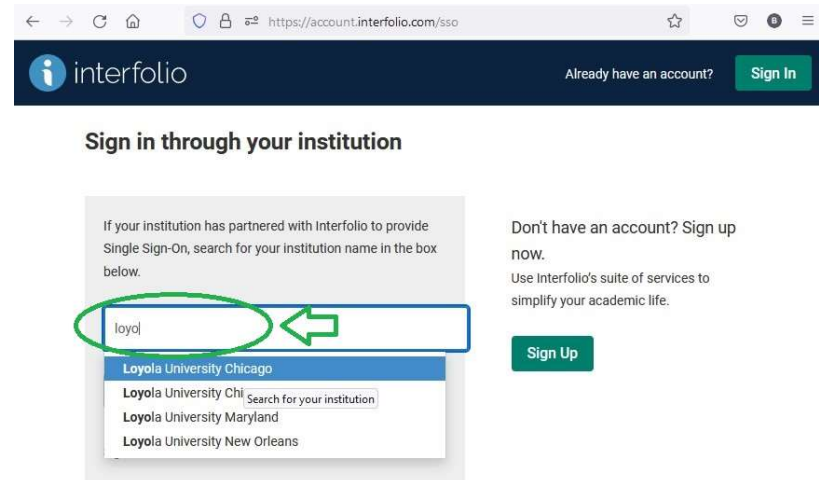
The second method is to navigate to <https://account.interfolio.com/login>, and follow the steps below.

**Step 1:** Click on “Sign in with Partner Institution”



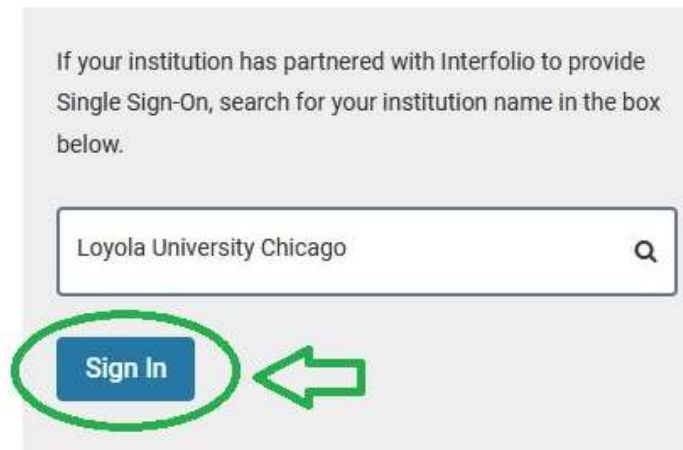
The screenshot shows the Interfolio login page in a browser window. The URL is <https://account.interfolio.com/login>. The page has a dark blue header with the Interfolio logo. Below the header, the main content area is titled "Sign In". Under "Sign in with email", there are two input fields: "Email \*" and "Password \*". To the right of these fields, under "Other Sign In Options", there are two buttons: "Sign in with Partner Institution" and "Sign in with Google". A green arrow points from the "Sign in with Partner Institution" button to the "Email \*" input field. A green circle highlights the "Sign in with Partner Institution" button. Below the "Sign In" button, there is a link for "Forgot your password?". At the bottom, there is a section titled "Don't have an account?" with a link to "Create an account".

