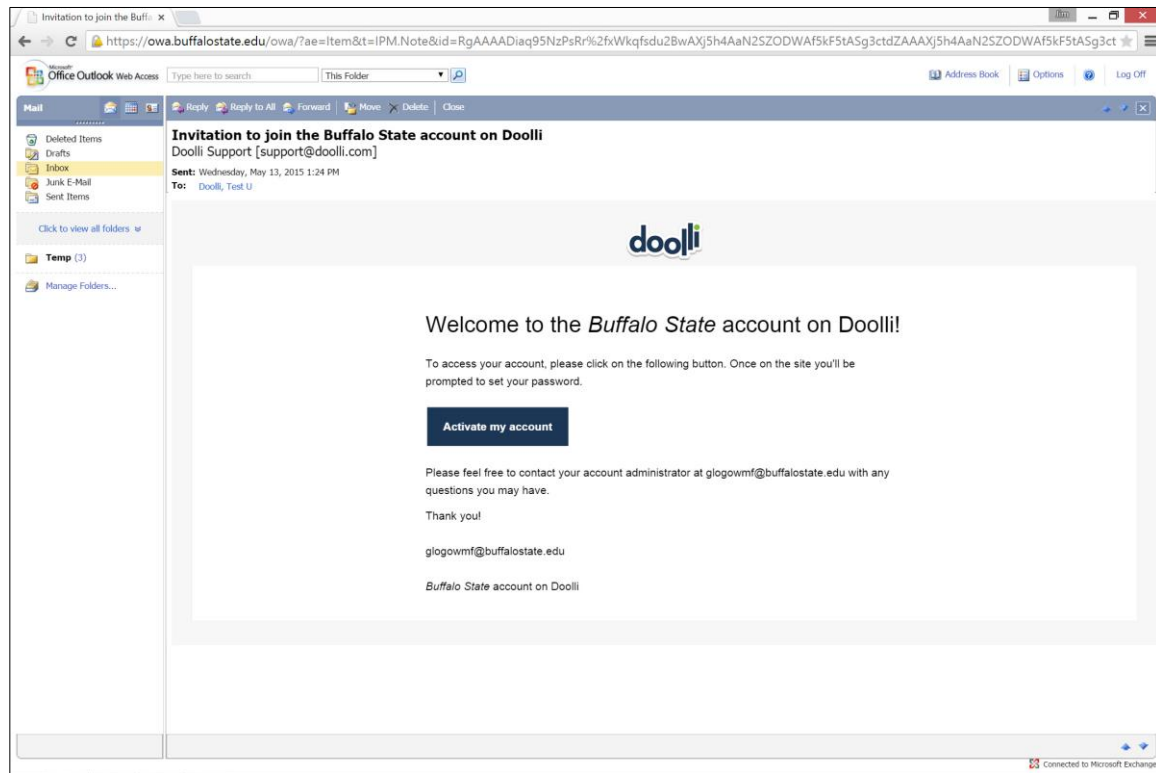




## Using Doolli's Faculty Report App



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



Invitation to join the Bull... x doolitu | Doolli x

← → C <https://www.doolli.com/user/settings> im

**doolli** BETA My Doolli Build Database Marketplace Find


## Activate your Account.

Please enter and confirm your password below and click Activate.

