

## Introduction

This guide will show you how to access, download and update the Academic Dashboard.

The Academic Dashboard profiles an Academic's learning and teaching and research performance by pulling together data from a number of sources across the University. The dashboard presents a summarised view of an individual academic's activity, and is a tool intended to assist both staff members and supervisors by providing a single point of access to a variety of information such as:

- Teaching Allocation
- Teaching Evaluations: Average SET (Student Experience of Teaching) and SEC (Student Experience of Course) scores
- Training Completions
- Leave Balances
- Research Outputs and Income
- HDR (Higher Degree Research) Supervision
- Awards/Achievements
- Engagement/Consulting/Advisory Activities

The Academic Dashboard is utilised for a range of Academic Processes including Academic Staff Career Development (ASCD), Academic Promotion and Academic Studies program (ASP).

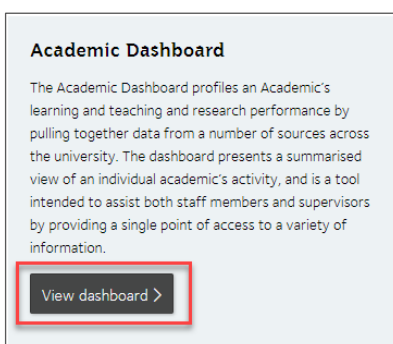
## Step 1: Navigate to the Planning and Statistics Portal

- Log in to the **Staff Intranet**

**1** Navigate to [Planning and Statistics Portal](#)

**2** Scroll down the page to the **Academic Dashboard**.

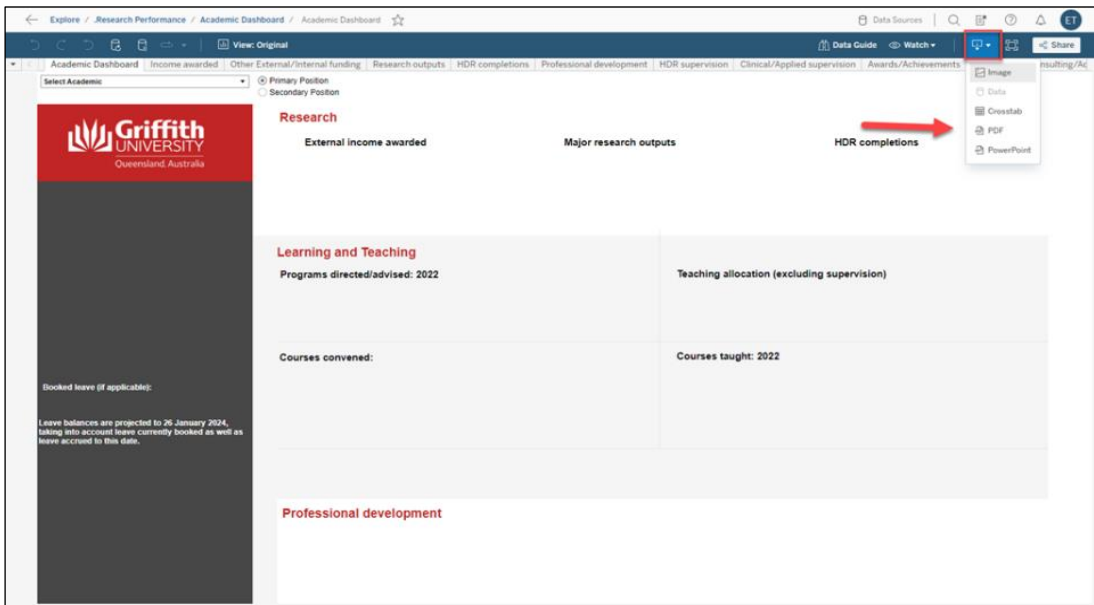
**3** Select **View Dashboard**.



