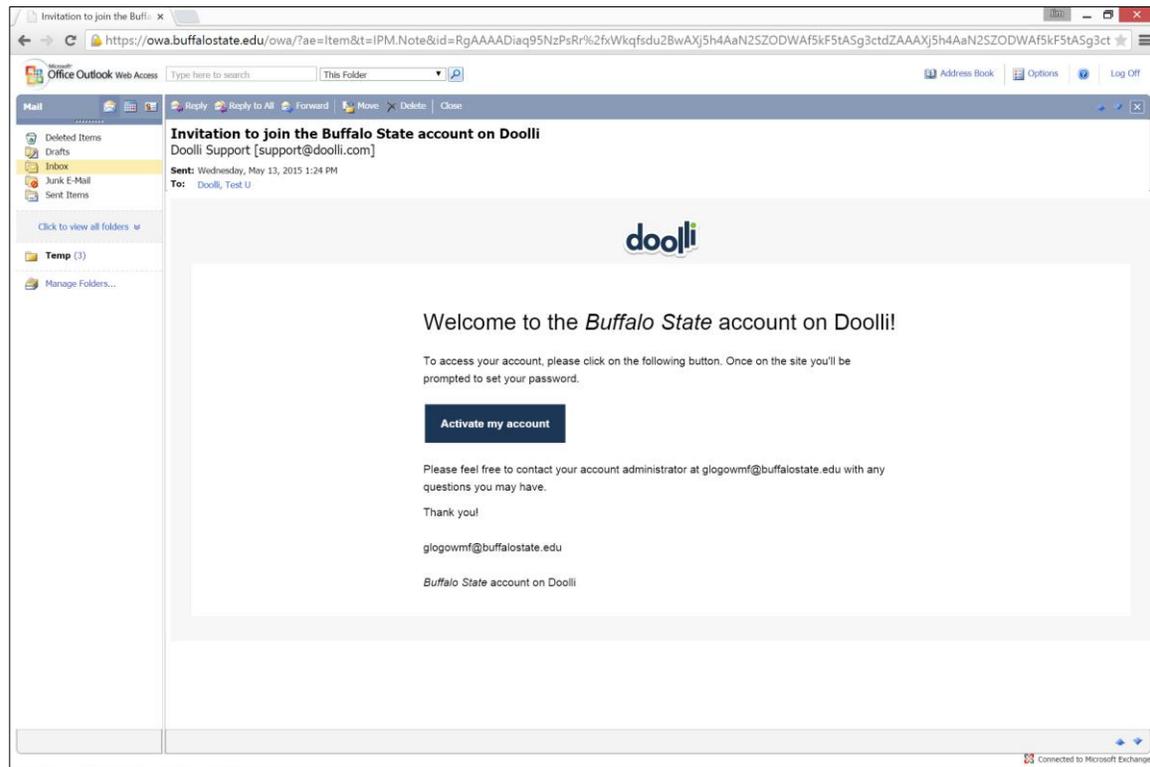




Using Doolli's Faculty Report App

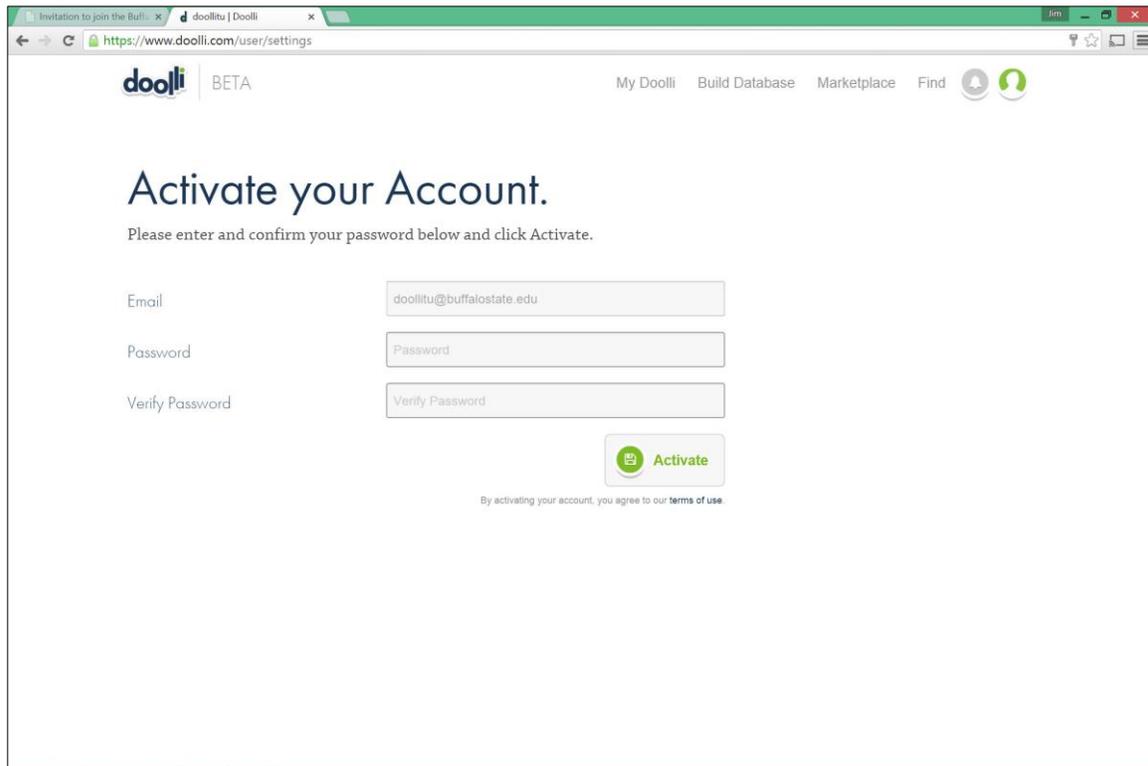


It should be noted that Google Chrome or Safari are the recommended internet browsers for working in Doolli.

