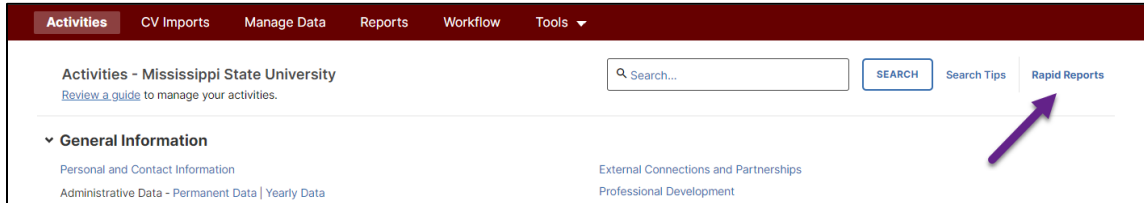


Generate Reports in Digital Measures

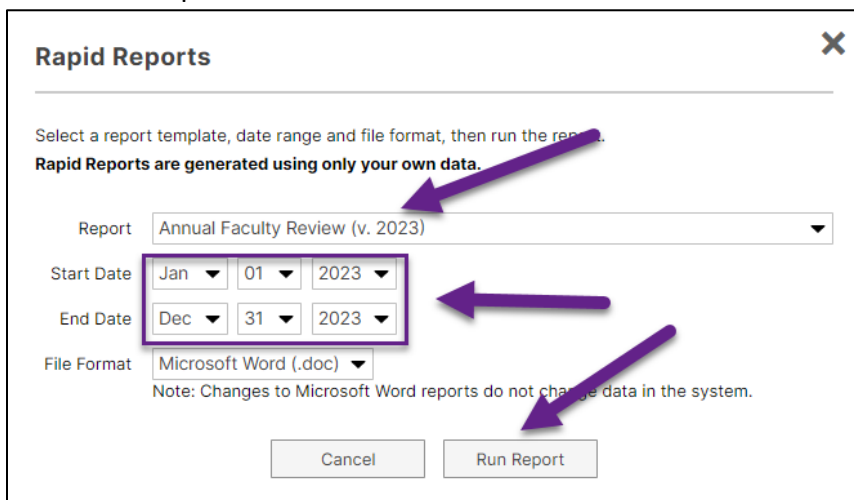
Two options exist to generate reports within Digital Measures: Rapid Reports and the Reports tab in the navigation bar.

Rapid Reports

1. Select the Rapid Reports link.



2. Select the report type of Annual Faculty Review (v. 2023). Select the appropriate start, end dates, and file format.
3. Select Run Report.



4. The report can be saved and edited.
 - Teaching impact statement: must be updated within the report since there is no field associated with it within Digital Measures.

8. Teaching impact statement: This narrative can be used to briefly discuss the impact and quality of your teaching accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

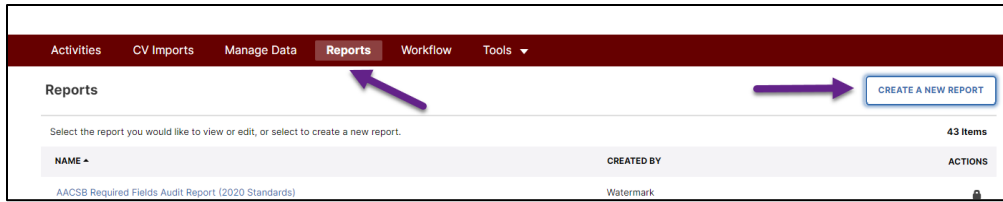
- Some formatting changes may be needed to reduce white space on the report.

Reports Tab

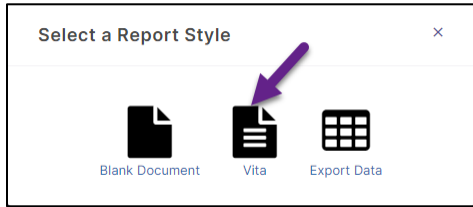
This option is recommended if rapid reports option is unavailable.

1. Select Reports from the navigation bar.
2. Select Create a New Report.

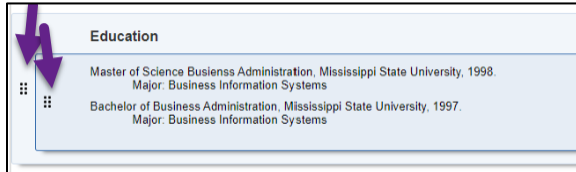




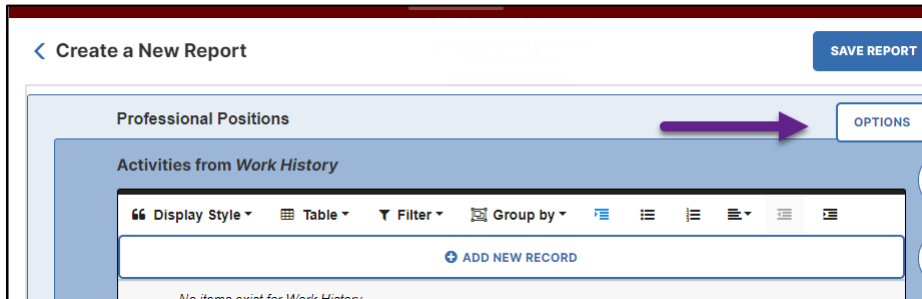
3. Choose Vita. This option will pull in sections that can be customized. The Blank option does not pull in any report elements.



4. Use drag and drop to reorder sections or components within a section.



5. To download a PDF or MS Word copy of your CV select Options.



6. Next, select the desired format. The file will be saved to your computer.

