Panther180
How to view previous Evaluations
Tutorial

*Updated Summer 2020
How Do I Login to Panther180?

- [http://panther180.fiu.edu](http://panther180.fiu.edu)
- [https://my.fiu.edu](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.
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.*
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.

<table>
<thead>
<tr>
<th>Process</th>
<th># Evaluations</th>
<th># Completed</th>
<th># Responses</th>
<th>Last Completion</th>
<th>Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Annual Faculty Assignments (AFA)</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2018-11-19 14:29</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Process</th>
<th>Title</th>
<th>Type</th>
<th>Evaluation Author</th>
<th>Evaluation Date</th>
<th>View / Respond</th>
<th>Response Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Annual Faculty Assignments (AFA)</td>
<td>Chair Approval</td>
<td>Annual Evaluation</td>
<td>Maurice, Marshal A</td>
<td>2018-11-19 14:29</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.)
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.

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.)

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 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”