An email was sent to you with the subject: Invitation to join the Buffalo State account on Doolli.

If you have already activated your account, go to <https://www.doolli.com/> and log into your account.

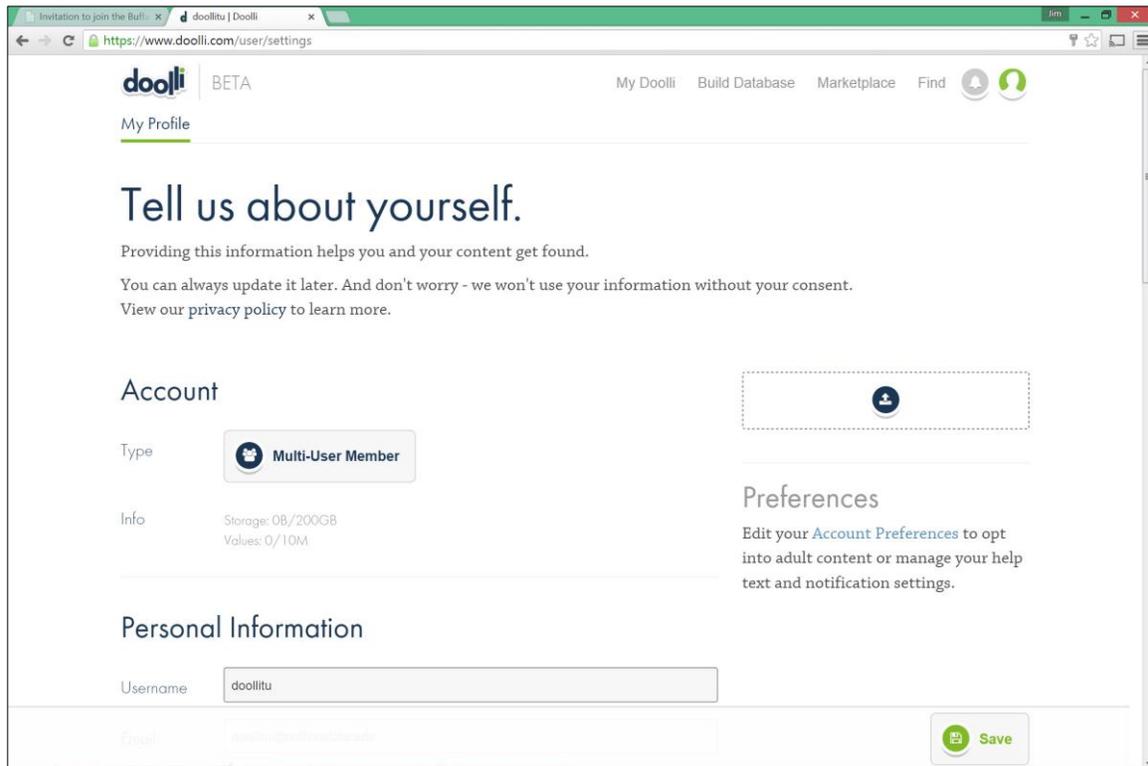
- **Open** the email and **click** the Activate my account link



The screenshot shows a web browser window with the URL <https://www.doolli.com/user/settings>. The page header includes the Doolli logo, the word "BETA", and navigation links for "My Doolli", "Build Database", "Marketplace", and "Find". There are also icons for a notification bell and a user profile. The main heading is "Activate your Account." followed by the instruction "Please enter and confirm your password below and click Activate." The form contains three input fields: "Email" with the value "doolliu@buffalostate.edu", "Password", and "Verify Password". A green "Activate" button is positioned below the fields. At the bottom of the form, there is a small text line: "By activating your account, you agree to our [terms of use](#)".

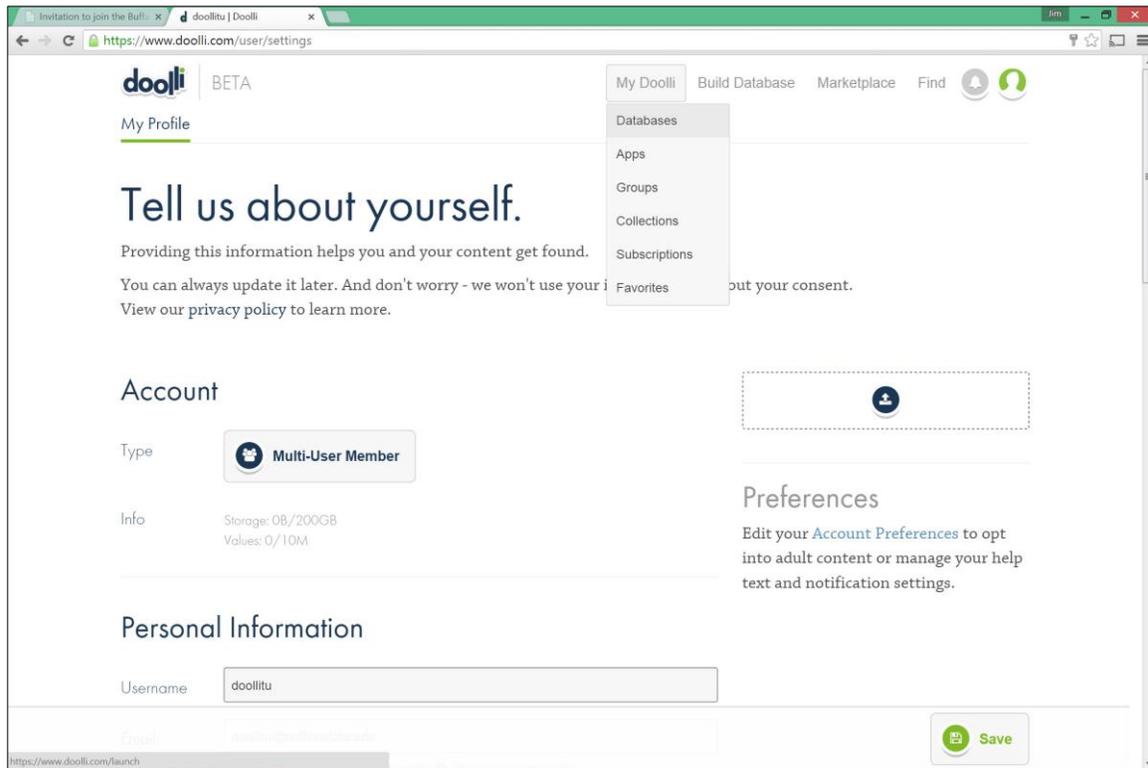
To log in for the first time, pick a new password and

