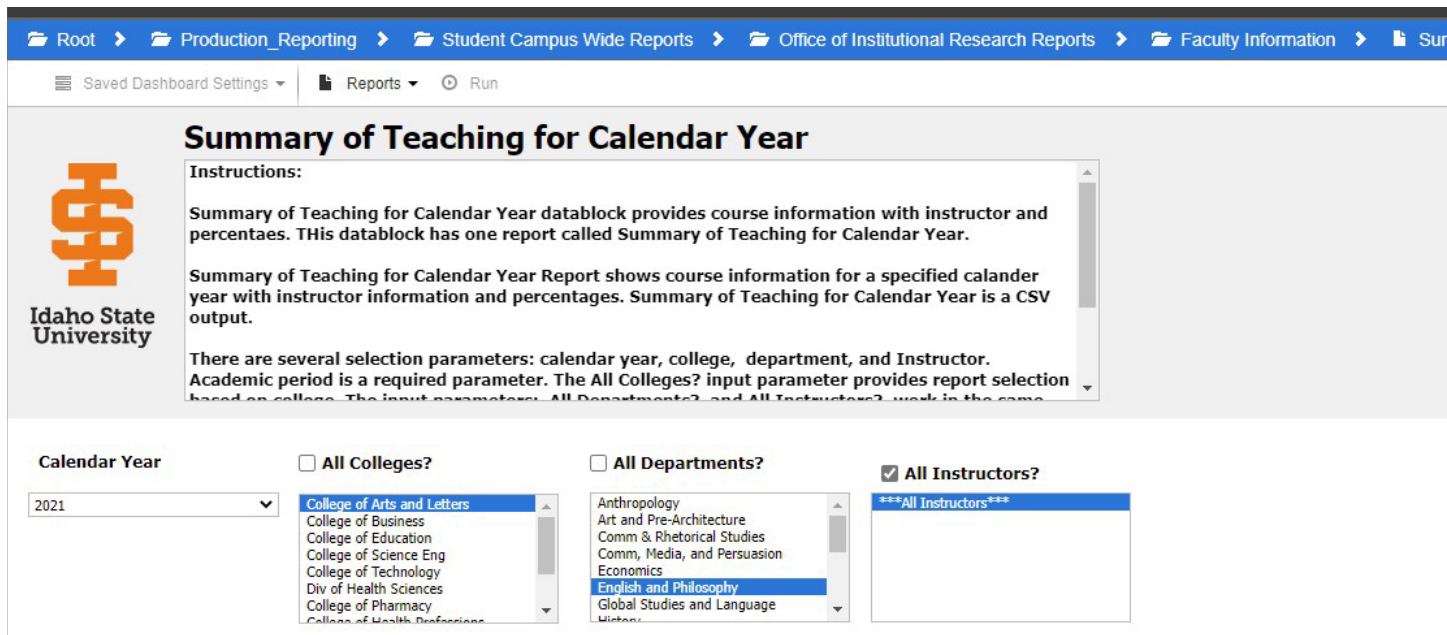


## Instructions on How to Copy and Paste “Summary of Teaching for Calendar Year” into the Microsoft Word Annual Faculty Evaluation Template

1. Login to MyISU
2. Click on the Main Menu (top left), click Discover. Search “ARGOS”
3. The Argos Reports card will show up
4. Click on Argos Web Viewer link
5. Click on Production Reporting folder
6. Click on Student Campus Wide Reports folder
7. Click on Office of Institutional Research Reports folder
8. Click on Faculty Information folder
9. Click on the Summary of Teaching for Calendar Year Datablock



Root > Production\_Reporting > Student Campus Wide Reports > Office of Institutional Research Reports > Faculty Information > Summary of Teaching for Calendar Year

Saved Dashboard Settings Reports Run

### Summary of Teaching for Calendar Year

**Instructions:**

Summary of Teaching for Calendar Year datablock provides course information with instructor and percentages. This datablock has one report called Summary of Teaching for Calendar Year.

Summary of Teaching for Calendar Year Report shows course information for a specified calendar year with instructor information and percentages. Summary of Teaching for Calendar Year is a CSV output.

There are several selection parameters: calendar year, college, department, and Instructor. Academic period is a required parameter. The All Colleges? input parameter provides report selection based on college. The input parameters All Departments? and All Instructors? work in the same manner.

**Calendar Year**

2021

☐ All Colleges?

College of Arts and Letters  
College of Business  
College of Education  
College of Science Eng  
College of Technology  
Div of Health Sciences  
College of Pharmacy  
College of Health Professions

☐ All Departments?

