Tips for Faculty180 Activity Data Migration Review

- **FAQ: Why won’t it let me submit?**
  - 180 will not let you close out via [My Data is Reviewed & Updated](#) until you have addressed any sections indicated with ![Activities require your attention](#).
  - If [My Data…](#) is clicked without addressing those sections, system will let you know which sections need Status updates/confirmation:

![Screenshot of Faculty180 Data Review](#)

- **Updating status/data in Data Review:** Some sections require you to hit an **Update** button at the bottom of those sections before you can submit the whole page.
  - If you prefer to edit record details *first* (recommended), click on [View All](#) and each record will have a pencil icon that allows you to edit details.

![Table of Service Activities](#)

When done editing and/or adding records, select “Go Back”. It will return you to the review view (above) and you can complete confirming the status of each activity.
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**General Reminders:**

- **Dates:**
  - If, in Digital Measures, someone entered in March 31, 2014 for Start Date, but only calendar year 2014 for an End Date, then the date that will appear for End Date is 12/31/14; you will need to complete the actual, logical date that activity ended.
  - ‘Ongoing’ was inserted for the End Date, if it was missing in DM. Please update these for accurate current year data.
  - ‘1966’ was automatically inserted for Start year, if it was missing in DM. Please update these to a more accurate year.
  - Scholarly/Creative Contributions with no “Year Published” date in DM defaults to 2016; need to be updated for bibliographic accuracy.

- **Scholarly/Creative Work status:**
  - Work needs to have a status of Completed/Published or Work Discontinued for the system to consider it closed out (even if there is full bibliographic information completed).
    - Many records did not have terminal status in DM – these will appear in activity report (annual evaluation C.V.) if not updated.

- **Credit Courses:**
  - If sections are cross-listed, please check the Group Courses box by each, and then apply changes with the Group button below the list.
  - If your college/department allocates different teaching workload weights to classes based on certain characteristics (e.g., New preps, Large sections), please complete the following for those classes:
    - Adjust the Teaching Load credits
    - Select the Teaching Load Adjustment Reasons (click on 'Classify' to the right)
  - Before final submission, system alerts that you have not provided attachments for their Credit Courses (not required by the system)
    - Department/college determines whether and what types of attachments for courses are desired.

- **Viewing full record details:**
  - Vita viewed online shows top-line information for each record; click on spyglass icon (🔍) next to record for all details.

**Contact persons for specific data types (send email to faculty180@boisestate.edu):**

- Credit Courses: Nick Warcholak
- Grants/Contracts: Rob Anson or Nick Warcholak
- Other areas: David Weaver