Faculty180 – Designating Professional Development as Related to Distance Education (DE) Teaching

Navigate to [Faculty180 Activity Reporting](#) > Activities > Professional Development > Click Add

Note: If you need to edit an existing record, click on the blue pencil on the right-hand side.

Choose professional Development type **Professional Development related to Teaching**.

In the Activity Classification section, choose "Yes" for **Related to Distance Education Teaching**.

Save the activity by clicking **Save and Go Back**.