## **Faculty Activities Report through Faculty180**

Instructions for the Candidate: Uploading Course Materials

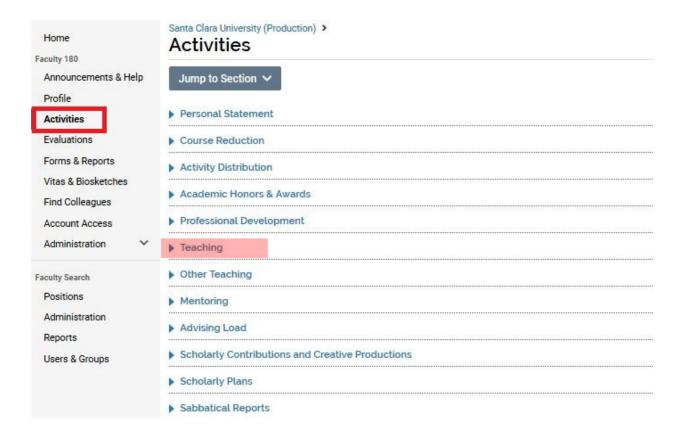
**NOTE**: Only make entries that fall within your review cycle – examples are below:

For those on a 1 year cycle -- only enter data for Fall 2017 - Summer 2018.

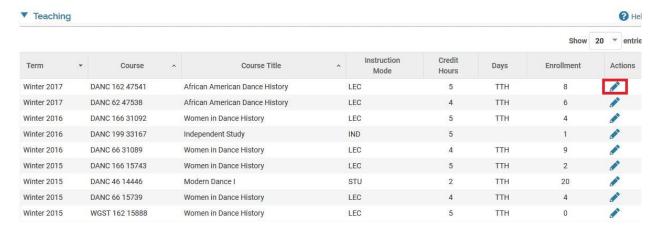
For those on a 3 year cycle -- only enter data for Fall 2015 - Summer 2018.

For those on a 5 year cycle -- only enter data for Fall 2013 - Summer 2018.

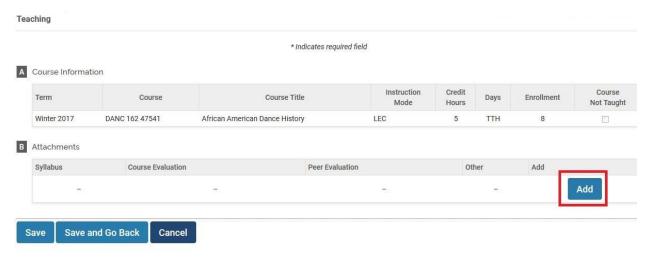
Under the **Activities** section, navigate to the **Teaching** category.



## Click on the **pencil icon** to the corresponding class.

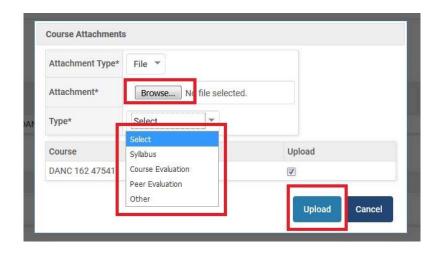


## Click the Add button



Select the **Browse** button to find the document on your computer. From the **Type** drop-down menu, select the type of document (Syllabus, Course Evaluation, Peer Evaluation, Other). Click the **Upload** button.

**Course Evaluation**: <u>Narrative</u> and <u>Numerical</u> Evaluations go here. **Peer Evaluation**: Fellow peer coming into your classroom to evaluate your teaching.



Click the **Add** button to repeat the process. Or click the **Save and Go Back** button to return to the main screen.

