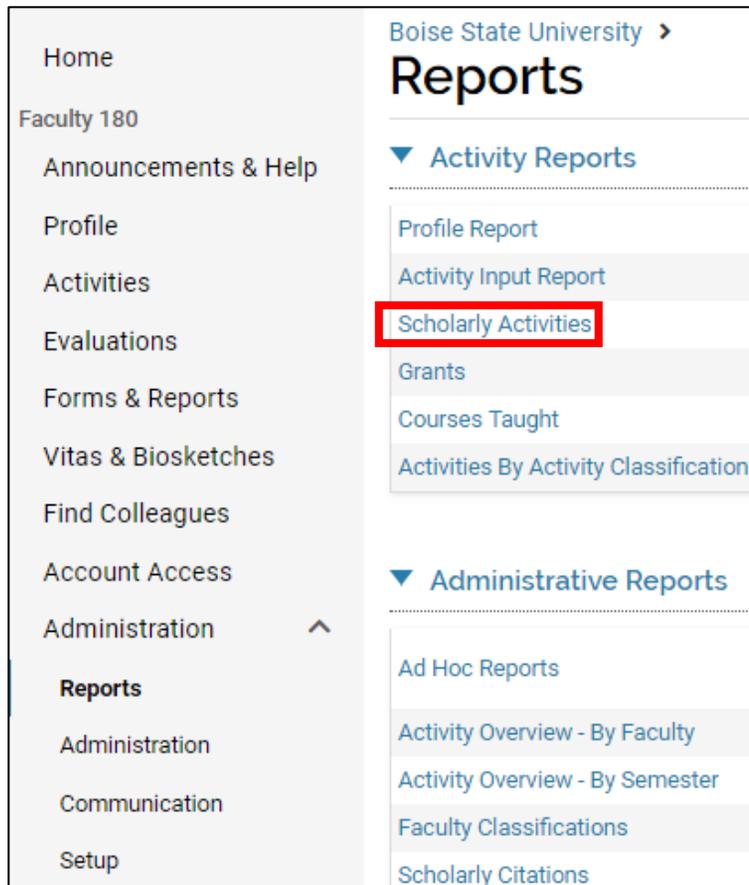


How can I get a list of all the scholarly/creative works in unit X in a certain time frame?

Admin → Reports → Activity Reports → Scholarly Activities



The screenshot shows the Boise State University Reports interface. On the left is a navigation sidebar with the following items: Home, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration (with an upward arrow), **Reports**, Administration, Communication, and Setup. The main content area is titled 'Boise State University > Reports'. It features two main sections: 'Activity Reports' and 'Administrative Reports'. Under 'Activity Reports', the following options are listed: Profile Report, Activity Input Report, **Scholarly Activities** (highlighted with a red box), Grants, Courses Taught, and Activities By Activity Classification. Under 'Administrative Reports', the following options are listed: Ad Hoc Reports, Activity Overview - By Faculty, Activity Overview - By Semester, Faculty Classifications, and Scholarly Citations.

How can I get a list of all the scholarly/creative works in unit X in a certain time frame?

Scholarly Activities

General

Activity **3** Book

By Term

By Category

Status Completed/Published Accepted **4** **Change**

Begin Fall 2017

End Fall 2017

Display Mode Count Only

Build Report **6**

[Go Back](#)

Faculty

Unit **1** University

Employment Status Full Time

Begin Fall 2017

End Fall 2017

Faculty Titles

801 Faculty Selected

Details

Activity Classifications

Intellectual Contributions: Review Type

IS

Blind Peer Reviewed
Non-blind, Peer Reviewed
Editorially Reviewed
Invited

Ctrl-Click to Select Multiple.

Apply **5**

Select Faculty **2**

Select Individual Faculty

End Fall 2017

Faculty Titles

Login Status

Teaching

Faculty Classifications

Faculty Rank

IS

Assistant Research Professor
Assistant Research Professor
Research Professor
Associate Research Professor

Ctrl-Click to Select Multiple Items

Apply

Select 801 Faculty **Reset** **Cancel**

- 1) Choose faculty using the faculty picker: In this case, all full time faculty active during the search window (e.g., 2017)
- 2) If you want to look at faculty by a particular rank, go to the **Faculty Classification** submenu in the picker, choose *Faculty Rank* and select the rank(s) you wish to include. Click Apply and Select XX Faculty.
- 3) Select the Activity type you wish to review (in this case, this means the *type* of publication or scholarly/creative activity)
- 4) Select publication Status options (e.g., choose all scholarly types that are either *Completed/Published* or *Accepted* (default)).
- 5) If applicable, use an Activity Classification to narrow to a subset of records
(Here, *Intellectual Contributions: Review Type* has been set to only those that have some form of (peer) review).
- 6) Click **Build Report**

How can I get a list of all the scholarly/creative works in unit X in a certain time frame?

Unit ¹	Spring 2016	Summer 2016	Fall 2016	Total ²
University	0	0	0	0
Albertsons Library	0	0	0	0
College of Arts and Sciences	0	0	0	0
College of Business and Economics	0	0	0	0
College of Education	265	45	221	531
College of Engineering	0	0	0	0
College of Health Sciences	0	0	0	0
College of Innovation and Design	0	0	0	0
Miscellaneous	0	0	0	0
School of Public Service	0	0	0	0
Totals	265	45	221	531

¹ A faculty member's activities occurring before being employed by the institution will not be included. See faculty members' vitae for a complete listing of their activities.
² For row totals, an activity may be counted more than once if its status changed over academic terms. The double counting can be eliminated by selecting only one status level. Status levels include: in progress, submitted, accepted, or completed/published.

Note the footnotes above:

1. A faculty member's activities occurring before being employed by the institution will not be included. See faculty members' vitae for a complete listing of their activities.
 2. For row totals, an activity may be counted more than once if its status changed over academic terms. The double counting can be eliminated by selecting only one status level. Status levels include in progress, submitted, accepted, or completed/published.
- 7) Drill down by clicking on the number that appears in the lower right-hand corner figure.
- 8) Drill down one more time by clicking on the Total x Totals cell again in lower right corner

Flay, Brian	0	0	0	0
Totals	265	45	221	531

- 9) If there are many records, you may click Show ALL entries and then sort by outlet *Type* etc. You can also use the **Actions** menu at the top right of the page to export.



Show **All** entries

Search:

#	Faculty	Type	Title	Outlet	Semester	Actions
1	Allred, Keith W	Presentation	Cooperative learning in environmental education: Including children with diverse learning needs.	16th Annual Idaho Environmental Education Association Conference	Spring 2016	
2	Allred, Keith W	Journal Publication	A parent-implemented, technology-mediated approach to increasing self-management homework skills in middle school students with autism	Exceptionality	Fall 2016	