- **Enter** it into the password field
- **Enter** the password again in the Verify Password field
- Select **Activate**

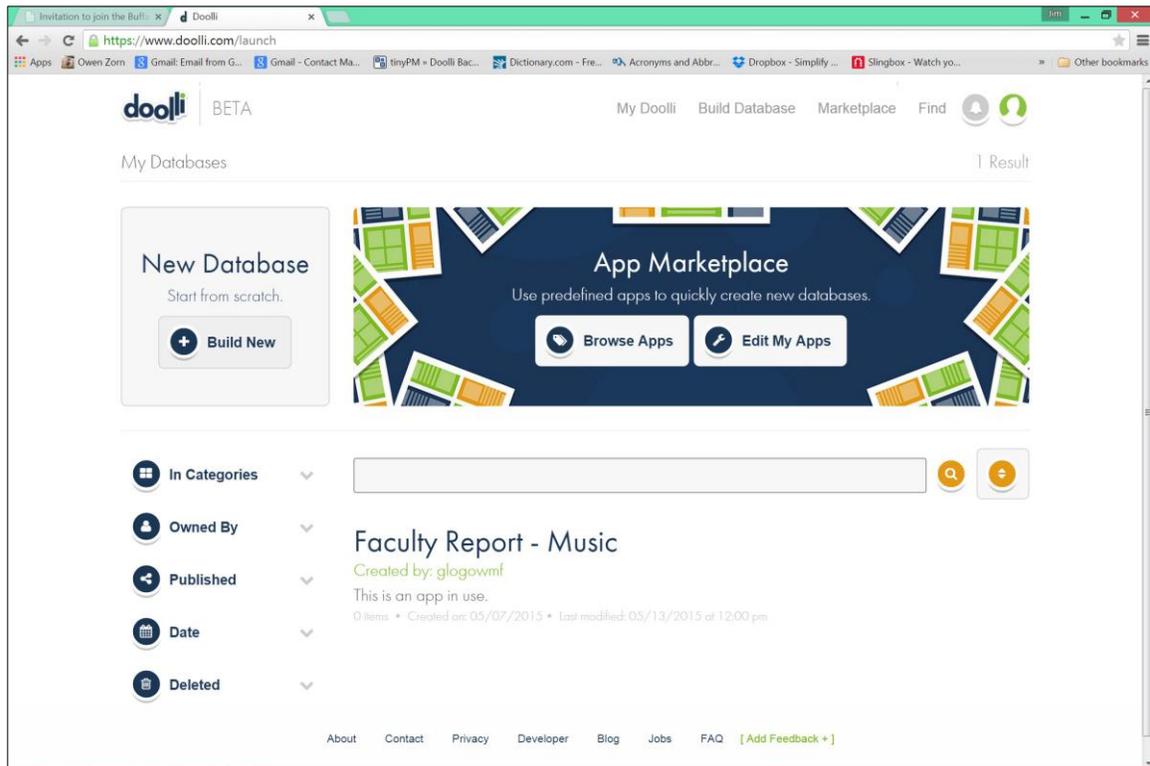


- Optionally enter your personal information and select **Save**

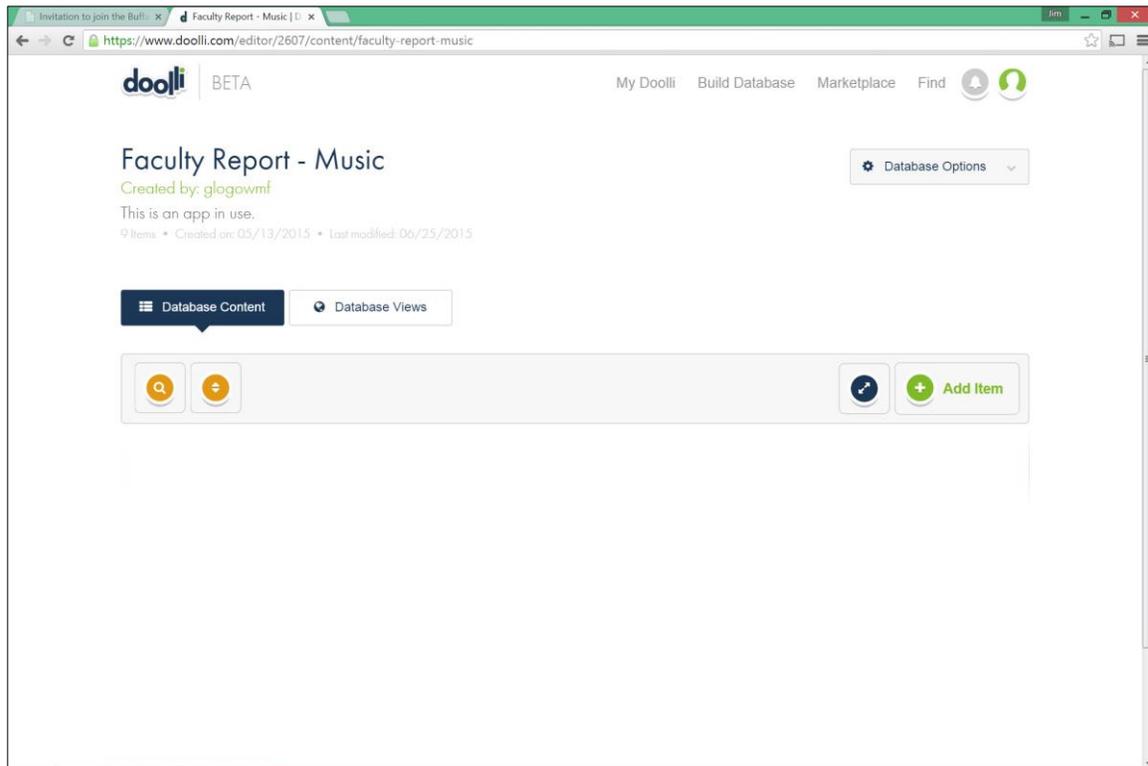
To complete your Faculty Report, additional personal information is not required.



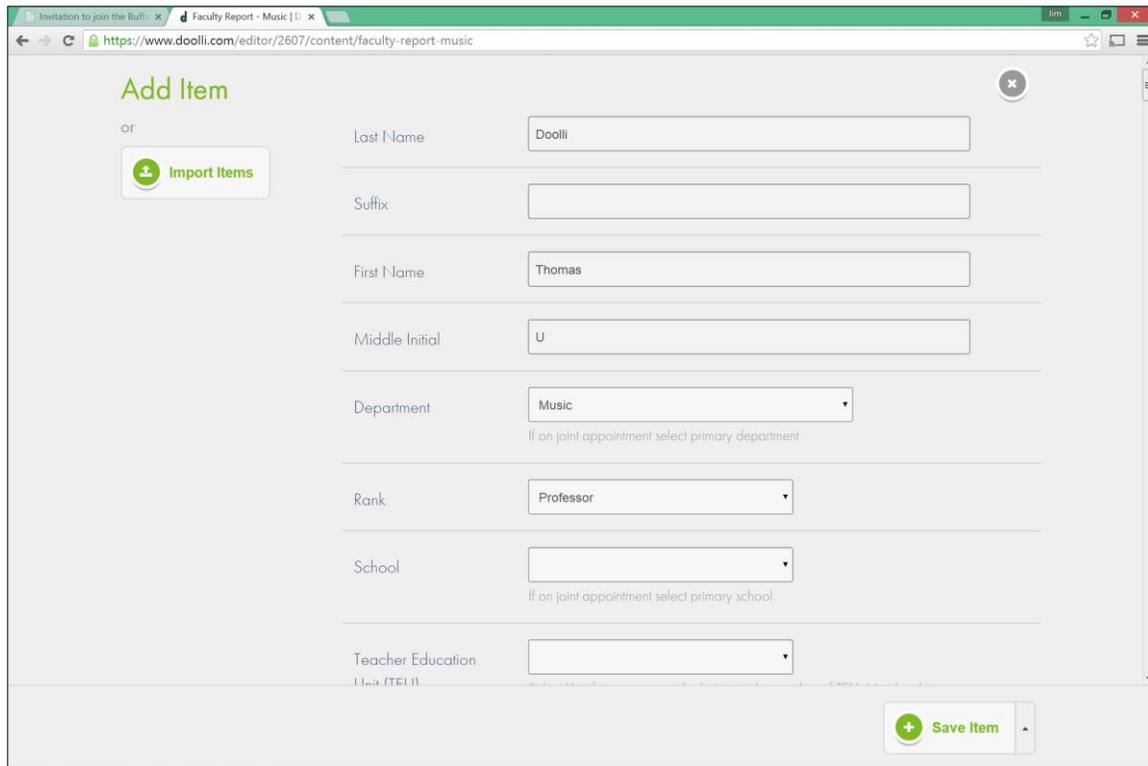
- Select **Databases** from the **My Doolli** menu



- **Select Faculty Report**



- Select **Add item**
- **Enter** some of your responses into your faculty report



The screenshot shows a web browser window with the URL <https://www.doolli.com/editor/2607/content/faculty-report-music>. The page title is "Add Item". On the left, there is an "Import Items" button. The main form has the following fields:

