

# RFA Annual Report Online Form User Guide

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## Getting Started

Faculty Annual Report form is available as a web/online form. To fill out the form, a computer with a web browser and Internet connection is required.

### A. BROWSER INFORMATION

This online form has been tested and works on the following browsers, both on PC/Windows and Mac:

PC only	Microsoft Internet Explorer 6 and 7	<a href="#">Free Download</a>
Mac and PC	Mozilla Firefox (version 2)	<a href="#">Free Download</a>
Mac and PC	Netscape (version 7.2)	<a href="#">Free Download</a>

- It is possible to use older versions of browser, however, some functionalities may not work properly (e.g. after adding a row in a table, the page will refresh to the top of the page, instead of back to the table).
- Attention Mac Users: Please DO NOT use Safari or Internet Explorer 5.2 (or lower) at this time, as many of the functionalities do not work with this browser.

### B. LOGGING IN

The web address (URL) of the Faculty Annual Report form is:  
<https://www.runner.ryerson.ca/facultyAnnualReport>.

Choose "RFA Annual Report" to proceed to your report:

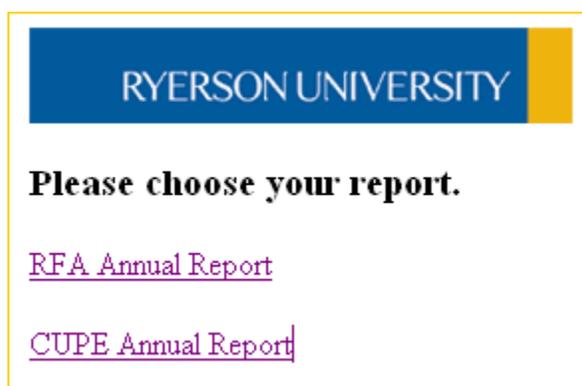


Image 1: Choosing Your Report

Use your Ryerson ID and password (same username and password that you are using to access my.ryerson.ca) to log in RFA Annual Report form. Please contact CCS Helpdesk for assistance (Mon-Thu: 8am-5pm , Fri: 8am-4:30pm at 416.979.5000 ext. 6806).

## C. LOGIN PROBLEM SOLUTIONS

1. Your Ryerson ID and/or password is not correct.

Solution: Contact CCS Help Desk at ext. 6806 to create your Ryerson ID (if you are a new instructor) or if you forgot your ID and/or password.

2. Your Ryerson ID and password are correct, but you still cannot access the report.

Solution: Contact FAR Help at ext. 4556 or email farhelp@ryerson.ca to ensure you are registered in the Annual Report application.

3. Your Ryerson ID and password are correct, you can access the Annual Report online form, but cannot proceed to the first page.

Solution: Pop-up windows may be blocked in the browser you are using. You should allow pop-up windows to open in your browser to run Annual Report application:

- If you are using Mozilla Firefox:

In your browser, select Tools from the upper horizontal menu. Select Options, then Content tab. Uncheck "Block pop-up windows" checkbox.

- If you are using Mozilla:

In your browser, select Tools from the upper horizontal menu. Go to Popup Manager > Allow Popups from this Site.

- If you are using Internet Explorer:

In your browser, select Tools from the upper horizontal menu. Go to Pop-up Blocker, Turn Off Pop-up Blocker.

# General Functionalities

## A. VIEWING PREVIOUS YEARS' REPORTS

To view your past year report, select the year from the dropdown menu and click "VIEW". The report will open in a new window.



Image2 : Viewing Previous Years' Reports

**Attention RFA Members who submitted Annual Reports in MS Word and PDF file formats!**

Please note that public information such as Publications (question 9), Creative Activities (question 10) and Grants (question 11) have been copied from your reports for 2007/2008 academic year and entered into the Annual Report online database. You will be able to view this information (questions 9, 10 and 11) when you open your report for 2008.

## B. PRELOADED INFORMATION

To start filling out the report for the current year, click the "Annual Report for Current Year" link.

The first page of the online report contains preloaded information with your first and last name, name of your school/department and faculty. If you find any piece of such information incorrect and needs to be updated, please check the checkbox:

First Name:

Last Name:

School/Department:

Faculty:

Please check here ONLY if any of the information above needs to be updated.

*In each section, the items of information **required** by 17.1 (h) of the Collective*

*Deadline dates: Instructors with a two-semester appointment (i.e. Fall and Winter appointment are required to submit this report by December 15th; and instructors (Note: May 1st deadline date has been extended to May 8th).*

 Next
  Save
  Log out
  Help

Image 3: Verifying Preloaded Information

Click "Next" to continue.

