Elements: Generating Annual Faculty Report as Administrator

<u>Annual/Multi-Year Report Generation</u>

If you are an administrator for a unit <u>not</u> participating in the Annual Review Workflow Pilot, you can still generate the Annual/Multi-Year Report/Annual Faculty Report. To do this, follow these steps:

- **Role Assignment**: Ensure you are assigned the "**Statistician (RI)**" role in Elements for your department or school.
- **Request Access**: Email elements@iu.edu to request access. Specify the Org code and the unit/school for which you need access.
- **Generate Report**: Once your access is set up, you can run and generate the Annual Faculty Report for your faculty.

To generate the Annual Faculty Report in Elements:

1. Navigate to your Elements "**Menu**." icon on the top left of the page. Click on the Menu Icon and go to "Reporting" and select "Formatted Reports".

2. Locate the **Annual Faculty Report** and Click on the "**RUN**" button.

3. Select the user (by typing in their name) and selecting them when their name appears.

4. Enter the Date parameters, e.g.: **01 Jan 2024** as the Start date and **Dec 31 2024,** as the End date (if you want to generate the 2024 Annual Report) and select the desired Format by selecting the PDF for Adobe PDF format or DOC for Word Document format and click the "**RUN**" button:

Run report

Executive Management/Academic Support (Bloomington)

Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date

01 Jan 2024 ✅ 📅

End date

Dec 31 2024 ✅ 📅

Format

PDF

DOC

CANCEL   RUN

5. Clicking the "**RUN**" button will download the report to your downloads folder.

Run report: Annual Faculty Report

Success

Your **Annual Faculty Report** report has been successfully run and will be saved in your downloads folder as **Annual Faculty Report - generated 2024-12-23 10-47.doc**.

CLOSE

6. The system does not allow a one single combined Word/PDF of all for your faculty Annual Faculty Reports into a one single file, you'll need to run it individually for each of your faculty member.