Email

Password

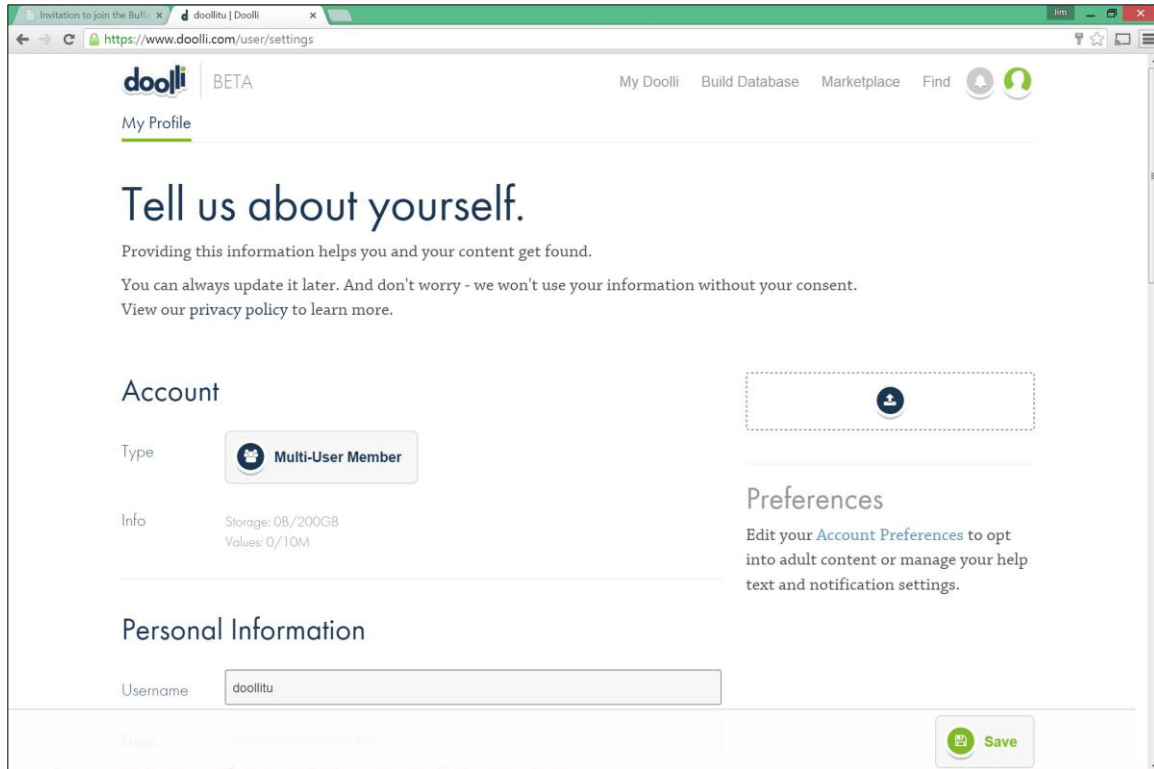
Verify Password

 **Activate**

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**



The screenshot shows the Doolli user settings page in a web browser. The browser tabs include "Invitation to join the Bull..." and "doolli | Doolli". The address bar shows "https://www.doolli.com/user/settings". The page header includes the Doolli logo, "BETA", and navigation links: "My Doolli", "Build Database", "Marketplace", and "Find". There are also icons for a user profile and a help center.

The main content area is titled "My Profile" and includes a section "Tell us about yourself." with the text: "Providing this information helps you and your content get found. You can always update it later. And don't worry - we won't use your information without your consent. View our privacy policy to learn more."

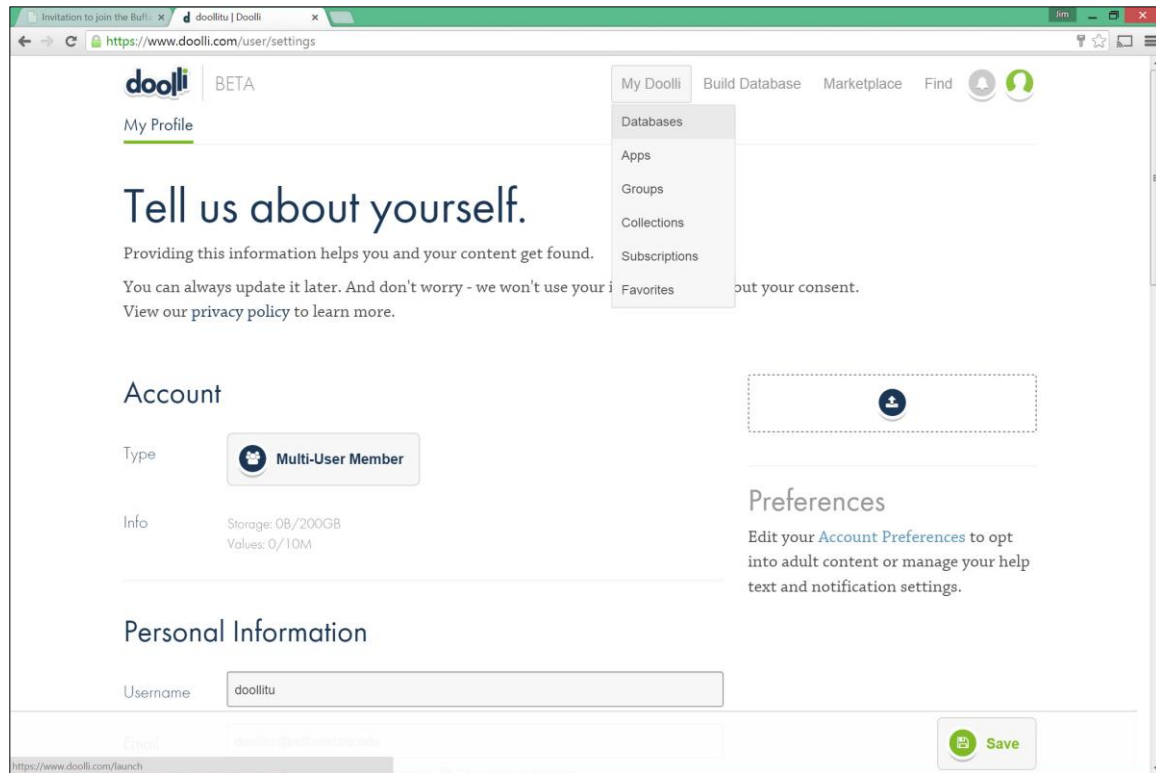
Below this is the "Account" section, which includes a "Type" dropdown set to "Multi-User Member" and an "Info" section showing "Storage: 0B/200GB" and "Values: 0/10M". There is a dashed box with a plus icon for a profile picture.

Next to the "Account" section is a "Preferences" section with the text: "Edit your Account Preferences to opt into adult content or manage your help text and notification settings."

