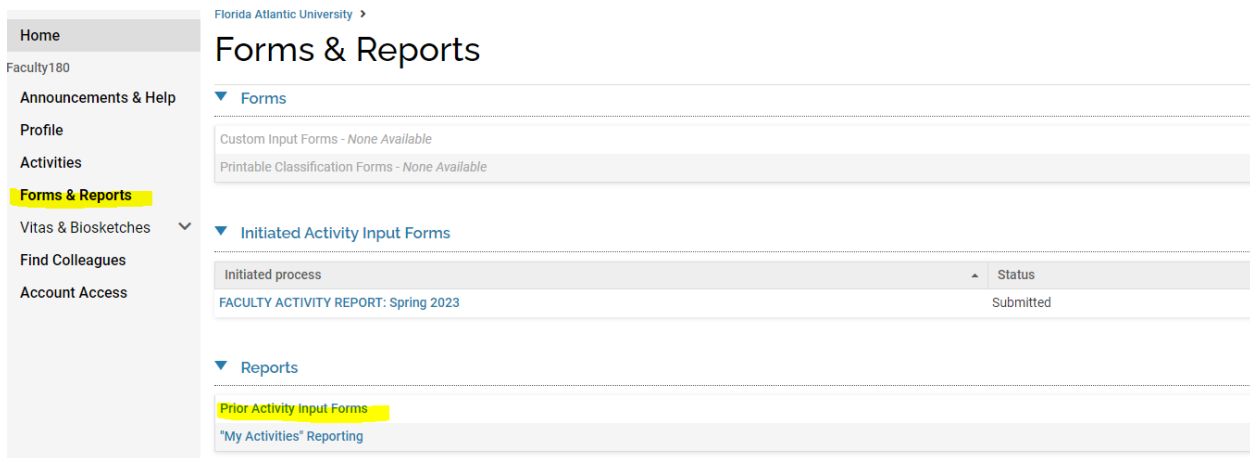


How to view & download past Annual Assignments in Interfolio

Step 1: Log into Interfolio using your FAU id & password.

Step 2: On the left panel: select Forms & Reports



Florida Atlantic University >

Forms & Reports

- Forms
 - Custom Input Forms - None Available
 - Printable Classification Forms - None Available
- Initiated Activity Input Forms
 - Initiated process ▲ Status
 - FACULTY ACTIVITY REPORT: Spring 2023 Submitted
- Reports
 - Prior Activity Input Forms**
 - "My Activities" Reporting

Step 3: Once the page opens: Select Prior Activity Input Forms

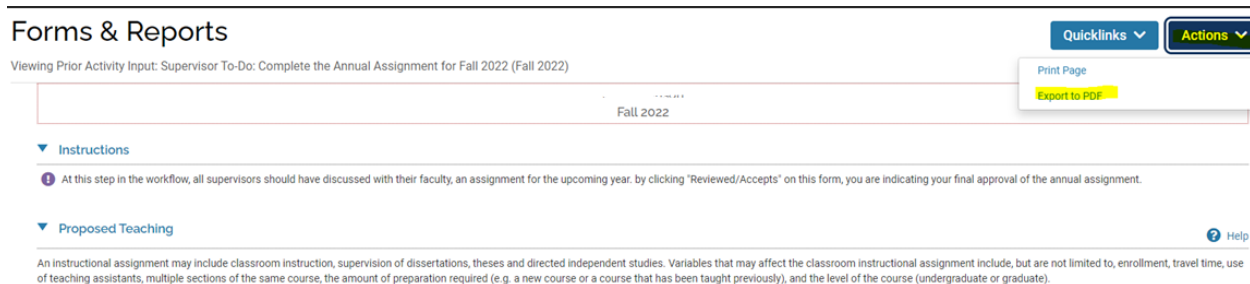
Step 4: From the list you will see Fall 2022 & Spring 2023 Annual Assignments. Click on the Eyeball next to each one.

Prior Input Forms

! Prior activity input forms are available upon administrative approval.

Title	Start Term	End Term	Input Form	Date Submitted	Date Last Approved	Actions
FACULTY ACTIVITY REPORT: Spring 2023	Spring 2023	Spring 2023	Activity Report Input Form for the Spring Term	2023-08-14 1:13PM		
FACULTY ANNUAL ASSIGNMENT: Spring 2024	Spring 2024	Spring 2024	Annual Assignment Official	2023-06-12 12:36PM	2023-06-30 4:07PM	
FACULTY ANNUAL ASSIGNMENT: Fall 2023	Fall 2023	Fall 2023	Annual Assignment Official	2023-06-12 12:34PM	2023-06-30 3:33PM	
FACULTY ACTIVITY REPORT: Fall 2022	Fall 2022	Fall 2022	Activity Report Input Form for the Fall Term	2023-04-28 2:35PM	2023-06-01 10:16AM	
FACULTY ACTIVITY REPORT: Summer 2022	Summer 2022	Summer 2022	Activity Report Input Form for the Summer Term	2023-04-28 2:36PM	2023-05-31 3:47PM	
Supervisor To-Do: Complete the Annual Assignment for Spring 2023	Spring 2023	Spring 2023	Annual Assignment Official	2022-04-22 9:12PM	2022-09-27 12:26PM	
Supervisor To-Do: Complete the Annual Assignment for Fall 2022	Fall 2022	Fall 2022	Annual Assignment Official	2022-04-22 9:07PM	2022-09-27 11:33AM	

Step 5: Once you have one of the assignments open, in the top right corner click Actions & Export to PDF.



Forms & Reports

Viewing Prior Activity Input: Supervisor To-Do: Complete the Annual Assignment for Fall 2022 (Fall 2022)

Quicklinks ▼ **Actions** ▼

Print Page
Export to PDF

Instructions

! At this step in the workflow, all supervisors should have discussed with their faculty, an assignment for the upcoming year. by clicking "Reviewed/Accepts" on this form, you are indicating your final approval of the annual assignment.

Proposed Teaching ? Help

An instructional assignment may include classroom instruction, supervision of dissertations, theses and directed independent studies. Variables that may affect the classroom instructional assignment include, but are not limited to, enrollment, travel time, use of teaching assistants, multiple sections of the same course, the amount of preparation required (e.g. a new course or a course that has been taught previously), and the level of the course (undergraduate or graduate).