


Directions for filling out and submitting Faculty Workload Forms

TO SAVE & TYPE

- When you click on the document, click **SAVE**, then choose where you want to save it. The desktop is a good place to save while completing the form.
- Once document is saved, click in each box to type information. The form will automatically adjust to accommodate length of text.

TO ADD & DELETE ROWS

- To add additional rows, place cursor in the last box on the right & hit the **TAB** button on the left side of your keyboard, a new row will magically appear.
- To delete a row, put cursor in last box on the left and move mouse around until you see a black arrow appear . Once arrow appears, double click on cell until the whole row turns black. Then right click and choose **DELETE ROWS**. You may also add a row by choosing **INSERT ROWS**.

TO SAVE & SEND

- When you are finished hit **SAVE, CLOSE THE DOCUMENT**, and open your email account. If using Outlook, click **NEW MESSAGE**, in the **TO** box, type in griz.music@umontana.edu or teresa.gray@umontana.edu. In the **SUBJECT** line type in “Faculty Workload/your name” Then attach your form by clicking **INSERT, FILE**, and then search for your document. If it is saved on the desktop, click **DESKTOP** in the dropdown box and when you see your document appear, click on it and hit **INSERT**. You should see an **ATTACHMENT** line appear in your message. When finished, hit **SEND** and celebrate...You did it!!!!