





How to Record Your COIL Activities in Panther180

This manual contains instructions on how to record your COIL activities in Panther180.

Panther180 is a comprehensive systems solution to record and publicize faculty achievements. It provides a central location for faculty to record their achievements and eliminate data redundancy. With this electronic management, internal support units can obtain needed information to promote the work and scholarship of our faculty.

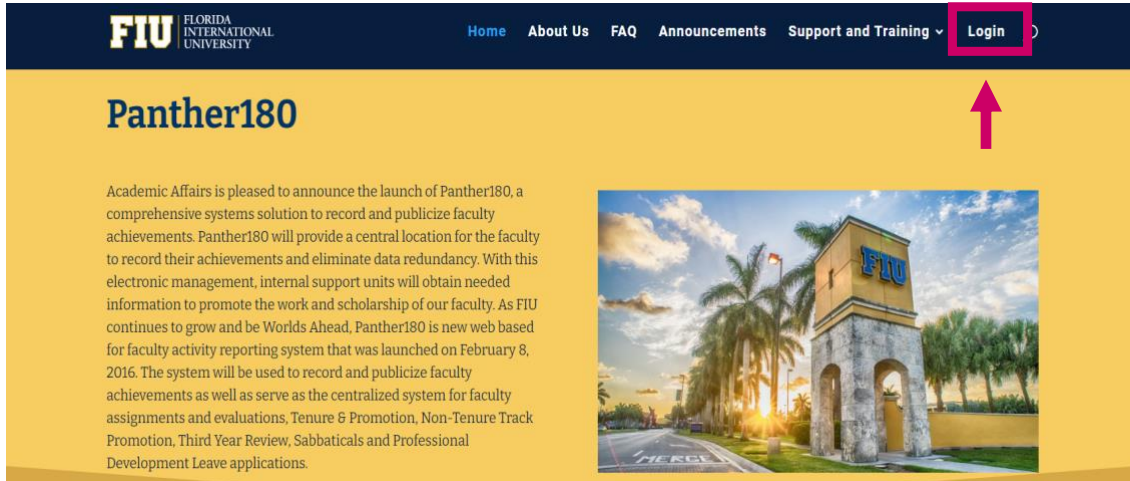
The information below provides step-by-step instructions on how to record COIL activities in Panther180.

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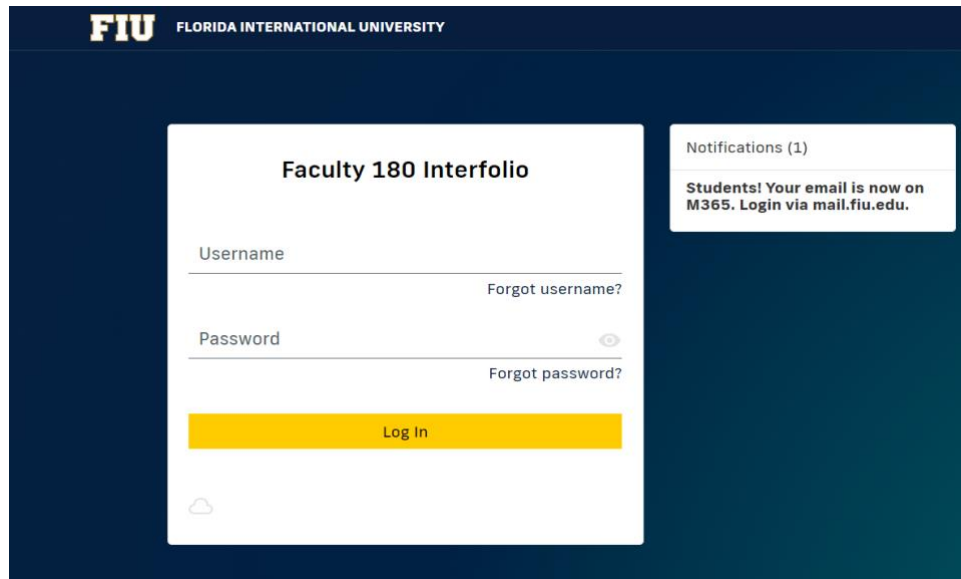
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How to Login to Panther180

- Visit Panther180 through <https://panther180.fiu.edu>
- You will see the page below. On the upper right-hand corner of the page, click on the “Login” button.



