

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

After obtaining your Argos report (downloaded as a CSV file) from your department admin, open the document with Excel and highlight the data in the columns listed below, 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_DESC	SUBJECT_DESC	COURSE_NUMBER	COURSE_SECTION	TITLE_SHORT_DESC	COURSE_CREDITS	INSTRUCTOR_PERCENT_RESPONSIBLE	COURSE_ENROLLMENT	STUDENT_CREDIT_HOURS
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

In your 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	5625	27570	ST:Contemporary Global Lit	3	100	5	15	
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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”.

