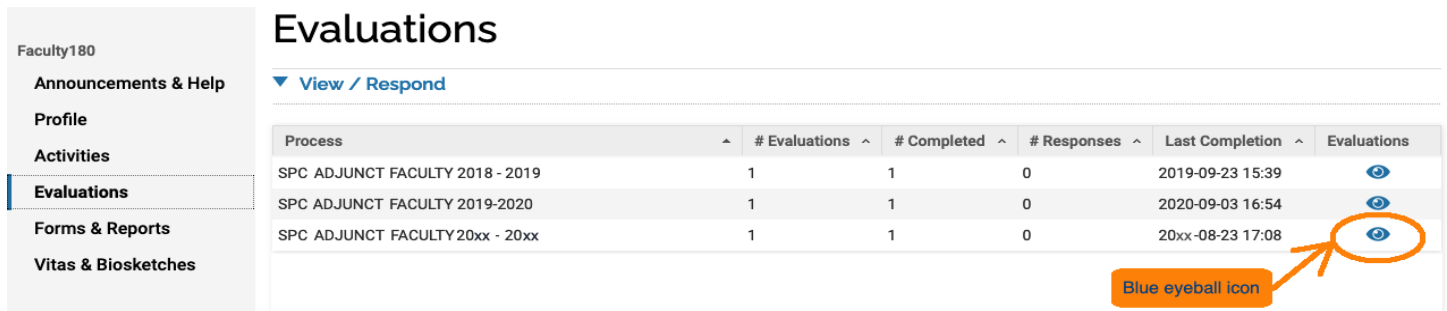# How to respond to your evaluation results and access previous evaluations.

After submitting your form and nearing the end of the evaluation process, your Dept. Chair or Program Director will be reviewing your entries, conducting the evaluation, and posting comments.
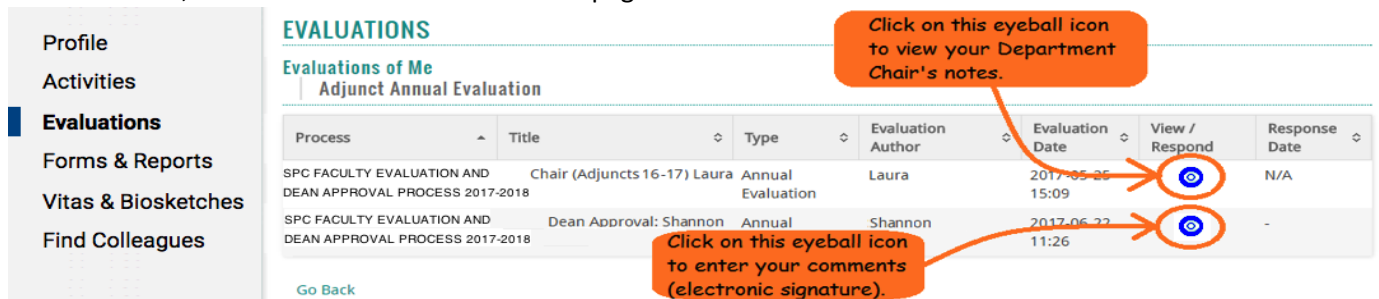
Once the Dept. Chair's or Program Director's evaluation of your form is approved by your Dean, you can add your own comments in order to electronically sign your evaluation. To do so, please follow these steps:

1. Log in to Faculty 180 at **https://www.data180.com/faculty180/spcollege**

2. Click on **EVALUATIONS** located on the left pane. If the left pane is not visible, you might need to expand it by clicking on the ☰ icon.

3. Look for the item **SPC ADJUNCT FACULTY** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (scroll all the way to the right).

4. a. Next, two **SPC ADJUNCT FACULTY** processes will appear. Look for the one followed by your Dept. Chair's name and click on the corresponding **blue eyeball icon** under the **View/Respond** column to view the comments. If showing as *In Progress* under the Evaluation Date column, please wait for your Dept. Chair to submit the evaluation. **Please note that you can only read comments in this section**. When ready to enter your own comments, scroll down to the bottom of the page and click on **Cancel**.

   b. Look for the process **SPC ADJUNCT FACULTY** followed by your **Department Dean's** name and click on the corresponding **blue eyeball icon** under the **View/Respond** column. If it's showing as *In Progress* under the Evaluation Date column, then please wait for your Dean to approve the evaluation before you can add your own comments.

5. Once you click on the **blue eyeball icon**, the View/Respond page will load up on your screen. Scroll down to add your comments in the **Response** box (screenshot on next page).

Note: Even though your Dept. Chair or Program Director is your assigned evaluator, **your comments are addressed directly to your Department Dean.**

6. When ready, scroll down to the bottom of the page and click on **Save and Go Back**. Keep in mind that you have a limited time to enter your own comments (about 4 weeks after your Dean or Program Director submits the notes), which completes and **electronically signs** your evaluation. No further steps are required until next year's evaluation. All records of evaluations are maintained in Faculty180 for you to access.

Printing Your Evaluation

To open your completed evaluation form, click on the blue eyeball icon located under the **View** column of the section *Evaluation Documents* as shown on the illustration above. This will open a webpage in a new window or browser tab displaying your completed evaluation form. To print the webpage (or any webpage in your web browser) on a Windows computer, hold down the **Ctrl** key on your keyboard and then tap the **P** key on your keyboard. On a MAC computer, hold down the **Command** key on your keyboard, and then tap the **P** key on your keyboard. This will open the traditional printing window from where you can select the printer, amount of copies, and other options besides the print button. (**Note**: To print as a PDF document, select **PDF** from the list of available printers. If you are not sure if your assigned SPC computer has an option to print as a PDF document, please consult this technical feature with your campus TRS team.

Please read this tutorial thoroughly. For assistance with technical issues in Faculty180 that affect your ability to complete the evaluation form (excluding The SSI Assessments website and MyCourses), please contact Marco Capobianco -- CETL's Technical Support Specialist at **capobianco.marco@spcollege.edu**

Thank you for all that you do for our students and colleagues to support successful teaching and learning!