



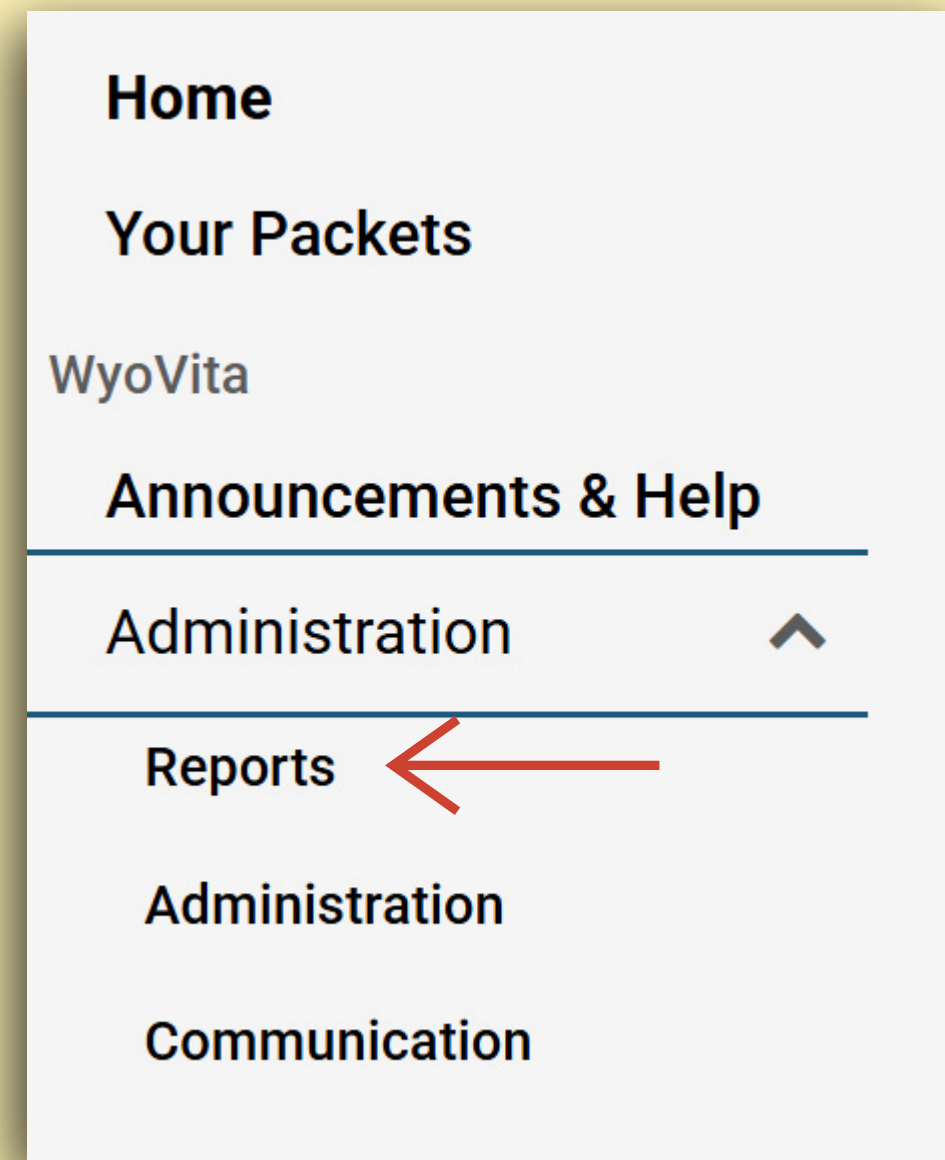
WyoVita: *Running Reports*



Profile Reports

Getting Started

To access your reporting page, click on Administration on the menu to the left of your dashboard to expand the dropdown, then click on Reports.



Profile Report	Personal information, work experience, degrees, licenses, memberships, honors, interests, biographies, and more
Activity Input Report	Teaching (e.g. enrollment, credit hours), grants, service, professional development, consulting, and more
Scholarly Activities	Research, publications, and creative productions
Grants	Grant activities and funding data
Courses Taught	Enrollment, credit hours, teaching load, and course sections
Activities By Activity Classification	Activities grouped by classifications

Activity Reports Section

The first section you will see in Reports is the Activity Reports section. Here you can access reporting on faculty profiles, activity input data, and more.

