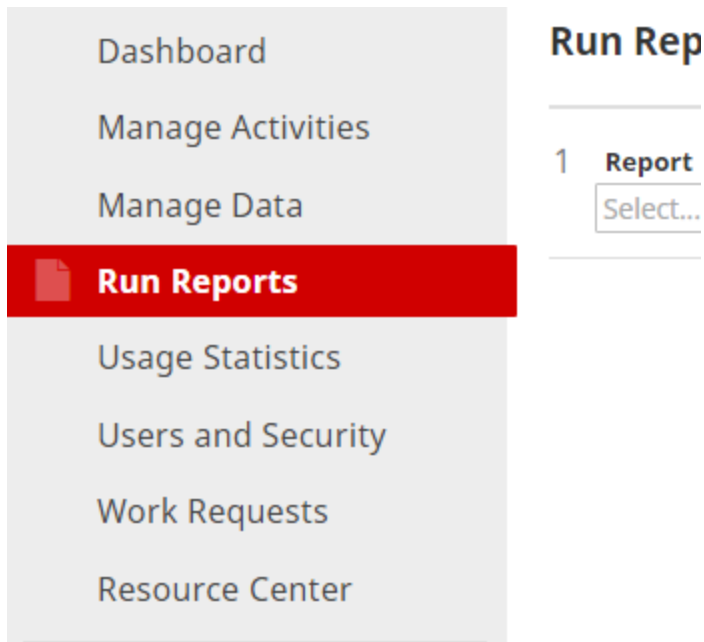
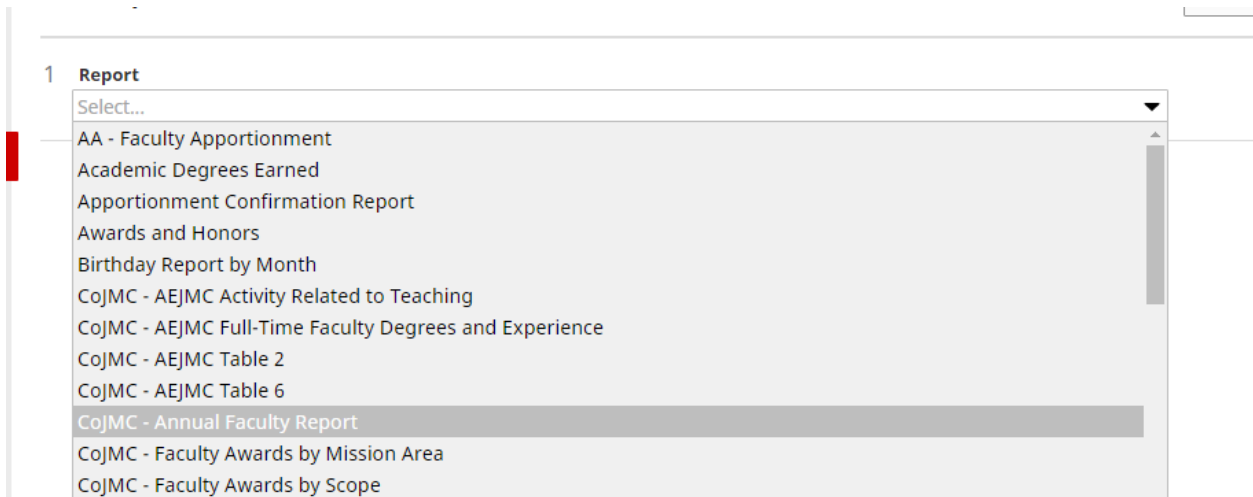


Instructions on running the CoJMC-Annual Faculty Report

1. Go to [Digital Measures/Faculty Insights](#)
2. Select Run Reports



3. Select CoJMC - Annual Faculty Report
- **Do not select Vita**



4. Start date should be April 1, 2016, End date should be Mar 31, 2017

Run Reports

Run Report

1 Report

CoJMC - Annual Faculty Report

Download this report's template

2 Date Range

Start Date

Apr

01

2016

End Date

Mar

31

2017

3 Whom to Include

Users Selected by

All

Change Selection

Include These Accounts

Enabled Only

4 File Format

File Format

Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

Letter

5. Click Run Report

Search...

Run Report

Start Date

Apr

01

2016

End Date

Mar

31

2017

Users Selected by

All

Change Selection

6. The report should open as a Microsoft word document. Save the file and submit with your annual review materials.

If you want to make changes to the report, make the changes in the appropriate field in Digital Measure/Faculty Insights. Do not change the contents of the report in the word document.