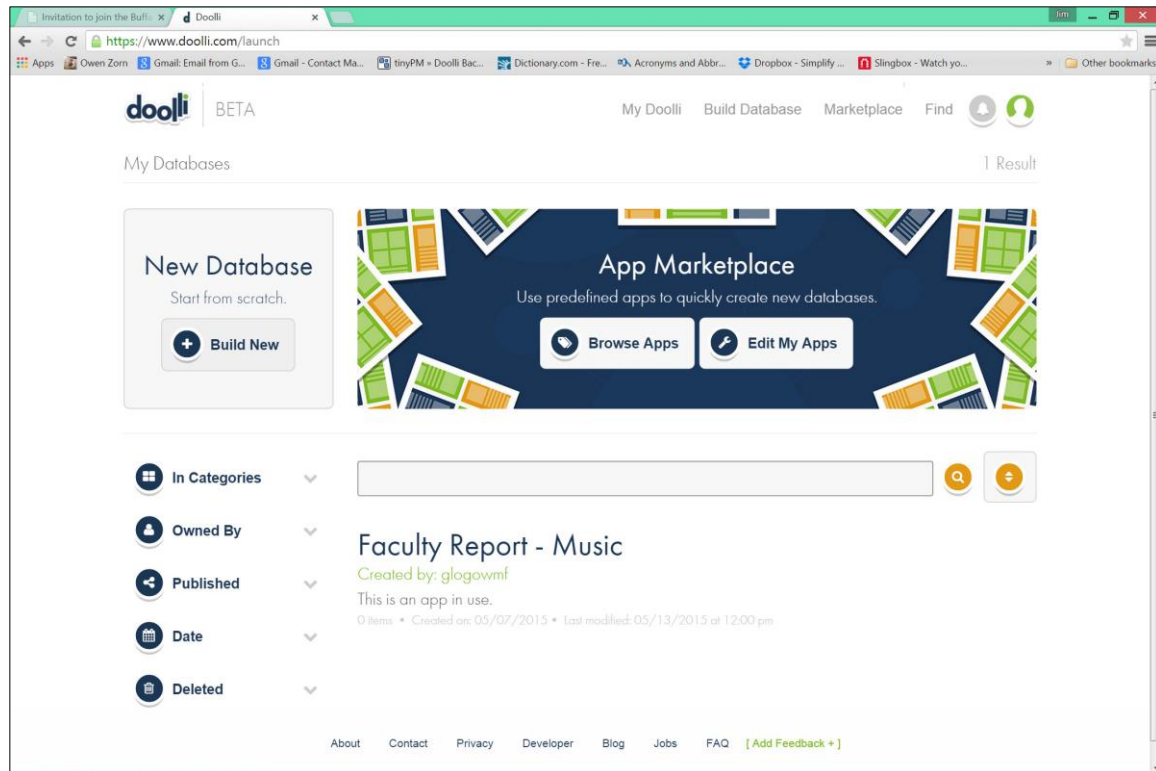
The "Personal Information" section includes a "Username" field with the value "doollitu" and an "Email" field with the value "doolli@doolli.com". A "Save" button is located at the bottom right of the form.

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

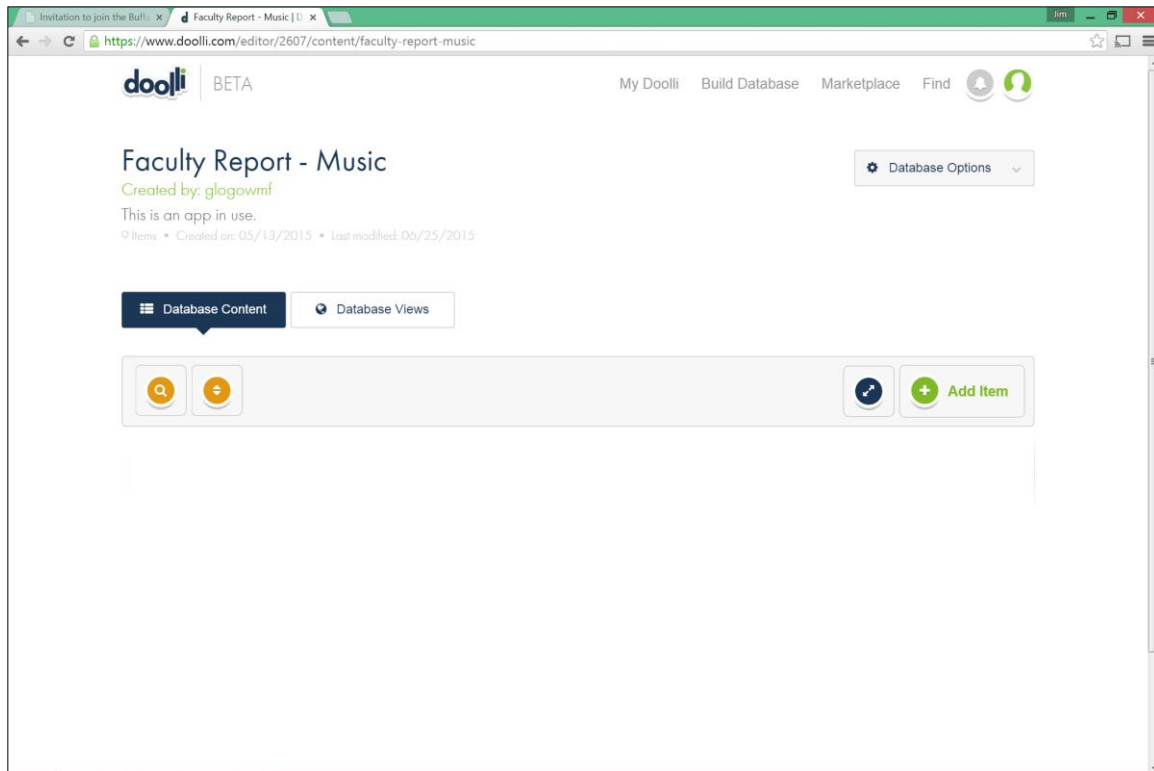
To complete your Faculty Report, additional personal information is not required.



