TRAINING MANUAL

FIU | PANTHER180

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PANTHER180 TRAINING MANUAL

Introduction

Panther18 is a comprehensive systems solution to record and publicize faculty achievements. Panther180 provides a central location for the faculty to record their achievements and eliminate data redundancy. With this electronic management, internal support units can obtain needed information to promote the work and scholarship of our faculty.

As FIU continues to grow and be Worlds Ahead, Panther180 is new web based for faculty activity reporting system that was launched on February 8, 2016. The system is used to record and publicize faculty achievements as well as serve as the centralized system for faculty assignments and evaluations. Below is a list of the evaluations that currently take place within Panther180.

- Adjunct Annual Evaluations
- Annual Assignments
- Annual Departmental Evaluations
- Dissertation Advisor Status (DAS) Appointments
- Faculty Administrator Faculty Evaluations
- Library Annual Evaluations
- Non-Tenure Track Promotion
- Postdoctoral Annual Evaluations
- Sabbaticals and Professional Development Leave applications.
- Sustained Performance Reviews
- Tenure & Promotion
- Third Year Review

PANTHER180 TRAINING MANUAL

How to log in to Panther180

You can login to Panther180 using your AD credentials. Visit Panther180 through panther180.fiu.edu. You can click on the "Log In" button on the top right-hand corner of the site where it says "Login."
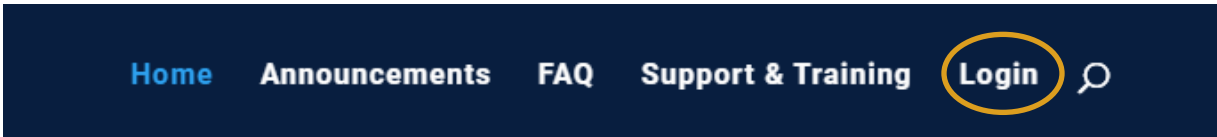
You can also log in to Panther180 if scroll down to the bottom. There, you will see a "Panther180 FIU" button.
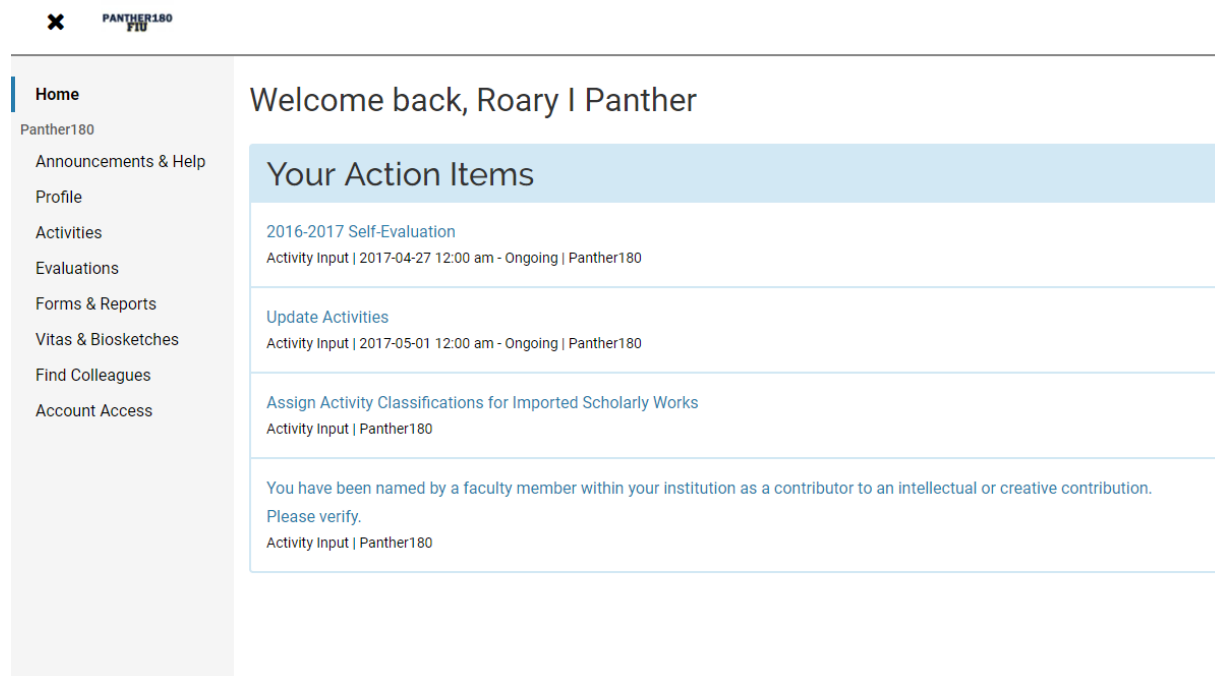

Clicking on any of these links will take you to our login page where you can access the site using your AD credentials. This is the same information you use when logging into your computer.