## C. NAVIGATION

The navigation tool is available at the bottom of each page. You can navigate using the:

- "Next" button, to go to the next page.
- "Previous" button, to go to the previous page.
- The dropdown navigation list to jump to a particular page:

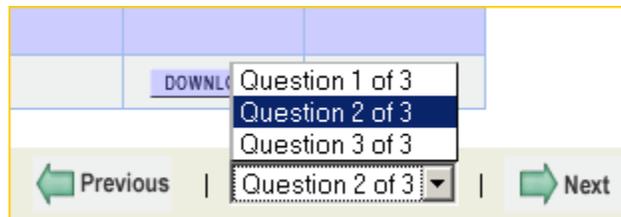


Image 4: Navigation Menu

## D. SAVING WORK

The navigation action ("Next" button, "Previous" button, and dropdown page list) at the bottom of each page automatically saves any text entered in the textboxes. However, we recommend to periodically save your work by clicking the "Save" button at the top of each page:



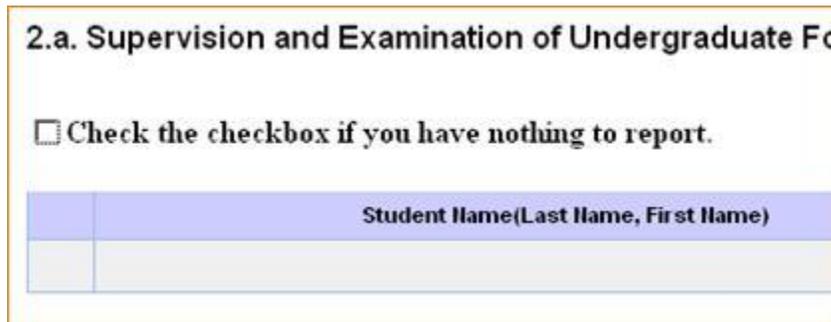
Image 5: Save Button

**Note:** Unless the report has been submitted, you may save your work and log out, then log in again and continue filling in the form at any time you wish.

## E. REQUIRED AND OPTIONAL QUESTION ITEMS

Required question items are indicated with the word “REQUIRED” at the top of the page. A required question has to have a response. Note that if you have not responded to all of the required questions, you would not be able to submit your report.

If you do not have anything to report in the question, click on the checkbox labeled “Check the checkbox if you have nothing to report.”



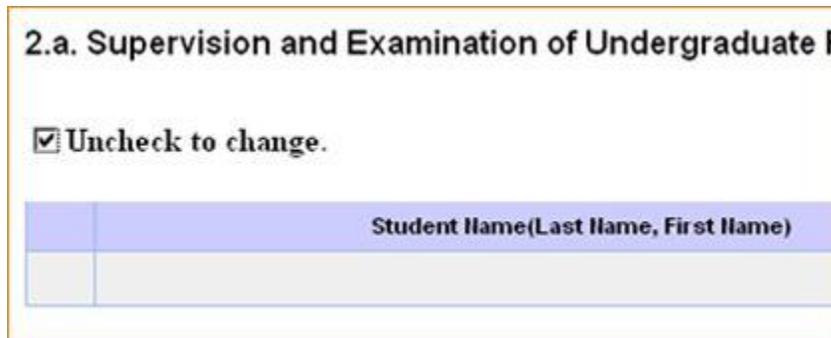
2.a. Supervision and Examination of Undergraduate Fo

Check the checkbox if you have nothing to report.

Student Name (Last Name, First Name)

Image 6: "Nothing to Report" Checkbox

To undo the checkbox, uncheck it.



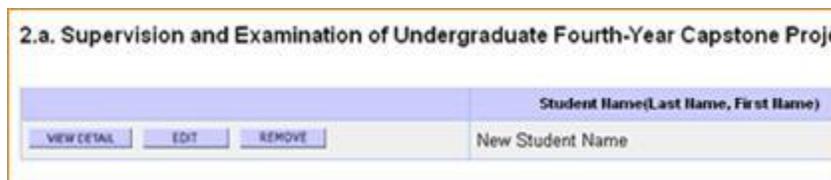
2.a. Supervision and Examination of Undergraduate Fo

Uncheck to change.

