



HOW TO USE THIS TABLE OF CONTENTS:

The Table of Contents has numbers on the left side for significant categories within the faculty portfolio. Numbers 1 and 8 are a must-see. The rest are as needed for you to fill out your information.

Suppose you need to use one of the sub-categories. In that case, you must watch the major category first and then follow with the sub-category. For example, if you need to learn how to input your journal article, you will watch O3 Intellectual Contributions, then sub-category Journal Articles.

This Table of Contents serves as a guide to where in the video you can learn how to input your information. Remember you only have to put in information for the current calendar year.

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