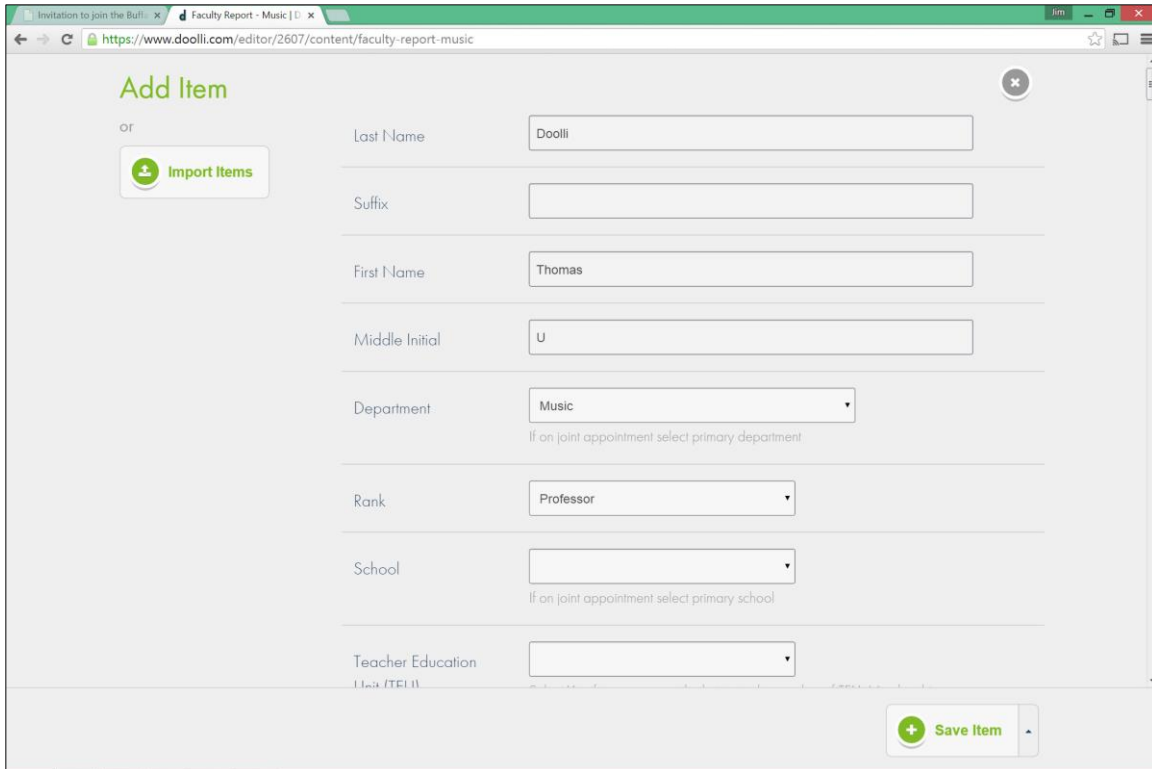
- Select **Databases** from the **My Doolli** menu



