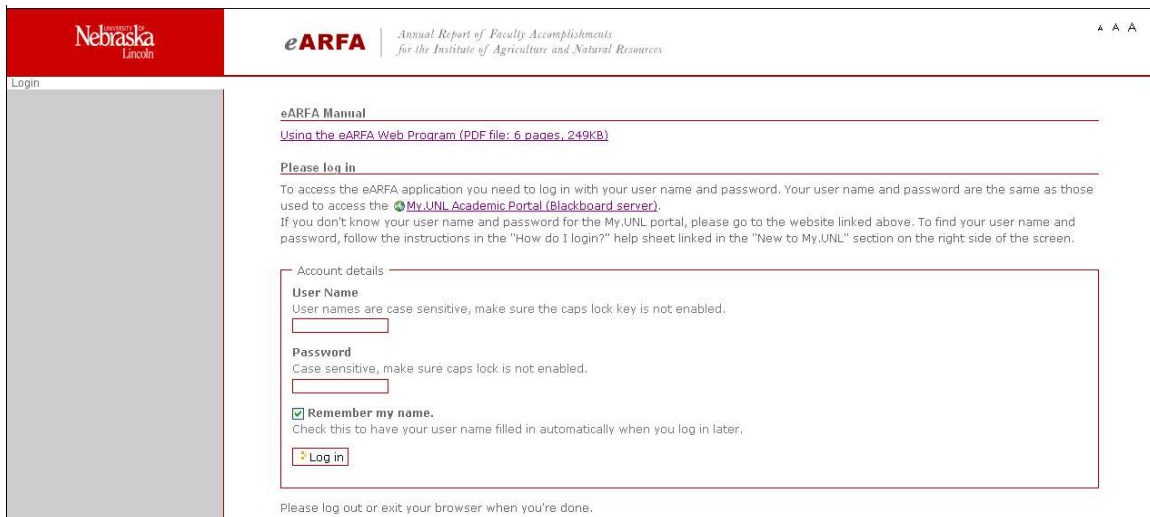


# Using the eARFA Web Program

The eARFA Web Program gives you an easy-to-use web-based system for completing your Annual Report of Faculty Accomplishments. To create your report all you need is a current Web browser (Microsoft Internet Explorer 5.5 or newer, Netscape 7 or newer, Mozilla 1.0.2 or newer, or other browser) and your MyUNL (Blackboard) username and password. The Web address for eARFA is

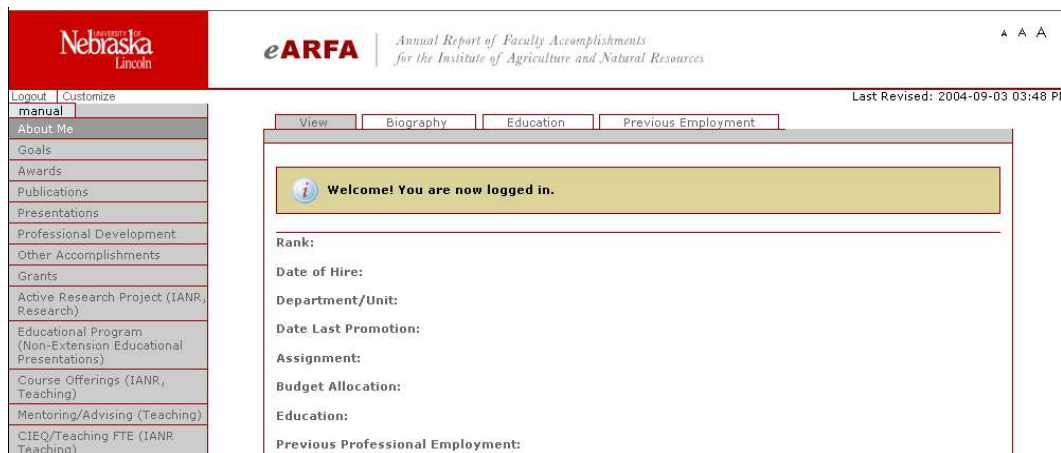
**<http://earfa.unl.edu>**



**Figure 1.** eARFA homepage with login instructions

## Using the eARFA Program

After you have logged into the eARFA program, you will see the Welcome message and the “About Me” page. The menu on the left will display your name at the top (instead of “manual” as shown in the sample screen below). The three letter A’s on the right side allow you to change the display size of the text to make the screen easier to read.



