

Entering and Checking Teaching Content

Academic Advising, Directed Student Learning, Scheduled Teaching, Curriculum Development Efforts

All Teaching advising and course information is reported for the CALENDAR YEAR of the Annual Report.

Academic Advising

Create ONE Academic Advising record for each Term in the calendar year. This will ensure proper display in your annual report document.

HINT: If your numbers are similar from one term to the next, after you have the first record created you can use the **Duplicate** feature to create the advising record for each subsequent term.

1) Select the **Term** and enter the calendar **Year**.

2) **Undergraduate Student Advising**

Enter the correct numbers for your **Undergrad Advisees, Sr./Honors Thesis Advisees, and/or UCARE Advisees.**

3) **Professional Program Student Advising**

Enter the correct number in the **Professional Program Advisees** text box.

4) **Co-advising with an international partner?**

Select Yes or No. If Yes, select the partner country or countries.

5) **Graduate Student Advising**

Select the correct responses for the **Involvement type** and **Graduate Level** and enter the **Number of Students** that matches those criteria.

If you have more than one Involvement type and/or Graduate Level, select the number of rows to add and then click on the **Add** button. Complete the 3 fields for each additional category.

6) When finished, click on the **Save** button.

Create a duplicate record from the summary screen. Select the advising record and then click on the **Duplicate** button at the top, right of the screen. In the new record, change the Term (and Year) and advising numbers as needed.

Directed Student Learning

Your significant interaction with undergraduate or graduate students can be entered in these screens. Do not feel obligated to enter information.

Undergraduate

- 1) Select the correct **Involvement Type** of UCARE, Senior/Honors Thesis, or Other.
- 2) Complete the remaining fields to identify student and student's work.
- 3) Enter the **Date Started** and/or **Date Completed** (note the on-screen instructions).
- 4) When finished, click on the **Save** or **Save + Add Another** button.

The screenshot shows a form for entering undergraduate student involvement. It includes a dropdown menu for 'Involvement Type', a text field for 'Explanation of "Other"', and text fields for 'Student First Name' and 'Student Last Name'. There is a dropdown for 'Student's Home Department', followed by text fields for 'Major' and 'Degree'. A text field for 'Title of Student's Work' is present, along with a larger text area for 'Enter a short description of the student project and your involvement in the project.'.

Graduate

- 1) Select the correct **Involvement Type** of Doctorate (various committee assignments), Masters (various committee assignments), Postdoctoral Research Supervision, Professional Program Advisor, or Other.
- 2) Complete the remaining fields in this section to identify student and student's work.
- 3) Completion of the **Registration Status** field is REQUIRED for proper listing of the record in the Annual Report document. NOTE: Selecting the "Inactive" status will keep the record in Activity Insight, but the record will NOT appear in the Annual Report document.
- 4) Complete the correct Date(s) for the **Stage of Completion** for this student record.
NOTE: You may continue to update this record with the correct Stage as the student progresses through the degree program. This record will continue to display in the Annual Report document until past the Completion year or the Expiration year.
- 5) When finished, click on the **Save** or **Save + Add Another** button.

The screenshot shows a form for entering graduate student involvement. It includes a dropdown menu for 'Involvement Type', a text field for 'Explanation of "Other"', and text fields for 'Student First Name' and 'Student Last Name'. There is a text field for 'H NU ID', a dropdown for 'Student's Home Department', and text fields for 'Major' and 'Degree'. A text field for 'Title of Student's Work' is present, and a dropdown for 'Registration Status'.

The screenshot shows a form titled 'Stage of Completion' with six rows. Each row has a dropdown menu and two text boxes for dates. The rows are: 'Date of First Enrollment', 'Program Approval', 'Candidacy Established', 'Final Exam Report', 'Deposit/Completion', and 'Program Expiration'.

Scheduled Teaching

Basic course information is imported from the NeSIS database. Each semester's initial upload is after the census date. The final upload is made after census date of the following semester.