Student Name (Last Name, First Name)

Image 7: Undo the "Nothing to Report" Checkbox

Check and unchecking the checkbox will change the display accordingly. The checkbox will disappear when some entries are added to the table:



2.a. Supervision and Examination of Undergraduate Fourth-Year Capstone Proje

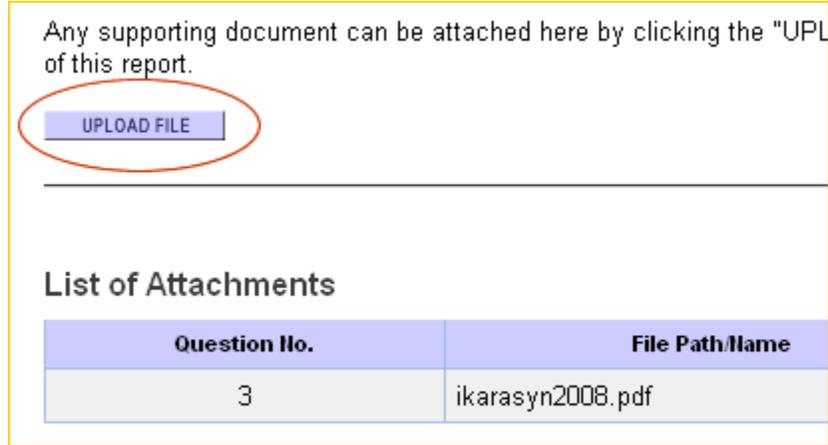
Student Name (Last Name, First Name)
New Student Name

VIEW DETAIL EDIT REMOVE

Image 8: Tables with Some Entries

## F. FILE UPLOAD

Any supporting document can be attached to the report by clicking the "UPLOAD FILE" button located at the bottom of each page:



Any supporting document can be attached here by clicking the "UPLO" of this report.

**UPLOAD FILE**

---

**List of Attachments**

Question No.	File Path/Name
3	ikarasyn2008.pdf

Image 9: UPLOAD FILE Button

**Note:** You can upload files of any format created in Microsoft Office 2007 and earlier versions, as well as PDF, JPEG and GIF files. Examples of acceptable file formats to be uploaded:

- .doc
- .docx
- .xls
- .xlsx
- .ppt
- .pptx
- .pdf
- .jpeg
- .gif

Clicking the "UPLOAD FILE" button will launch an upload window:



**RYERSON UNIVERSITY**

**Upload your support document for the specific question:**

Attach document for question no.

Document Location:  **Browse...**

Description:

**UPLOAD FILE**

Image 10: File Upload Window

1. Please note that each file uploaded has to be associated with a question. Provide the question number in the appropriate field.
2. Click the “Browse...” button to open your computer’s file selection window (Image 10).
3. In the “File Upload” window of your local computer, locate the document and click the "Open" button.

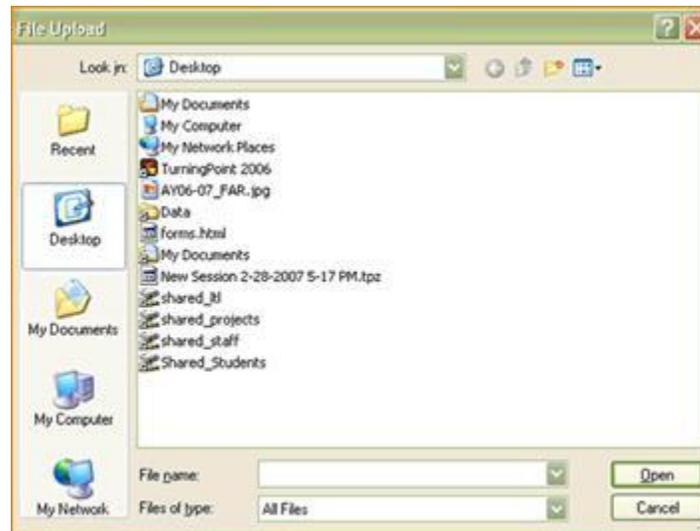


Image 11: Browsing to a File to Upload

4. Fill out the description, and click on the "UPLOAD FILE" button to complete the task. Upon successful upload, the following message will appear:

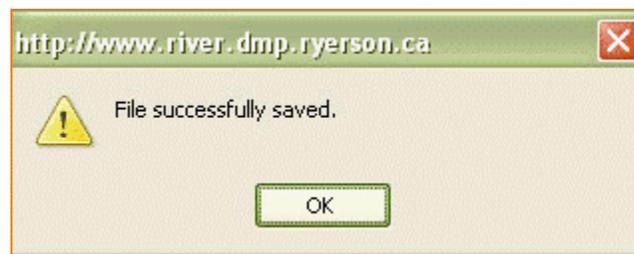


Image 12: File Successfully Saved Message

**Note:** You are provided with the ability to upload additional FCS reports for Question 3: Faculty Course Surveys (FCS). To do this, Click "Upload Additional FCS Results" link located above the textfield for Question 3 and follow the same steps as described above (steps 1-4).