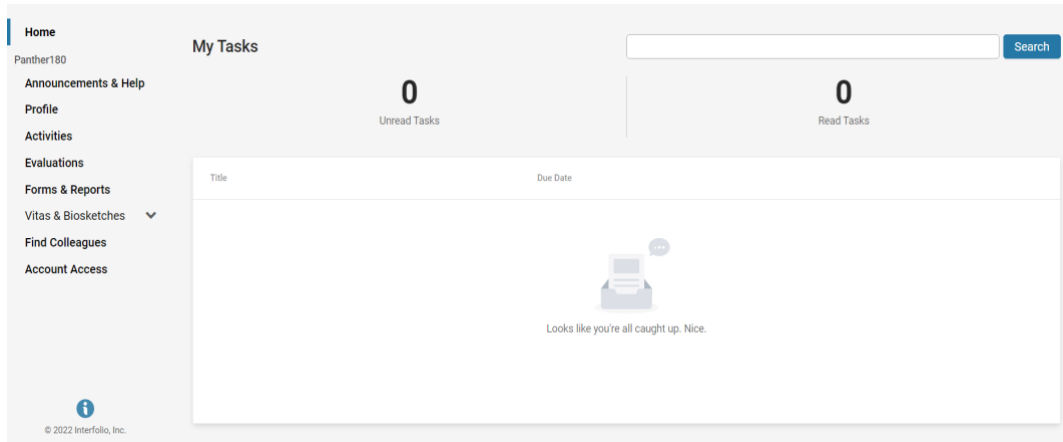
- Clicking on the “Login” button takes you to the page below:



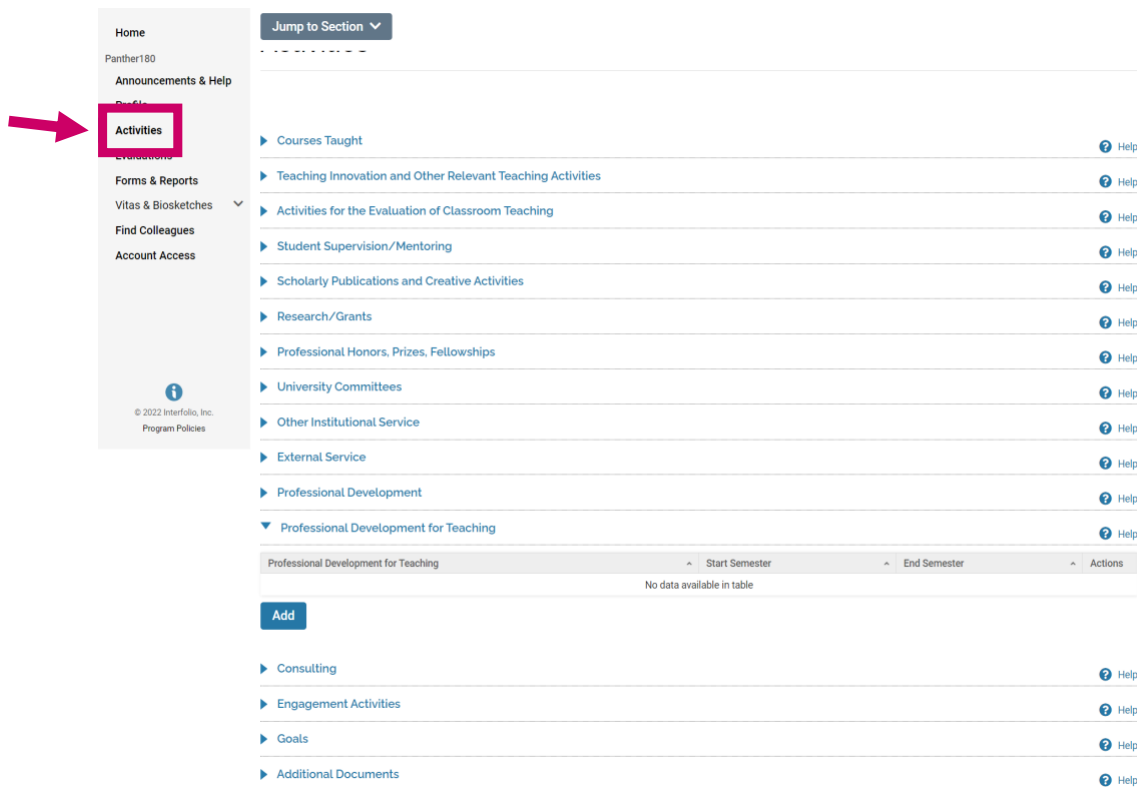
- Provide your **FIU employee email address** as username. For instance, if your employee email address is sdoscher@fiu.edu, you would provide “sdoscher” as your username. In the password space, **provide your password for your FIU employee email address.**