Dashboard

Once you log in to Panther180, you will see your Dashboard, or Home page. Your Dashboard should look similar to this:

Any pending, or action, items will be available for access from the Dashboard. You can click on any of the links available to update the information requested.

Quicklinks Tool

WHAT IS QUICKLINKS?

The "Quicklinks" button allows users to have quick and easy access to the screens they use often. For example, if there is a report that is used on a regular basis, and it contains complex filters, the user might want to create a quick link, to that report, so it can be accessed quickly. Each user can create their own Quicklinks, which can be shared with other users if they choose.

While the Quicklinks button is not available on the homepage, you can still access to the tool from any Faculty180 specific page within the Interfolio product.

Click "Quicklinks" in the upper-right corner of the screen, then click "Add This Page as a Quicklink." The Add Quicklink dialog box opens. A default name for the Quicklink displays. IF you choose, type a new name for the quick link in the "Name" field. When you are finished, click "Save."

RENAMING AND SHARING QUICKLINKS

From any screen, click "Quicklinks" in the upper-right corner of the screen, then click "Manage Quicklinks."

The Manage Quicklinks screen appears and displays Quicklinks added by you as a user. You can edit, share, delete, or reorder these. You may also view Quicklinks added by an administrator, which cannot be edited nor deleted.

To share a quick link with other users at your institution, click the share, or "send" icon. To edit, click on the pencil, or "edit" icon. To delete, click on the "delete" icon.

Announcements & Help

Under the "Announcements & Help" section you will be able to see all the announcements made by your Panther180 Support Team, any news available, any errors the system may be having, and how the team is working on those issues.
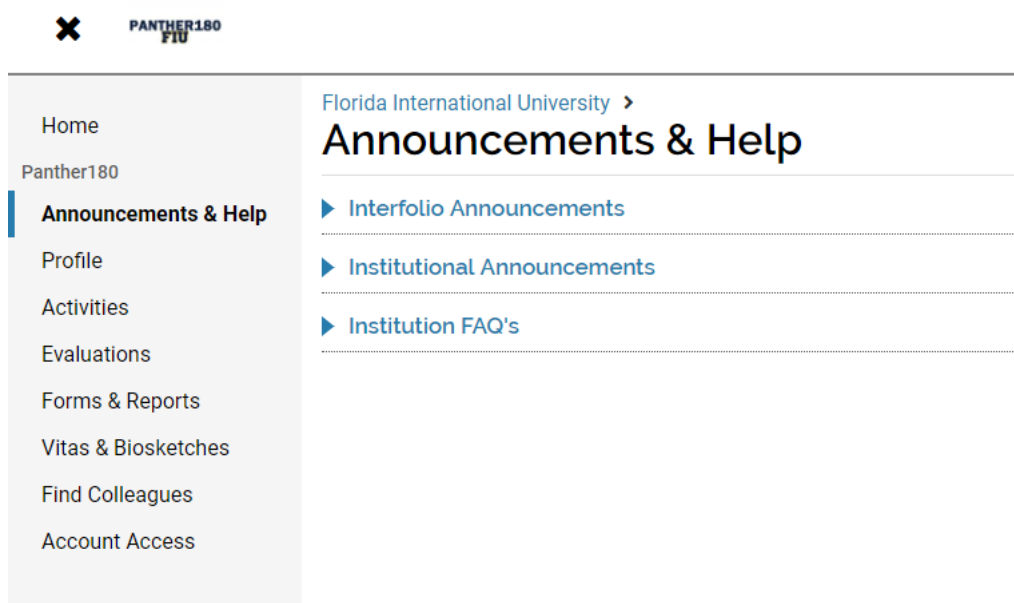
The announcements page is categorized as Interfolio Announcements, Institutional Announcements and Institution Frequently Asked Questions.