**Figure 2.** After Login the Welcome screen defaults to “About Me” page.

The first time you log in, you will want to add your information in the Biography, Education and Previous Employment sections. Click on each tab to go to that section. The Education and Previous Employment sections allow more than one entry of the same type of information, so you will need to click on the **Add** button to add each entry.



**Figure 3.** Add button.

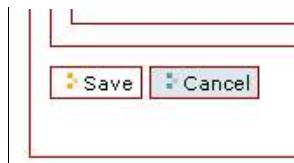


**Figure 4.** Required fields are marked with the red square.

Throughout the eARFA program, input fields will include text fields and drop-down menu choices. Required fields are marked with the red square (see sample screen on the right).

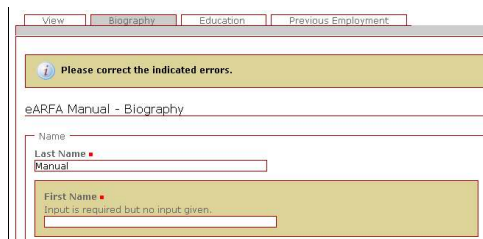
You may type the information in the text fields or copy-and-paste from your word processor. When you use copy-and-paste, only copy text — no bullets, outline formatting, etc. The eARFA Web program only accepts “standard keyboard characters.” The formatting of the ARFA document is set by the eARFA program.

**NOTE:** There is NO spell check or Undo option in the eARFA Web program.



**Figure 5.** Save button.

When you have completed entering your data for each screen of information requested, click on the **Save** button that you will see at the bottom left of each input screen. This saves the data entered into your workspace on the server. If you leave the screen without clicking on the Save button, anything you added or changed will be lost.



**Figure 6.** Required field missing data.

If you did not enter data into all the Required fields, the program will return to a screen asking you to “Please correct the indicated errors.” The fields that need to be completed will be highlighted in the tan color. Enter all required data.

If you copy-and-paste text from last year’s ARFA document or another highly-formatted document and receive an “ascii codec...” error, you will need to return to your word processor and save that file as a “text only” file. Select File > Save As from the menu and then change the “type” to *ASCII DOS Text*, *MS-DOS Text*, or *Plain Text* (differs by program and/or version).



**Figure 7.** Error message from copy-and-paste procedure.

When you click on the Save button and everything is correct, you will see the “Changes made!” screen. If you need to change something in a field, you can edit it from this screen. If everything is correct, click on another tab within this section or click on another menu choice to enter additional data.



**Figure 8.** Sample “Changes made” screen.

## Entering your ARFA Data

When entering your ARFA data, you will find that all sections work the same as described above. Please click on the menu selection in the left sidebar to go to the section you want to complete. You can complete any number of sections and return later to add or change information.

The first time in each section of the program, you will see the “**Add a New...**” button (see sample screen below). Click on this button to begin entering your data. As with the biographical information, you will be entering your data piece-by-piece, so be sure to click the Save button on each screen.

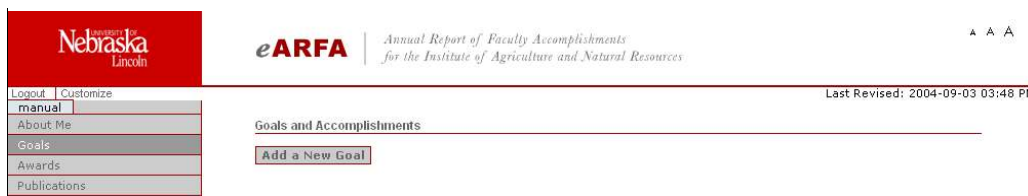


Figure 9. Sample screen showing the “Add a New...” option.



Figure 10. Sample screen showing Edit / Delete options.

