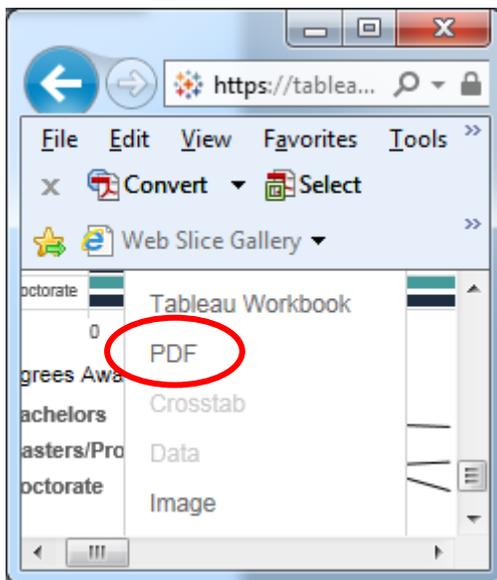
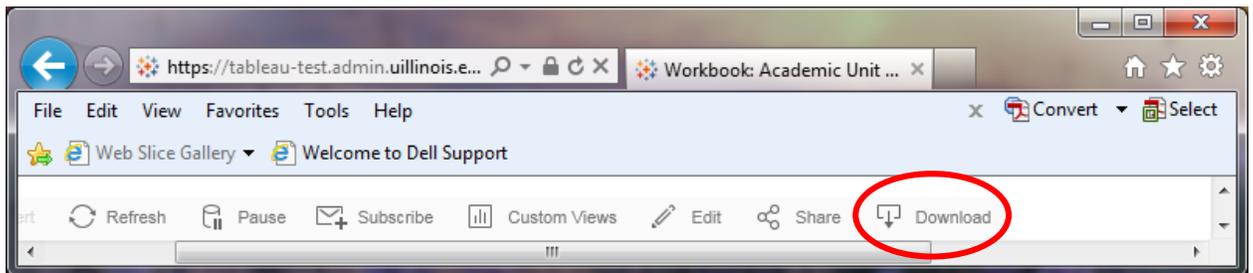


Academic Unit Review Dashboard Printing Instructions

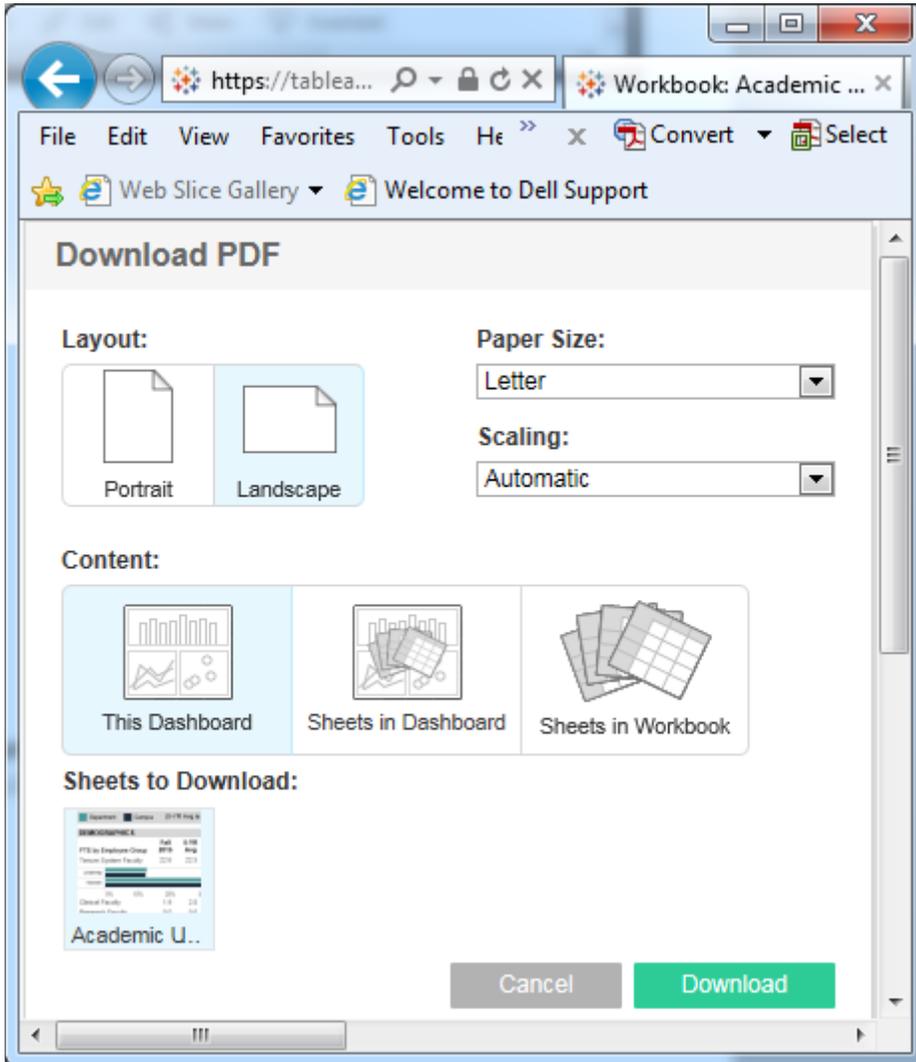
In order to print a selected unit dashboard, it is necessary to first download the dashboard as an image or PDF and then print. Explained here is the procedure necessary to download as PDF and then to print the PDF.

To print a specific unit dashboard:

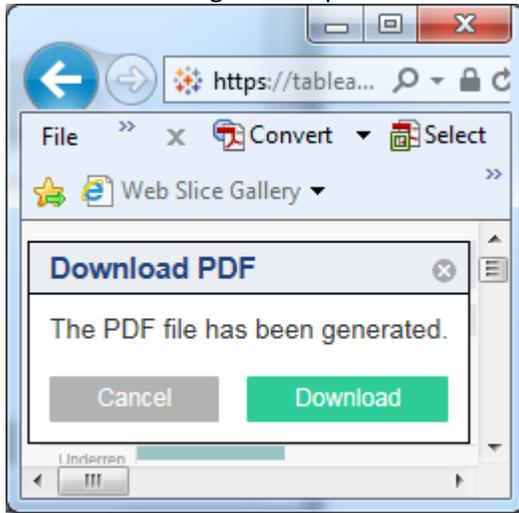
1. First, select the COLLEGE and DEPT. of the desired dashboard. Select the Download Button on the dashboard (found in the lower right portion of the dashboard) as shown below and then select PDF.



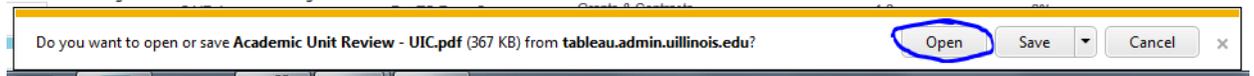
2. Select the desired Layout, Paper Size and Scaling. Landscape, Letter and Automatic are suggested. Keep the Content set to This Dashboard. Click the Download button (in green).



3. Click Download again to export the PDF.



4. Click Open to view and/or print the PDF. (This step only appears in Internet Explorer.)



5. This will open Adobe Acrobat. From there, select File, and then Print.