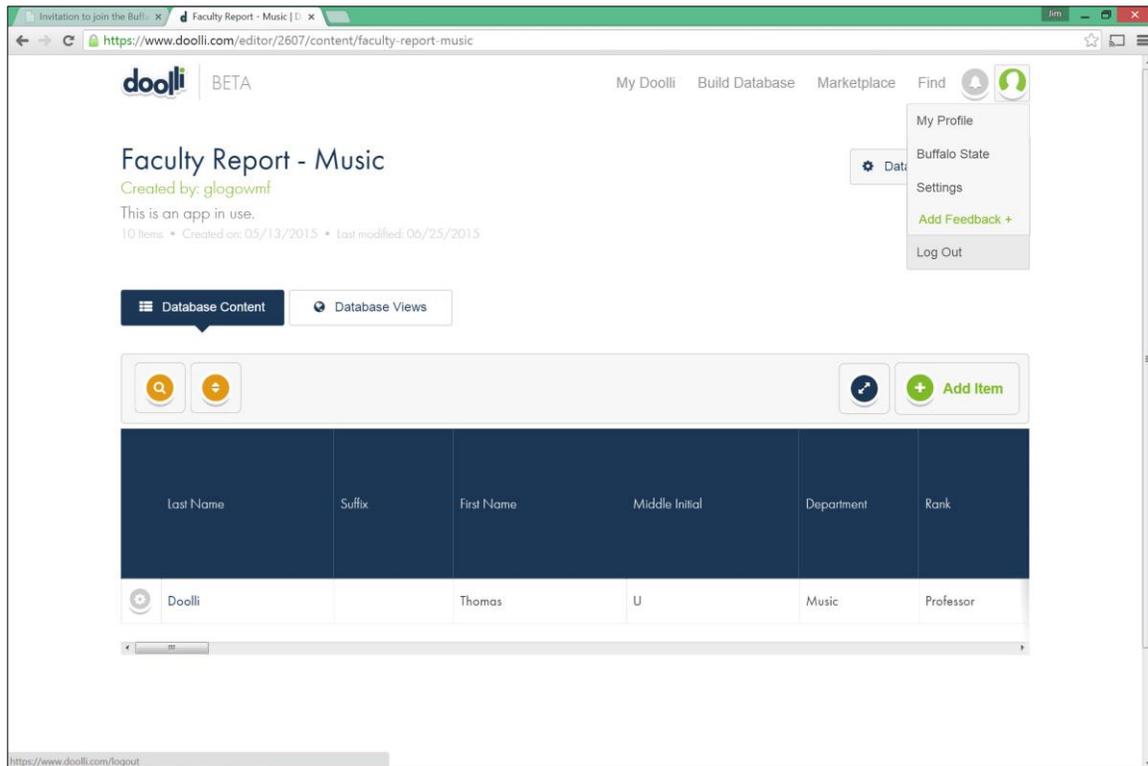
- Last Name: Doolli
- Suffix: (empty)
- First Name: Thomas
- Middle Initial: U
- Department: Music (dropdown menu)
- Rank: Professor (dropdown menu)
- School: (dropdown menu)
- Teacher Education: (dropdown menu)

At the bottom right, there is a "Save Item" button with a green plus icon.

Import Items should not be used for your Faculty Report. Instead type or paste your information into each field.