If you decide later to update or delete an item, such as a goal for the next year, return to that section of your report. Click on the **View/Edit** button to update an item or click on the **Delete** button to delete it. You may also add a new item. **Remember to click on the Save button to save any edit changes or additions.**

Click on the **View/Edit** button to open a screen with the List, View, and Edit tabs. Click on the **Edit tab** to make changes. Click on the **List tab** to return to the top-level list of items (e.g., list of all goals).



Figure 11. Sample View/Edit screen.

An optional fourth tab is available in the Goals, Publications, Presentations, Grants, and EARS sections. The Goals fourth tab area provides space for entering Objectives and Accomplishments. The other sections’ fourth tab area allows you to identify UNL faculty who are co-authors, co-presenters, etc. More information is provided in the following descriptions of each section.

**Remember to click on the Save button to save any edit changes or additions.**



Figure 12. Sample screen showing Logout menu item.

When you are finished with your entries for the current session, click on the **Logout** option on the top of the menu on the left side. You may return later to complete your report.

When you are finished with entering your data, go to the My eARFA section to view your draft report and submit your report to your administrator. For instructions, please see the last section of this manual, “Submitting your ARFA.”

## Guidelines for entering your ARFA data

Following are brief descriptions to guide your input of your ARFA data for each section of the report (menu).

**Goals** Report on Accomplishments for the Goals identified for this reporting year. Report your Accomplishments, Impacts, and/or Outcomes in narrative form.

Provide a list of Goals with Objectives for the coming year. Goals and objectives should be specific and measurable. Your goal will be identified with one of these categories: Administrative, Extension, Outreach, Research, Scholarly Service, Teaching, or Other. An optional item allows you to identify your goal with the “IANR Strategic Plan Issue Addressed.”

HINT: After you have added and saved your Goal, click on the Objectives and Accomplishments tab to add the objective(s) and related information for that specific goal. Each objective will be added one-at-a-time.

**Awards** Identify awards and honors received during the reporting year.

**Publications** For all refereed publications provide a five-year record. Identify each publication’s genre by selecting the type from the drop-down menu provided. Publications in peer-reviewed electronic journals should be listed. Do NOT include proceedings published in formats not available at most research libraries. Do NOT include presentation material (see Presentations), abstracts, or departmental reports.

NOTE for CEHS faculty: Only enter publications for this reporting year.

HINT: In the “Authors Citation” text box, enter all author names in the order and style used by the publication. Enter the names one per line.

If a CEHS/IANR faculty member is a co-author on the publication, list his/her name in the “Authors Citation” section AND link his/her eARFA report to the publication. Click on the **UNL Faculty Co-Authors tab**. Select the person’s name from the Faculty drop-down menu. This record will be added to his/her report as well. If there is more than one UNL co-author, you will need to select each name one-at-a-time. The person who created the report is the only one who can edit or delete this item. This feature is designed to eliminate duplicate reports of the same publication.

**Exhibits/Creative Work (CEHS)** CEHS faculty...

**Presentations** For presentations provide the following information: Presentation Title, Presentation Type, Meeting/Conference Title, Date of Presentation, Sponsoring Organization, Your Role, Scope, and Invitation Type. You may also provide information on Additional Non UNL/Faculty Authors, Proceedings/Citation, and Proceedings/Citation URL.

Identify volunteer presentations that have been selected through a peer review process by adding an asterisk before listing author names. Invited presentations are those specifically requested by a society officer or conference organizer and for which registration fees are normally waived.

If a CEHS/IANR faculty is a co-presenter of the presentation, list his/her name in the “Additional Non UNL/Faculty Authors” section AND link his/her eARFA report to the presentation. Click on the **UNL Faculty Co-Authors/Presenter tab**. Select the person’s name from the Faculty drop-down menu. This record will be added to his/her report as well. If there is more than one UNL co-presenter, you will need to select each name one-at-a-time. The person who created the report is the only one who can edit or delete this item. This feature is designed to eliminate duplicate reports of the same presentation.