How to Record Your COIL Activities After Logging In to Panther180

- Once you login to **Panther180**, you will see your home page, which should look similar to this:



- On the left-hand side under the word **“Home,”** click on **“Activities”** in order to record your COIL activities. You will see a page like this:



Record your COILs and COIL professional development in the following sections:

- **Courses Taught**

In this section you may add the following documents: syllabi, sample of teaching materials, handouts, peer observation of teaching and/or any other documents pertaining to your COIL course.

- **Teaching Innovation and Other Relevant Teaching Activities**

In this section you will add your COIL course by choosing “COIL” in the Teaching Innovation Type dropdown menu and include a description of the course.

- **Professional Development for Teaching**

In this section you will be able to demonstrate that you attended a COIL Design Workshop by uploading your COIL Design Workshop Certificate of Completion.

COIL leads to many other faculty success activities. COIL-related activities are those that emerge from or are linked in some way to the COILs you have facilitated. You can record COIL-related activities in the following P180 sections:

- **Student Supervision/Mentoring**

Did your students conduct research as part of their COIL? Record activities in which you supervised and/or mentored student research, engagement, and other creative projects emanating from the COIL.

- **Scholarly Publications and Creative Activities**

Record articles, chapters, conference presentations, case studies, podcasts, exhibits, performances or other scholarly or creative output that occurred in relation to your COIL activities.

- **Research and Grants**

Be sure to describe any COIL research you conducted and make note of grants or funding you received to support your COIL. Include funding that was not processed by ORED, such as internal COIL grants from FIU CIBER or the Kimberly Green Latin American and Caribbean Center.

- **Professional Honors, Prizes, Fellowships**

Record teaching awards or your status as a COIL Faculty Fellow or COIL Affiliated Faculty member.

- **Other Institutional Service**

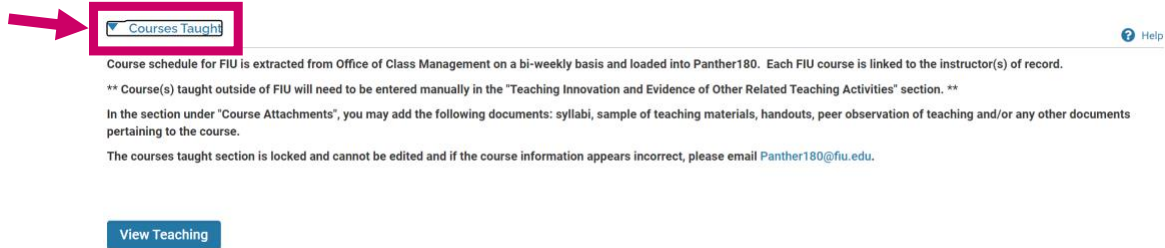
Describe any activities in service to FIU COIL, such as serving on a hiring committee or making presentations at faculty or committee meetings.

- **Engagement Activities**

Record instances in which you may have been invited to serve as a guest speaker or presenter in another institution in relationship to your COIL.

How to Record COIL in “Courses Taught”

- Click on **“Courses Taught”** to expand the section. You will see the following:



Course schedule for FIU is extracted from Office of Class Management on a bi-weekly basis and loaded into Panther180. Each FIU course is linked to the instructor(s) of record.

