



Exporting Reports

for employees with administrative roles

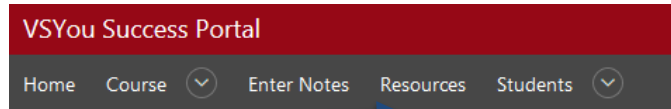
APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. Aggregate reports are available for academic administrators.

STEP 1: Login to APL

Login to **APL** directly at <http://app.aplnexted.com/login/valdosta>

OR

Log in to **APL** from the Success Portal (<https://successportal.valdosta.edu/>).



Select the **Resources** tab

Click on the **APL nextED** tile to be redirected to the APL dashboard.

STEP 2: Switch to the Administrative Role

from the left Profile menu, select **Switch To Admin**

- Profile
- Dashboard
- View Profile
- Personal
- Credentials
- Teaching
- Experience
- Documents
- Availability
- Switch To Admin
- Log Out



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STEP 3: Identify a Report

- **Course Outcomes Report:** this report shows a course listing, enrollment, and grade distribution for courses in a selected academic year. Located under Courses→Course Reports→Course Outcomes
 - Similar to the Grade Distribution Report in Digital Measures.
- **Course Syllabi Report:** this report shows courses with uploaded teaching exhibits by type. Filter for existence or nonexistence of exhibits. Located under Courses→ Course Reports→Course Documents
 - Similar to the Course Syllabi Detail Report in Digital Measures.
- **Professional Development Summary Report:** this report shows the professional development summary. Located under Reporting→Accreditor Reports→Regional
- **Scholarship Summary by Faculty Report:** Download a summary report of faculty scholarship activities by custom date range for your entire college/department. This is a numerical count of scholarship activities by faculty member. Located under Faculty→Custom Activity Reports→set the date range, then click Filter→scroll down to the scholarship section→Download Scholarship Report button
- **Annual Faculty Activity Report and Action Plan (AFARAP)**
To run your own report: select Reports→set the date range→click Download button next to desired report

To run the report of an instructor in your department: select Faculty→Faculty Profiles→locate name in list or use search box→click on the search icon (magnifying glass) next to instructor's name→click on the Activity Report tab at the top→set the date range→click Download button next to desired report

- **Coming Soon (not yet finalized) Summary Sheet for Pre-Tenure, Post-Tenure, Tenure, Promotion**
Located under Reports→set the date range→click Download button next to desired report
- **Coming Soon (not yet finalized) Graduate Faculty Status Application**
Located under Reports→set the date range→click Download button next to desired report
- **AACSB Table 2-2 Five Year Summary of Scholarship:** this report can be found in the institution user interface by clicking on Reports > Accreditation > Professional. The report can also be run as an export by going to Settings>Exports> select the AACSB Table 2-2 template
- **CAEP Capacity Report:** this report can be found in the institution user interface by clicking on Reports > Accreditation > Professional. The report can also be run as an export by going to Settings>Exports> select the CAEP Capacity Report template.
- **Faculty CV:** the faculty CV can be accessed from the faculty interface by clicking on the Reports link in the navigation bar

Note: The reports generated from APL nextED utilize data entered by individual faculty members. These reports are not to be considered the sole source of information; faculty should consult relevant university/college/department guidelines or policies about reporting and documenting faculty activity, promotion, and tenure.



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For questions about exporting reports, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>