

## How to view & download Annual Assignments to PDF using the PowerBI Annual Assignment dashboard

**Step 1:** Go to the IEA Website by visiting this link: <https://www.fau.edu/iea/far/>

**Step 2:** Under the "Archived Assignment & Activity Data" section, locate and click on the link that is labeled "HERE." This action will open the PowerBI Dashboard, granting you access to the data.

## INSTITUTIONAL EFFECTIVENESS AND ANALYSIS

IEA Home

Faculty Activity Reporting

Interfolio FAR

FAR Q&A Sessions

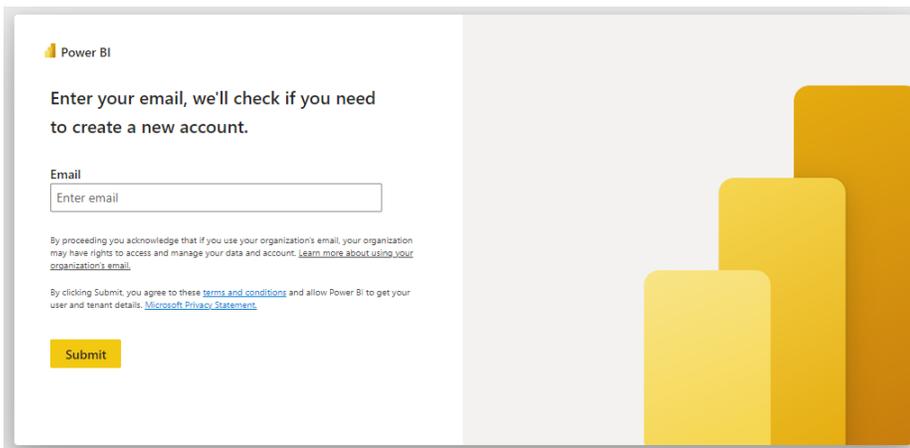
Archived Assignment and Activity Data

### ARCHIVED ASSIGNMENT & ACTIVITY DATA

Faculty can retrieve archived 2021-2022 and prior assignment/activity reports [HERE](#).

Please login using your FAU login and Password.

**Step 3:** If you are new to using PowerBI, log in using your FAU email and password. This will guide you through the FAU Single Sign-On process. Please be prepared to use Duo Mobile for authentication if necessary.



### LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

### SIGN IN WITH YOUR FAUNET ID

LOGIN

[Forgot your password?](#) or  
[Set Up a New Account](#) or  
[Need Help?](#)

Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.

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**Step 4:** After a successful login and report access, the primary page will display your available annual assignments. These assignments span from the 2008 Academic Year to the 2021 Academic Year.

**Annual Assignment Overview**

Year: All

Campus: Boca

College: Test College

Department: Test Department

[Click here to see Assignment Details](#)

Year	Campus	College	Department	Name	ID	Contract Description	Assigned FTE	Faculty Signed?	Dept Signed?	Col
2021AY	Boca	Test College	Test Department	Test Faculty	Z00-00-6019	9 Month Faculty	100	Yes	Yes	Yes
2020AY	Boca	Test College	Test Department	Test Faculty	Z00-00-6019	9 Month Faculty	100	Yes	Yes	Yes
2019AY	Boca	Test College	Test Department	Test Faculty	Z00-00-6019	9 Month Faculty	100	Yes	Yes	Yes

**Step 5:** Proceed to the second tab labeled "Annual Assignment Details." Here, you can review each individual assignment. To focus on a specific year, utilize the year drop-down menu and select the desired year. As you make the selection, the dashboard will update to display the information for the chosen year.

**Annual Assignment Details**

Year: 2021AY

Department: Test Department

Test Faculty

9 Month Faculty

[Click here to see Assignment Overview](#)

Term	Activity	Activity Category	Course	Course Section	FTE Assigned
Spring 2022	Teaching	Upper Level	GLY 4054	01H	21.00
Spring 2022	Teaching	Upper Level	IDS 3131	01H	24.00
Spring 2022	Teaching	Upper Level	IDS 4970	03H	11.00
Spring 2022	Instruction Related	Academic Advising		NULL	4.00
Spring 2022	Research, Scholarly and Creative Activities	University Research		NULL	30.00
Spring 2022	Service	University Committees/Councils		NULL	10.00
Spring 2021	Teaching	Upper Level	ZOO 4556	01H	21.00
Spring 2021	Teaching	Upper Level	BSC 4970	03H	11.00
Spring 2021	Teaching	Upper Level	BSC 4930	03H	21.00
Spring 2021	Instruction Related	Academic Advising		NULL	4.00
Spring 2021	Research, Scholarly and Creative Activities	University Research		NULL	33.00
Spring 2021	Service	University Committees/Councils		NULL	10.00
Spring 2020	Teaching	Upper Level	EVR 4420	01H	18.00
Spring 2020	Teaching	Upper Level	PCB 3411	01H	18.00
Spring 2020	Teaching	Upper Level	BSC 4970	03H	6.00
Spring 2020	Teaching	Upper Level	BSC 4915	03H	6.00
Spring 2020	Instruction Related	Academic Advising		NULL	4.00

Activity	Fall 2019	Fall 2020	Fa
Teaching	48.00	50.00	
Instruction Related	4.00	4.00	
Research, Scholarly and Creative Activities	38.00	36.00	
Service	10.00	10.00	

Term	Grand Total
Spring 2022	100.00
Spring 2021	100.00
Spring 2020	100.00
Fall 2021	100.00

**Supporting Documentation**

Test Faculty will teach upper level courses and advise honors theses. He will also advise master's thesis students and Ph.D. thesis students.