To start pulling profile reports, click on Profile Report.



Depending on your levels of access, you may see this pop-up window appear after navigating to the Reports page. Select the access you need and click Okay to continue.

Switch Your Permissions

Select an access level

☒ College of Education Subdivision - Full Access

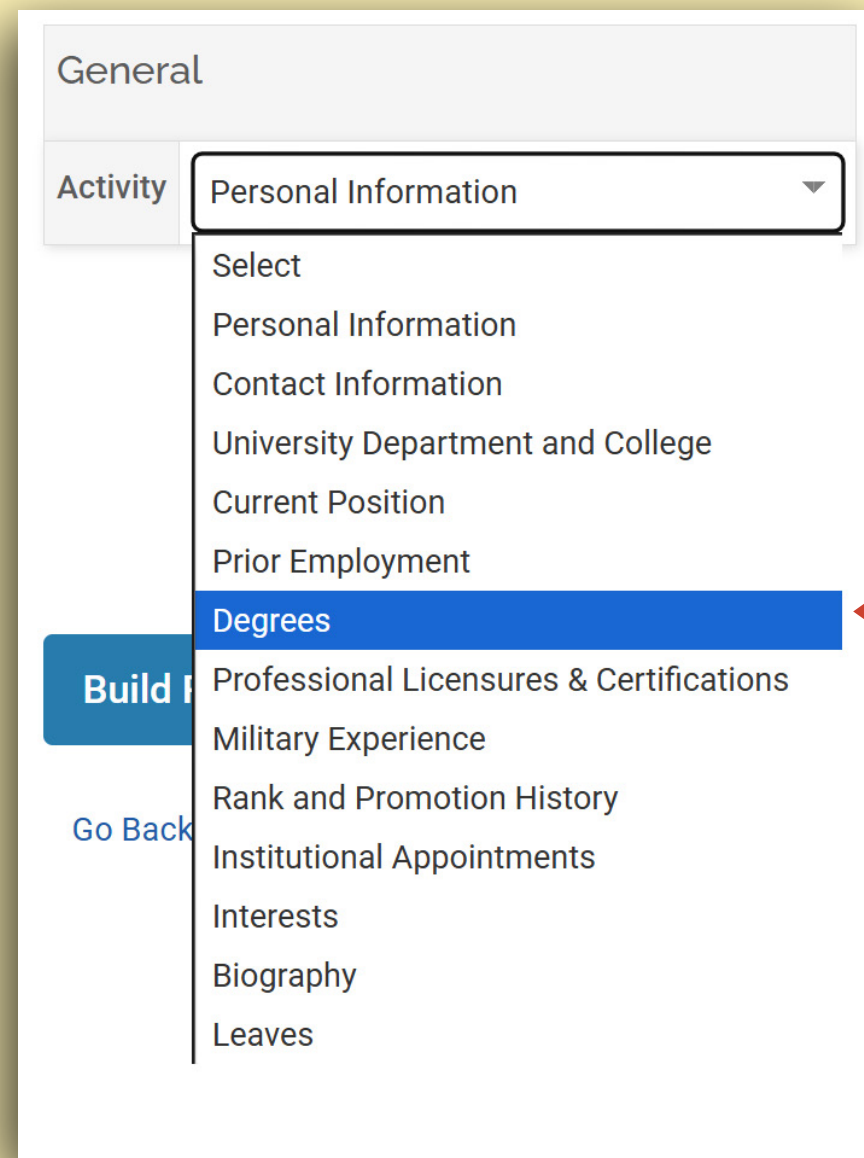
☐ Science & Math Teaching Center - Full Access

Okay

Select a Category

To build a report, you will start by selecting the information you want to see. For this example, we will be running a Degrees report.

Click on the dropdown beside Activity under General. This will expand the list of profile categories you can choose from. We will be selecting Degrees.