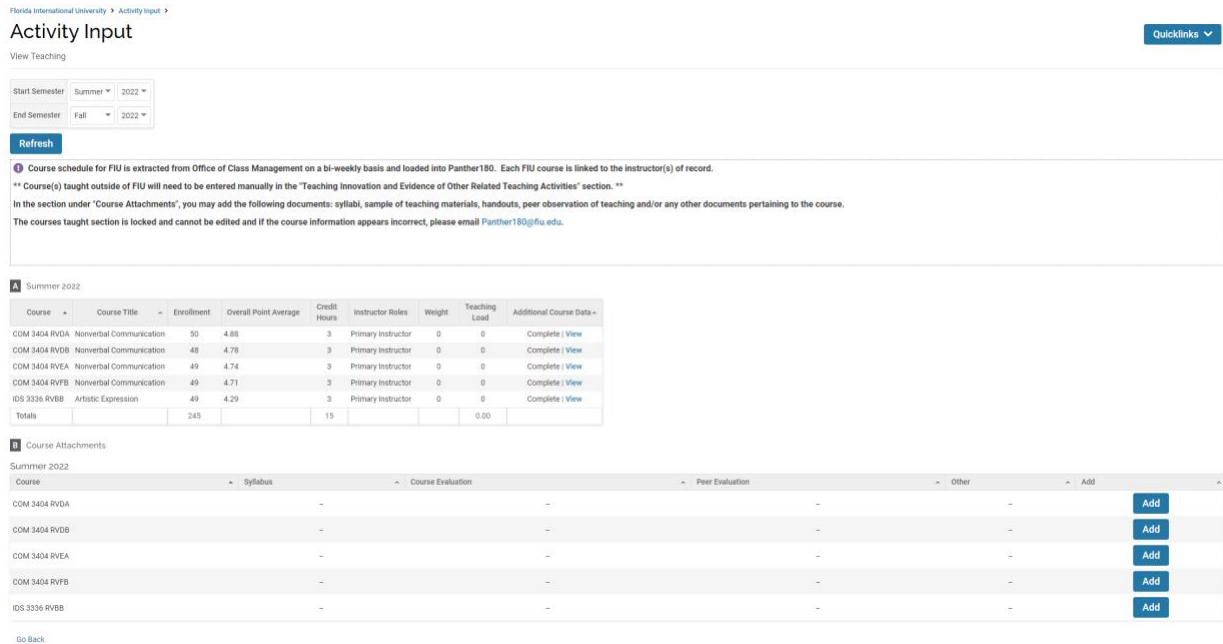
** Course(s) taught outside of FIU will need to be entered manually in the "Teaching Innovation and Evidence of Other Related Teaching Activities" section. **

In the section under "Course Attachments", you may add the following documents: syllabi, sample of teaching materials, handouts, peer observation of teaching and/or any other documents pertaining to the course.

The courses taught section is locked and cannot be edited and if the course information appears incorrect, please email Panther180@fiu.edu.

[View Teaching](#)

- To record your COIL activities in this section, click on the **“View Teaching”** button. You will see the following:



Florida International University > Activity Input > Activity Input Quicklinks

View Teaching

Start Semester: Summer 2022
End Semester: Fall 2022

[Refresh](#)

Course schedule for FIU is extracted from Office of Class Management on a bi-weekly basis and loaded into Panther180. Each FIU course is linked to the instructor(s) of record.

** Course(s) taught outside of FIU will need to be entered manually in the "Teaching Innovation and Evidence of Other Related Teaching Activities" section. **

In the section under "Course Attachments", you may add the following documents: syllabi, sample of teaching materials, handouts, peer observation of teaching and/or any other documents pertaining to the course.

The courses taught section is locked and cannot be edited and if the course information appears incorrect, please email Panther180@fiu.edu.

A Summer 2022

Course	Course Title	Enrollment	Overall Point Average	Credit Hours	Instructor Roles	Weight	Teaching Load	Additional Course Data
COM 3404 RVIDA	Nonverbal Communication	50	4.88	3	Primary Instructor	0	0	Complete View
COM 3404 RVIDB	Nonverbal Communication	48	4.78	3	Primary Instructor	0	0	Complete View
COM 3404 RVEA	Nonverbal Communication	49	4.74	3	Primary Instructor	0	0	Complete View
COM 3404 RVFB	Nonverbal Communication	49	4.71	3	Primary Instructor	0	0	Complete View
IDS 3336 RVBB	Artistic Expression	49	4.29	3	Primary Instructor	0	0	Complete View
Totals		245		15			0.00	