- **Select Faculty Report**



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




Invitation to join the Bull... Faculty Report - Music |

https://www.doolli.com/editor/2607/content/faculty-report-music

## Add Item

or

 Import Items

Last Name

Suffix

First Name


Middle Initial

Department  If on joint appointment select primary department

Rank  If on joint appointment select primary school

School

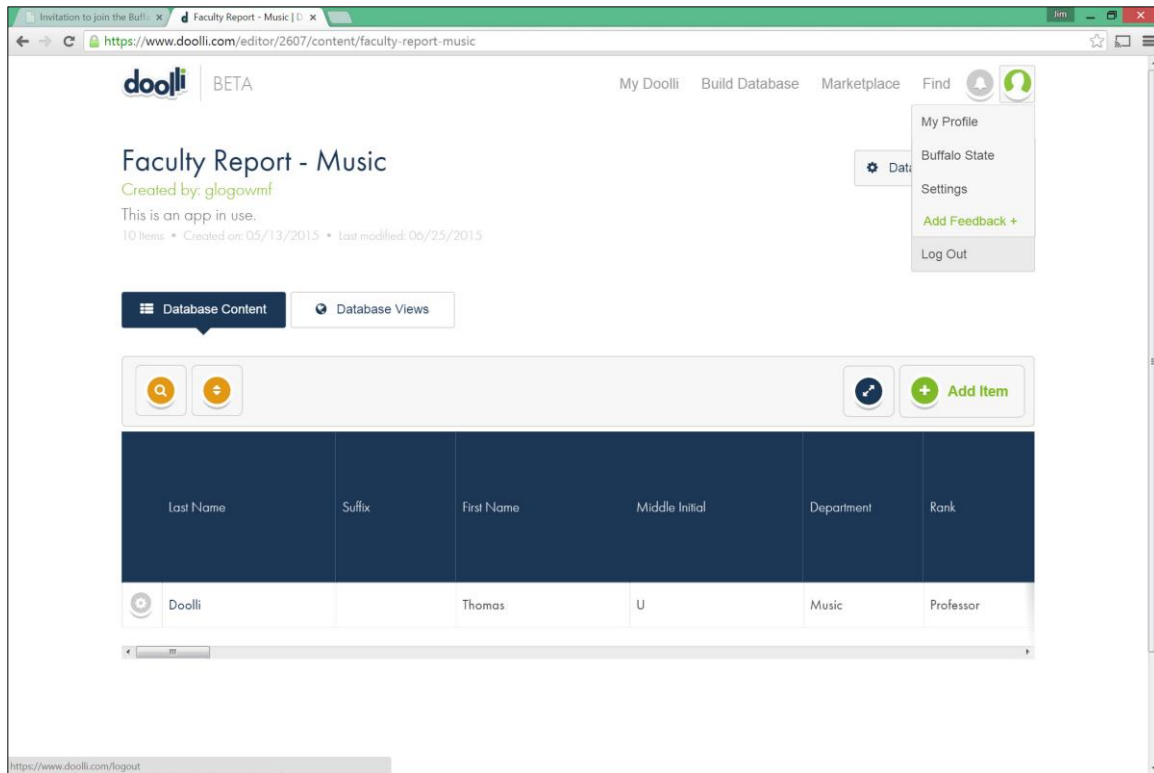
Teacher Education