The screenshot shows a web interface with a 'General' tab selected. Under the 'Activity' section, a dropdown menu is open, displaying a list of profile categories. The 'Degrees' category is highlighted in blue. A red arrow points to the 'Degrees' option. The list of categories includes: Select, Personal Information, Contact Information, University Department and College, Current Position, Prior Employment, Degrees, Professional Licensures & Certifications, Military Experience, Rank and Promotion History, Institutional Appointments, Interests, Biography, and Leaves. A 'Build Report' button is visible on the left, and a 'Go Back' link is at the bottom left.

General
Activity
Personal Information
Select
Personal Information
Contact Information
University Department and College
Current Position
Prior Employment
Degrees
Professional Licensures & Certifications
Military Experience
Rank and Promotion History
Institutional Appointments
Interests
Biography
Leaves



Faculty	
Unit	University of Wyoming
Assigned To Unit As	Primary Unit
Employment Status	Full Time
Begin	Fall 2025
End	Fall 2025

Select Faculty

Search

☐ Select Individual Faculty

Standard Filters

Unit
University of Wyoming

CHANGE

Assigned To Unit AsPrimary Unit

☐ Exclude Subunits

☐ Administrators Only

Employment StatusFull Time

Begin

Fall2025

End

Fall2025

Faculty Titles

Login Status

Teaching

Faculty Classifications

SELECT FACULTY RESET CANCEL

Select Faculty

To select specific faculty members, click the Select Faculty button.

From the pop-up window, you can narrow down the faculty whose information you need to capture in a report. You may choose to Select Individual Faculty, change the Unit to a particular department, or change the timeframe or Employment Status.



If you are pulling a report for all faculty in your subdivision, skip this step and continue forward.

Build Your Report

When you have set your desired filters, click the Build Report button.

General

ActivityDegrees

Faculty

UnitUniversity of Wyoming

Assigned To Unit AsPrimary Unit

Employment StatusFull Time

BeginFall 2025

EndFall 2025

Select Faculty

Build Report

Go Back

Your report will generate as below. If you wish to change any of your filters, click the Refresh Report button to update the report.

General

ActivityDegrees

Table FormatCombined

Faculty

UnitUniversity of Wyoming

Assigned To Unit AsPrimary Unit

Employment StatusFull Time

BeginFall 2025

EndFall 2025

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Refresh Report

Search:

#	Faculty	Degree	Discipline	Year	Title of Dissertation or Thesis	Highest Degree Earned	Terr Deg
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Reports

Profile Report

General

Activity

Degrees

Table Format

Combined

Faculty

Unit

University of Wyoming

Assigned To Unit As

Primary Unit

Employment Status

Full Time

Begin

Fall 2025

End

Fall 2025

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Quicklinks

Actions

Print Page

Export to Word

Export to Excel

Export to PDF

Refresh Report

Download Your Report

Click on Actions in the top right corner to expand the dropdown, then select your preferred export type to download your report.

