

# Panther180

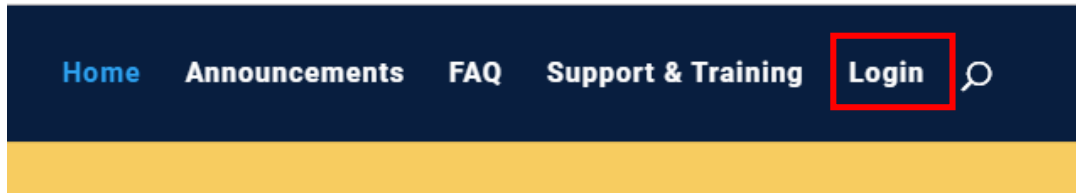
## How to view previous Evaluations

### Tutorial

\*Updated Summer 2020

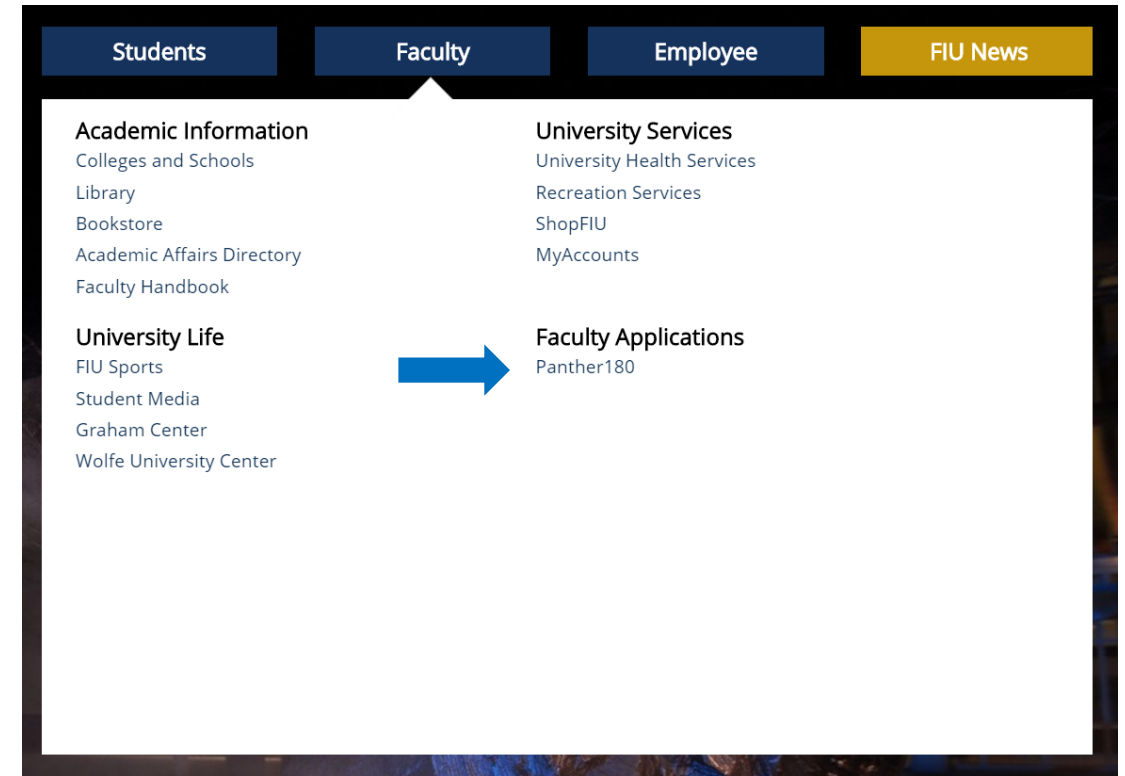
# How Do I Login to Panther180?

- <http://panther180.fiu.edu>



OR

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



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

**FIU** | FLORIDA INTERNATIONAL UNIVERSITY  
Division of Information Technology

MyFIUMyAccountsFIU HomeDoIT

### Log In

Enter your FIU Username and Password  
(e.g.: jdoe001)

FIU Username

Password

☐ Warn me before logging me into other sites.

**LOGIN**

### Need Help Logging In?

If you forgot your FIU Password, [click here](#).

If you forgot your FIU Username, [click here](#).