 Save Item

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

To save your progress

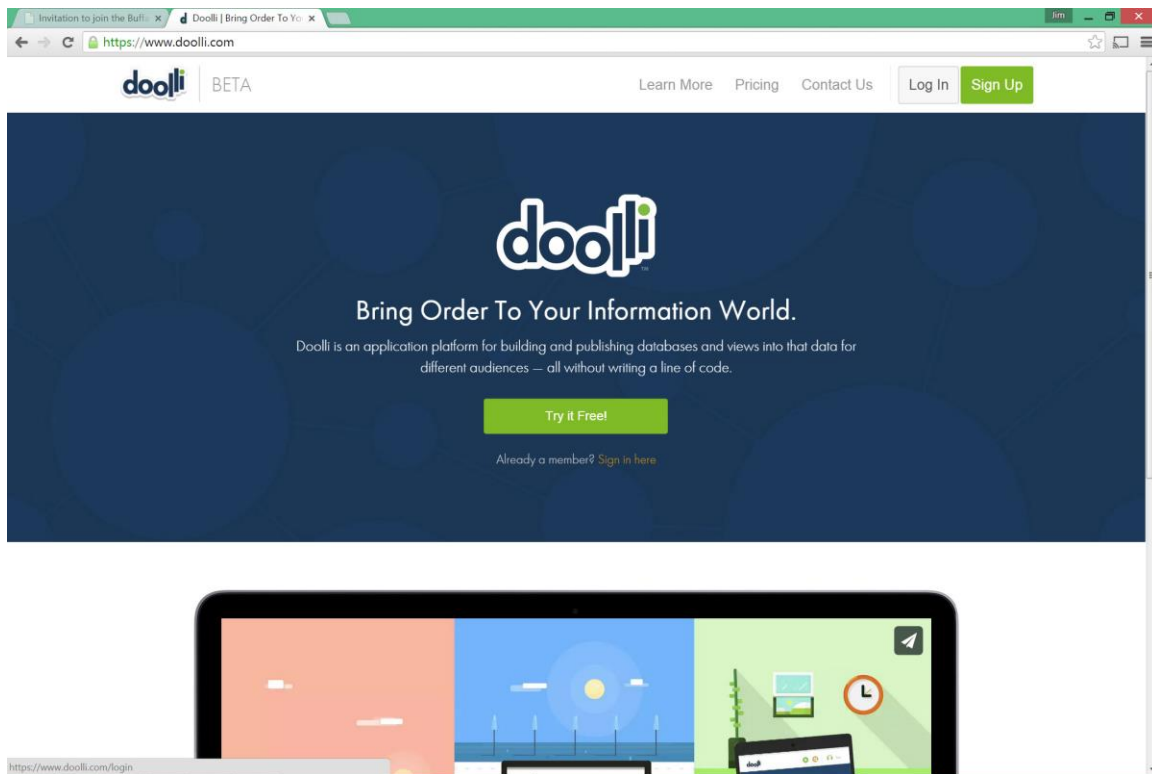
- Select **Save Item**



To log out of Doolli

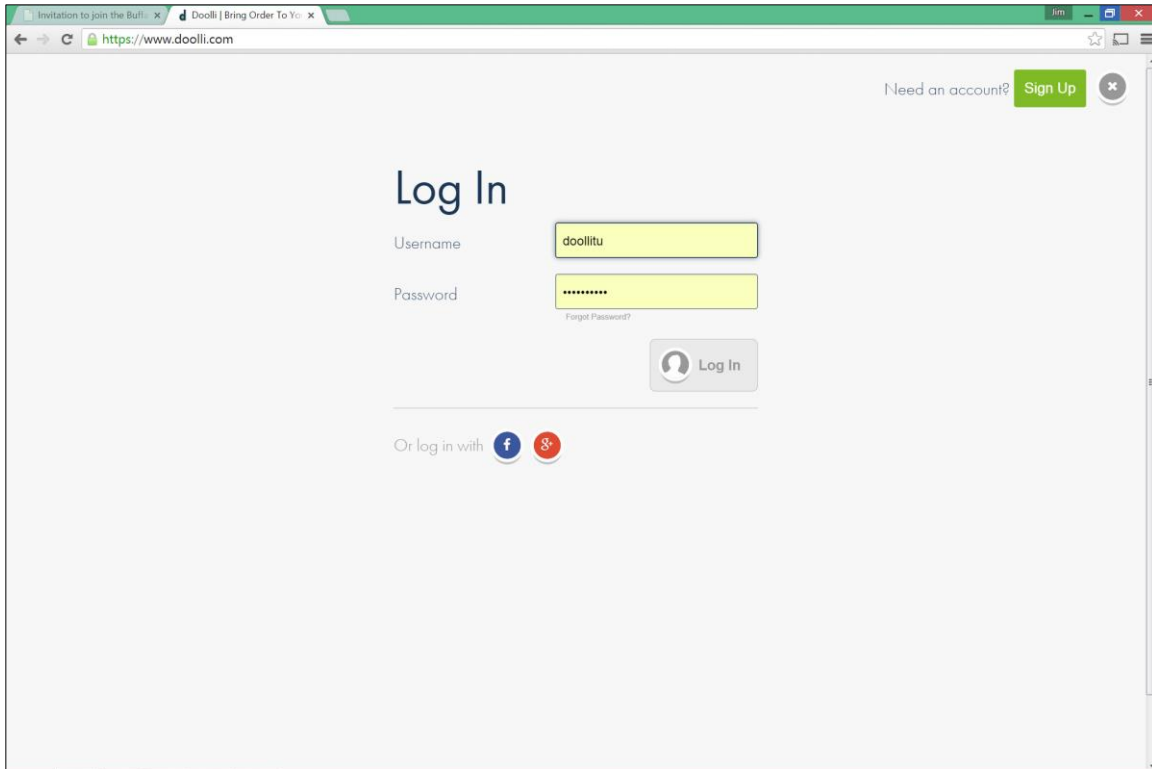
- Roll over the human head icon in the upper right hand corner of the window and select **Log Out**.





To log back into Doolli

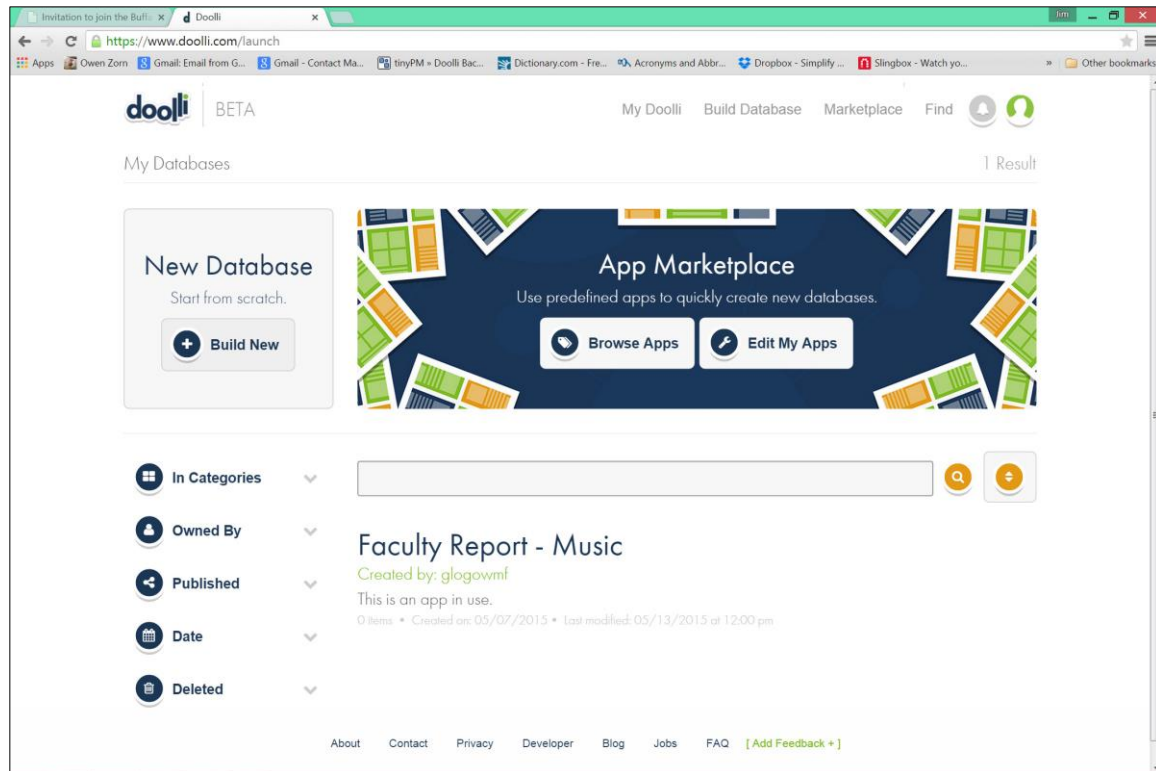
- Ensure you are at <https://www.doolli.com/>
- Select **Log In**



