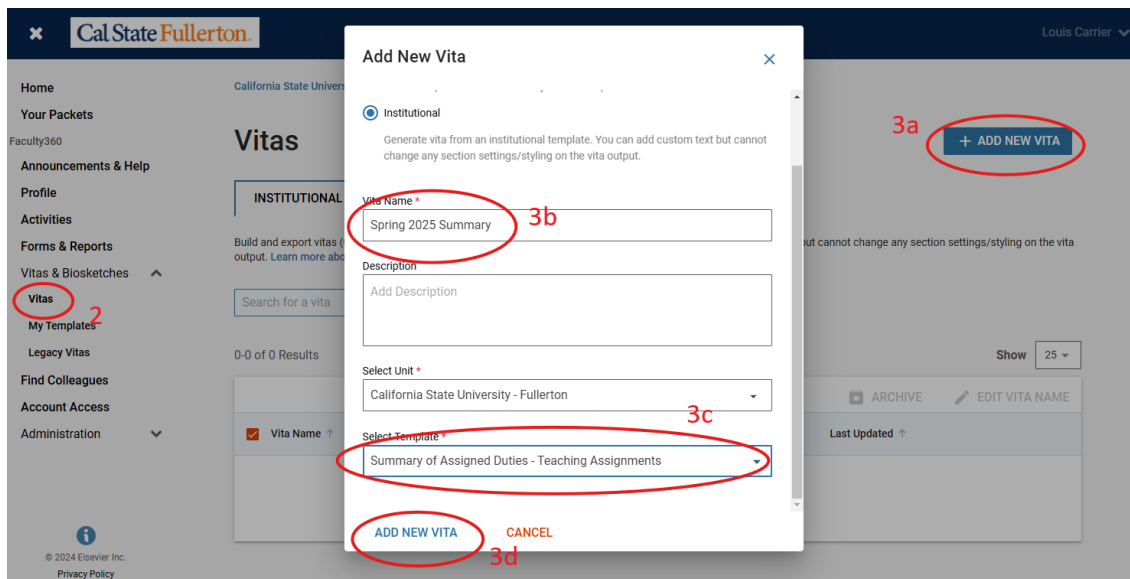


# How to Use Faculty360 to Make the Table of Teaching Assignments

1. **Login to Interfolio:** [Access the Interfolio platform](#) using your credentials.
2. **Navigate to Faculty360 Vitas & Biosketches → Vitas:** Go to the section where you can create vitas.
3. **Add a New Vita:**
  - a) With the Institutional Vitas tab showing, click the button to “+ADD NEW VITA”
  - b) Enter a Vita Name (e.g., “Spring 2025 Summary”)
  - c) Choose “Summary of Assigned Duties – Teaching Assignments” in the “Select Template” pull-down menu (scroll down if necessary)
  - d) Then click on “ADD NEW VITA.”



4. **Adjust Date Range Settings:** Use the "Select Start Term" dropdowns to choose the first semester in your period of review. Then, click “Refresh Vita.”
5. **Save the Vita:** Use the Save button to save the vita. Then, wait for the save to finish.
6. **Export the Table:** Use the EXPORT button to export the file to a Word document.
7. **Use Microsoft Co-Pilot\* to Add a New Column:** In Co-Pilot, **a)** upload your Word document (paperclip icon), then **b)** copy/paste this exact prompt into the “Ask me anything...” box to modify the table:

*in the document, add a new column in the table called "FTES". The FTES values are calculated as enrollment multiplied by credit hours divided by 15 for course numbers that are less than 500, and enrollment multiplied by credit hours divided by 12 for course number that are 500 and higher. If a course number ends in a letter, the ignore the letter and treat the course number as a number. At the bottom of the table, add a note that "NOTE: FTES are approximate for courses with mixed undergraduate/graduate enrollment".*

8. **Open the Document in Microsoft Word:** Use the Layout → Orientation option to switch to Landscape orientation.
9. **Review for Accuracy:** Check the courses listed in the table for any errors or omissions. **IMPORTANT:** You may delete listings for summer and winter session courses if you want. These are not a required part of lecturer evaluations.
10. **Format and Upload:** Format the Word document to your liking and upload the final document to the correct section in your Interfolio case.

\* Instructions to activate Microsoft Co-Pilot:

<https://csuf.screenstepslive.com/m/97099/l/1805060-accessing-microsoft-copilot-ai-tool>