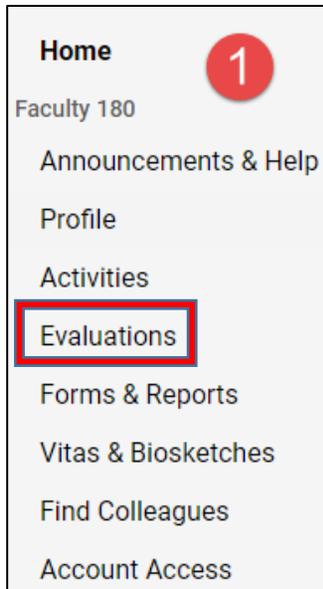


Looking up prior/completed evaluations

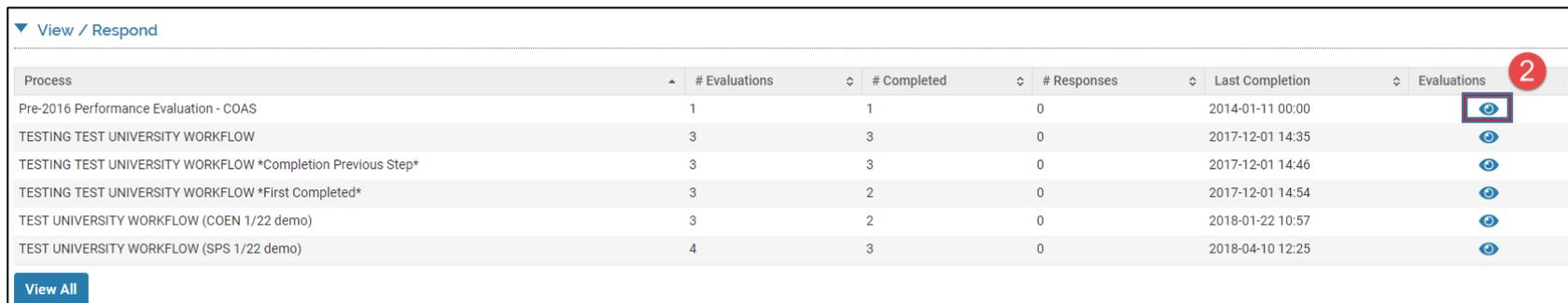
There are two routes to looking up annual evaluations (*note: For printing to file [PDF], we recommend using the Chrome browser*).

Route 1: Evaluations interface

1. Under the *Faculty* tab, click on **Evaluations**



2. Under *View/Respond* you will find a table of evaluations completed in Faculty 180, as well as those imported from Digital Measures (previous evaluation system). Click on the green eyeball corresponding to the evaluation you wish to review.



A screenshot of a table titled "View / Respond". The table has columns for Process, # Evaluations, # Completed, # Responses, Last Completion, and Evaluations. The first row is highlighted, and a green eyeball icon in the "Evaluations" column is circled in red with a red circle containing the number 2.

Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
Pre-2016 Performance Evaluation - COAS	1	1	0	2014-01-11 00:00	
TESTING TEST UNIVERSITY WORKFLOW	3	3	0	2017-12-01 14:35	
TESTING TEST UNIVERSITY WORKFLOW *Completion Previous Step*	3	3	0	2017-12-01 14:46	
TESTING TEST UNIVERSITY WORKFLOW *First Completed*	3	2	0	2017-12-01 14:54	
TEST UNIVERSITY WORKFLOW (COEN 1/22 demo)	3	2	0	2018-01-22 10:57	
TEST UNIVERSITY WORKFLOW (SPS 1/22 demo)	4	3	0	2018-04-10 12:25	

[View All](#)

- The new table will show the three steps for the specific evaluation process. Again, click the blue eyeball to view a form completed for that step.

Evaluations of Me | 2016 COED Annual Performance Evaluation

Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
2016 COED Annual Performance Evaluation	Annual Evaluation Final Step: Faculty Response	Annual Evaluation		2017-02-25 05:36		N/A
2016 COED Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation		2017-01-31 18:20		N/A
2016 COED Annual Performance Evaluation	Annual Evaluation Step 2: Chair's Review of Faculty Member	Annual Evaluation		2017-02-16 12:53		N/A

Go Back

3

- Upon clicking the eyeball, you will then be able to print to PDF or printer. When done downloading, click Cancel to return to the list of steps shown in (3) above.

View / Respond

View Previously Entered

** Indicates required field*

A Evaluation Details

Title	Annual Evaluation Step 2: Chair's Review of Faculty Member
Type	Annual Evaluation
Terms	Spring 2016 to Fall 2016
Description	-
Author	

B Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
	Annual Activity Report	Spring 2016	Fall 2016	April 14 2017 18:46:25	View

(1302-2016) COED Chair Evaluation of Faculty Member

- Repeat as desired until you have all of the desired evaluation documents.

