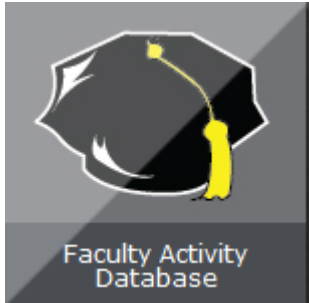# FAD WORKSHOP OUTLINE

BEFORE workshop, check to see if the FAD badge is available via the portal: click on MyISU Apps.

BRING to workshop: documentation from most recent Biennial Review or tenure-track review for Teaching/Librarianship, Research/Scholarship/Creativity, Service; electronic copies of supporting material you wish to store [upload] into the FAD; patience, excitement.

WHAT YOU WILL RECEIVE during workshop: Introduction to the FAD; overview of organization of categories; printed instructions; time to practice inputting information; troubleshooting [who to contact and how].

ISU's FAD Website for information and support materials: http://fad.indstate.edu [shortcut] -or- http://www.indstate.edu/academicaffairs/eportfolio/index.htm [actual]

What data should I enter?

- Information that will be used for your 2013-2015 Biennial Report.
- *Is this FADworthy?*

What data is generated for you? 1) via Banner: Courses taught 'snapshot' (end of Fall, Spring, and Summer semesters); Advising 'snapshot'; Permanent Data 2) info gathered: University (some), College, Faculty Senate Committees

When should I enter it? Personal preference; as requested; Annual 'friendly reminders' schedule

How should I collect info?

- Email folder "Add to FAD" + copy emails + change Subject line
- Recurring Outlook Calendar entry: update FAD
- File Folder/Cloud

What output choices do I have? Some templates are included; Custom Reports (faculty); Ad Hoc (Admins)

Who do I direct questions to and How?   **marsha.miller@indstate.edu**

Special items: BibTeX connection via EndNote to upload citations. ISU's EndNote download site: http://library.indstate.edu/intranet/endnote/

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~~~ The FAD is *FAB* ! ~~~

Version 4 April 8, 2014

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