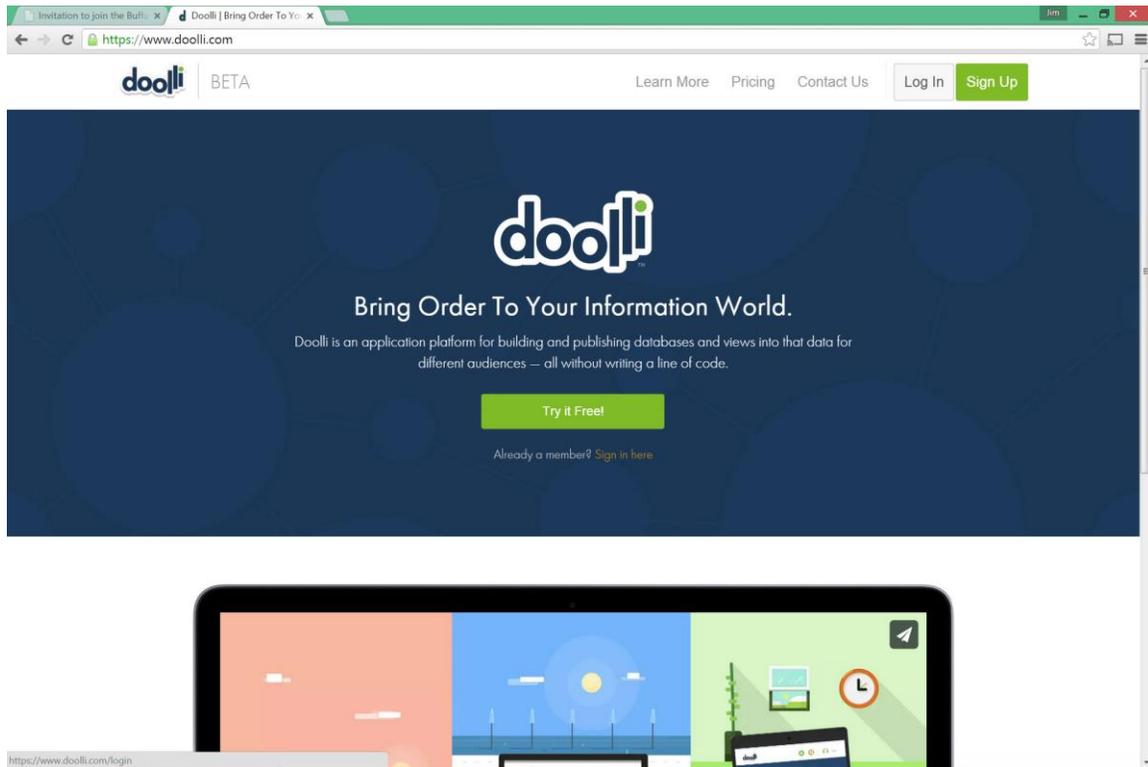
To save your progress

- Select **Save Item**



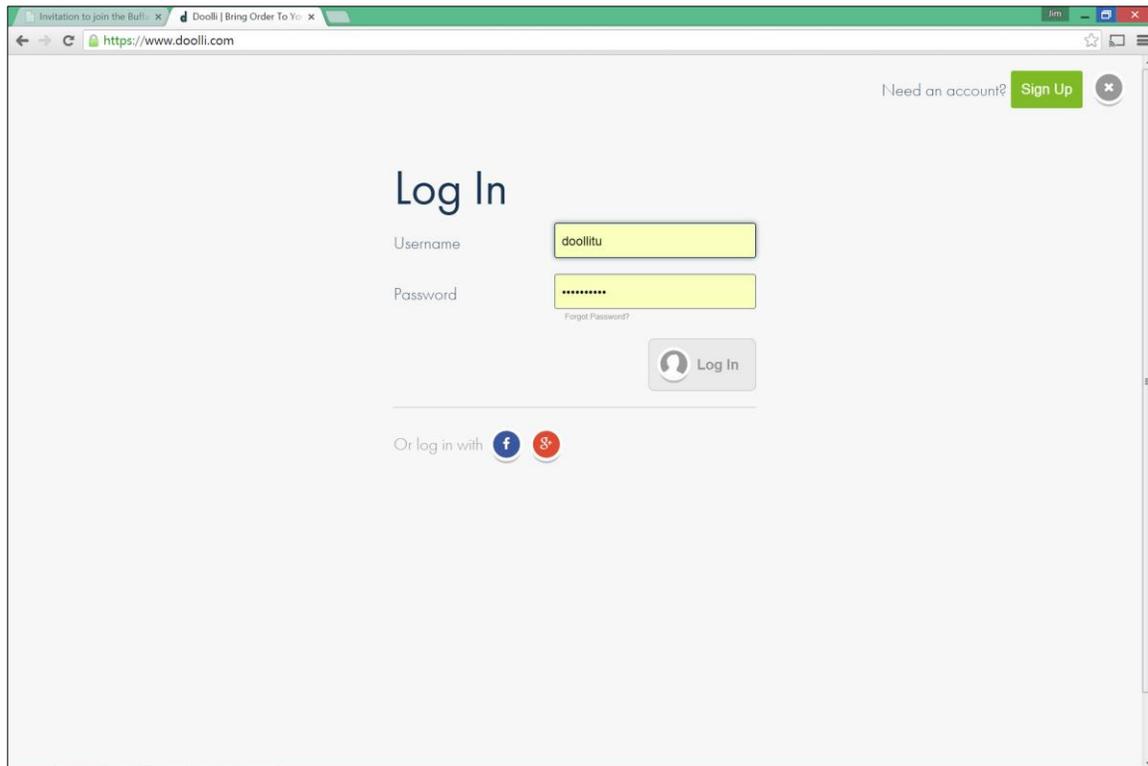
To log out of Doolli

- Roll over the human head icon in the upper right hand corner of the window and select **Log Out**.



