

Instructions on How to Copy and Paste “Summary of Teaching for Calendar Year” into the Microsoft Word Annual Faculty Evaluation Template

1. Login to MyISU
2. Click on the Main Menu (top left), click Discover. Search “ARGOS”
3. The Argos Reports card will show up
4. Click on Argos Web Viewer link
5. Click on Production Reporting folder
6. Click on Student Campus Wide Reports folder
7. Click on Office of Institutional Research Reports folder
8. Click on Faculty Information folder
9. Click on the Summary of Teaching for Calendar Year Datablock

10. Select the “Calendar Year”, “College” “Department”, “All Instructors”
11. On “Reports” click “Summary of Teaching Calendar Year Report(CSV) and then click “Run”.

ACADEMIC PERIOD	DES	SUBJECT_DES	COURSE_NUMB	COURSE_SECTI	TITLE_SHORT_DESC	COURSE_CREDI	INSTRUCTOR_PERCENT_RESPONSIBL	COURSE_ENROLLMEN	STUDENT_CREDIT_HOUR
Spring 2021		English	4467		27560 ST:British Empire in Lit	3	100	6	18
Spring 2021		English	6625		27564 ST:Contemporary Global Lit	3	100	10	30
Spring 2021		English	6625		27570 ST:Contemporary Global Lit	3	100	5	15
Spring 2021		English	6690		28366 Graduate Reading	3	100	1	2
Spring 2021		English	6694		27138 Dissert and Comp Exam Prep	6	100	1	6
Fall 2021		English	2257		10044 Survey of World Literature I	3	100	11	33
Fall 2021		English	6612		10052 Intro Grad Study in English	3	100	6	18
Fall 2021		English	6612		17928 Intro Grad Study in English	3	100	3	9
Fall 2021		English	6694		14521 Dissert and Comp Exam Prep	6	100	1	6
Fall 2021		English	7700		18948 Supervised Teaching Internship	3	100	1	3
Fall 2021		English	8850		18967 Doctoral Dissertation	9	100	1	9

14. In the faculty member’s Microsoft Word template for the annual faculty evaluation, click in the first row and first column of the “Summary of Teaching for Calendar Year”, table. Right click your mouse and in “Paste Options” click on the “Merge Table” icon (the second icon from the left)

Summary of Teaching for Calendar Year (Contact your department’s administrative assistant if you need this data.)

Term	Course Subject	Course Number	Section Number	Course Title	Course Credits	Instr %	Enrollment	Total Student Credit Hours
Spring 2021	English	4467	27560	ST:British Empire in Lit	3	100	6	18
Spring 2021	Paste Options:	5625	27564	ST:Contemporary Global Lit	3	100	10	30
Spring 2021	5625	27570	ST:Contemporary Global Lit	3	100	5	15	
Spring 2021	English	6690	28366	Graduate Reading	3	100	1	2
Spring 2021	English	6694	27138	Dissert and Comp Exam Prep	6	100	1	6
Fall 2021	English	2257	10044	Survey of World Literature I	3	100	11	33
Fall 2021	English	6612	10052	Intro Grad Study in English	3	100	6	18
Fall 2021	English	6612	17928	Intro Grad Study in English	3	100	3	9
Fall 2021	English	6694	14521	Dissert and Comp Exam Prep	6	100	1	6
Fall 2021	English	7700	18948	Supervised Teaching Internship	3	100	1	3
Fall 2021	English	8850	18967	Doctoral Dissertation	9	100	1	9

15. If you need to delete any extra blank rows in the “Summary of Teaching for Calendar Year”, highlight those rows, right click the mouse and select “Delete entire row” and click “OK”.