Test Faculty will publish at least two peer-reviewed research papers. He will write at least a couple more this year for submission. He will be part of a research group presenting papers at 4 or more conferences.

Test Faculty will publish a paper. He will also submit 10 entries in a book

Test Faculty will be serving as a member of Academic Affairs committee, admissions committee, and ABC committee. He will also help with Orientation week activities in August. Participation in various recruitment and retention activities, such as Scholars' Day, Open House, or Preview Day is strongly suggested.

**Chair / Director Signature**

Chair signed this document on Jul 6 2020 9:12AM

**Faculty Member Signature**

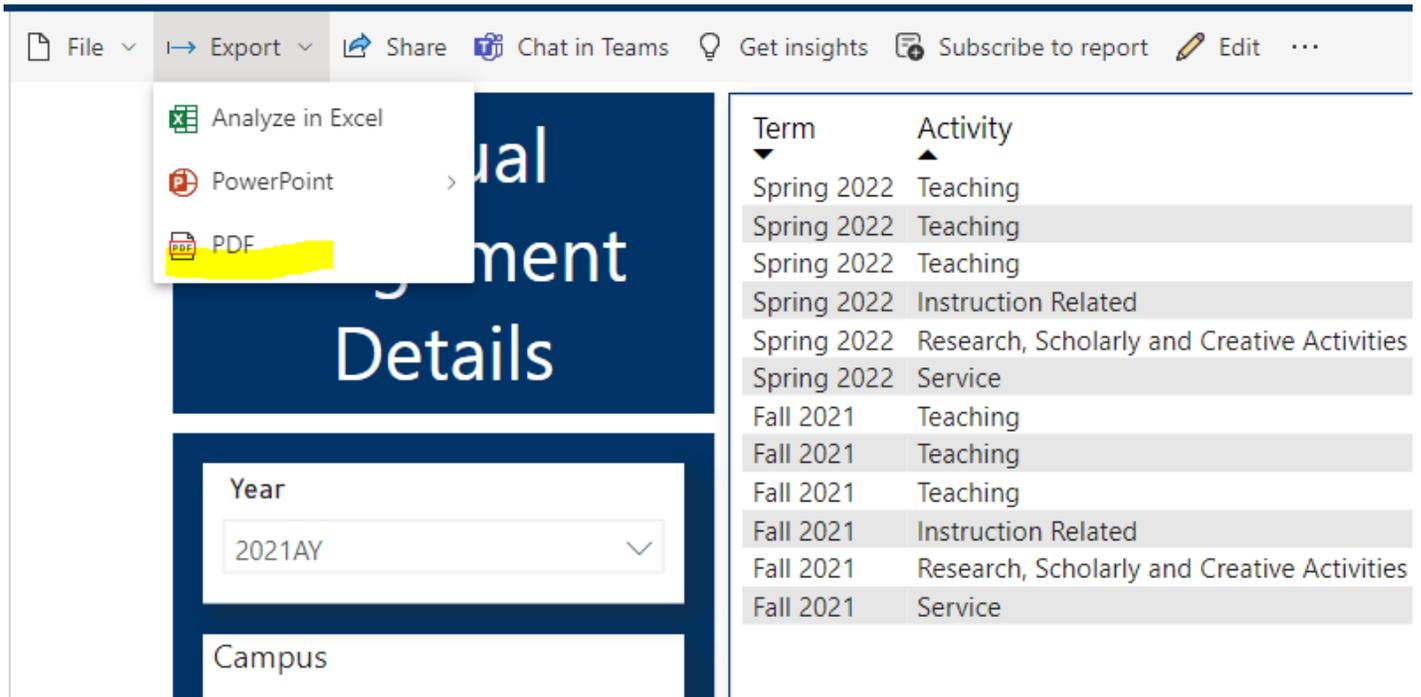
Test Faculty signed this document on Jul 9 2021 10:05AM

