

How to Save a Copy of a Faculty180 Evaluation

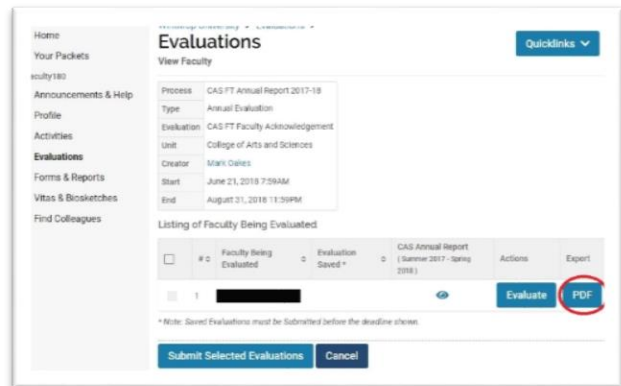
College of Arts and Sciences

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.

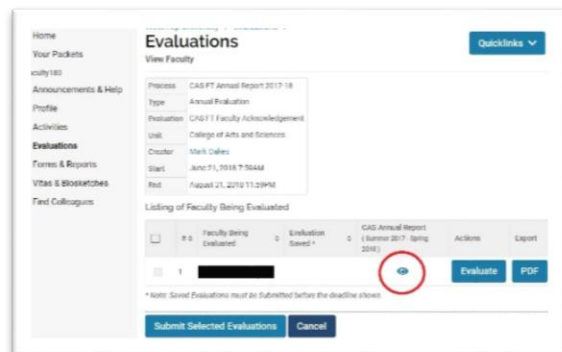
Save Acknowledgement Form:

From your Home screen, click on your **Complete Evaluation: CAS Faculty Acknowledgment** link; you can also access the evaluation via your Evaluations screen. Click on **PDF** under Export (see image). Follow the instructions to save a PDF copy of your Acknowledgement form. (Note that you must have completed and saved your Acknowledgement for there to be anything for this tool to export.)



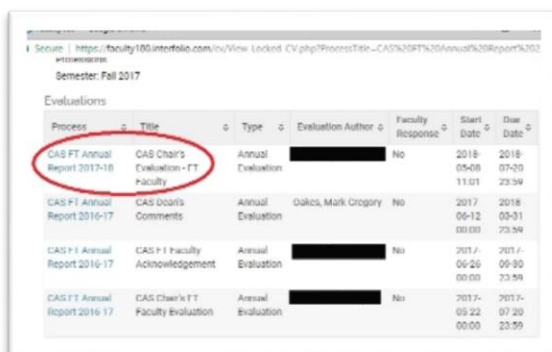
Chair or Dean Comments:

From your Home screen, click on your **Complete Evaluation: CAS Faculty Acknowledgment** link; you can also access the evaluation via your Evaluations screen. Click on the green eyeball for your Annual Report.



This will open a copy of your annual report; scroll to the bottom, where you will see links for your chair and dean comments (see image). Click on the one you want a copy of.

Once you have opened the evaluation that you want to save (see image), **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 (see image).