**Professional Development**

Please list all personal professional development activities undertaken or completed during the current year. You will need to provide the Activity title, the Activity description, and select the Activity category from the drop-down menu choices.

**Other Accomplishments**

For Accomplishments unrelated to Goals, you need to provide Title, Description, Impact, Year, and Category (select from drop-down menu).

Additional Research Accomplishments During the Reporting Year: List cultivars/germsplasm released, patents awarded, computer software licensed, visiting scholars hosted, post-doctoral research associates mentored and grant proposals submitted. Citations for limited distribution materials such as non-refereed proceedings may also be listed here.

**Grants**

For Grants you need to provide Title, Total Amount, Percentage Credit to You, Your Affiliation/Role, Granting Agency Name, Start and End Date, and Grant Type. You may also provide Granting Agency Address and URL, plus Additional Non UNL/Faculty Partners.

If a CEHS/IANR faculty is a partner in the grant, list his/her name in the “Additional Non UNL/Faculty Partners” textbox AND link his/her eARFA report to the grant. Click on the **UNL Faculty Co-Authors tab**. Select the person’s name from the Faculty drop-down menu. This record will be added to his/her report as well. If there is more than one UNL co-author, you will need to select each name one-at-a-time. The person who created the report is the only one who can edit or delete this item. This feature is designed to eliminate duplicate reports of the same grant.

If you have submitted a grant proposal that is still pending, please note that under “Other Accomplishments” as stated above.

**Active Research Project (IANR, Research)**

Provide a listing of IANR ARD/USDA-approved projects for which you serve as principal investigator or co-principal investigator. For all projects provide the following information: Research Title, Beginning Year, and Your Affiliation/Role. You may also provide a Description, Project Number, and the Ending Year. NOTE: Do not list grants.

**Educational Program (Non-Extension Educational Presentations)**

Enter information on education programs conducted in the reporting year. You will be required to select an “Activity Type” of: Learning Module, Lecture, Newsletter, Power-Point Presentation, Press Releases, Reviewer for Refereed Journal, Seminar, Speech, Study abroad program, Symposium, or Web site content development. If one of these categories does not match your program, then you may enter a new Activity Type name. Required information includes: Activity Title, Activity Type, Activity Category, Year of Activity, and Scope. Optional information includes: Activity Description, Fee Generated, and Attendance.

Other types of activities that could be reported in this section include independent studies supervised; visiting scholar; informal teaching; participation in recruitment, retention or new student enrollment in the College, University of Nebraska or elsewhere; and committee services (e.g., faculty advisory council, CASNR Curriculum Committee).

<b>Course Offerings (Teaching)</b>	Provide a listing of significant contributions and accomplishments in Course Offerings for your Teaching responsibilities. You will need to provide Course Title, Description, Impacts, Year When Course was Developed, and Year When Course was First Offered. You also need to indicate if the course used New Technology and if it is a Distance Education Course. You may also provide Course number, Credit Hours, number of students enrolled and semester that it is offered.
<b>Mentoring/ Advising (Teaching)</b>	Provide names of students for whom you are an advisor and their degrees and/or theses/dissertations completed under your direction during the reporting year.
<b>CIEQ/Teaching FTE (IANR)</b>	<p>This information is provided for you. It is stored in an external database and is not editable. The data consists of a list of courses by course prefix number, credit hour, number enrolled, the percent of the course attributed to you and the CIEQ Score for overall evaluation of instructor in each course taught. Includes calculated FTE (reported by CASNR) for each academic year listed (the previous academic year and the four prior to that).</p> <p>NOTE: If data is missing or is incorrect, please contact the Dean's office.</p>
<b>Student Clubs/ Groups Mentored</b>	Provide names of CEHS/IANR clubs, groups and organizations that you have advised during the past year.
<b>Student Recruitment</b>	Document time and effort spent recruiting students to University, CASNR, or CEHS programs (e.g., new student enrollment, Big Red Road Show, etc.).
<b>Scholarly Service (IANR)</b>	Applicable to IANR faculty with official scholarly service appointments as specified in their position description.
<b>University/ Professional Service and Citizenship</b>	Provide information regarding leadership in organizations to which you were elected. For each Organization or Committee (professional or university) in which you serve, you will need to provide Name, Service Category, Service Type, and Start Date. You may also provide the organization's Address and URL, plus a Role Description and End Date of service.
<b>Extension Educational Programs (IANR)</b>	List all Extension educational programs conducted and identify your role. You will be required to provide Program Name, Description, Location, Program Starting & Ending Dates, Number of Hours Taught, Number of Learners, Program Area, and Your Affiliation /Role. Additional information that may be provided include Non-tax income (fees, in-kind donations, etc.) and Multiple State Program status.
<b>EARS (IANR Extension)</b>	Please enter a concise summary of the EARS reports completed this year. DO NOT copy the entire report. You will need to provide Report Title, Report Summary, Impacts, Beginning and Ending dates, Your Affiliation/Role, and Program Area. You may also provide Non UNL Members names, Number of Hours Taught, Number of Learners, and Non-tax income (fees, in-kind donations, etc.).

