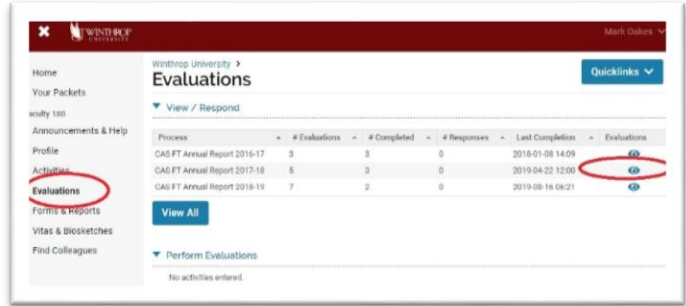
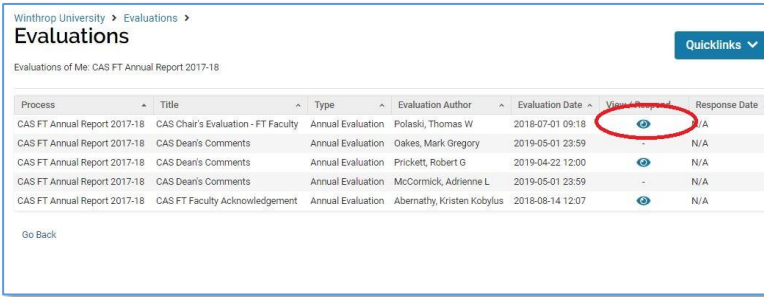


How to Save a Copy of a Faculty180 Evaluation College of Arts and Sciences

You can save a PDF copy of evaluations from Faculty180. Evaluations include your chair's comments, your own acknowledgement of the comments, and the dean's comments. To access the evaluations, click on the Evaluations link in the left-hand side-bar of your Faculty180 screen.



From your Home screen, click on **Evaluations** in the left-hand side-bar. Click on the green eyeball for the year's Annual Report evaluation that you want.

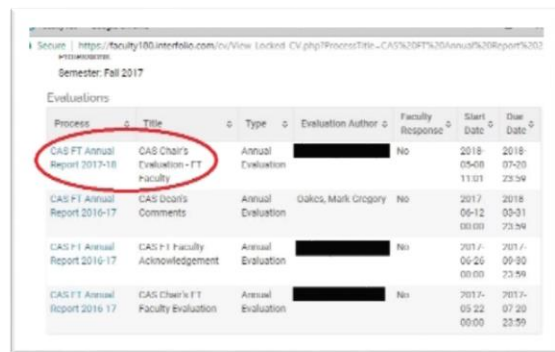


Next, select the evaluation that you want a copy of by clicking on the corresponding green eyeball.

This will open a copy of the evaluation; but printing/saving from this screen yields poor results. Instead, click on the green eyeball for your "Locked Document" – the copy of your annual report that the evaluator reviewed.



This will open a copy of your annual report; scroll to the bottom, where you will see links for your chair and dean comments. Click on the one you want a copy of. This will open a new window with the evaluation that you want a copy of.



Once you have opened the evaluation that you want to save, **right-click** on it somewhere, and select **print** from the drop-down menu.

Once you have the print menu open, save the file as a PDF.

