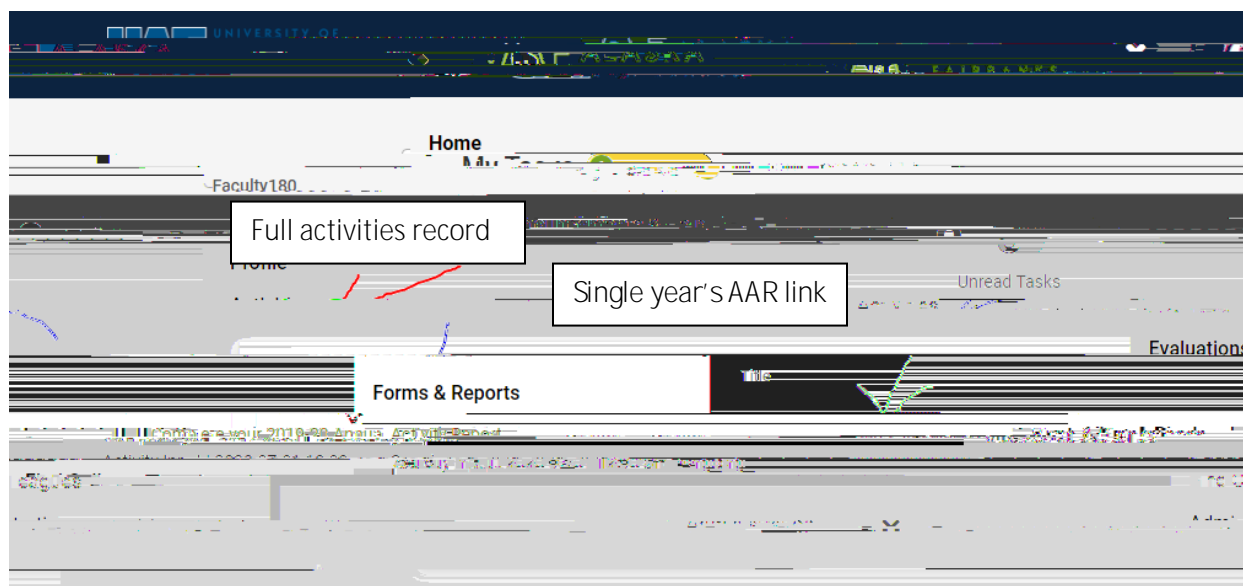


As you've been logging in to Faculty 180 each year and completing an annual activities report for the prior year, the system has been collecting a database of your historical activities for the period that you have been using the software. Your comprehensive record of activities can be reviewed and edited through the Activities link from the left-side menu.



Please note that you will need to complete the most recent year's AAR form, even if you don't submit it. You may of course omit the narrative self-evaluation and the CV attachment, but entering your activities for the year ensures that your Faculty 180 record is complete, and must be done before you run the comprehensive activities report.

### *To Run the Comprehensive Report*

1. Click on the "Vitas & Biosketches" link from the left side menu.
2. From the resulting screen, click on the eye icon next to "Annual Activities Report" to view the form output.



3. In the reporting screen, set the start date of the report to "Late summer after 7/1" and the first year contained within your review, and the end date to "Early summer before 6/30" and the most recent report-ending year. (Example: for a six-year review in AY21-22, the report starts with late summer 2015 and ends with early summer 2021)



This takes you to a list of all previously submitted AAR forms, which you can view by clicking on the eye icon to the far right under "Actions" to view the desired report.