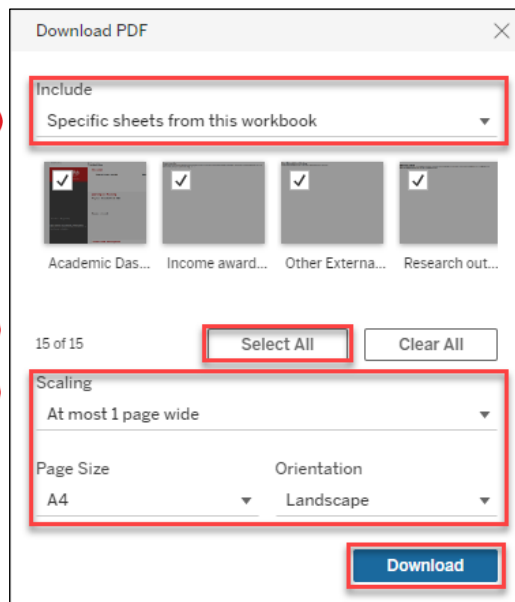
When working remotely a Griffith [VPN](#) is needed to access Tableau reports and dashboards

## Step 2: Download a PDF Copy of the Dashboard

1 Click the Download function (top right of your screen) > Choose PDF.



2 Using the first drop-down menu change “this view” to “Specific sheets from this workbook”.  
Select All workbooks.



3 Set the scaling to “At most 1 page wide”, the page size to A4 and the orientation to Landscape.

4 Press Download.

# What if my Academic Dashboard is not up to date?

The information from the Academic Dashboard is drawn from various sources:

## **Personal and Position Details**

The Academic Dashboard imports information directly from Peoplesoft and GSafe including:

- Staff Details
- Position Details
- Academic Work Profile
- Highest Qualifications
- Leave Balances
- Training Completions

Where there are inconsistencies in the data imported from Peoplesoft, the People Services Team in Human Resources can provide further information, please email [hbrandsafety@griffith.edu.au](mailto:hbrandsafety@griffith.edu.au) or phone 07 373 54011.

## **Teaching and Learning**

Formal teaching contact hours are imported from the Teaching Allocation Tool and Peoplesoft directly to the Academic Dashboard. Student Evaluations of Teaching (SET) and Student Evaluation of Courses (SEC) data is imported directly to the Academic Dashboard.

Where there are inconsistencies in relation to the data, please contact your School/Department administration in the first instance.

## **Research, Clinical or Applied Supervision**

Clinical or applied supervision including Work Integrated Learning (WIL) can be added in [Symplectic Elements](#) via the tile 'Teaching & Supervision'.

The Supervisor/Head of Element is best placed to provide guidance and support regarding appropriate data.

Research supervision of HDR students is imported directly from Peoplesoft. Supervision of HDR students external to Griffith University can be added in [Symplectic Elements](#) via the tile 'Teaching & Supervision'.

## **Research**

Research Centre Membership will display on the Academic Dashboard summary page and is drawn from Symplectic Elements.

Successful, pending, and initiated (submitted) grants are imported from RIMS directly to the Academic Dashboard. Externally managed grants can be added in [Symplectic Elements](#) via the tile 'Grants'

All research outputs are imported from Symplectic Elements directly to your dashboard. Each individual academic staff should check and update their list of outputs in [Symplectic Elements](#) regularly. When available, outputs will show number of citations according to Scopus and/or Web of Science.

The library has information for Academic Staff on [Researcher Profiles](#) to assist with building and showcasing research including [Griffith Experts](#) and [ORCID](#). Early career researchers should complete the [Developing your Online Research Profile](#) training module.

## **Awards, Memberships, Service and Engagement**

The “**Professional Activities**” tile within [Symplectic Elements](#) can be utilised to update data relating to:

- Previous appointments
- Awards
- Fellowships
- Major scholarly prizes
- Memberships of learned and professional associations
- Professional Development Activities
- Collaborations/ Engagements/Consultancy and Advisory Activities
- Quality and Impact of Contribution to Scholarship of Learning and Teaching (note: publications and grants are captured via RIMS)
- Service and Engagement Activities