**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”


## Sign in through your institution



**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”.

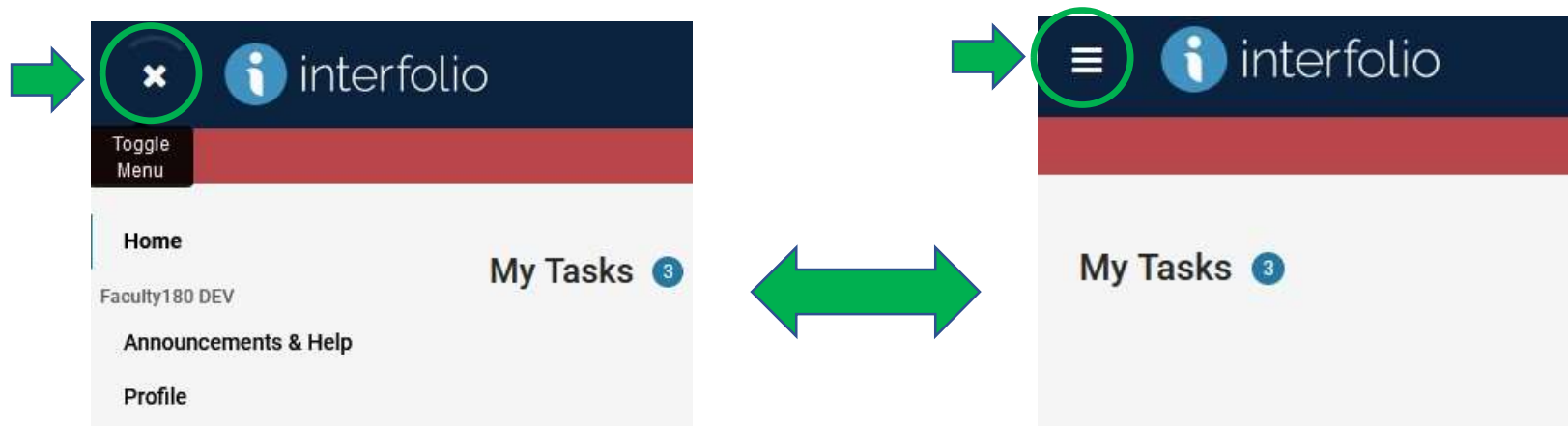


You should now be redirected to your personalized Interfolio F180 Homepage/Dashboard.

## 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.

The screenshot shows the Interfolio dashboard. At the top, there is a dark blue header with the Interfolio logo and a user profile dropdown labeled 'Your Name'. Below the header is a red banner with the text 'This is a development or test environment'. The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation links: Home, Faculty180 luc\_transfer, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Account Access, and Administration. The main panel features a 'My Tasks' section with a search bar and a 'Search' button. Below the search bar, there are two circular indicators: '4 Unread Tasks' and '0 Read Tasks'. A table of tasks is displayed below, with columns for 'Title' and 'Due Date'. Two tasks are listed, both with the title 'Please click here to complete the Annual Review Form 21-22 (Training 3)'. The first task has a due date of '2022-06-12 12:00 am - Ongoing'. Green arrows point from the '4 Unread Tasks' indicator to the first task link, and from the '0 Read Tasks' indicator to the second task link.

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.

The image shows two side-by-side panels on a light gray background. The left panel is titled "Add Activity" and contains a white box with the text "Select from the dropdown list to create a record of your professional activities." Below this text is a dropdown menu with "Select..." and a downward arrow, and a blue "Go" button. The right panel is titled "Import Activities" and contains a white box with the text "Import your scholarly contributions and creative productions from academic sources." Below this text is a large blue button labeled "Import".

### Add Activity

Select from the dropdown list to create a record of your professional activities.

Select...

### Import Activities

Import your scholarly contributions and creative productions from academic sources.

## 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.

interfolio Your Name

This is a development or test environment

Home  
Faculty180 DEV  
**Announcements & Help**  
Profile  
Activities  
Forms & Reports  
Vitas & Biosketches  
Find Colleagues  
Account Access

Interfolio >

### Announcements & Help

Quicklinks

#### Institutional Announcements

**Welcome to the Loyola University Chicago Faculty180 Portal, Powered by Interfolio!**

The Loyola University Chicago Faculty180 Portal is designed to support faculty throughout their careers at Loyola University Chicago, providing a central location for managing your professional accomplishments to support processes that include performance review, promotion and tenure review, and mentoring. Using the Loyola University Chicago Faculty180 Portal, you can:

- Manage content that displays on your public Loyola University Chicago Faculty Profile
- Generate CVs in various formats, including Loyola University Chicago's standard format for promotion and tenure
- Search for collaborators using different parameters, such as skills, interests, or publications
- Connect to career development resources relevant to different aspects of your career
- Gain visibility into data from campus source systems on teaching, grants, and publications; data from these systems have been imported into the Loyola University Chicago Faculty180 Portal to reduce the need for manual data entry

**Suggestion Box**

Do you have an idea to improve the Loyola University Chicago Faculty180 Portal? Submit to our [suggestion box](#).

#### Getting Started [SAMPLE]

- Review existing data using the Go-Live Checklist**  
If you had entered data in Loyola University's prior faculty profile database, those data have been transferred into the new Faculty180 Portal. However, sections and fields did not align perfectly across the old and new systems, so you may need to edit or re-locate data. Consult the checklist for tips on where to focus attention in your initial data review. You can review data in the **Profile** and **Activities** pages (see left navigation menu). Alternatively, you may wish to generate a CV from the **Vitas & Biosketches** page to see the data already entered.