If you are having any issues with the system and cannot find the solution on this page, click on "Institution FAQ's," scroll down to the bottom of the page and click on the "Ask A Question" button to ask your question to the Panther180 Support Team.
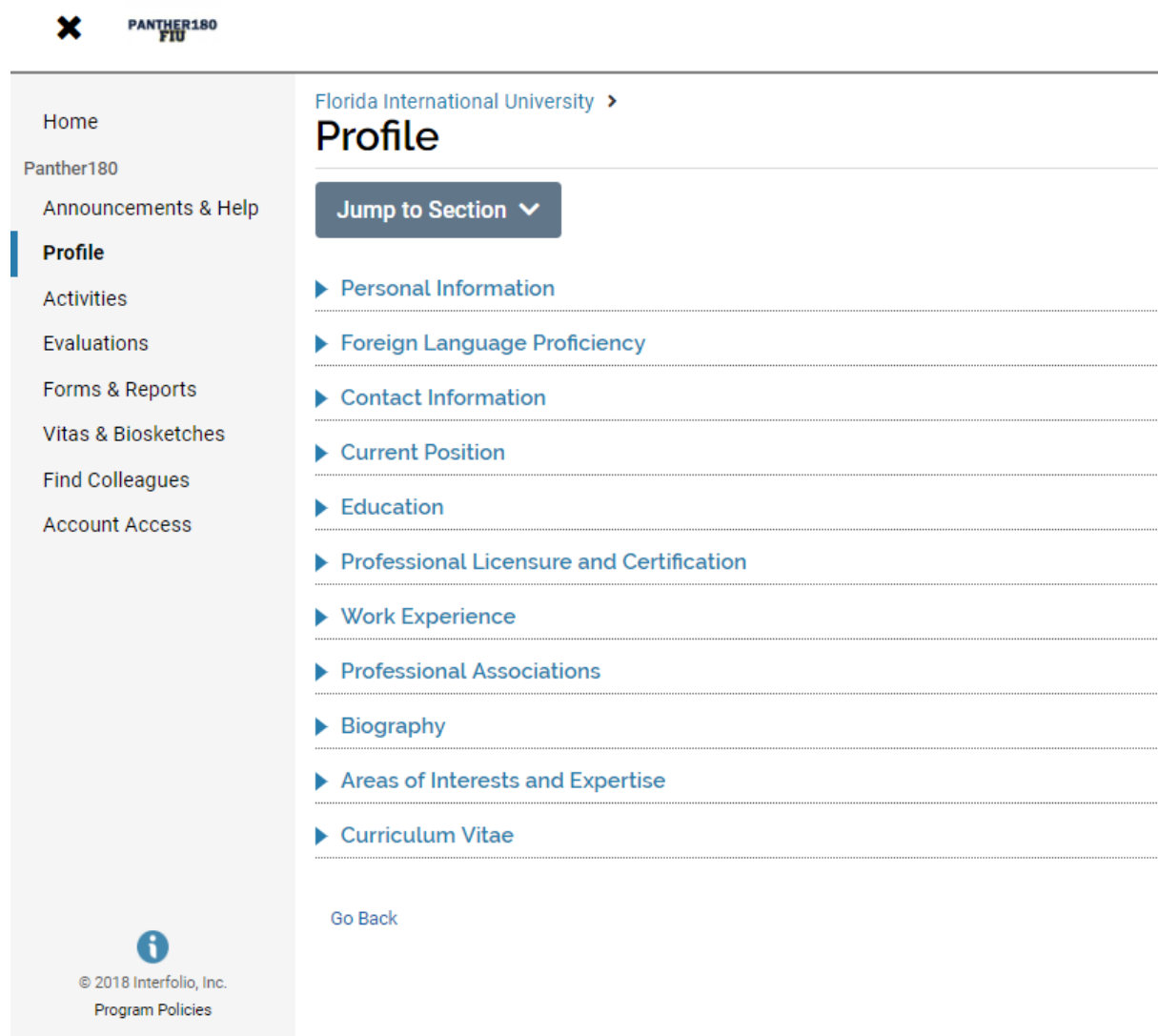
Profile

The information on the "Profile" section has standard information pertaining to yourself. Make sure that all the information on this section is correct. Keep track of this information and update as needed.

In this section you will see different subsections, such as Personal Information, Foreign Language Proficiency, Contact Information, Current Position, Education, Professional Leisure and Certification, Work Experience, Hospital Affiliations, Professional Associations, Areas of Interest and Expertise, Biograph, and Curriculum Vitae, or CV.

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PERSONAL INFORMATION

The "Personal Information" subsection will have your name. Please verify that this information is correct. If there are any mistakes or you need to make corrections, click on the "Edit" button.

A pop-up screen will appear where you can edit your information. When you are finished editing, click "Save."

FOREIGN LANGUAGE PROFICIENCY

Please list ant foreign language acquired (other than English) and the associated proficiency level.

You are not required to add this information, if you do not speak any other language, skip this step.

CONTACT INFORMATION

The "Contact Information" subsection will have information regarding you, as a Faculty member. In this section, it is important to include your office building and room number, your FIU email and your office phone.

To add or edit any information, click on the "Edit" button at the bottom of the section. Complete the form and click "Save."

CURRENT POSITION

You will see your current position held under the next section, "Current Position."

You can edit this information by clicking on the "Edit" button. This will open a pop-up screen.