Route 2: Running the *Annual Activity Report*

1. On the sidebar, click on **Vitas & Biosketches**.
2. In the table, find the row for *Annual Activity Report* and click on the green eyeball.



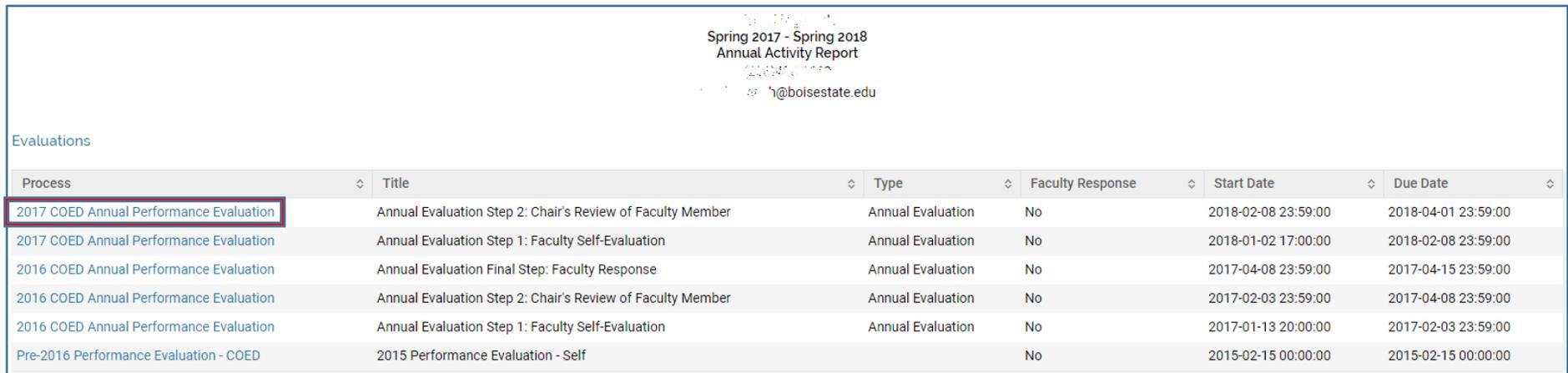
Vita Admin

Search:

Name	Description	Unit	View	Actions
Annual Activity Report		College of Education		

3. If you are using the Activity Report **only** for locating your evaluations, you do **not** need to adjust the default date range of the report. All evaluation results will be displayed in the **first** section of the report

To access a given evaluation step, click on the corresponding title in the *Process* column to the left.



Spring 2017 - Spring 2018
Annual Activity Report
@boisestate.edu

Evaluations

Process	Title	Type	Faculty Response	Start Date	Due Date
2017 COED Annual Performance Evaluation	Annual Evaluation Step 2: Chair's Review of Faculty Member	Annual Evaluation	No	2018-02-08 23:59:00	2018-04-01 23:59:00
2017 COED Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation	No	2018-01-02 17:00:00	2018-02-08 23:59:00
2016 COED Annual Performance Evaluation	Annual Evaluation Final Step: Faculty Response	Annual Evaluation	No	2017-04-08 23:59:00	2017-04-15 23:59:00
2016 COED Annual Performance Evaluation	Annual Evaluation Step 2: Chair's Review of Faculty Member	Annual Evaluation	No	2017-02-03 23:59:00	2017-04-08 23:59:00
2016 COED Annual Performance Evaluation	Annual Evaluation Step 1: Faculty Self-Evaluation	Annual Evaluation	No	2017-01-13 20:00:00	2017-02-03 23:59:00
Pre-2016 Performance Evaluation - COED	2015 Performance Evaluation - Self		No	2015-02-15 00:00:00	2015-02-15 00:00:00

4. In the resulting pop-up window, you may now print to file (or printer). Close the pop-up when you are done.

A Evaluation Details

Process	2017 COED Annual Performance Evaluation
Title	Annual Evaluation Step 2: Chair's Review of Faculty Member
Type	Annual Evaluation
Author	Debra M. ...
Faculty	Debra M. ...
Description	
Submitted	March 5, 2018 11:43AM

B Evaluation Documents

Locked Documents

Faculty Member	Form	Start Semester	End Semester	Locked Time	View
Debra M. ...	Annual Activity Report	Spring 2017	Fall 2017	March 05 2018 11:43:46	View

Unlocked Documents

Faculty Member	Form	Start Semester	End Semester	View
No data available in table				

(1302-2017) COED Chair Evaluation of Faculty Member