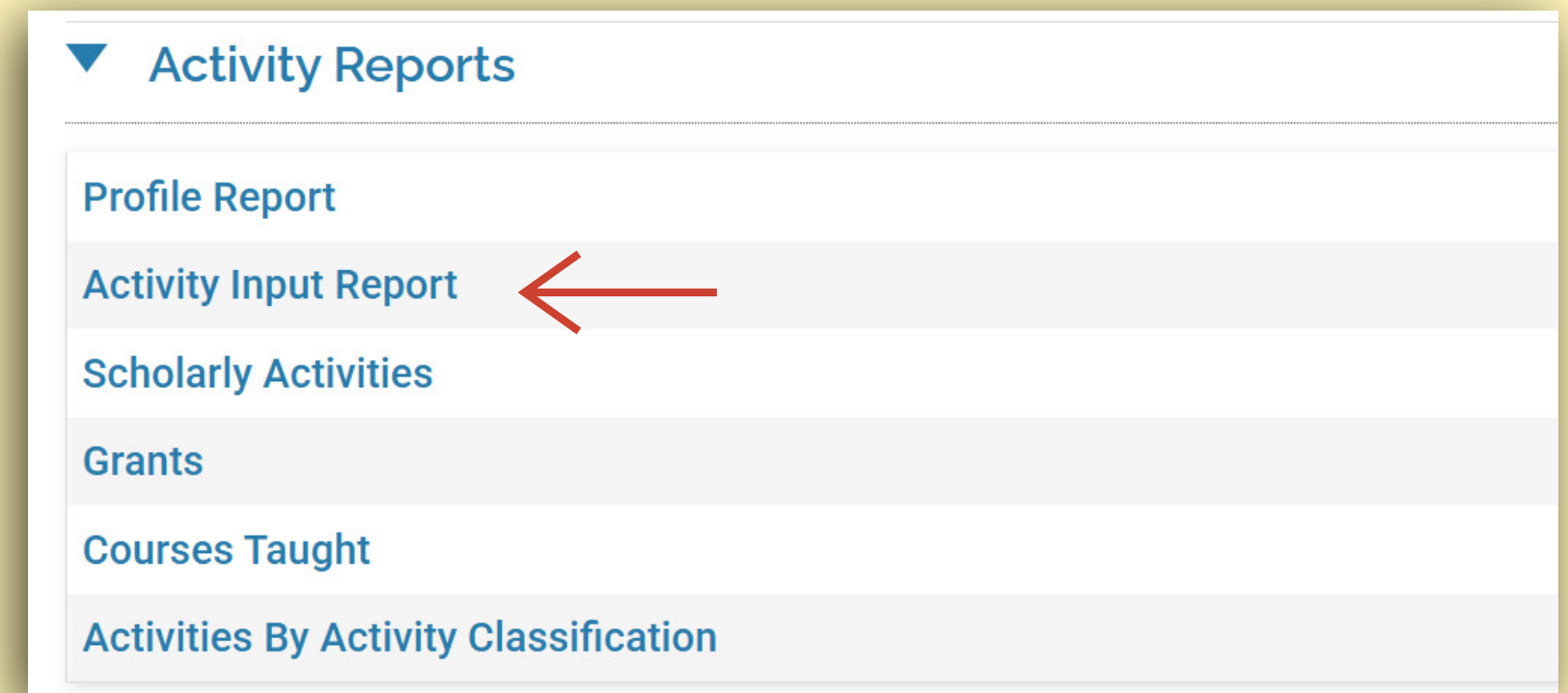
Choosing Excel is the recommended option for large exports.



Activity Input Reports

Activity Reporting

The majority of reporting is pulled from the Activity Input reports. To run reports on faculty activities, select Activity Input Report on the reports page.



Select a Category

Under the General filter, you will need to select an activity category by clicking on the dropdown beside Activity. For this example, we will select Teaching.

Here you can also change the Unit and the timeframe captured in the report.

General

Unit	University of Wyoming CHANGE
Form	Activity Input
Activity	Summary
Measure of Teaching	Enrollment
Hide Duplicates	☐
Begin	Fall 2025
End	Fall 2025
Display Mode	Count Only

Build Report

General

Unit	University of Wyoming CHANGE
Form	Activity Input
Activity	Summary
Measure of Teaching	Select Summary Teaching Non-Credit Instruction / Statewide Outreach Activities Advising Load Student Mentoring Workload Distribution - Summer 2022 forward Job Description Reassigned Duties Grants Institutional Committees Other Institutional Service Professional Service Community Service Professional Development Honors
Hide Duplicates	
Begin	
End	
Display Mode	

Build Report

[Go Back](#)