Select the correct academic rank option form the drop-down menu on "Current Academic Rank"

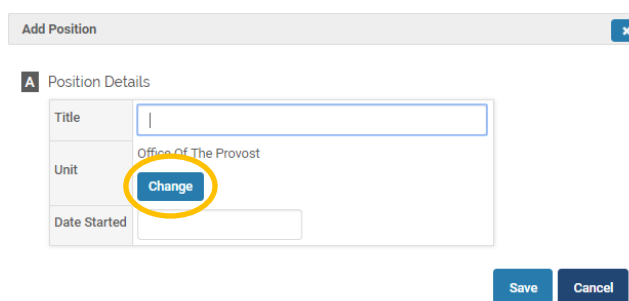If a faculty member has more than one role, select the "Add" button under "Current Positions". A new pop-up window will appear.

Enter the nest current role in the field labeled "Title." Under the filed "Unit," identify the department for which this role falls under by clicking on the "Change" button and selecting the correct unit.

Lastly, select the "Date Started" and a calendar will appear. Select the correct date started.
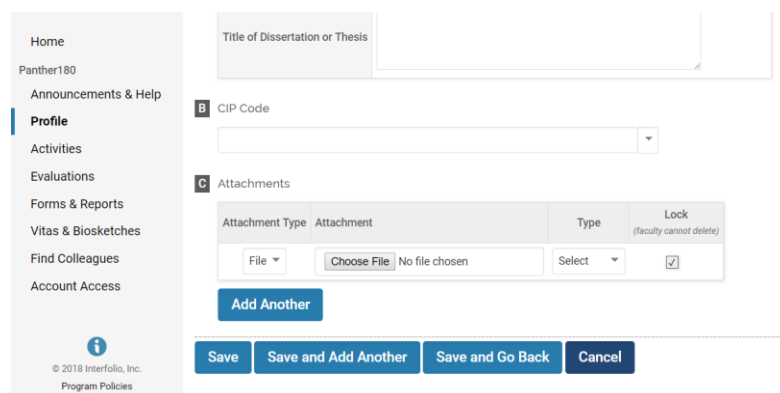
Once complete, click on the "Save" button on the "Add Position" pop-up and "Save" once more on the "Current Position" pop-up window.

EDUCATION

Under the "Education" section you will be entering your college and residency information. Please select the "Add" button and a new screen will appear.

Begin completing the form. Please note that all fields marked with an asterisk (*) are required to be completed. Scroll down to the bottom of the page in order to save.

You may choose "Save and Go Back," this will save your entry and take you back to the previous page.

You may also select the "Save and Add Another" button which will save the what you have just entered, and the same screen will a appear blank. This will be ideal for those who are entering more than one degree.

PROFESSIONAL LICENSURE AND CERTIFICATION

For the next section, "Professional Licensure and Certification," you will be entering information regarding your professional licenses or any certificates you may have.

Begin by selecting the "Add" button. A new page will appear.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add another license or certification, you may click on "Save and Add Another."

WORK EXPERIENCE

In the "Work Experience" section, you will be entering your current and past work experience.

Begin by selecting the "Add" button. A new screen will appear.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add another work experience, you may click on "Save and Add Another."

PROFESSIONAL ASSOCIATIONS

Under the "Professional Associations" section, you may place information regarding any professional associations that you hold a role in, such as member, chair, etc. These professional associations are associations outside the University.

If you would like to add information, please select the "Add" button and a new screen will appear. Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other professional associations, you may click on "Save and Add Another."
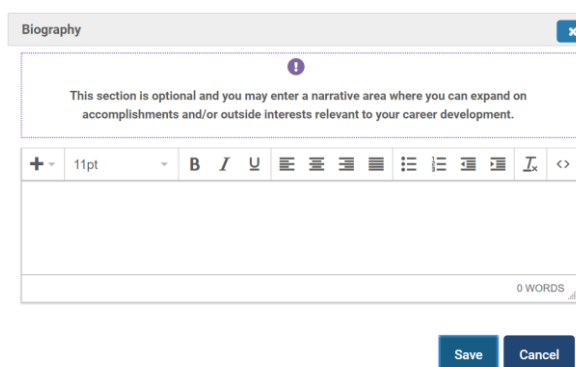
BIOGRAPHY

In the "Biography" section you may add a biographical statement.

If you would like to add information, please select the "Add" button and a new screen will appear.

Write a brief, biography (outlining, for example, education, work experience, publications, external funding received, creative works, contributions to the profession, professional associations and/or licenses, research interests, expertise). Your biography should be written in the third person format.

Click on the "Edit" button and a pop-up window will appear. Add your biography in the text box provided and click "Save."