**Note:** Uploading additional FCS results is optional.

## G. VIEWING UPLOADED FILES / LIST OF ATTACHMENTS

The uploaded documents are listed at the bottom of each page in the "List of Attachments" table:

List of Attachments				
Question No.	File Path/Name	Description		
1	Supporting Doc 1.doc	Supporting Doc to Q 1	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
1	Supporting Sheet 1.xlsx	Spreadsheet 1	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
2	Supporting Doc 2.doc	Supporting Doc to Q 2	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
2	Supporting Sheet 2.xls	Spreadsheet 2	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
3	ikarasyn2008.pdf	FCS	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
3	Supporting Doc 3.docx	Supporting Doc Re Activities	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
3	Presentation 1.ppt	Presentation 1	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>
3	Presentation 2.pptx	Presentation 2	<a href="#">DOWNLOAD</a>	<a href="#">REMOVE</a>

Image 13: List of Attachments

Any uploaded file can be downloaded and/or removed.

If the file(s) do not display immediately, refresh the screen view by using the dropdown navigation list at the bottom of the page, clicking on the page number where it is currently displayed.

## H. LOGOUT

The "Log out" button logs out of the application. It is available at the top of each page. Please make sure to save first before logging out:



Image 14: "Log Out" Button

## I. ADDING, EDITING AND REMOVING ENTRIES IN TABULAR QUESTIONS

There are several questions (questions 1, 2, 4, 5, 9-12, 14-15, 17, and 18) which are presented in a table format. The maximum number of rows in each table is 50 rows. If the information to be included is more than 50 rows, it is recommended to enter the information in a file, such as a Word document, and upload the file.

Adding Entries to Table

- To add entries to table, fill in the form UNDERNEATH the table.
- To save the entry to the table, click on the "ADD" button. This will add a new row to the table:

		Year	Activity/Description/Contribution
<input type="button" value="VIEW DETAIL"/>	<input type="button" value="EDIT"/>	<input type="button" value="REMOVE"/>	2007 Description of activities or contribution
Year	<input type="text" value="2007"/>		
Activity/Description/Contribution	<input type="text" value="Description of workshops and courses attended"/>		
		<input type="button" value="ADD"/>	<input type="button" value="CLEAR"/> <input type="button" value="?"/>
<small>Note: Click "ADD" or "UPDATE" button above to save your inputs for tabular question, shown in table above.</small>			

Image 15: Adding a New Entry

- To add additional entries to the table, fill out the form again, and click the "ADD" button.

### Editing Entries in Table

- Click on the "EDIT" button of the row that you would like to make changes in.
- The data from this row will appear in the form underneath the table.
- Make necessary changes and click the "UPDATE" button at the bottom of the form to save the changes:

		Year	Activity/Description/Cont
<input type="button" value="VIEW DETAIL"/>	<input type="button" value="EDIT"/>	<input type="button" value="REMOVE"/>	2007 Description of activities or contribution
<input type="button" value="VIEW DETAIL"/>	<input type="button" value="EDIT"/>	<input type="button" value="REMOVE"/>	November 2007 Attendance of seminars and workshops
Year	<input type="text" value="November 2007"/>		
Activity/Description/Contribution	<input type="text" value="Attendance of seminars and workshops"/>		
		<input type="button" value="UPDATE"/>	<input type="button" value="CLEAR"/> <input type="button" value="?"/>

Image 16: Editing Entries in a Row

### Remove Entries from Table

- Click on the "REMOVE" button located at the left side of the row you wish to remove.
- This will immediately remove (no intermediate warning) the whole row from the table.

## J. VIEW DETAIL, PAGE PREVIEW AND PRINTABLE VERSION

Once you have finished entering data in the table's fields and clicked the "ADD" button, a new ROW with the entered data appears in the table. You can view all entries for EACH ROW by clicking the "VIEW DETAIL" button located on the left side of each row. The data you have entered will appear in a new window:

	Year	Activity/Description/Contribution
<input type="button" value="VIEW DETAIL"/> <input type="button" value="EDIT"/> <input type="button" value="REMOVE"/>	2007	Description of activities or contribution
Year	<input type="text"/>	
Activity/Description/Contribution	<input type="text"/>	
	<input type="button" value="ADD"/> <input type="button" value="CLEAR"/> <input type="button" value="Help"/>	

Image 17: "VIEW DETAIL" Button

You can PREVIEW the whole page by clicking the "PAGE PREVIEW" button located at the top of each page.