Anthropology  
Art and Pre-Architecture  
Comm & Rhetorical Studies  
Comm, Media, and Persuasion  
Economics  
English and Philosophy  
Global Studies and Language  
History

☒ All Instructors?

\*\*\*All Instructors\*\*\*

10. Select the “Calendar Year”, “College” “Department”, “All Instructors”
11. On “Reports” click “Summary of Teaching Calendar Year Report(CSV) and then click “Run”.



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Sort & Filter' group in the ribbon is highlighted with a yellow circle, and the 'Filter' button is specifically circled. Below the ribbon, a table is displayed with the following columns: CALENDAR\_YEAR, COLLEGE\_DESC, DEPARTMENT\_DESC, INSTRUCTOR\_NAME, ACADEMIC\_PERIOD\_DESC, and SUE. The 'INSTRUCTOR\_NAME' column header is highlighted with a yellow box. A context menu is open over the 'INSTRUCTOR\_NAME' header, showing options like 'Sort A to Z', 'Sort Z to A', 'Sort by Color', 'Clear Filter From "INSTRUCTOR\_NAME"', 'Filter by Color', and 'Text Filters'. The 'Text Filters' option is selected, and a list of names is displayed with checkboxes next to them, including (Select All), Alan Johnson, Amanda Zink, Amber Hoover, Andrea Heidari, Andrea Marks, Andrea Spencer, Anne Boyack, Barbara Biorn, and Bethany Schultz Hurst.

ACADEMIC\_PERIOD\_DESC  
SUBJECT\_DESC  
COURSE\_NUMBER  
COURSE\_SECTION  
TITLE\_SHORT\_DESC  
COURSE\_CREDITS  
INSTRUCTOR\_PERCENT\_RESPONSIBLE  
COURSE\_ENROLLMENT  
STUDENT CREDIT HOURS

ACADEMIC PERIOD	DES	SUBJECT	DE	COURSE NUMB	COURSE SECTI	C	TITLE SHORT_DESC	COURSE CREDI	INSTRUCTOR PERCENT RESPONSIBL	COURSE ENROLLMEN	STUDENT CREDIT HOUR
Spring 2021		English		4467			27560 ST:British Empire in Lit	3	100	6	18
Spring 2021		English		6625			27564 ST:Contemporary Global Lit	3	100	10	30
Spring 2021		English		6625			27570 ST:Contemporary Global Lit	3	100	5	15
Spring 2021		English		6690			28366 Graduate Reading	3	100	1	2
Spring 2021		English		6694			27138 Dissert and Comp Exam Prep	6	100	1	6
Fall 2021		English		2257			10044 Survey of World Literature I	3	100	11	33
Fall 2021		English		6612			10052 Intro Grad Study in English	3	100	6	18
Fall 2021		English		6612			17928 Intro Grad Study in English	3	100	3	9
Fall 2021		English		6694			14521 Dissert and Comp Exam Prep	6	100	1	6
Fall 2021		English		7700			18948 Supervised Teaching Internship	3	100	1	3
Fall 2021		English		8850			18967 Doctoral Dissertation	9	100	1	9

14. In the faculty member’s Microsoft Word template for the annual faculty evaluation, click in the first row and first column of the “Summary of Teaching for Calendar Year”, table. Right click your mouse and in “Paste Options” click on the “Merge Table” icon (the second icon from the left)

**Summary of Teaching for Calendar Year** (Contact your department's administrative assistant if you need this data.)

Term	Course Subject	Course Number	Section Number	Course Title	Course Credits	Instr %	Enrollment	Total Student Credit Hours
Spring 2021	English	4467	27560	ST:British Empire in Lit	3	100	6	18
Spring 2021	Paste Options: 	5625	27564	ST:Contemporary Global Lit	3	100	10	30
Spring 2021	 A	5625	27570	ST:Contemporary Global Lit	3	100	5	15
Spring 2021	English	6690	28366	Graduate Reading	3	100	1	2
Spring 2021	English	6694	27138	Dissert and Comp Exam Prep	6	100	1	6
Fall 2021	English	2257	10044	Survey of World Literature I	3	100	11	33
Fall 2021	English	6612	10052	Intro Grad Study in English	3	100	6	18
Fall 2021	English	6612	17928	Intro Grad Study in English	3	100	3	9
Fall 2021	English	6694	14521	Dissert and Comp Exam Prep	6	100	1	6
Fall 2021	English	7700	18948	Supervised Teaching Internship	3	100	1	3
Fall 2021	English	8850	18967	Doctoral Dissertation	9	100	1	9

15. If you need to delete any extra blank rows in the “Summary of Teaching for Calendar Year”, highlight those rows, right click the mouse and select “Delete entire row” and click “OK”.

