



Digital Measures: Running the Faculty Activity Report

Once all data has been entered and review, it is time to run your Activity Report.

Selecting the Report and Format

- Select the report title Faculty Activity Report from the *Rapid Reports* screen.
- Select the date range of the report. The date range should be July 1 through June 30 of the current (or just past) academic year.
- Select the Word file format; leave the page size as selected (“Letter”).

Running the Report

- Click the Run Report button. The file will go to your Downloads folder (or wherever you save it to).

Reviewing and Sending the Report

- Review your report for errors/modifications. If you see an error or something that you would like to add, you will need to correct the error or make the addition at the source (where the data was entered) to avoid future issues. Errors corrected in the Word document are only changed in the report, not in Digital Measures.
- Email your report, along with your updated CV & Bio, to mandelschooldean@case.edu by JULY 31st.