The "PRINTABLE VERSION" button is located at the top of the LAST PAGE. Go to the last page (Question 3) using the dropdown navigation list at the bottom of the page and click the "PRINTABLE VERSION" button:

<input checked="" type="checkbox"/> Submit Report	<input type="button" value="Printable Version"/>	<input type="button" value="Save"/>	<input type="button" value="Page Preview"/>	<input type="button" value="Log out"/>	<input type="button" value="Help"/>
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Image 18: "Page Preview" and "Printable Version" Buttons

There are two printable versions: HTML and PDF:

<a href="#">Print in HTML</a> <a href="#">Print in PDF format</a> with in Orientation: <input type="radio"/> Landscape <input type="radio"/> Portrait	

Image 19: HTML and PDF Printable Versions

"Print in HTML" version is mainly for viewing and printing.

"Print in PDF format" allows you to select "Landscape" or "Portrait" layout. This format can be used for viewing, printing and saving your report in a PDF format.

## K. TEXT FIELDS

Questions 3, 6-8, 13, 16, 19-23 contain text fields for typing in maximum 500 words (4000 characters). These text fields contain Check Spell function:

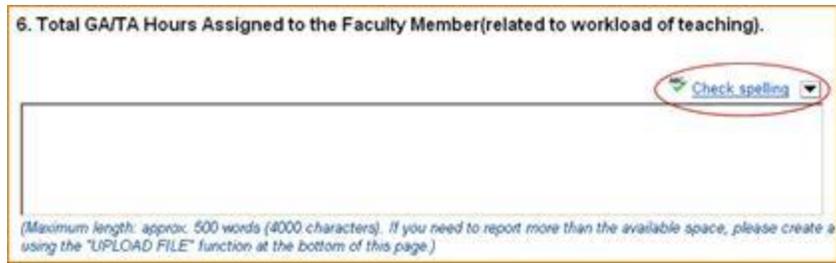


Image 20: Spell Check Button

## L. SUBMITTING ANNUAL REPORT

The "SUBMIT" button is located at the top of the LAST PAGE:



Image 21: Submit Button

- Successful Submission:
  - o Upon successful submission, a confirmation email will be sent to the submitter and the reviewing supervisor (Chair/Director or Dean).
  - o Upon successful submission, the form is closed. It will be displayed as “read only”; it becomes no longer editable:

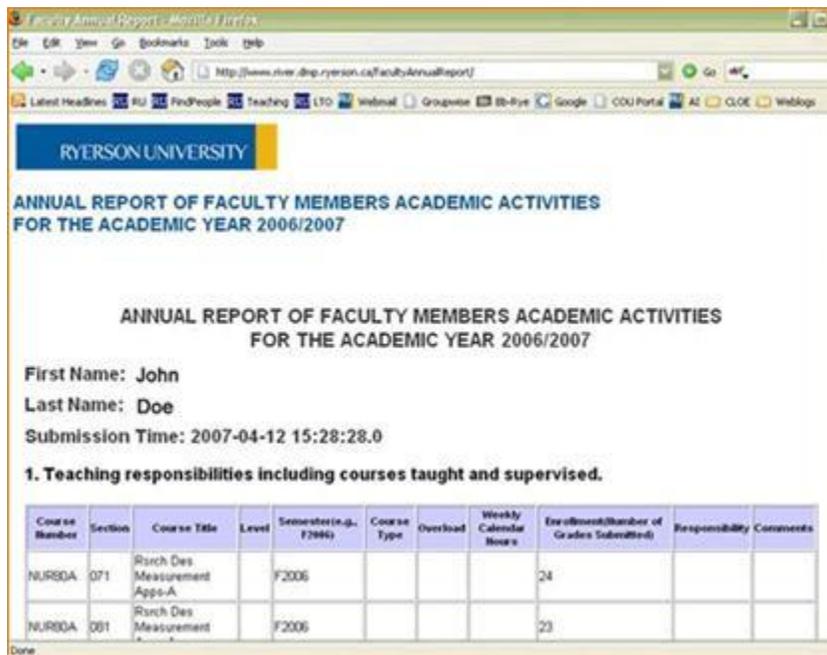


Image 22: Report Read-Only View Upon Submission

- Failed Submission:
  - o A successful submission requires all required questions to be responded. If there are any required questions with no response, a warning message will be displayed, with the required question number(s) listed:



Image 23: Warning Message

- Retracting/Re-Opening a Submitted Report:
  - o To request for opening up a submitted report for changes, contact the “Administrator”.
  - o Two conditions apply to re-open a submitted report:
    1. That it has not been reviewed
    2. That it has not passed the due date

## M. RESIZING TEXT

To resize the text, use the “View” menu of the browser, selecting “Text Size”:

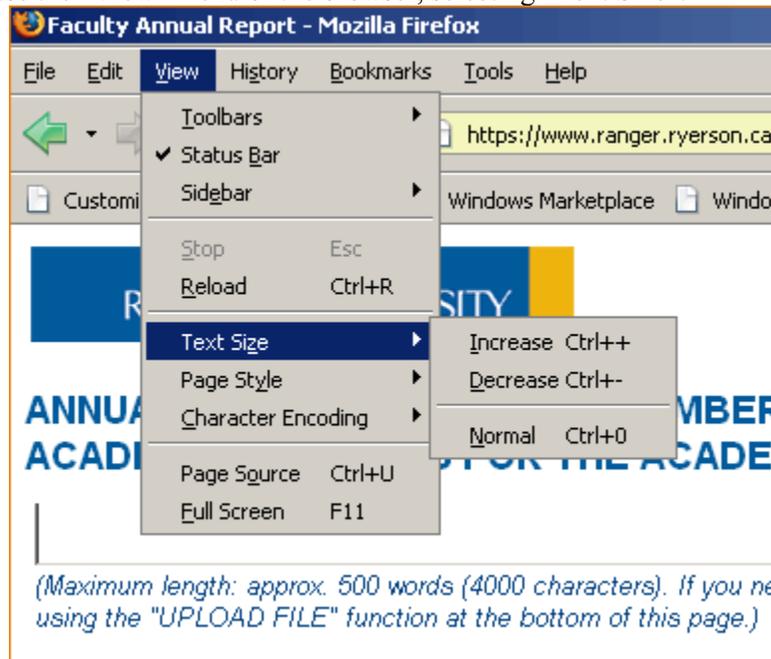


Image 24: Resize Text in a Browser View

Alternatively:

- For PC/Windows: To make the text larger, press the “Ctrl” and “+” keys simultaneously; to make the text smaller, press the “Ctrl” and “-” keys simultaneously.
- For Mac: To make the text larger, press the “Apple/Command” and “+” keys simultaneously; to make the text smaller, press the “Apple/Command” and “-” keys simultaneously.

# Gotchas

This “Gotchas” section provides common mistakes or problematic areas.

Gotchas:

1. Refreshing a page using the browser’s Refresh button
  2. Checking/Unchecking the checkbox in any required question
  3. Lengthy textbox entries
1. Reloading or refreshing a page using the browser’s Reload/Refresh button causes logging out without saving.  
Clicking the “Reload” or “Refresh” button of the browser will cause a “Logout” without saving the work on the page. If it is necessary to refresh the page, it is advised to click the current page number on the dropdown navigation list.  
*Workaround:* Use the Annual Report form’s dropdown navigation list at the bottom of the page, clicking on the page number where it is currently displaying.
  2. Checking/Unchecking the checkbox in any required question.  
Checking or unchecking a checkbox in the required question will cause the page to be refreshed. Please refer to [section C](#) (Required and Optional questions) for details.
  3. Lengthy textbox entries need to be saved frequently.  
It is recommended to save frequently by clicking the “Save” button at the bottom of the page when entering lengthy text in a textbox. Alternately, the response can be typed in a word processor (e.g. MS Word, Notepad) first, and then copy and paste it into the textbox.

## Getting Help

### Technical Help

Assistance related to technical difficulties can be directed by email to [farhelp@ryerson.ca](mailto:farhelp@ryerson.ca) or by calling (416) 979-5000 extension 4556 during regular office hours.

For login problem, contact *CCS Helpdesk* at (416) 979-5000 extension 6806 during regular office hours (Mon-Thu: 8am-5pm, Fri: 8am-4:30pm) or email to [help@ryerson.ca](mailto:help@ryerson.ca).

### Suggestion Box

Please provide any suggestion for improvements of the online RFA Annual Report to [farsuggest@ryerson.ca](mailto:farsuggest@ryerson.ca).