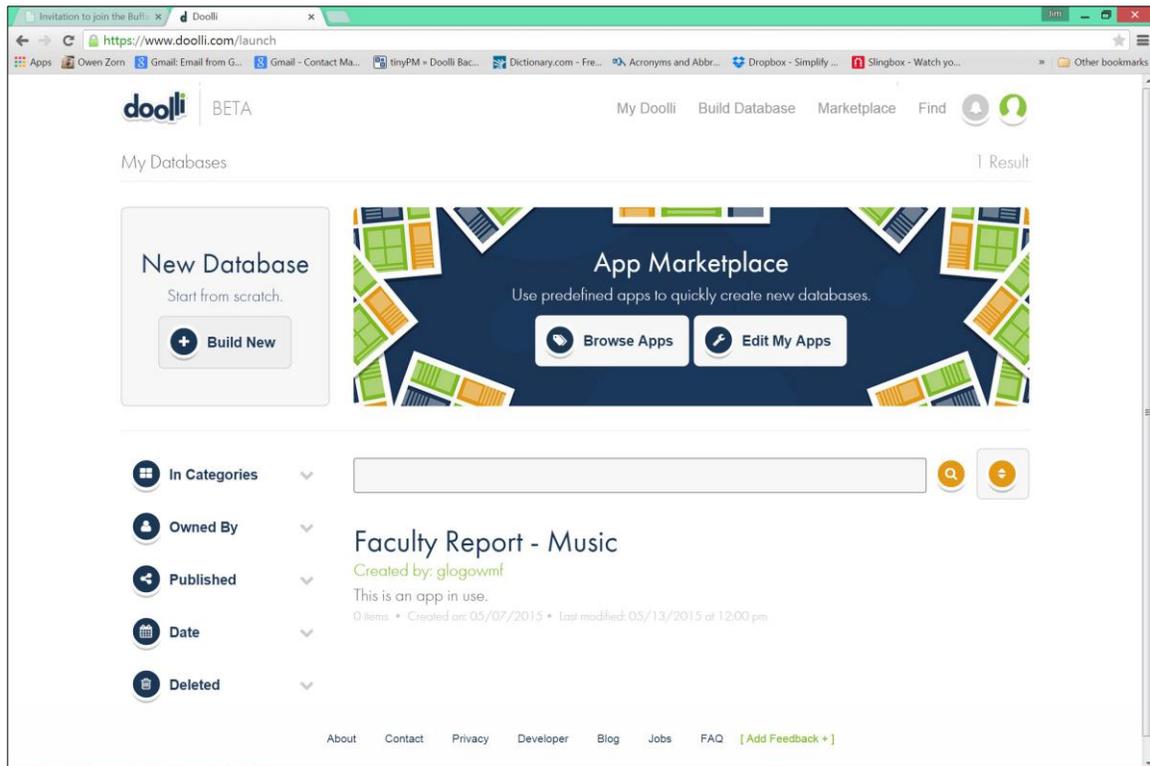
To log back into Doolli

- Ensure you are at <https://www.doolli.com/>
- Select **Log In**

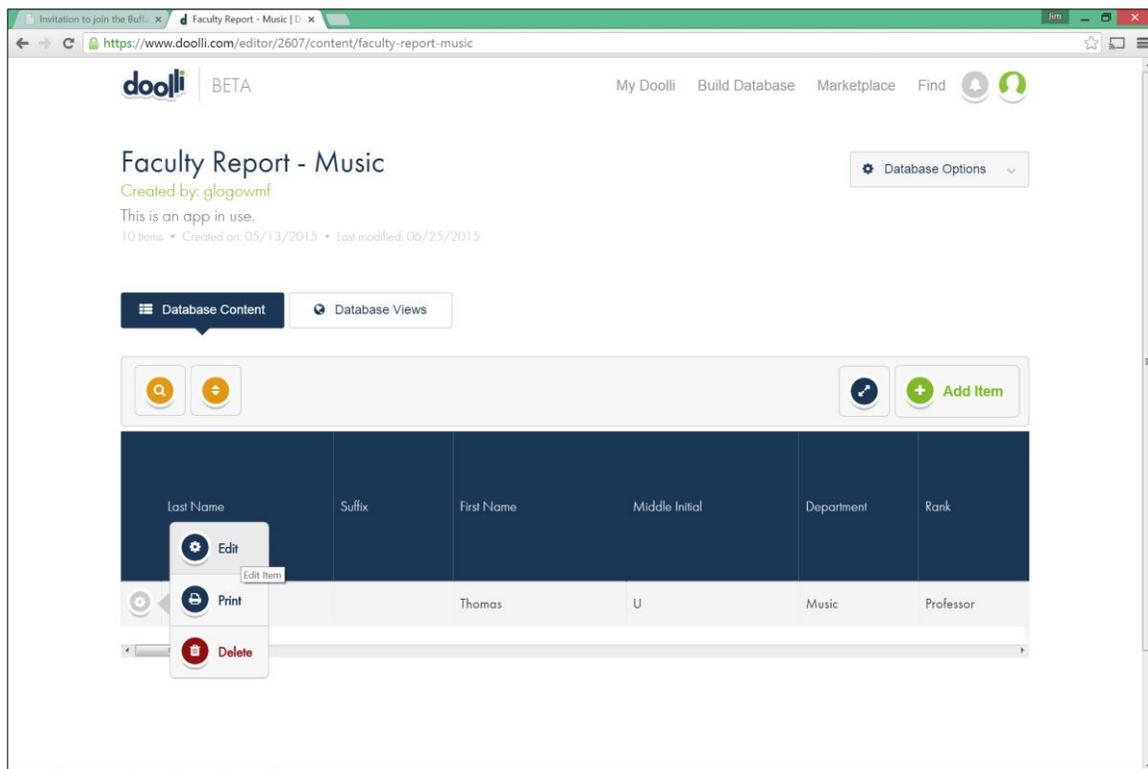


- Enter your **username** in the Username field
- Enter your **password** in the Password field
- Select **Log In**

You can reset your password by selecting Forgot Password?