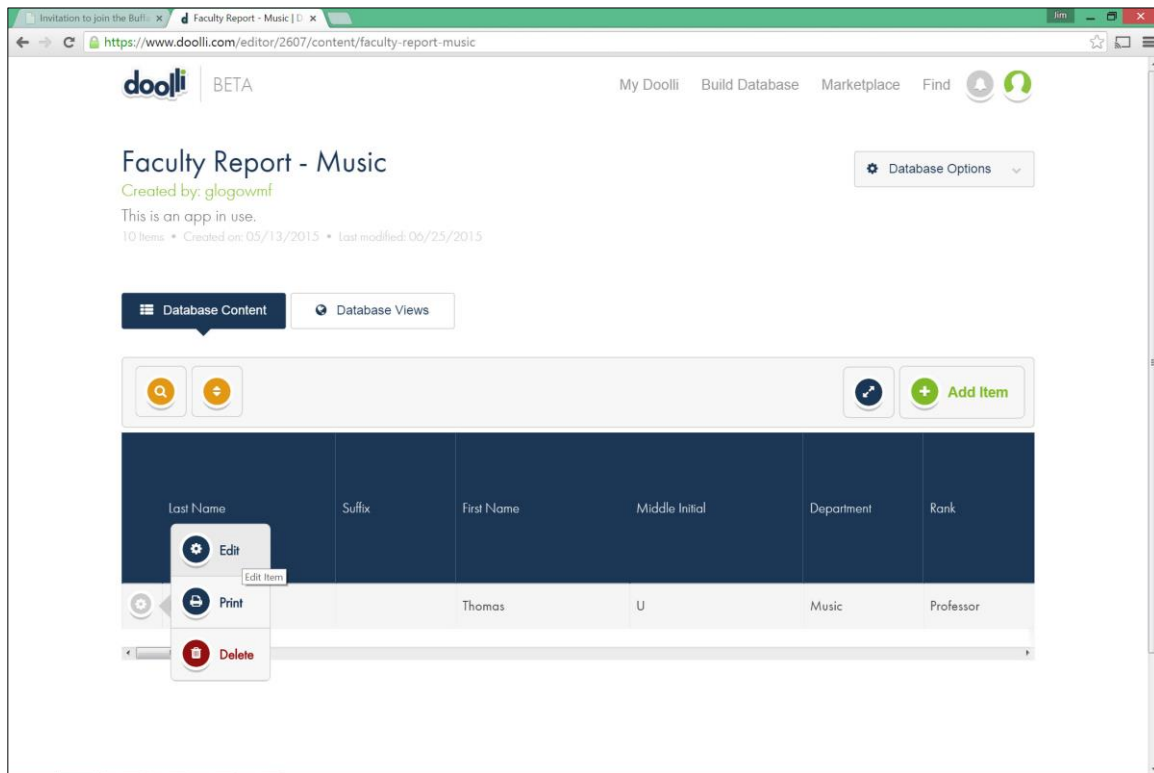
The screenshot shows a web browser window with the URL <https://www.doolli.com>. The page has a light gray background. In the top right corner, there is a link "Need an account?" next to a green "Sign Up" button. The main heading is "Log In" in a large, dark blue font. Below it, there are two input fields: "Username" with the text "doollitu" and "Password" with masked characters "\*\*\*\*\*". A link "Forgot Password?" is located below the password field. A "Log In" button with a circular arrow icon is positioned below the password field. At the bottom, there is a section "Or log in with" followed by Facebook and Google+ social media icons.

- 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?