If other CEHS/IANR faculty were involved in the Extension program you will need to link their eARFA reports to the EARS summary. Click on the **EARS Associated Faculty** tab. Select each person's name, one at a time, from the Faculty drop-down menu. This record will be added to each person's report as well. The person who created the report is the only one who can edit or delete this item. This feature is designed to eliminate duplicate reports of the same EARS report.

## Submitting your ARFA

Your report exists in "Draft" form in your workspace. To finalize your report, click on the **My eARFA** menu item to go to the **eARFA Report** screen.

NOTE: The first time you click on My eARFA you will see the eARFA Report screen with the button "Create My ARFA Draft." Click on this button to create your draft. After this, when you click on the My eARFA menu selection, you will see the following screen.

Figure 13. My eARFA screen.

You may view (and print) your draft report in HTML, PDF, or RTF format. The PDF format will show you the length of your report in pages. The RTF (rich text format) version can be saved to your local computer for use within WordPerfect or Word.

NOTE: If you have made additions or changes to your data during the current session you will first need to click on the **Update Report** button so that all data is gathered for the viewing/printing process.

You may also include a Curriculum Vitae or other file with your ARFA by using the "Browse" feature. You will search for your file on your local computer. When you have selected your file, you will see the file name in the text box. You can attach a WordPerfect file, Word file, Excel file, or any other format. The information in this file is NOT a part of the eARFA database.

When you click the **Submit report to unit administrator** button, your ARFA (and attached file) will be sent to your unit administrator. You will be locked out of making any additions or changes to the current reporting year ARFA. If the administrator asks for revisions to your ARFA, you will have access again to make those requested changes.

## Appendix A: Using Your Blackboard Username and Password

Your username is your first initial, last name and a number (all lowercase). For example, *jsmith1*. This might be familiar to you as it is the first part of your university *e-mail alias without the @unl.edu*.

NOTE: If you don't know your e-mail alias, please go to the Faculty and Staff Directory page (<http://www.unl.edu/cgi-bin/WebFacPh?DB=ns>) and look up your name.

If you have never used MyUNL (Blackboard), your password will be your social security number without spaces or hyphens. We strongly encourage you to change the password to a unique password of your choosing. NOTE: The password change may take up to 24 hours to be effective.

1. To change your password, go the MyUNL website (<http://my.unl.edu>) and login with your username and default password.
2. In the menu on the left, click on the "Personal information" menu choice.
3. On the next page, click on the "Change Password" option.
4. Type your password into the text boxes and then click on the Submit button on the right side of the screen.
5. You will receive verification that the Blackboard system has recorded your request. ("Password successfully updated."). Click on the OK button on the right side of the screen.
6. To exit the MyUNL website, click on the Logout button on the top center of your screen.

If you changed your password and have forgotten the password, please contact the UNL Helpdesk. The Helpdesk is open from 7:30am to 11:30pm CT every day of the week. You may call the Helpdesk at 472-3970 or toll-free (866) 472-3970. You can also send e-mail to [helpdesk@unl.edu](mailto:helpdesk@unl.edu).