

How to download a copy of your Evaluations from Faculty180 (Interfolio)

1. In the main menu on the left side of the screen, click on **Evaluations**.



2. On the Evaluations list page, click the eyeball icon next to one of the evaluations listed. (It doesn't really matter which one you click on, since you'll see all of them again later in this process.)

The screenshot shows the 'Evaluations' list page. The 'Evaluations' column contains several eyeball icons, which are circled in red. The table lists various evaluation processes with columns for Process, # Evaluations, # Completed, # Responses, Last Completion, and Evaluations.

Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
CVPA Chair and Dean evaluation of Faculty, AY 2018-19	3	3	0	2019-09-18 12:39	👁️
CVPA Chair and Dean evaluation of Faculty, AY 2019-20	3	2	0	2020-07-09 15:08	👁️
CVPA Chair and Dean evaluation of Faculty, AY 2020-21	3	2	0	2021-07-06 14:31	👁️
CVPA Chair and Dean evaluation of Faculty, AY 2021-22	5	2	0	2022-08-11 10:16	👁️
VPA Annual Report with Chair Dean Evals 2016-17	3	3	0	2018-05-23 14:34	👁️
VPA Annual Report with Chair Dean Evals 2017-18	3	2	0	2018-11-06 16:15	👁️

3. On the next page, which lists the evaluations for whichever year you chose on the previous page, again click one of the eyeball icons. (It still doesn't matter which one.)

The screenshot shows the 'Evaluations' page for a specific year. The 'View / Respond' column contains several eyeball icons, which are circled in red. The table lists evaluations with columns for Process, Title, Type, Evaluation Author, Evaluation Date, View / Respond, and Response Date.

Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
CVPA Chair and Dean evaluation of Faculty, AY 2018-19	Chairperson	Annual Evaluation	[Redacted]	2019-06-02 15:56	👁️	N/A
CVPA Chair and Dean evaluation of Faculty, AY 2018-19	Dean	Annual Evaluation	[Redacted]	2019-07-14 16:27	👁️	N/A
CVPA Chair and Dean evaluation of Faculty, AY 2018-19	Faculty Acknowledgment	Annual Evaluation	[Redacted]	2019-09-18 12:39	👁️	N/A

4. The next page will show you a preview of whichever evaluation you selected on the previous page. Ignore all of that, and once again click on the eyeball icon.

The screenshot shows the 'Evaluation Details' page. The 'View' column contains an eyeball icon, which is circled in red. The page is divided into two sections: 'Evaluation Details' and 'Evaluation Documents'.

A Evaluation Details

Title	Chairperson
Type	Annual Evaluation
Terms	Summer 2018 to Spring 2019
Description	-
Author	[Redacted]

B Evaluation Documents

Locked Documents

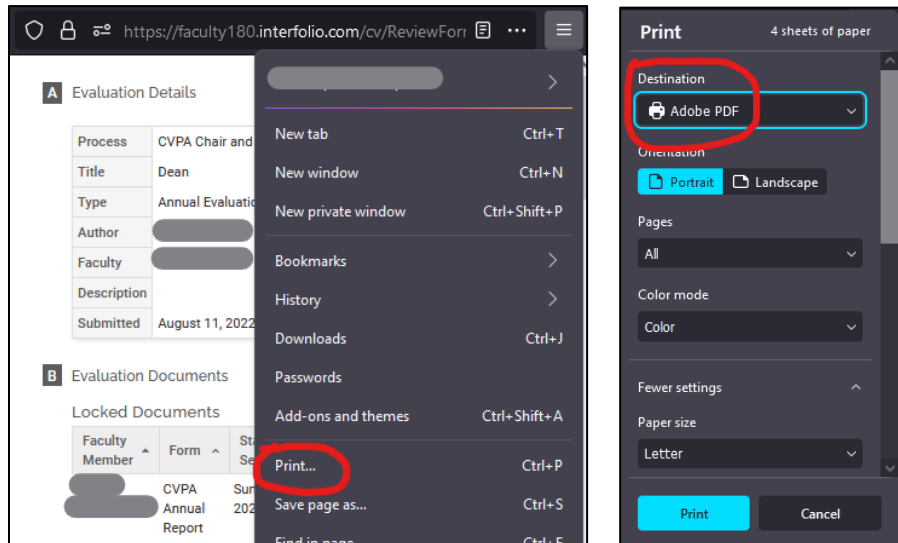
Faculty Member	Form	Start Semester	End Semester	Locked Time	View
[Redacted]	CVPA Annual Report	Summer 2018	Spring 2019	September 18 2019 12:40:02	👁️

- This will open a new browser window showing one of your annual reports. Scroll all the way to the bottom of the page, and you will see a list of all of the evaluations that have ever been done in Interfolio for you. (This is why it didn't matter which eyeball you picked on the first two pages.)
- Click on whichever evaluation you need to save to PDF.

Evaluations			
Process	Title	Type	Evaluation Author
CVPA Chair and Dean evaluation of Faculty, AY 2021-22	Dean	Annual Evaluation	[Redacted]
CVPA Chair and Dean evaluation of Faculty, AY 2021-22	Chairperson	Annual Evaluation	[Redacted]
CVPA Chair and Dean evaluation of Faculty, AY 2020-21	Dean	Annual Evaluation	[Redacted]
CVPA Chair and Dean evaluation of Faculty, AY 2020-21	Chairperson	Annual Evaluation	[Redacted]
CVPA Chair and Dean evaluation of Faculty, AY 2019-20	Dean	Annual Evaluation	[Redacted]
CVPA Chair and Dean evaluation of Faculty, AY 2019-20	Chairperson	Annual Evaluation	[Redacted]

- The evaluation will open in a new window that is reasonably printer-friendly. Depending on your browser, you can either right-click on the page to select **Print**, or find the **Print** option under the browser menu, and then in the print options window that pops up you should select "Print to PDF" or "Adobe PDF" or something similar from the menu labelled **Destination**. Once you have saved the page, close that window to return to the list on the previous page and select another evaluation to open and print. Then repeat this step as needed.

Firefox
(menu in the top right corner)



Chrome or Edge
(right click on the page)