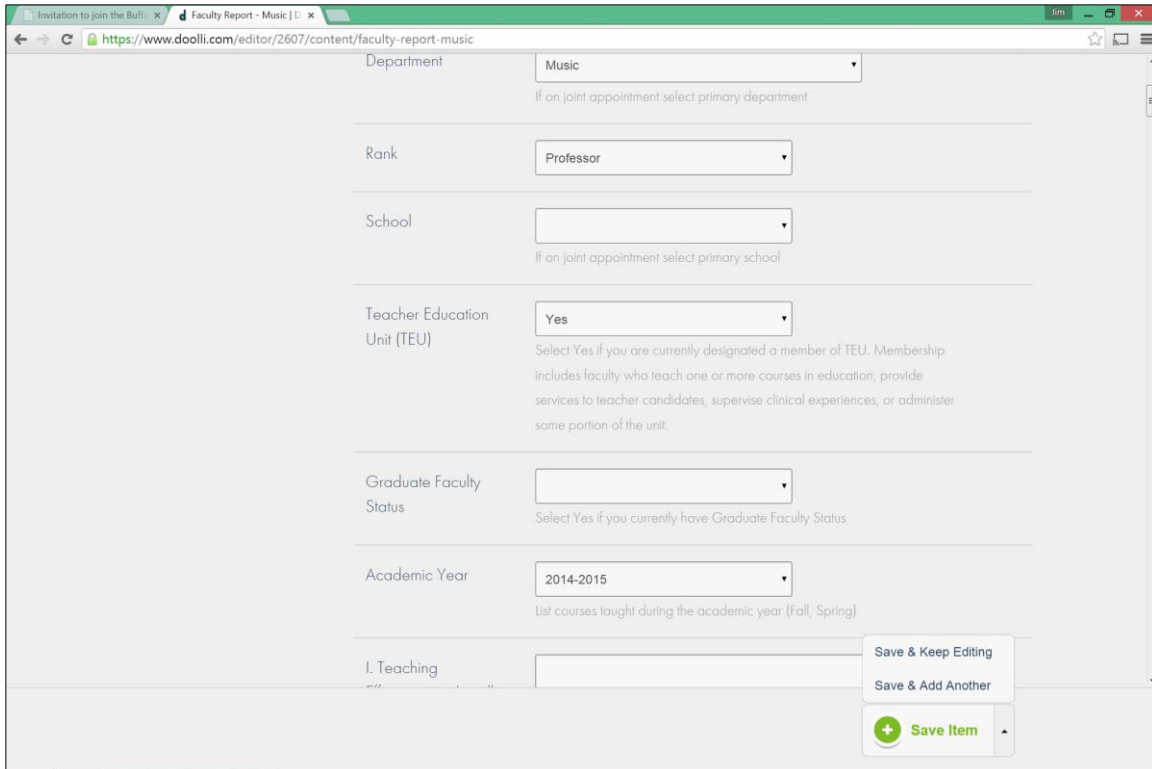
- **Select Faculty Report**



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 and options:

- Department:** A dropdown menu with "Music" selected. Below it, a note says "If on joint appointment select primary department".
- Rank:** A dropdown menu with "Professor" selected.
- School:** A dropdown menu. Below it, a note says "If on joint appointment select primary school".
- Teacher Education Unit (TEU):** A dropdown menu with "Yes" selected. Below it, a note says "Select Yes if you are currently designated a member of TEU. Membership includes faculty who teach one or more courses in education, provide services to teacher candidates, supervise clinical experiences, or administer some portion of the unit."
- Graduate Faculty Status:** A dropdown menu. Below it, a note says "Select Yes if you currently have Graduate Faculty Status".
- Academic Year:** A dropdown menu with "2014-2015" selected. Below it, a note says "List courses taught during the academic year (Fall, Spring)".
- I. Teaching:** A text input field.

On the right side of the form, there is a pop-up menu with the following options:

- Save & Keep Editing
- Save & Add Another
- Save Item** (highlighted with a green plus icon)

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.

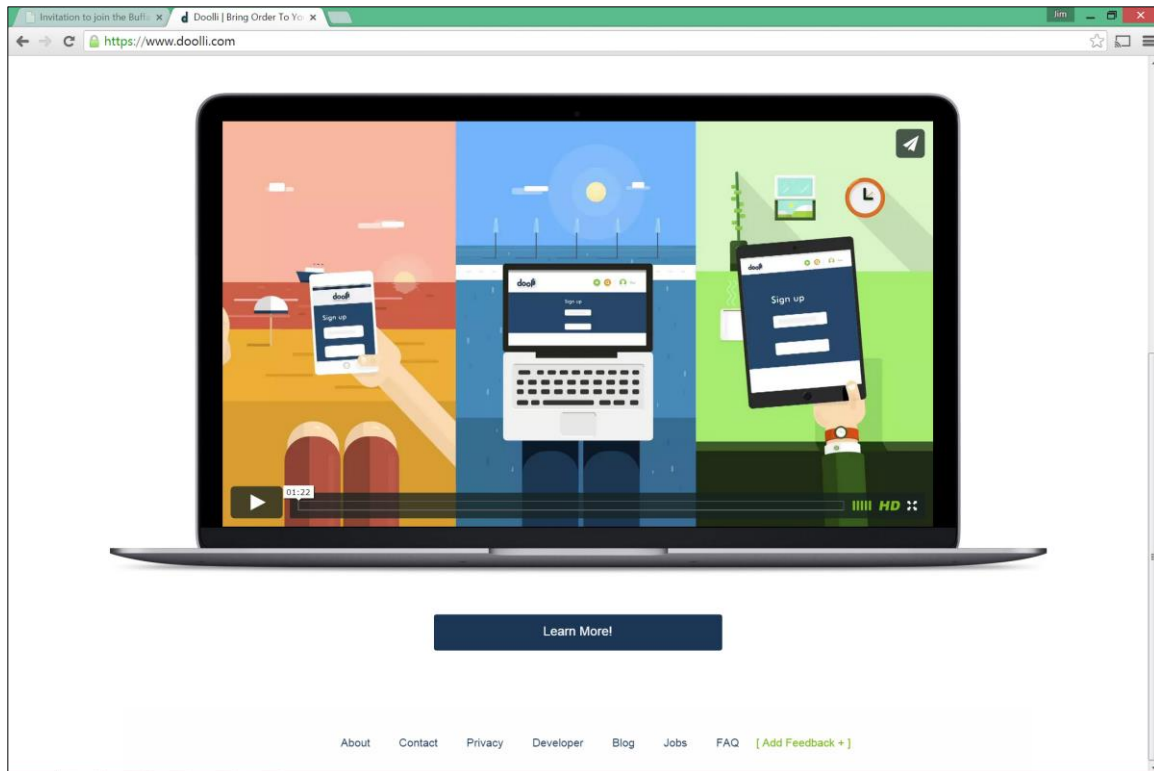
You can cut and paste content from another application such as Microsoft Word directly into your Faculty Report.

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!