NOTE: Each "instructor of record" will have a record for that course listing. If you find missing or incorrect records, please contact Erin Blankenship in the CASNR office to make any corrections.

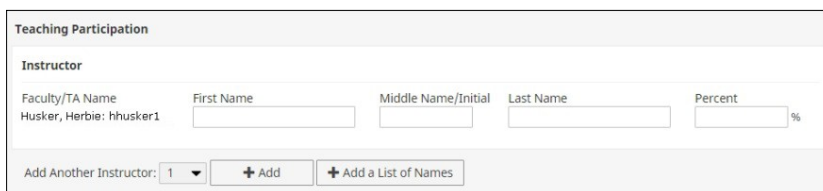
Courses with no enrollment will be omitted from the Annual Report.

You need to review the NeSIS content for EACH course AND add other content.

1) The top part of course screen contains the data imported from NeSIS (Term and Year, Course Name, Course Prefix and Course Number, etc.). You cannot edit this content, but need to verify that it is correct.

2) **Delivery Mode** - Select the correct option as this is included in the Annual Report.

3) In the **Teaching Participation** section, Enter your **Percent** of involvement.

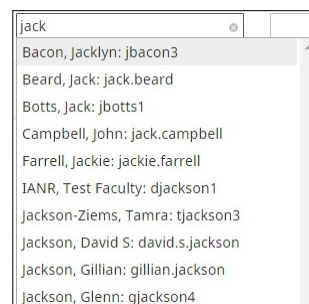


| Faculty/TA Name | First Name | Middle Name/Initial | Last Name | Percent |
|--------------------------|------------|---------------------|-----------|---------|
| Husker, Herbie: hhusker1 | | | | % |

Add Another Instructor: 1

You also need to enter all other instructors and the correct teaching percentage. This information is included in the Annual Report. Select the number of instructors you need to add and click on the **Add** button.

- To add another UNL faculty member, start typing the name in the "search" field and then select the name from a list of matching names (matches first and last names and Account ID). Enter the Percent of involvement for each instructor.
- To add graduate assistants or instructors from outside of UNL, enter the name(s) and percent of involvement in the appropriate fields.



jack

- Bacon, Jacklyn: jbacon3
- Beard, Jack: jack.beard
- Botts, Jack: jbotts1
- Campbell, John: jack.campbell
- Farrell, Jackie: jackie.farrell
- IANR, Test Faculty: djackson1
- Jackson-Ziems, Tamra: tjackson3
- Jackson, David S: david.s.jackson
- Jackson, Gillian: gillian.jackson
- Jackson, Glenn: gjackson4

4) Please complete the **New course preparation**, and **New format for existing course** fields as the content will display in the Annual Report.

New course preparation?

New format for existing course?

Syllabus for this course No File Stored

5) You may upload the Syllabus for storage purposes. The file will NOT be attached to the Annual Report.

6) **Does this activity have an international component?**

Complete this field for ALL Course entries. This field is a UNL-wide requirement. If you answer Yes, you must complete the accompanying text box to provide a brief description.

- 7) When finished, click on the **Save** button.
- 8) You will return to the summary screen and the record just updated will be highlighted in gray. This will help you efficiently move through the list of courses.

| |
|---|
| Fall 2015 Landscape Plants NRES 100, Section 001 |
| Summer 2015 Landscape Plants HORT 100, Section 001 |
| <u>Spring 2015</u> <u>Landscape Management</u> <u>AGRO 200, Section 001</u> |

Curriculum Development Efforts

If applicable, enter particularly noteworthy NEW curriculum development activities that have NOT been adequately explained in the Teaching Goals and Goal Accomplishments screen.

You will enter the **Title of Activity** and a brief **Description**.

Select Yes/No for the **Is this part of an international collaboration or dual degree program?** field.

For the **Date** entry, please note the on-screen instructions.

NOTE: Instructional grants will display in the “Contracts, Grants and Sponsored Research” screen.