**FACULTY180 REPORTS TRAINING**

Faculty180 is a new software tool that provides TCU faculty with a convenient, single place to record research/creative activity, teaching, credentials, and service activities. The data collection forms were configured based on the Faculty Annual Report and TCU Vita templates. This system replaced the Faculty Annual Report template in January 2019.

In this training, participants will learn how to run reports in Faculty 180. This training will include facilitator-lead demonstration of Faculty 180 and hands-on session.

Faculty180 Reports training will cover:

* Profile Reports
* Activity Reports
* Faculty Selection Tool
* Vita & Faculty Annual Report
* Exporting Reports

Audience:  
Reports training is for any TCU personnel that will run faculty activity reports for departments, colleges and schools. Reports access will be available to administrators such as Chairs, Deans, Associate Deans, and other assigned personnel.

Feel free to bring your own laptop, if desired. Otherwise, computers will be available for your use.

For questions or more information, please email [faculty180@tcu.edu](mailto:faculty180@tcu.edu) or call the Office of Institutional Research at 817-257-7475.

### Registration:

#### Classes are provided for current TCU faculty and staff.

Top of Form

First Name \*

Last Name \*

TCU ID \*

Email \*

Department \*

Role \* Faculty  
 Support Staff  
 Administration

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