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

1. Login to BengalWeb
2. Click on Employees and Click on Tools
3. Go to the Argos Reports Channel
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

10. Select the "Calendar Year", "College" "Department", "All Instructors"

11. On "Reports" click "Summary of Teaching Calendar Year Report(CSV) and then click "Run".

12. Open the downloaded csv file with Excel and click "Filter" and select the "INSTRUCTOR_NAME" column header if you want to filter on an individual faculty member's data.

13. Highlight the data (not column headings) of an individual faculty in the following columns, right click the mouse and click "Copy":

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_DES	COURSE_NUMBE	COURSE_SECTIC	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	5625		27564	ST:Contemporary Global Lit	3	100	10	30
Spring 2021	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
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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".

Delete Cells ? ✕

○ Shift cells left
○ Shift cells up
◉ Delete entire row
○ Delete entire column

[OK]   [Cancel]

				Internship				
Fall 2021	English	8850	18967	Doctoral Dissertation	9	100	1	9