B Course Attachments

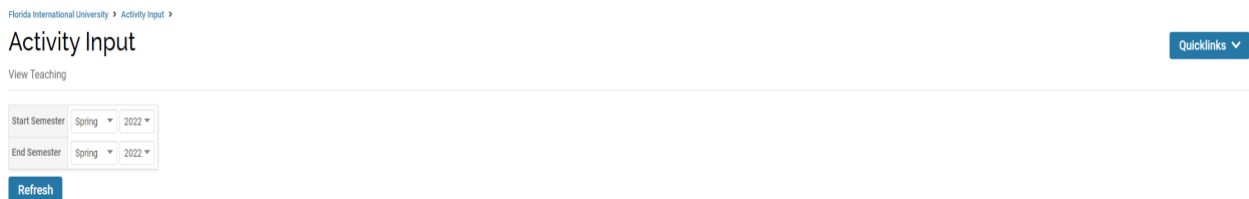
Summer 2022

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
COM 3404 RVIDA	-	-	-	-	Add
COM 3404 RVIDB	-	-	-	-	Add
COM 3404 RVEA	-	-	-	-	Add
COM 3404 RVFB	-	-	-	-	Add
IDS 3336 RVBB	-	-	-	-	Add

[Go Back](#)

Fill Out Section B: “Course Attachments”

- To upload the course attachments you want, ensure that the **“Start Semester”** and **“End Semester”** are set to the appropriate terms. For example, to view a course you taught in Spring 2022, set the parameter between “Spring 2022” and “Spring 2022.” Click **“Refresh.”**



Florida International University > Activity Input > Activity Input Quicklinks

View Teaching

Start Semester: Spring 2022
End Semester: Spring 2022

[Refresh](#)

Your course schedule for the semester(s) you chose will most likely have already been uploaded because the information is extracted from the Office of Class Management on a bi-weekly basis. Keep in mind, however, that courses taught outside of FIU must be entered manually in the **"Teaching Innovation and Evidence of Other Related Teaching Activities"** section.

i Course schedule for FIU is extracted from Office of Class Management on a bi-weekly basis and loaded into Panther180. Each FIU course is linked to the instructor(s) of record.

** Course(s) taught outside of FIU will need to be entered manually in the "Teaching Innovation and Evidence of Other Related Teaching Activities" section. **

In the section under "Course Attachments", you may add the following documents: syllabi, sample of teaching materials, handouts, peer observation of teaching and/or any other documents pertaining to the course.

The courses taught section is locked and cannot be edited and if the course information appears incorrect, please email Panther180@fiu.edu.

In Section A "Spring 2022" you can view your course schedule for that semester.

A Spring 2022

Course ^	Course Title ^	Enrollment	Overall Point Average	Credit Hours	Instructor Roles	Weight	Teaching Load	Additional Course Data ^
COM 3404 RVC	Nonverbal Communication	49	4.64	3	Primary Instructor	0	0	Complete View
COM 3404 RVD	Nonverbal Communication	49	4.66	3	Primary Instructor	0	0	Complete View
COM 3404 RVE	Nonverbal Communication	50	4.44	3	Primary Instructor	0	0	Complete View
COM 3404 RVF	Nonverbal Communication	50	0.00	3	Primary Instructor	0	0	Complete View
COM 3404 RVG	Nonverbal Communication	50	0.00	3	Primary Instructor	0	0	Complete View
IDS 3336 RVC	Artistic Expression	51	4.69	3	Primary Instructor	0	0	Complete View
IDS 3336 RVD	Artistic Expression	50	4.55	3	Primary Instructor	0	0	Complete View
IDS 3336 RVE	Artistic Expression	50	0.00	3	Primary Instructor	0	0	Complete View
Totals		399		24			0.00	

Then, in the section **"Course Attachment"** upload relevant files such as COIL course syllabi, sample of teaching materials, handouts, peer observation of teaching and/or any other documents pertaining to the course.

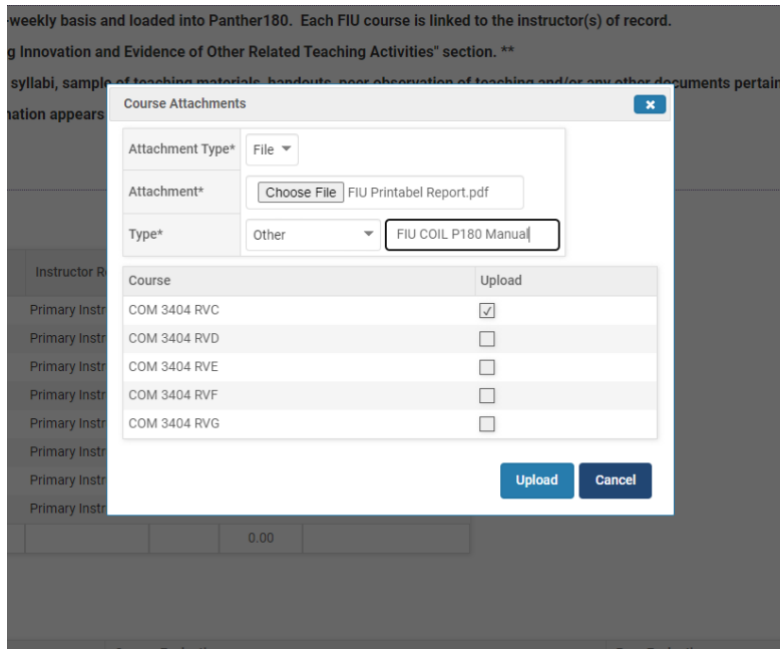
1. Click **"Add"** in the right-hand section:

