Instructions for adding Global Impact flag to FAR activities

If individuals are adding new entries or editing existing ones in any of the below categories, they will see the interface with accompanying checkboxes. Per the fact, these flags function on a category by category basis, faculty will need to enter each category and make changes or updates as needed.

The easiest way to access these screens is through the Profile editor in your Faculty Activity Report.

Global Impact Categories	
TAB	Activity
Biography	In the Media
Biography	Geographical Regions of Interest
Biography	Honors & Awards
Teaching	Student Projects
Teaching	Professional Education
Teaching	Teaching Projects
Teaching	Small Group Teaching
Research	Research Groups
Research	Grants, Contracts & Research Gifts
Research	Research/Scholarship Projects
Research	Patents*
Research	Software Titles*
Research	Copyrights*
Publications	Publications
Presentations	Presentations
Faculty Practice	Practice History*
Faculty Practice	Patient/Client Satisfaction*
Graduate Students	Current Students*
Graduate Students	Former Students*
Professional Organizations	Professional Organizations
Entrepreneurial Experience	Entrepreneurial Experience
Service	Professional Service
Service	Internal Service
Service	Community Partnership*
Service	Outreach
*Activities have Global Impact flag but are not included in the Global U Inventory database	

Step 1:
- Login to Faculty Profile editor via the Faculty Information & Support portal
- Click on your name to edit your profile

Step 2:
- There are eleven categories (Biography, Teaching, Research, Publications, Presentations, Faculty Practice, Graduate Students, Professional Organizations, Entrepreneurial Experience, Service, Contact Information). Click on the category you want to update or add an activity to.

Biography

Teaching

Research

Publications

Presentations

Faculty Practice

Graduate Students

Professional
Organizations

Entrepreneurial
Experience

Service

Contact Information

Step : 3
- To update an activity, click on the pencil next to the activity

Honors & Awards
- Oscar for best actor. MPAA, 08/2014

- To add an activity, click on the window icon with green plus sign next to the Activity type

Honors & Awards
- Oscar for best actor. MPAA, 08/2014
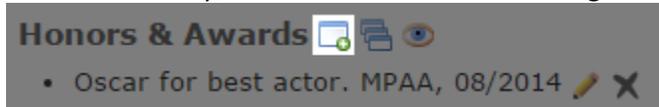
- Locate the Global Impact checkbox (Note: this might be at the bottom of the screen and require you to scroll to locate it).

Faculty Profile

Honors & Awards

Add Honor/Award

Organization

*Description

*Date Received   (mm/dd/yyyy or mm/yyyy)

Global Impact

Interdisciplinary

Community Engagement

Publish to my Web Page ✔

*Required

Save   Save and Add Another   Cancel

Add Item

- Once the Global Impact checkbox is clicked, the Countries field will appear

- Click in the Countries field and a prepopulated drop down menu with available countries/regions will appear. Scroll or type to find the country(ies)/region(s) to tag your activity

- Click Save or Save and Add Another.

Step 4:
- Activities tagged within your FAR Faculty Profile will automatically be imported into the Global U Inventory on an hourly basis.