➤ **Add or edit data using the "Quick Reference on Data Entry"**

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## 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:

The screenshot shows the Interfolio Administration page for Brian Chamberlin. The left navigation menu includes: Home, aculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (expanded), Vitas, My Templates, Legacy Vitas, Account Access, Administration (1), Reports, and Administration (2). The main content area is titled 'Administration' and has a 'Quicklinks' button. It is organized into three sections: 'Activity Input' with links for 'Initiate Faculty Input Workflow' and 'Approve Faculty Input' (2) (3); 'Add / Edit' with links for 'Faculty', 'Courses', 'Course Prefixes', 'Courses Taught', and 'Administrative Rights'; and 'Input Faculty Classifications'.

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.

LOYOLA UNIVERSITY CHICAGO  
Properly people in God's community first

Brian Chamberlin

Interfolio > Administration >

# Administration

Approve Faculty Input

Quicklinks

Home  
Faculty180  
Announcements & Help  
Profile  
Activities  
Forms & Reports  
Vitas & Biosketches  
Vitas  
My Templates  
Legacy Vitas  
Account Access  
Administration  
Reports  
Administration  
Communication

General

Start Date: 2022-07-09  
End Date: 2022-08-09  
Workflow Form: Any Form

Refresh Report



Faculty


411 Faculty Members Have Been Individually Selected

411 Faculty Selected

The following input workflows are available based upon the faculty members appointed and your administrative rights.

Search:

Title	Faculty Input Opens	Faculty Input Is Due	Count of Faculty	% of Faculty Who Have Submitted	# of Approval Steps	% Completed	Actions
Fall 2022 F180 Annual Review - CAS	2022-08-02 6:00AM		411	8.8%	3	0%	 



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).



Unit	Total Faculty	Faculty in Workflow	Submitted	Chair Reviewed	Dean Comments	Approve
Sociology Department	41	15	3 (20%)	0	0	

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:

#	Faculty ID	First Name	Last Name	Unit Assigned	Employment Status	Submitted Date	Chair Reviewed Date	Dean Comments Date	Email Faculty	View and Approve	Printable Version	CV Version
305	1			Philosophy Department	Full Time	2022-08-11 1:13PM Submitted	-	-	✉	👁	🖨	📄
190	1			Philosophy Department	Full Time	-	-	-	✉	👁	🖨	📄
90	1			Philosophy Department	Full Time	2022-08-05 10:55AM Submitted	-	-	✉	👁	🖨	📄
12	1			Philosophy Department	Full Time	2022-08-05 2:06PM Submitted	-	-	✉	👁	🖨	📄

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.

▼ CAS Annual Faculty Evaluation - Chairperson

[? Help](#)

Please enter the time period for faculty review (e.g., July - June).

This is the form for the chairperson to enter faculty ratings and scores.

Faculty Rank ^	Research Teaching ^ Status	Teaching and Student Engagement ^	Teaching and Student Engagement ^ Comments	Intellectual Contributions/Professional Development ^	Intellectual Contributions/Professional Development ^ Comments	Service ^	Service Comments ^	Comments ^	Weighted Teaching and Student Engagement ^	Weighted Intellectual Contributions/Professional Development
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No data available in table

[Add](#) [View All](#)



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.

**A Faculty Information**

Start Month\*

End Month\*

Faculty Rank

Research Teaching Status

**B Ratings - Chairperson**

Teaching and Student Engagement\*

Teaching and Student Engagement Comments

Intellectual Contributions/Professional Development

Intellectual Contributions/Professional Development Comments

Callout boxes:

- Select the start and end of the review period. Typically, this is from July of the previous year through June of the current year.
- Select the faculty's Rank (i.e., Professor, Associate Professor, Lecturer, etc.) from dropdown
- Select the faculty's research teaching status from drop down
- Select your ranking of faculty in this topic during the review year.
- These comment boxes are where you can give more information or detail about the rating you assigned to the faculty

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](mailto: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> - look under the “Faculty Users” section near the bottom of the page.

Interfolio Faculty User FAQs:

<https://product-help.interfolio.com/m/68329/l/785022-faculty180-faqs>

Interfolio Faculty Help website:

<https://product-help.interfolio.com/m/68320>