If you still have trouble logging in, contact the IT Support Center online at [it.fiu.edu](http://it.fiu.edu) or by calling 305-348-2284.

For security reasons, please log out and close your browser after each session.

## There are two ways to view previously submitted evaluations

If you only intend to look up a previously submitted evaluation for **ONE INDIVIDUAL**, proceed to the next slide to follow along to the best way to do so.

If you intend to look up previously submitted evaluations for the Department or a group of individuals within certain Process, proceed to page 9 to follow along to the best way to do so.

In order to view previous evaluations, you must first emulate the faculty you would like to view. Select your units' total number to list all of your faculty

\*If you do not know how to emulate a user, please view our “Emulating a Faculty Member” tutorial.\*

# Administration

## Emulate User

### Count By Unit

Employment Status

All Faculty ▼

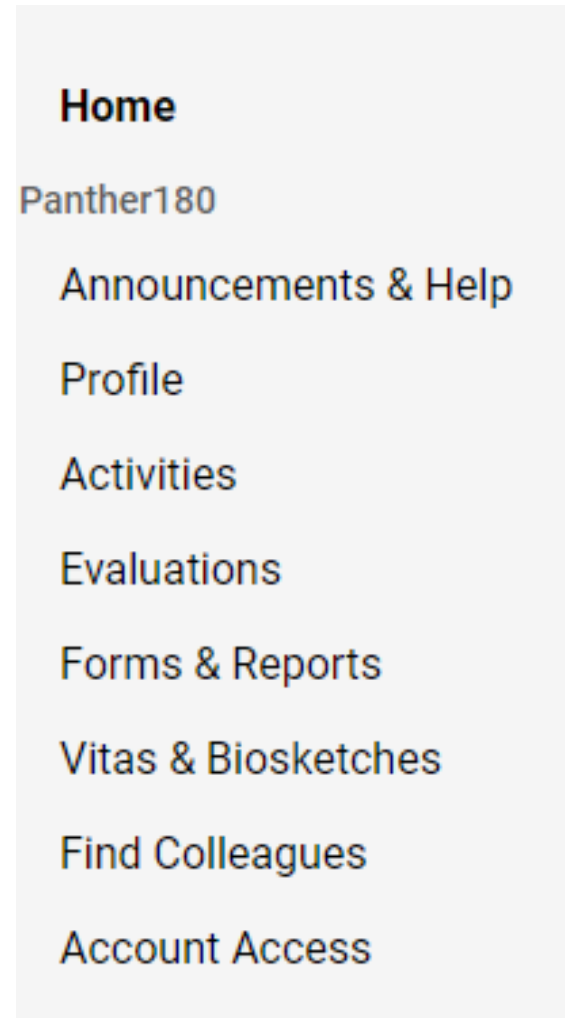
Assigned To Unit As

Primary Unit ▼

Unit <input type="checkbox"/>	Total	Attached In	
		University	Adm
<input checked="" type="checkbox"/> Test Unit	2	-	
Test Department	1	-	

Go Back

Once the individual faculty is selected you will need to go to their Evaluations tab. Here you will be able to see all of the previous evaluations and the corresponding steps for each.



If your faculty have more than one evaluation, then you will see more than the example below.


Click on the eyeball to view the process.

Florida International University >

## Evaluations

Quicklinks ▾

▼ View / Respond


Process ▲	# Evaluations ▲	# Completed ▲	# Responses ▲	Last Completion ▲	Evaluations
2018-2019 Annual Faculty Assignments (AFA)	1	1	0	2018-11-19 14:29	

View All



If the process has more than one step, then you will see more than the example below.

Click on the eyeball to view the step.

Process ^	Title ^	Type ^	Evaluation Author ^	Evaluation Date ^	View / Respond	Response Date ^
2018-2019 Annual Faculty Assignments (AFA)	Chair Approval	Annual Evaluation	Maurice, Marshal A	2018-11-19 14:29		N/A

