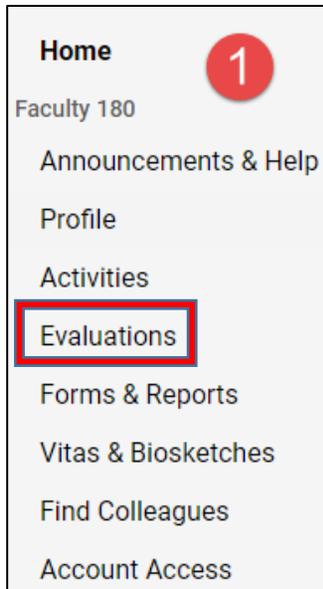# Looking up prior/completed evaluations
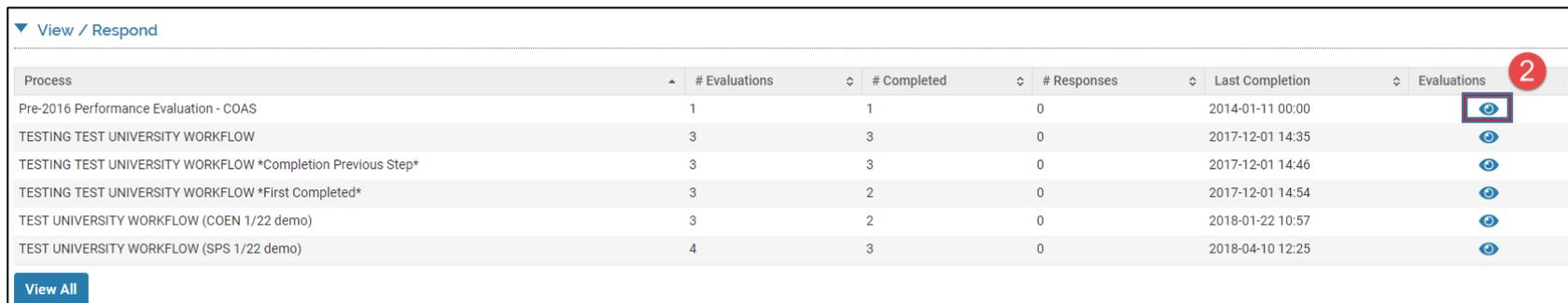
There are two routes to looking up annual evaluations (*note*: For printing to file [PDF], we recommend using the Chrome browser).

[Route 1: *Evaluations* interface]()

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

2. Under *View/Respond* you will find of 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.

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

3. 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.

4. 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.

5. 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**.
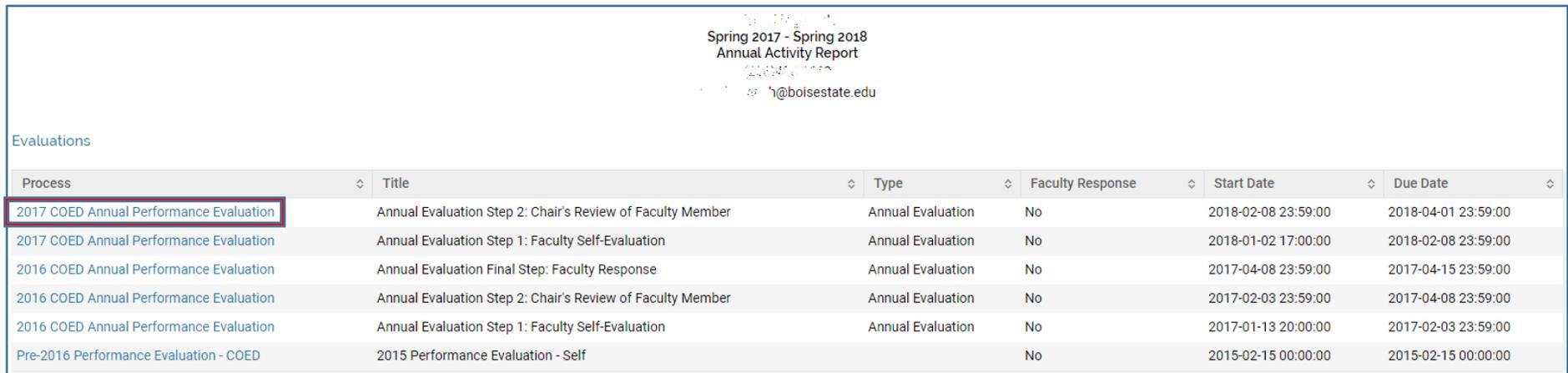2. In the table, find the row for *Annual Activity Report* and click on the green eyball.

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.

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	
Faculty	
Description	
Submitted	March 5, 2018 11:43AM

B Evaluation Documents

Locked Documents

Faculty Member ▲	Form ⬍	Start Semester ⬍	End Semester ⬍	Locked Time ⬍	View ⬍
	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