

Steps to Create the List of Classes Taught (for RTP Full Review)

Step	Instruction
1	Navigate to Faculty360 Vitas & Biosketches → Vitas
2	Add a New Vita: With the Institutional Vitas tab showing, click the button to “+ADD NEW VITA”
a)	Enter a Vita Name (e.g., “RTP List of Classes Taught”)
b)	Choose “List of Courses Taught” in the “Select Template” pull-down menu (scroll down if necessary)
c)	Click on “ADD NEW VITA”
3	Adjust Date Range Settings: Use the "Select Start Term" dropdowns to choose the first semester in your period of review. Then, click “Refresh Vita.”
4	Save the Vita: Use the Save button to save the vita. Then, wait for the save to finish.*
5	Export the Table: Use the EXPORT button to export the file to a Word document
6	Open in Word and add the course WTU in a new column
7	Switch to Landscape orientation (if it helps), plus review the table for accuracy
a)	You may delete the summer and winter courses unless you want to keep them
b)	You can delete course sections with zero enrollment

*If you do not see a “SAVE” button, then try clearing your browser cache, deleted cached browser images, and/or switching to a new browser, including a private browser like Chrome Incognito.