i Course Attachments

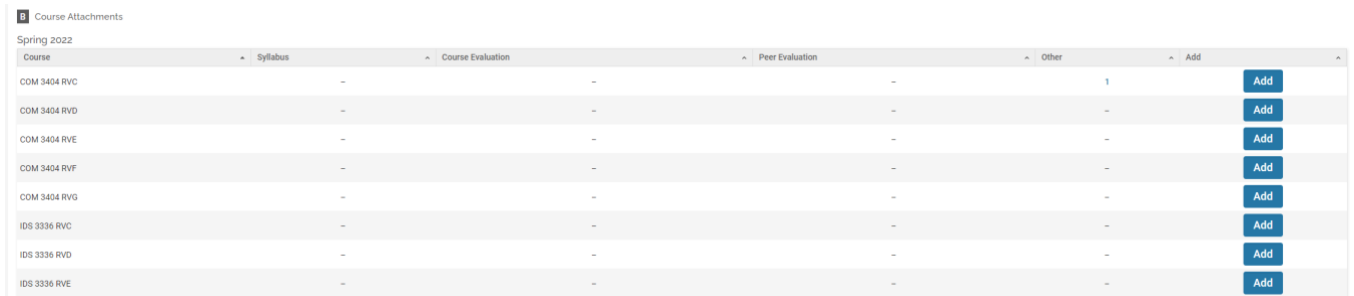
Spring 2022

Course	Syllabus	Course Evaluation	Peer Evaluation	Other	Add
COM 3404 RVC	-	-	-	-	Add
COM 3404 RVD	-	-	-	-	Add
COM 3404 RVE	-	-	-	-	Add
COM 3404 RVF	-	-	-	-	Add
COM 3404 RVG	-	-	-	-	Add
IDS 3336 RVC	-	-	-	-	Add
IDS 3336 RVD	-	-	-	-	Add
IDS 3336 RVE	-	-	-	-	Add

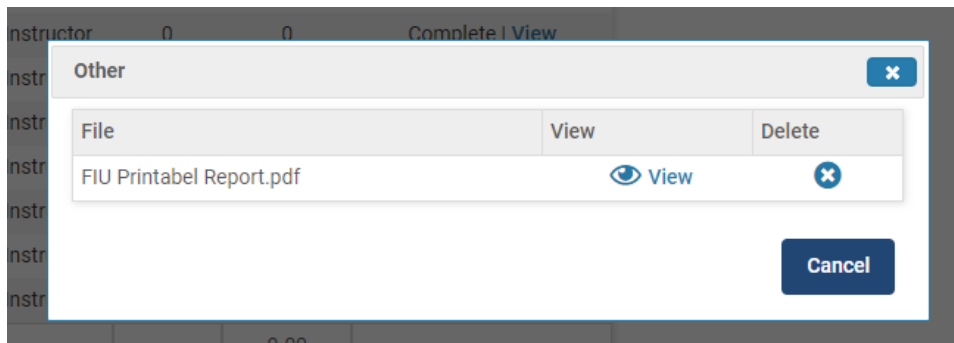
2. A pop-up window like the one below should appear:



3. Complete “Attachment Type,” “Attachment,” and “Type information” and ensure that it is for the correct course by checking the appropriate box to the right.
4. Click **“Upload.”**
5. To confirm that you uploaded the attachment to the correct course and type (e.g., “Other”), go to the “Course” and click on the number in blue:



6. A pop-up window like this should appear which allows you to view or delete the attachment you just uploaded:



How to Record COIL In “Teaching Innovation and Other Relevant Teaching Activities”