AREAS OF INTEREST AND EXPERTISE

The next section is "Areas of Interest and Expertise." In this section, will may enter the areas in which you identify yourself as an expert or on areas in which you are interested in doing work.

If you would like to add information, please select the "Add" button a new screen will appear.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add another area of expertise or interest., you may click on "Save and Add Another."

CURRICULUM VITAE

The final section under your Profile is "Curriculum Vitae." You may select to upload a copy of your CV in this section. However, please note that this will not enter or deliver any information to any part of your Panther180 account. Many faculty members opt to not enter any copies of their CV to this section, as CV's are constantly being revised and updated.

You can extract a copy of your CV directly from Panther180 using the Vitas & Biosketches area (explained later in this manual).

Activities

The activities area will most likely be the area you visit most frequently to update your activities. It is used to keep track of your professional activities, including:

- Advising load at the undergraduate and graduate levels
- Information about students being supervised by the faculty member
- Professional and creative works that are pending and/or complete
- Pending grants and funded amounts
- Participation in standing committees, and similar service at other academic institutions and professional organizations
- Professional development, including conferences, training, and continuing education
- Professional consultation provided by the faculty member

Faculty members can update most of their activity information at any time. In addition, faculty members are reminded on a regular basis by their institution to review and submit their activity information, so it remains current. Reminders that the Activity Input Form needs to be reviewed and submitted display in the To Do section on the Dashboard, or Home page.

Please note that your ability to edit and add information may be restricted or structured by your institution or department. If you have any questions, please reach out to your Panther180 administrator.

To access your activities, please select "Activities" on the left-hand side.

COURSES TAUGHT

In the "Courses Taught" section, you will be able to see all the courses that you have instructed by clicking on the "View Teaching" button.
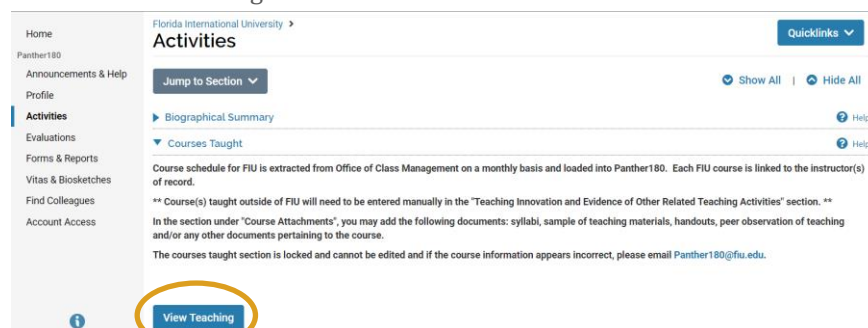
A new screen will appear where you can select the semesters for which you want to view the courses in which you have taught and click the "Refresh" button.

Scroll down and you will see a breakdown, by semester, of the courses. You will not be able to edit these courses as they are pulled directly from the PantherSoft Campus Solutions. However, you can add any course attachments such as, the course syllabus, course evaluation, etc. To add any additional attachments, click on the "Add" button and a pop-up window will show.

Once you have selected any files and filled out the form, click on "Upload" and the files is added to the specific course.

Summer 2016

Course ▲	Syllabus ▲	Course Evaluation ▲	Peer Evaluation ▲	Other ▲	Add ▲
MAC 1140 U03A	1	–	–	–	Add

To delete a course attachment, click the attachment type you wish to delete for the desired course, click the "Delete" ✖ icon, the click "Delete." The course attachment is removed.

TEACHING INNOVATION AND EVIDENCE OF OTHER RELEVANT TEACHING ACTIVITIES

In this section, "Teaching Innovation and Evidence of Other Relevant Teaching Activities," you may enter any information regarding activities that deal with teaching but are not involved with a course

The following activities may be entered in this section, but are not limited to, Quality Matters (QM) certification, active learning techniques, service learning, portfolios, use of technology and software, and undergraduate research projects.

If you would like to add information, please select the "Add" button and a new screen will appear.

Complete the form and make sure to select the proper semester and whether the activity is ongoing or if it has finished.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other activities, you may click on "Save and Add Another."

STUDENT SUPERVISION/MENTORING

The Student Supervision section is used to manage information for all students you are supervising or have supervised previously.

Under "Student Supervision/Mentoring," please include any thesis, dissertation committees, or other student supervisory activities with a brief statement outlining role in student mentoring.

To add a new student, click Add", complete the necessary fields, then save the information. You also have the option of editing, deleting, and cloning existing student supervision entries.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other information, you may click on "Save and Add Another."