**Dean / VP Signature**

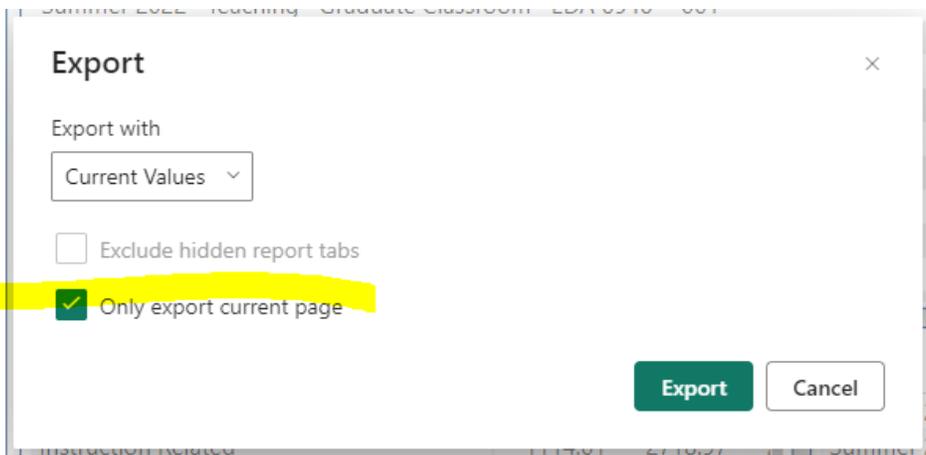
Dean signed this document on Aug 5 2019 12:58PM

## How to view & download Annual Assignments to PDF using the PowerBI Annual Assignment dashboard

**Step 6:** To download to PDF – You can utilize the export feature within PowerBI, which is located in the top left corner of the PowerBI interface.



Upon clicking on "export," a drop-down menu will appear. From there, select "PDF." This action will prompt a pop-up window. We recommend clicking the checkbox labeled "only export current page." This is advised to prevent the download of all the pages in the report, as it's likely you only want the current page's content in the PDF.



It's worth noting that PowerBI has certain limitations: you'll need to download each annual assignment one by one. Depending on the number of assignments you require, this process can become time-consuming. As a result, you'll end up with multiple PDF files.

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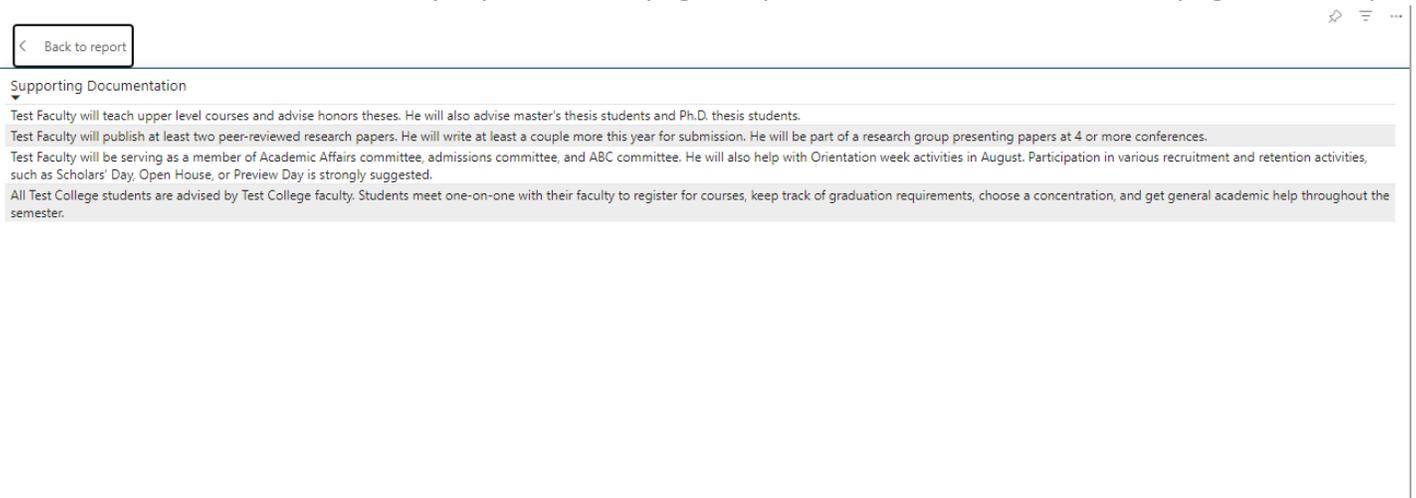
### Additional Steps:

For faculty members dealing with extensive supporting documentation or any data that isn't fully visible due to screen size limitations, there's a beneficial PowerBI feature called "Focus Mode." This tool essentially transforms the small box into a full-size view, enhancing readability. Once you've entered Focus Mode, you can then export that specific page as needed.

To activate the Focus Mode button, hover your cursor over the supporting document box. A small pop-up will emerge, and you'll notice the button highlighted in yellow, though it's relatively small. Click this button to transition into the enhanced view of the supporting documentation.



Once you've clicked on the Focus Mode button, your supporting documentation will appear in the format shown below. From this view, you can proceed by clicking on the "Export to PDF" option to continue. Be sure to click the checkbox labeled "only export current page" to prevent the download of all the pages in the report.



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**Final Suggestions:**

1. Download the annual assignment, using the previously outlined steps.
2. If necessary, make use of the "Focus Mode" option to download the PDF for the supporting documentation.

Remember to utilize the "only export current page" option when exporting the supporting documentation.

3. Combine the two PDFs into one using Adobe or similar software -OR- you could leave them separate depending on what is needed.