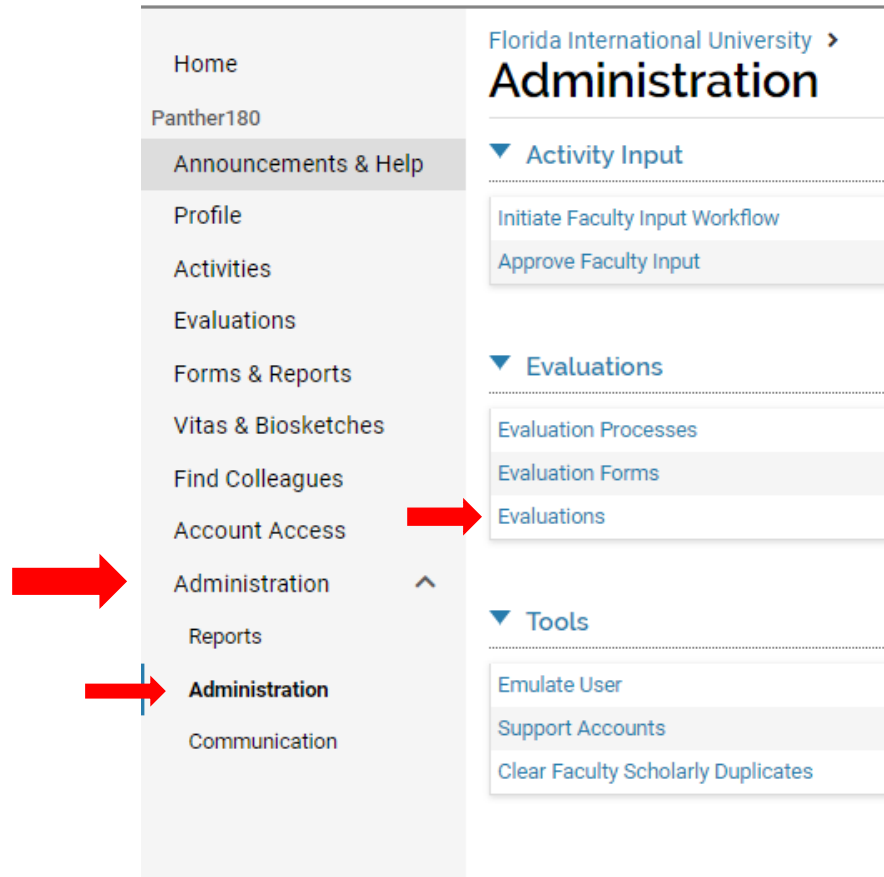
[Go Back](#)



Done.



To look up previously submitted evaluations for the Department or a group of individuals within certain Process, follow the steps below.



1. Administration
2. Administrations
3. Evaluations (Make sure you are selecting “Evaluations” under the Evaluations section. There may be more than one.)

## Administration

### Evaluations

#### Count By Unit

Evaluation Type	All
Evaluation Process	All
In Process Only	<input type="checkbox"/>
Past Due Only	<input type="checkbox"/>

Unit <input type="checkbox"/>	Total	Attached In			
		University	Administration	Business Unit	Department
Test Department	6	-	-	-	6

Add

[Go Back](#)

Select the total number in your department. Within this test department, the total is 6. Your total number will differ from all other units.

Search for the process you would like to find by using the search bar.

Administration ^

Reports







**Administration**

Communication


In Process Only ☐


Past Due Only ☐


Search:

# ^	Process ^	Title ^	Type ^	Unit ^	Creator ^	Start ^	Due ^	Completed ^	Actions ^
1	Annual Evaluations (Default)	Evaluation Acknowledgement	Annual Evaluation	Test Department	Marshal Maurice	2018-12-15 12:00am	2018-12-16 12:00am	1 / 1	  
2	Annual Evaluations (Default)	Annual Evaluation	Annual Evaluation	Test Department	Marshal Maurice	2018-12-14 10:24am	2018-12-15 12:00am	1 / 1	  

After finding the process you want, select the completed 1/1. (this number will be different in each step depending on the number of faculty that were evaluated.)

**A**  Submitted Evaluations

 Faculty responses will be removed once an evaluation is unsubmitted.

<input type="checkbox"/>	Author	Faculty	Last Saved	Submitted Date	Faculty Response	Evaluation
<input type="checkbox"/>	Chair, Roary	Maurice, Marshal	December 14, 2018, 10:27 am	December 14, 2018, 10:27 am		

Here we can view the evaluation that was submitted. Please note that if there were more faculty in the step you would be able to view those as well by selecting the eyeball icon.

# Questions?

[Panther180@fiu.edu](mailto:Panther180@fiu.edu) or call 305-348-2169

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

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”