ICS Reporting Made Easy!

What's New to the ICS?

The ICS now has a reporting dashboard! The new Outstanding Instructors Dashboard serves as a reporting tool to help you keep track of instructors who do not yet have an approved ICS profile on record.
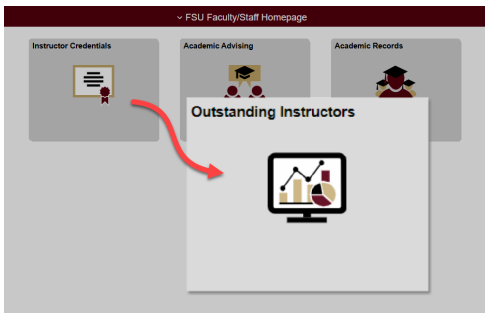
Using the Dashboard

Location and Permissions

The new Outstanding Instructors reporting dashboard is located inside the Instructor Credentials tile on the FSU Faculty/Staff Homepage in Student Central. The dashboard is accessible to anyone with an ICS security role.
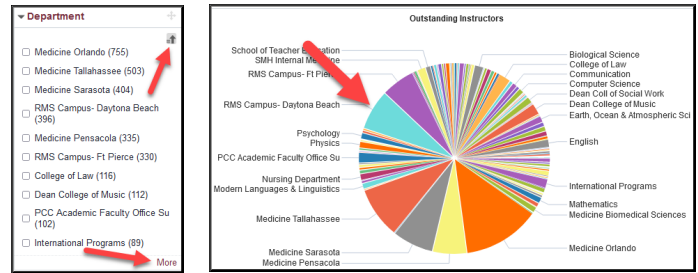
Navigation Path in Student Central:
FSU Faculty/Staff Homepage > Instructor Credentials tile > Outstanding Instructors tile

Data Visualization Options

In the dashboard, the graphic representation of data is, by default, a pie chart. If you prefer a different form of visualization, such as a bar chart, you can easily make the change by selecting your preferred option at the bottom left of the visualization frame.

Filtering by Department

By default, the dashboard is set to display all departments. You can filter departments via the Department grid on the far-right of the screen (click 'More' to expand the list or click on the sort icon to sort by ascending/descending or by count). You can also filter by clicking directly on a section of the pie chart.
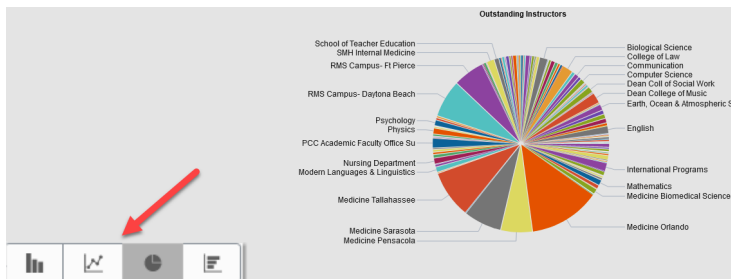

Listed Instructors

Instructors are listed directly below the visualization frame. The list will adjust based on the department(s) by which you filter. Each instructor's ID serves as a quick link to the Submit Instructor Credentials page where you can proceed with creating a profile for that instructor (security to this page is required). Once the profile has been granted final approval, the instructor will no longer appear in the dashboard for that department.

ID	DeptID	Instructor	Department
001234567	077000	Susie Seminole	English
001234568	077000	John Smith	English

Options Menu

Located at the top, far-right of the screen is a settings icon. ⚙ This is the Options Menu for the dashboard. Inside, you will find several helpful features including Export, for exporting data to Excel, and *Save, for retaining your personalizations to the dashboard.

*Please note that clearing your browser cache will override your saved personalizations to the dashboard.