

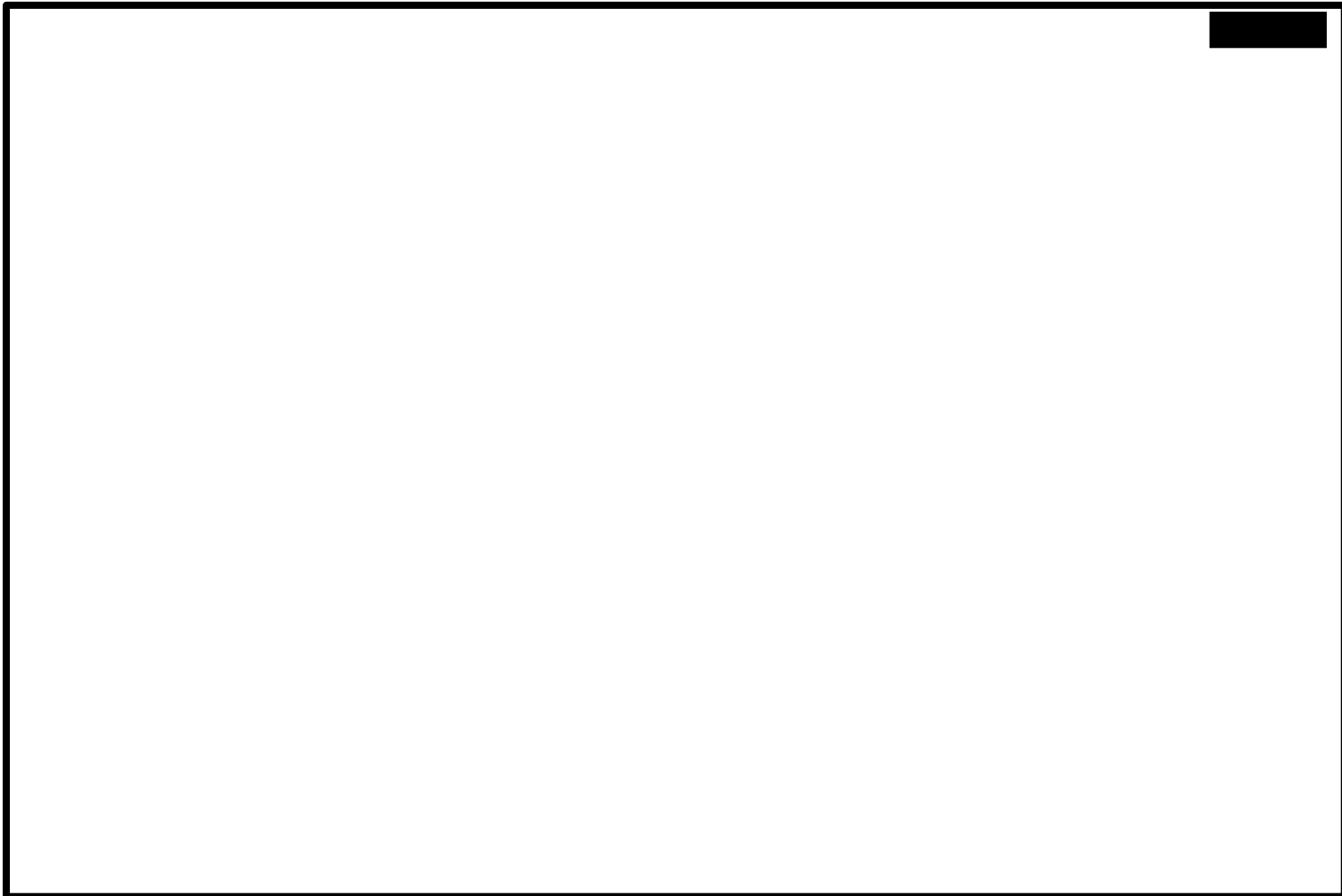
Faculty Annual Report Guide: Navigation

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Accessing Interfolio through Agora Portal

1. Log into Agora Portal.
2. Click on Faculty Annual Reports under *Academics and Courses*.



Home Page

1

2

3



Note. The menu on the left shows only the Faculty 180 menu for FAR, but you will also see an additional menu for Faculty Search in your account.

1

will close the side menu and will open it again.

2

This is the main navigation menu. Homebrings you to the page shown.

Announcements & Help includes Interfolio Announcements, Institution Announcements, and Institution FAQ's

Profile contains demographic information about yourself and your educational and work experiences.

Activities are where you enter your yearly activities and accomplishments (e.g., advising).

Evaluations is for department chairs and deans to review submitted FARs and leave requests.

Forms & Reports allows you to find current reports to complete and past reports completed, e.g., COI/COC and FAR forms. It also allows you to create customized reports of your activities.

Vitas & Biosketches allows you to print standardized CVs and FARs, and link your ORCID account.

Find Colleagues allows you to find colleagues at Boston College.

Account Access enables you to delegate account access to other users.

3

My Tasks lists tasks in your queue.

Accessing Activities

There are two ways to input your Activities

1. Action Item on your Homepage: Click 20XX Faculty Annual Report

2. A second way to input activities is through the Activities section on the left-hand menu. Using this method to access activities allows you to view all the activities you have previously entered in the system and those for the current year.

Navigation Buttons

Name

Icon/ Button

Function

Preview		Use this button to generate a PDF preview of your Faculty Annual Report (see section on Previewing and Submitting Your Report for additional information).
Print		This opens a new window to show you a print preview of your report. Use your browser's print menu to print the report.
Quicklinks		This is a customized set of links in the system for you to jump to a section at anytime. You can also manage your list of Quicklinks.
Refresh Vita		Use this button to reload a report with updated information based on display options that you have changed.
Save and Cancel		<p>Saves your information on that page but does not leave the page.</p> <p>Saves your information on that page and brings you to a new blank page in that same category (e.g., another grant).*</p> <p>Saves your information on that page and brings you back to the previous page.</p> <p>Leaves that page without saving any new information. You will receive the following warning:</p>

		* This is different from the “Add Another Attachment” button described above.
Show All/Hide All		Show All will expand all sections on the page while Hide All will collapse all sections on the page.
Submit For Review		When you are ready to submit your Faculty Annual Report, you may click this button. The task prompt for your FAR will disappear from your Home Dashboard, but you may access activities anytime by using the site Activities menu (see p. 6).
View		Redirects to a new page with a report shown.

Fields

Fields with an asterisk are required. For example, Start Date is required, but Award Date is not, in this example.

Instead of typing