SCHOLARLY PUBLICATIONS AND CREATIVE ACTIVITIES

The "Scholarly Publications and Creative Activities" section is used to view and enter activities relating to scholarly or professional works (e.g., journal articles, books, proceedings) and creative works (e.g., performances, exhibitions) that you are participating in or have completed.

If you would like to add information, please select the "Add" button and a new screen will appear.

When adding a new activity, you have the option of entering data manually or importing citations from publications. If you choose to import a citation from an external source, understand that you are responsible for complying with usage restrictions. Be sure to review any terms of use and/or license agreement from the external source. The safest method for importing citations is to obtain written permission from the external source. If it is not possible to obtain permission, importing citations should be avoided.

To input information manually, from the drop-down menu select the type of activity you would like to add and click on the "Continue" button. A new screen will appear. Complete the form shown on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other information, you may click on "Save and Add Another."

TYPES OF ACTIVITIES AND WHERE THEY GO

TYPE OF ACTIVITY	SUGGESTED INPUT
Artistic/performance	Creative Work and Production
Book	Book
Book chapter	Book Chapter
Book review	Book Review
Conference abstract	Proceeding
Conference paper	Proceeding
Conference poster	Presentation, Presented Papers, and Lectures
Data set	Data Research Tools and Techniques
Dictionary entry	Book Chapter
Disclosure	Patent Disclosures, Applications, and Awards
Dissertation	Profile
Edited book	Book
Encyclopedia entry	Book Chapter
Invention	Patent Disclosure, Applications and Awards
Journal article	Article
Journal issue	Article
Lecture/speech	Presentation, Presented Papers, and Lectures
License	Patent Disclosure, Applications and Awards
Magazine article	Article
Manual	Other Teaching Materials
Newsletter article	Article
Newspaper article	Article
Online resource	Online Resource, Application, Website
Other	Other Scholarly Work
Patent	Patent Disclosure, Applications and Awards
Presentation, Presented Papers, and Lectures	Workshops, Delivery of Continue Education, Delivery of Professional Development
Registered copyright	Enter as an activity classification in Books, not an activity
Report	Report
Research technique	Data Research Tools and Techniques
Research tool	Data Research Tools and Techniques
Spin off company	Other Scholarly Work
Standards and policy	Other Scholarly Work
Supervised student publication	Other Scholarly Work
Technical standard	Other Scholarly Work
Test	Data Research Tools and Techniques
Translation	Other Scholarly Work
Website	Online Resource, Application, Website
Working paper	Article

ORCID PUBLICATIONS SYSTEM

IF you have all your scholarly publications in the ORCID data system, you can transfer that data to Panther180 by following the steps below.

From the main menu on the left-hand side, select "Vita & Biosketches." At the bottom of the page you will see a section called "Vita/Profile Systems," where you will be able to have access to connecting your ORCID account.

To connect your ORCID account, click on the "Create or Connect your ORCID iD" button under the "Authorize Access" column. This will direct you to the ORCID login page where you can login with your ORCID credentials.

GOOGLE SCHOLAR DATA SYSTEM

If you have any publications populated in the Google Scholar data system, the easiest way to upload all the files into Panther180 will be as a "Generic BibTeX" when you are adding a scholarly activity. You can upload as a file or as text.

In order to upload this data, click on "Activities" from the main menu on the left-hand side. Then, click to add a Scholarly Publication. Select to import a "Generic (RIS/BibTeX)," and click continue.

This will take you to the importing page where you will select the format and the citation data.

You can import using either RIS or BibTeX formats. We recommend BibTeX. Select the correct format and you can upload a file or copy and paste the information.

To copy and paste the information, please select the option for "Copied Text" and paste the information on the textbox. When you are finished, click the "Save" button.

To upload a file, please select the "File" option and click on "Choose File." Select the correct file and click the "Save" button.

RESEARCH/GRANTS

Under the "Research/Grants" section, you may enter any information on grants which you have or are currently working on. The Grants section is used to add pending grant-related projects, proposals, awards, and renewals. Funding amounts should also be updated to reflect ongoing changes and maintain a complete history of the project throughout its completion. Funding dates can be recalculated based upon the start date and grant periods.

If you would like to add information, please select the "Add" button and a new screen will appear.

Complete the form shown on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other information, you may click on "Save and Add Another."

PROFESSIONAL HONORS, PRIZES, FELLOWSHIPS

Use this Honors and Awards section in your Profile to report honors and awards received. Please enter any international fellowships in the Other Global Activities section.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Section B. "Activity Classification" select from the drop-down menu to indicate whether the award/honor was for teaching, scholarship/creativity, or service.

Section C. "Attachments" you may upload any supporting documents as an attachment.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen.

If you'd like to add any other honor or award, you may click on "Save and Add Another."