Activity Classifications

Select ▼

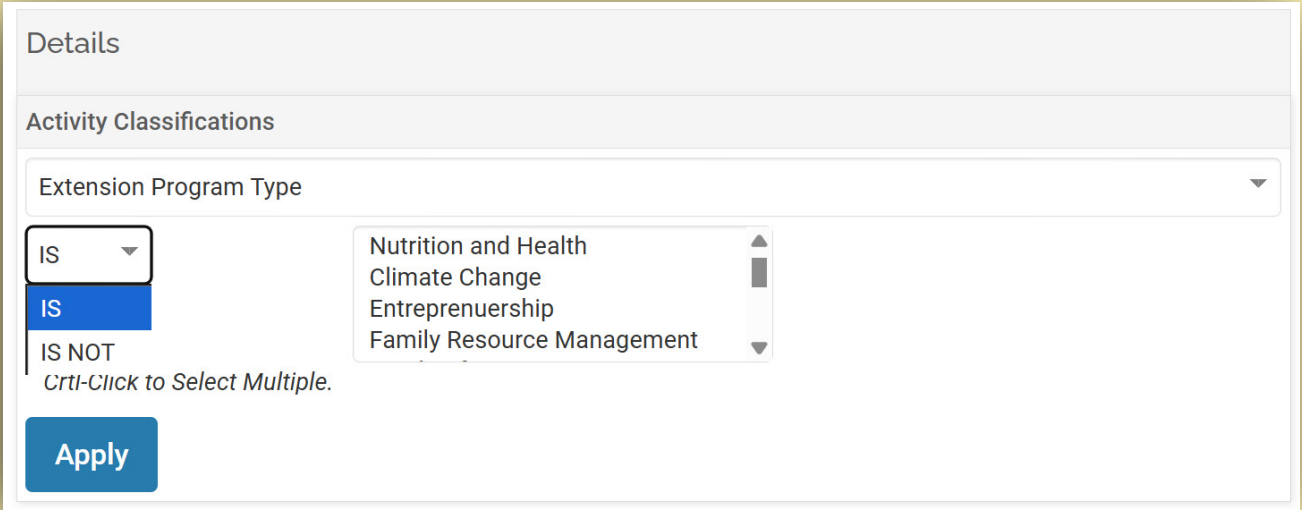
IS ▼

▼

Apply

Activity Classifications

Activity Classifications are helpful in narrowing down specific information you're trying to capture in a report. To add an activity classification filter, click on Select to expand the dropdown, then choose the classification needed. Depending on the one you select, there will be a list of filters to choose from to narrow down your results.



Build Your Report

General

Unit

University of Wyoming

CHANGE

Form

Activity Input

Activity

Teaching

Measure of Teaching

Enrollment

Hide Duplicates

☐

Begin

Fall

2025

End

Fall

2025

Display Mode

Count Only

Build Report

Faculty

Unit

University of Wyoming

Assigned To Unit As

Primary Unit

Employment Status

Full Time

Begin

Fall 2025

End

Fall 2025

Select Faculty

Details

Activity Classifications

Select

IS

Apply

Once you have applied the appropriate filters, including selecting faculty if needed, click the Build Report button.

^	Fall 2025	^	Total	^
	240		240	
	42,071		42,071	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	0		0	
	434		434	
	0		0	
	42,745		42,745	

Fall 2025	^	Total	^
0		0	
19		19	
0		0	
20		20	
0		0	
27		27	
0		0	
14		14	
0		0	
0		0	
86		86	
30		30	
21		21	
12		12	
23		23	
0		0	
77		77	
99		99	
0		0	
50		50	
42,493		42,493	

You will then need to click on the number at the bottom of the Total column **twice**.



General

Unit

University of Wyoming

CHANGE

Form

Activity Input ▾

Columns

Teaching ▾

Course Level

All ▾

Hide Duplicates

☐

Table Format

Combined ▾

Begin

Fall ▾

2025 ▾

End

Fall ▾

2025 ▾

List Faculty Without Data

No ▾

Refresh Report

Faculty

Unit	University of Wyoming
Assigned To Unit As	Primary Unit
Employment Status	Full Time
Begin	Fall 2025
End	Fall 2025

Select Faculty

Details

Program / Course Groupings

Unit

University of Wyoming

CHANGE

Program

Disable Filter ▾

Apply

Activity Classifications

Select ▾

IS ▾

▾

Apply

Additional Filters

Now that your report has generate, you may notice some additional filters have populated specific to the activity category. Apply any as needed and Refresh Report. You are now ready to export.



Reporting Help

If you need more complex reports, please reach out to us at **facultyaffairs@uwyo.edu** with details about your request.



UNIVERSITY
OF WYOMING

Office of
Academic Affairs