Acknowledging your Evaluations in Panther180 Tutorial

*Updated Summer 2019



How Do I Login to Panther180?

- <u>https://my.fiu.edu</u>
- Click on Faculty tab > Faculty Applications > Panther180





• <u>http://panther180.fiu.edu</u>



Single Sign-On has been implemented which allows faculty to login with their AD credentials



Sample Dashboard after logging in

| PANTHER180 | | | |
|--|---|--------------------------|---|
| Home Panther180 | Welcome back, Roary I Panther | | |
| Announcements & Help Profile | Your Action Items | | |
| Activities Evaluations Forms & Reports | 2017-2018 Faculty Activity Report (FAR) for Stempel College 2017-2018 Faculty Activity Report (FAR) for Stempel College Activity Input 2018-04-02 12:00 am - 2018-05-15 11:59 pm Panther180 | Due: May 15, 2018 | Ø |
| Vitas & Biosketches Find Colleagues | 2016-2017 Self-Evaluation 2016-2017 Self-Evaluation Activity Input 2017-04-27 12:00 am - Panther180 | | Ø |
| Account Access | Complete Evaluation: Self-Evaluation/Activity Report Faculty180 Annual Evaluation Panther180 | Due: May 18, 2018 | ٥ |
| © 2018 Interfolio, Inc. Program Policies | Complete Evaluation: Self-Evaluation/Activity Report Faculty180 Annual Evaluation Panther180 | Due: May 18, 2018 | Ð |



To view your evaluations, click on the "Evaluations" tab on the left-hand side menu.

| Home | Florida International University > Evaluations | | | | | Qui | icklinks 🗸 |
|------------------------------------|--|---|-----------------|---------------|---------------|-------------------|-------------|
| Panther180 Announcements & Help | ▼ View / Respond | | | | | | |
| Profile | Process | * | # Evaluations ^ | # Completed ^ | # Responses ^ | Last Completion A | Evaluations |
| Activities | 2018-2019 Annual Evaluations | | 1 | 1 | 0 | 2019-06-21 20:00 | 2 |
| Evaluations 1 | 2019-2020 Annual Faculty Assignments | | 1 | 1 | 0 | 2019-07-01 11:36 | ٥ |
| Forms & Reports | | | | | | | |
| Vitas & Biosketches | | | | | | | |
| Find Colleagues | | | | | | | |
| Account Access | Perform Evaluations | | | | | | |
| Administration 🗸 🗸 | | | | | | | |

Then, click on the eye icon of the specific evaluation you wish to acknowledge.

On the next page, click on the eye icon again to view and respond to your evaluation.



Go Back



To acknowledge your evaluation, scroll down to the "response" section.

I Attachments

You may add an attachment or simply type your acknowledgement of the evaluation. (The section letter/number may vary by department)

When finished, click on the "Save and Go Back" button to submit.

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|-----------|---------|---------------|--|---|------|------|---|----------|--------------|------------|----|---|---|-------|----------|--|--|
| Response | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | 0 WOF | NDS "iii | | |
| Attachmen | t | | | | ٦ | Гуре | | (facult) | Lock | t delet | e) | | | | | | |
| Choose | File No | o file chosen | | | Sele | ct | w | | \checkmark | | | | | | | | |
| Add An | other | | | | | | | | | | | | | | | | |





Panther180@fiu.edu or call 305-348-2169

Register for training sessions at <u>http://professionaldevelopment.fiu.edu</u>

- 1. click on "Enroll"
- 2. Select "Academic Affairs" from Department List
- 3. Select Panther180 Open Labs
- 4. Select desired session and hit "Select"
- 5. Select "Confirm Pending Enrollments"