- Click on **“Teaching Innovation and Other Relevant Teaching Activities”** to expand the section. You will see something similar to the following:

Florida International University >

Activities

Quicklinks ▾

Jump to Section ▾

Show All | Hide All

▶ Courses Taught [? Help](#)

▼ Teaching Innovation and Other Relevant Teaching Activities [? Help](#)

Teaching Innovation Title	Teaching Innovation Type	Description	Other Relevant Teaching Activity Title	Other Relevant Teaching Activity Type	Description	Start Semester	End Semester	Actions
No data available in table								

[Add](#)

▶ Activities for the Evaluation of Classroom Teaching [? Help](#)

▶ Student Supervision/Mentoring [? Help](#)

▶ Scholarly Publications and Creative Activities [? Help](#)

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- To record your COIL data, click on the **“Add”** button. You will see the following:

Fill Out Section A: “Teaching Innovation and Evidence of Other Relevant Teaching Activities”

- Please note that **Section A** is a required section.
- Since COIL courses are usually semester-long, the start semester and the end semester must be the same. For instance, if you COILED a course during the Summer of 2022, the start semester would be “Summer 2022” and the end semester would also be “Summer 2022.”

Florida International University > Activity Input >

Activity Input

Teaching Innovation and Other Relevant Teaching Activities

* Indicates required field

A Teaching Innovation and Evidence of Other Relevant Teaching Activities

Start Semester* Summer 2022

End Semester* Summer 2022

Instructions: The following activities may be entered in this section, but are not limited to, Quality Matters (QM) certification, active learning techniques, service learning, portfolios, use of technology and software, and undergraduate research projects.

Fill Out Section B: “Teaching Innovation”

- You must provide the **course number** and the **course title** of the COILED course in the **“Teaching Innovation Title”** field. For example, **“INR 3214 – International Relations of Europe.”**
- In the **“Teaching Innovation Type”** field, **select “COIL – Collaborative Online International Learning”** from the drop-down menu.
- In the **“Description”** field, provide a description of the COILED course. You can use the one-sentence summary you provided when you submitted your data for that particular COIL course to the **Global Footprint Dashboard**.

B Teaching Innovation

Teaching Innovation Title: INR 3214 - International Relations of Europe

Teaching Innovation Type: COIL - Collaborative Online International Learning

Description: Students researched and discussed a current political affairs issue in Europe.

11 WORDS

SKIP SECTION C

Fill Out Section D: “Activity Classifications”

While Section D is not a mandatory section, it is advisable to fill it out as much as you can.

Fill out Section E: “Attachments”

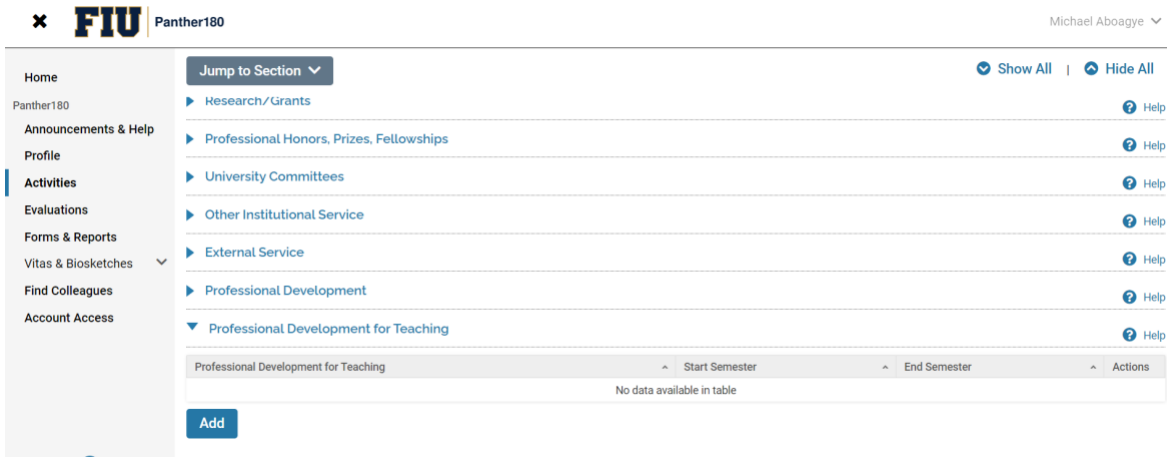
Section E is also not a mandatory section, but it is advisable to upload any supporting documents