UNIVERSITY COMMITTEES

Under the "University Committees" section, you may enter the information within the University in the Department in which you participate.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other committee information, you may click on "Save and Add Another."

Do not list ad hoc committees, dissertation/thesis committees or informal assignments in this section. These types of entries should be listed in the "Other Institutional Service" section.

OTHER INSTITUTIONAL SERVICE

Under the "Other Institutional Service," you may enter information on committees within the University outside of the department in which you participate in.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other committee information, you may click on "Save and Add Another."

EXTERNAL SERVICE

In the "External Service" section you may enter information on service/committees outside the University.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other committee information, you may click on "Save and Add Another."

PROFESSIONAL DEVELOPMENT

The "Professional Development" section is used to add any conferences, training, continuing professional education, etc. in which you participated. Do not list degrees in progress in this section, degrees should be entered in the Profile Form under "Education."

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other committee information, you may click on "Save and Add Another."

CONSULTING

The "Consulting" section is used to add any paid/unpaid consulting engagements that require professional expertise in support of a client, such as reviewing textbooks and textbook proposals. If you provided consulting services as a professional, input the information under this section.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen. Make sure you distinguish between paid and unpaid consulting in the description box.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other consulting information, you may click on "Save and Add Another."

ENGAGEMENT ACTIVITIES

Under the "Engagement Activities" section, you may enter information regarding activities such as community partnership projects, health fairs, etc.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other engagement activity, you may click on "Save and Add Another."

GOALS

Under the "Goals" section, you may enter your goals for the academic year and ways to measure the outcome for these goals. Goals entered will be picked up in the annual evaluation as it relates to the dates selected.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other goals, you may click on "Save and Add Another."

ADDITIONAL DOCUMENTS

In the "Additional Documents" section, you have the opportunity to add supporting documents or any other service contributions that are not included in other sections of the Activity Input Form.

If you would like to add information, please select the "Add" button and a new screen will appear. Complete the form on your screen.

Please note that all fields marked with an asterisk (*) are required to be completed. Once you complete the form, select "Save and Go Back" in order to return to the previous screen. If you'd like to add any other goals, you may click on "Save and Add Another."

Vitas & Biosketches

The Vitas & Biosketches feature in Panther180 allows a software administrator to create institutional vita templates for various purposes. Faculty members also have the option to create a personal vita template or a biosketch from pre-designed templates to support applications for grants/contracts, including the NIH, NSF, and USDA. In addition, generic templates can be created for other agencies.

HOW TO RETRIEVE YOUR CV?

In order to retrieve a copy of your CV, please select the "Vitas & Biosketches" option on the left-hand side. You will be re-directed to a new page and you will see a list of different CV options as pictured below.

Select the desired CV by clicking on the "view" 👁 icon. A new screen will appear.

▼ Vita Admin

Search: [   ]

Name	Description	Unit	View	Actions
Annual Assignment		Office Of The Provost	👁	
Annual Report		Office Of The Provost	👁	
COM - Annual Faculty Review	To be used for College of Medicine - Annual Faculty Review	Office Of The Provost	👁	
COM Non-Tenure Track Promotion CV & Uploads	To be used when applying for COM Non-Tenure Track Promotion.	Office Of The Provost	👁	
Evaluations and Appraisals		Office Of The Provost	👁	
NTTP - Non-Tenure Track Promotion CV (2018)	To be used when applying for Non-Tenure Track Promotion	Office Of The Provost	👁	
Professional Development Leave Application	For Professional Development Leave Applications ONLY	Office Of The Provost	👁	
Sabbatical Application	For Sabbatical Applications ONLY	Office Of The Provost	👁	
Standard Curriculum Vitae	This is a Standard CV that can be used at your discretion.	Office Of The Provost	👁	
Tenure and Promotion	To be used when applying for Tenure & Promotion	Office Of The Provost	👁	
Test	Standard CV	Office Of The Provost	👁	
UGS Dissertation/Graduate Faculty Vitae		Office Of The Provost	👁	

Add

Be aware of the "Date Range" option. You can change the CV to include all your information by selecting the "All" button. Press the "Refresh Vita" button to ensure the information for the date range you are requesting appears. You can also select a specific time frame.

To export your CV, click on the "Export/Share" button. You can export your CV as a word document or PDF. You also have the option to share your CV with others by clicking on the "Web Link" option.

Also available is the option to "Print."

View Vita

Vita Options	
Type*	⦿ Institutional ○ Personal
	Standard Curriculum Vitae* (Office Of The Provost) ⌄
Date range*	○ All ⦿ Custom

Begin* [Fall ⌄] [2017 ⌄] End* [Fall ⌄] [2018 ⌄]

☐ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita   Export/Share ⌄   Print

How to Find Colleagues in Panther180

FIND COLLEAGUES

You may use the "Find Colleagues" section to look for other faculty with similar interests. Under this section, you can search for faculty members who have worked or are working on a certain subject.