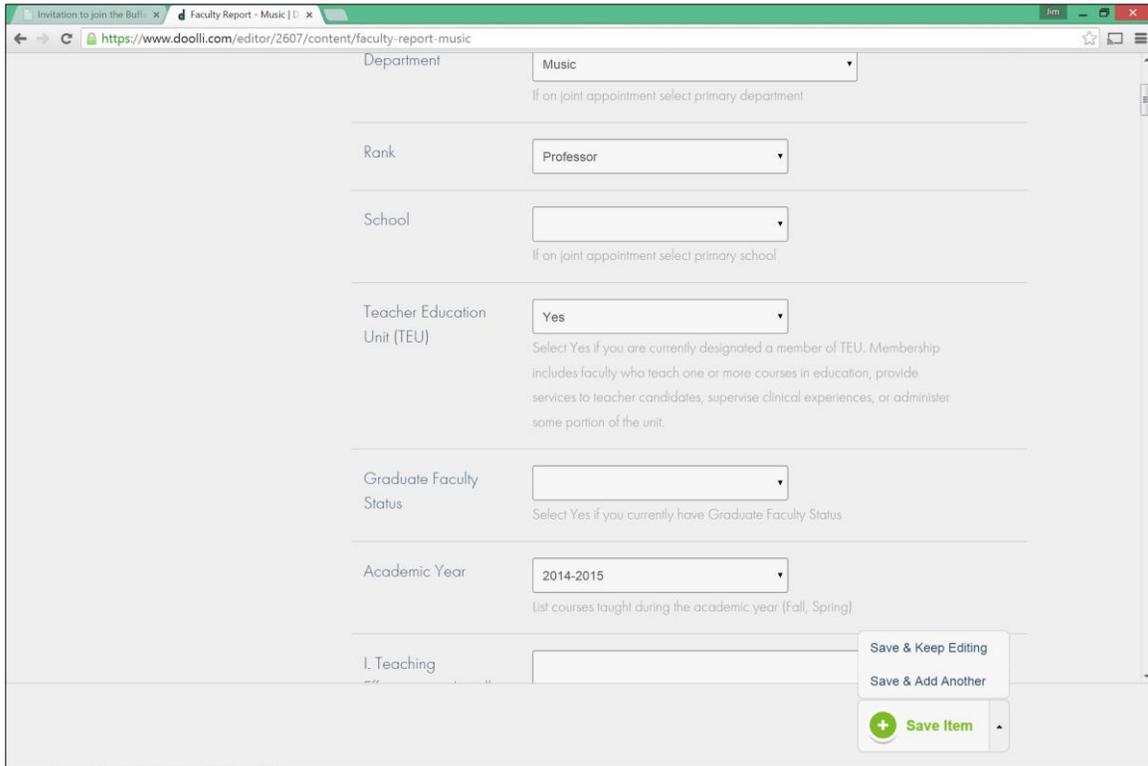
- **Select Faculty Report**



At a later time, you can print your Faculty Report to a printer or to a PDF file by selecting Print from the item cog icon to the left of your last name.

You have saved your incomplete Faculty Report and it is shown as a single item or row in the Faculty Report database (table) for your department. To enter additional information or to edit your report:

- Select **Edit** from the item cog icon to the left of your last name



The screenshot shows a web browser window with the URL <https://www.doolli.com/editor/2607/content/faculty-report-music>. The form contains the following fields:

- Department:** Music (dropdown menu)
- Rank:** Professor (dropdown menu)
- School:** (empty dropdown menu)
- Teacher Education Unit (TEU):** Yes (dropdown menu)
- Graduate Faculty Status:** (empty dropdown menu)
- Academic Year:** 2014-2015 (dropdown menu)
- I. Teaching:** (empty text input field)

A pop-up menu is open over the 'I. Teaching' field, containing the following options:

- Save & Keep Editing
- Save & Add Another
- + Save Item** (highlighted in green)

When working on the internet it is advisable to save your report frequently. Save & Keep Editing can be selected from the pop up menu on the right side of the Save Item button.

You can leave your report at any time and return later to enter additional information.

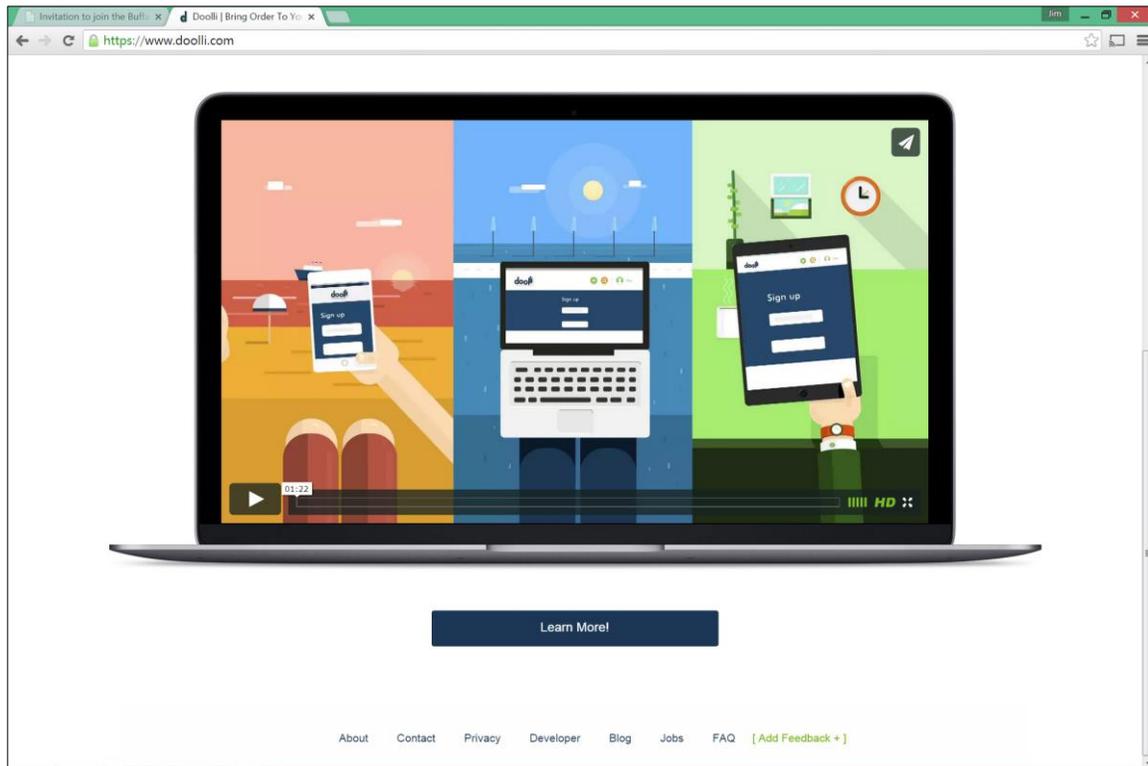
You can cut and paste content from another application such as Microsoft Word directly into your Faculty Report.

Once you have entered all your responses

- Select **Save Item** and your report is complete

There is no submit button or need to export the report. After the Faculty Report deadline, your department chair and dean will automatically have access to your report and it will be considered submitted.

All you need to do is save your report by the Faculty Report deadline.



You can send feedback directly to Doolli by selecting Add Feedback on the bottom of most pages.

Thank you very much!