Complete the Entry

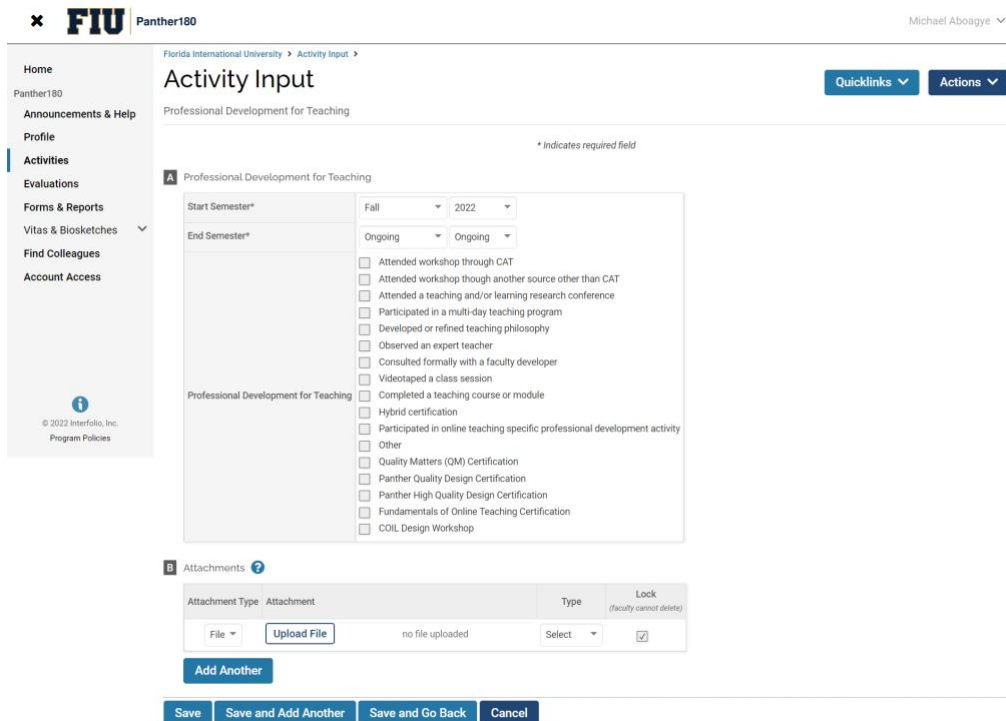
When you are done, click **“Save.”**

How to Record COIL in “Professional Development for Teaching”

- On your Panther180 home page, click on “**Activities**” in order to record your COIL.
- Click on “**Professional Development for Teaching**” to expand the section. You will see something similar to the following:



- To record your COIL data in this section, click on the “**Add**” button. You will see the following:



- Please note that the start and end semester fields in Section A are mandatory fields, while Section B is optional. It is advisable to fill out both Sections A and B.

Fill Out Section A: “Professional Development for Teaching”

- Since COIL Design Workshops are usually not longer than a semester, the start and end semester must be the same. For example, if you attended a COIL Design Workshop in the Spring 2022 semester, the start semester would be “Spring 2022” and the end semester would also be “Spring 2022.”
- Select “**COIL Design Workshop**” from the options listed below the semester fields.

Professional Development for Teaching

Start Semester* Spring 2022

End Semester* Spring 2022

- Attended workshop through CAT
- Attended workshop through another source other than CAT
- Attended a teaching and/or learning research conference
- Participated in a multi-day teaching program
- Developed or refined teaching philosophy
- Observed an expert teacher
- Consulted formally with a faculty developer
- Videotaped a class session
- Completed a teaching course or module
- Hybrid certification
- Participated in online teaching specific professional development activity
- Other
- Quality Matters (QM) Certification
- Panther Quality Design Certification
- Panther High Quality Design Certification
- Fundamentals of Online Teaching Certification
- COIL Design Workshop

Fill Out Section B: “Attachments”

- Attach your COIL Design Workshop certificate or other supporting documents.

B Attachments ?

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File	<input type="button" value="Upload File"/> no file uploaded	Select	<input checked="" type="checkbox"/>

Complete the Entry

When you are done, click **“Save.”**

Thanks for being a
dedicated COIL practitioner!

Stay engaged with us by
sharing your COIL story,
becoming a **COIL Affiliated
Faculty member**, and
keeping up with the latest
COIL news.

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