If you are interested in learning about a new subject and want to get in contact with other faculty who have shown interest on such subject before, you can find them in this section.

Find colleagues at your institution by their activities using filters and keywords.

Select the activity type, you can only choose one activity type at a time. Select the Unit in which you want your search for. Select a date range in which an activity took place. Finally, enter a keyword and click on the "Search" button.

What shows up on this list is controlled both by the institution and the faculty user while working on a specific activity.

To get in contact with the faculty member, click the "Contact" button on the right-hand side of the screen. This will open a new window with the user's information for contact, such as email.
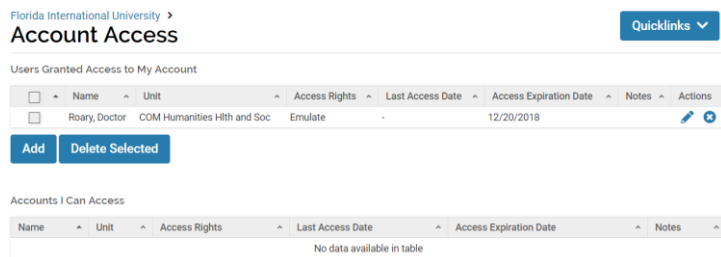
Account Access

PROXY USERS

Faculty can select other users to be a proxy, or delegate, user on their account, allowing proxy users to access the CV information and reports for the faculty accounts they are assigned to. A proxy is like emulating another user, but with the following limitations:

- A proxy user does not have access to the Admin section tab or administrator functions, even if the faculty member for the account they are assigned to has this access.

- A proxy user does not have access to the evaluations functionality and cannot access dashboard entries related to evaluations.

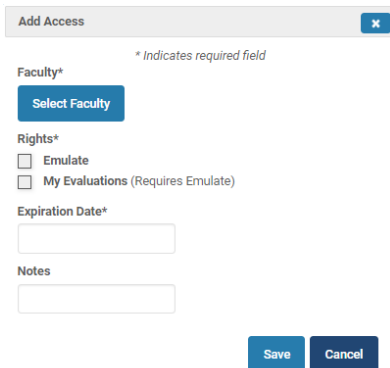- Proxy access expires on a date selected by the faculty member.

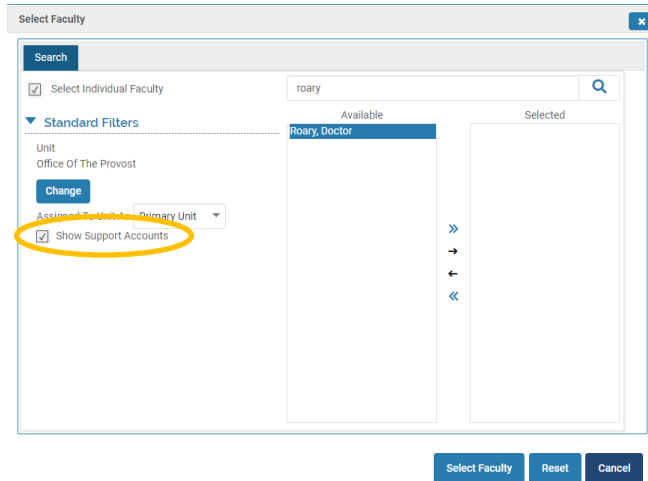To assign a proxy user to your faculty account, click on "Account Access" on the navigation menu.

"Users Granted Access to My Account" will display those who are currently a proxy user on your faculty account.

Under "Accounts I Can Access" you will see the faculty accounts you have proxy access to.

To add a proxy user to your account, click on the "Add" button. The "Add Access" dialog box will open.

Click on "Select Faculty" and search for the user you are granting proxy access to.

If you are granting proxy access to a support account, make sure you select "Show Support Accounts" on the Filters section.

Search and select the user by clicking on the arrow ➜ icon. Finally click on "Select Faculty."

* Indicates required field

Faculty*

| 1 Faculty Selected |

Rights*

☑ **Emulate**

☐ **My Evaluations** (Requires Emulate)

Expiration Date*

Notes

| Save | Cancel |

Select the specific rights you want the proxy user to have and assign an expiration date. Add any notes if necessary. Click the "Save" button.

You can edit the user's proxy access by clicking on the Edit ✏ icon to make changes. Click the Delete ✖ icon to remove a user's proxy access.

Evaluations

Check our evaluations training on how to submit ad review evaluations.

Panther180 Support Team

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