Faculty180 - FAQs

1. I forgot my Faculty180 password and cannot log in. How do I reset it?
   If the login is unsuccessful or you need a password reset, please contact Marco Capobianco (CETL Technical Support Specialist) at capobianco.marco@spcollege.edu from your official SPC email account. You can also click on “Request your login information” at the Faculty180 log-in page.

2. I clicked on “Request your login information” at the Faculty180 log-in page, but I have not received a reply yet.
   Please check your spam folder at: https://barracuda.spcollege.edu and look for an email message sent from donotreply@data180.com containing your log-in information. We recommend adding the email address to your Whitelist.

3. I am an Adjunct Instructor. Do I have access to Faculty180?
   At this moment, only Full-Time faculty members have been registered into Faculty180. Adjunct instructors will be added later this year.

4. The link to Faculty180 doesn’t seem to work. I’m getting a blank screen.
   The web browser that you are trying to use might be outdated or incompatible. Recommended browsers are Mozilla Firefox and Google Chrome. Keeping both the web browser and Flash Player updated will help to avoid glitches. You can get the latest version of Adobe Flash Player at https://get.adobe.com/flashplayer/

5. My Login ID does not match my SPC username. Can it be changed?
   We might be able to change your Login ID if it doesn’t match your official SPC username. Please send us an email message to crawford.sabrina@spcollege.edu or capobianco.marco@spcollege.edu indicating your request.

6. I am missing a course in my “courses taught” listing, who should I notify? crawford.sabrina@spcollege.edu
   You should know that if you jointly teach a course, only the primary faculty member will be associated with the course in Faculty180, so if you are missing a joint course, be sure to email Sabrina Crawford.

7. My form says “copy on going activities” – what do I do next? You can follow the prompts to import items entered previously and if you have trouble you can view the help video found on the CETL page: http://web.spcollege.edu/CETL/?page_id=2421

8. Where do I upload my SSI data files? In section #13

9. Where do I upload my student success/grade distribution files? In section 15

10. Will the data for SSI and student success ever be auto filled from BI in the future? Yes, the faculty180 system has the capability to auto load data fields. At some point in the future, we would like to fully utilize this function. Hopefully sooner than later.

11. Where should I enter in my professional development courses or any other type of professional development activity? In section 18 under “continuing education” is where most professional development activities will be entered. Please review the other sections to make sure that what you are including in section 18 is not addressed more appropriately in any of the other sections. If unsure of where to note the activity, conference or course remember that you can enter it in multiple areas to demonstrate engagement.

12. In section 12/D where we upload course attachments, what are the “course evaluations”? Course evaluations in that column are considered “Dean Observations” which are the classroom observations. “Peer Evaluations” are the peer classroom observation forms.

13. Do I need to fill something in for each activity or criteria area? Anything that is listed as “Additional Optional Contributions” is considered OPTIONAL and may or may not apply to you. For example, the Academic Chair section in #25 – that only applies to faculty that are Academic Department Chairs.
14. **Can I use the same supporting information, files, learning objects, links to projects, etc... in multiple places within the annual activities form?** That is up to you. If it is a large project or contribution that you are working on that supports several different initiatives within SPC then it may be appropriate to use it multiple times. However, try to analyze the variety of ways you contribute meaningfully to student success and the SPC mission. Faculty are also encouraged to talk with their dean/program administrator about ways in which you can vary your contributions or even scale back if you are taking on too much.