

How to complete the SPC Clinical Adjunct Evaluation Form 2022-2023

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Logging into Faculty180

On your Windows PC or MAC computer, please open a web browser (**Google Chrome** and **Safari** recommended), and visit the following website: <http://www.data180.com/faculty180/spcollege>

You can also log in by visiting the **Faculty180 Resource Page** at <https://facultysupport.spcollege.edu/faculty180/> and clicking on the provided log-in link.

If you are presented with the SPC Single-Sign-On screen, enter your **regular SPC credentials** as if you were logging into MySPC. Upon log-in, you will be redirected to Faculty180.

If your log-in is unsuccessful, please clear your browser's history and try again. If the log-in issue continues on the second computer, please send a message with a description of the issue to the e-mail address provided at the very end of this tutorial.

The Faculty180 Dashboard

After logging in, you will be presented with the Faculty180 Dashboard. From here you will see various buttons and links to click on. If for some reason you get lost in Faculty180 and need to jump back to the Dashboard, click either the **Home** button or the **SPC St. Petersburg College** logo located on the top-left corner of the page. (**Note:** If you click the logo while entering data on your form, this action will NOT save the data that you are currently entering on your screen. It's recommended to save your data first, which is explained later in this tutorial¹).

The SPC Evaluation Hyperlink

To begin working on your evaluation form, click on the blue hyperlink called **SPC Clinical Adjunct Faculty Evaluation Form Summer 2022 - Spring 2023** located on the Faculty180 Dashboard as shown in the illustration below. This opens your evaluation form. (Full-time staff teaching classes as part-time are considered as adjunct or clinical adjunct faculty. If the hyperlink is missing or incorrect, please send an e-mail to the electronic address provided at the very end of this tutorial).

The screenshot displays the Faculty180 dashboard interface. On the left, a navigation sidebar includes 'Home', 'Faculty180', 'Announcements & Help', 'Profile', and 'Activities' (which is crossed out with a red line). The main content area features a 'Welcome back' message, a 'Your Action Items' section, and a prominent blue hyperlink: 'SPC Clinical Adjunct Evaluation Form Summer 2022 - Spring 2023'. Below this link, it shows 'Activity Input | 2012-07-16 2:00 pm - 2012-06-30 11:59 pm | Faculty 180'. Two orange callout boxes provide instructions: one points to the blue hyperlink with the text 'Click on the blue hyperlink to start working on your evaluation form', and another points to the 'Activities' link with the text 'Please do not click on Activities. Instead, click on the blue hyperlink as indicated on the right side.'

¹ Updated versions of this tutorial and other documents are available at <https://facultysupport.spcollege.edu/faculty180/>

The SPC Clinical Adjunct Evaluation Form

After clicking on the hyperlink, an evaluation form like the one shown below will open². **There is an options menu on the left pane -- please do NOT use the left pane to complete your form. Instead, please use the form on the right side containing the modules that go from the top to the bottom of the page.** On the top of the form, there is a box called SPC Clinical Adjunct Faculty Evaluation Form Summer 20xx - Spring 20xx containing 3 buttons:

Jump to Section allows you to jump to a specific module.

SUBMIT FORM which you should NOT click on until you are ready to submit your completed form by the end of spring.

Save and Go Back closes the form and takes you back to the Faculty180 dashboard.

Cancel discards any changes you have recently made and takes you back to the dashboard.

Preview allows you to create a printable preview of your form.

You might want to start by scrolling down to view the rest of the form, then scroll back up to work on the first module.

²Add, View All, and Help buttons

Most modules have an **Add** button right below the module. The **Add** button allows you to add information to a specific module. The SSI Data and Student Success Rates Data modules have a **View All** button right below the module. The **View All** button allows you to see data from previous years. On the very right side of each module you will notice a button containing a question mark followed by the word **Help**. If applicable, it will display more detailed information on how to complete a module.

A module might display the message **“No data available in table”** to indicate an empty module. That message will disappear after you successfully save information onto the module in question. On the image above, we have highlighted in **yellow color** the areas where your narrative will be displayed after you successfully add and save it.

Activities Require Your Attention

Modules with information rolled over from a previous year will display the message **Activities require your attention** on the top of the module. This means that you entered the information during a previous evaluation year by setting it as an **Ongoing** activity. To unlock these modules and edit their information, please click on the **Update** button located at the bottom-right area of the module as shown on the image below (if it's not visible on your screen, you might need to scroll to the right side a little).

The screenshot shows a module card with the following elements and annotations:

- Message:** "ACTIVITIES REQUIRE YOUR ATTENTION" (highlighted in a red box).
- Annotation:** "Indicates a previously filled module. Click on 'Update' to unlock it." (orange box with arrow pointing to the message).
- Table:**

Narrative	Start Semester	End Semester	Actions
• Student expectation communicated clearly in grade book.	Spring 2017	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
- Buttons:** "Add" (grayed out), "View All", and "Update" (dark blue).
- Annotation:** "Add" button is grayed out until you click on the "Update" button." (orange box with arrow pointing to the "Add" button).
- Annotation:** "Click on the 'Update' button to unlock the module." (orange box with arrow pointing to the "Update" button).

Action Buttons

Modules that have saved information (except for those that require your attention as explained above) will display two icons on the right side under the **Actions** column (you might need to scroll to right side to see them). From left to right, the **pencil** icon allows you to make changes to an existing entry, while the **blue X** icon permanently deletes the corresponding entry (this operation cannot be undone so please be careful). This illustration indicates their location:

The screenshot shows a module card with the following elements and annotations:

- Table:**

Narrative	Self - Assessment	Start Semester	End Semester	Actions
I did all the course requirements...	EE - Exceeds Expectations	Summer 2017	Ongoing	<input type="text"/> <input checked="" type="radio"/> Pencil <input checked="" type="radio"/> X
- Buttons:** "Add" (dark blue).
- Annotation:** "Click on the pencil if you want to edit the existing information." (orange oval with arrow pointing to the pencil icon).
- Annotation:** "Click the X only to delete the existing information." (orange oval with arrow pointing to the X icon).

Working on Your First Module

The first module is called **Describe how well you met your Professional Development Plan Goals from the previous year.**

To begin, click on the **Add** button located at the bottom of that first module. This will open a new window allowing you to add information to that specific module as shown in the illustration below:

The screenshot shows the 'Annual Faculty Activities' form. On the left is a navigation menu with 'Activities' highlighted. The main form area has a title 'Annual Faculty Activities' and a subtitle 'Describe how well you met your Professional Development Plan Goals from the previous year.' Below this is a section 'A Reflection on Meeting Last Year's Professional Development Goals.' It contains two dropdown menus for 'Start Semester*' and 'End Semester*', both currently set to 'Ongoing'. Below these is a rich text editor with a toolbar and a '0 WORDS' counter. A callout box points to these dropdowns with the text: 'Please input a start and end semester corresponding to the term that you are entering a narrative for. Select "Ongoing" as the end semester if you want the information to appear on next year's form. Except for "Ongoing" please be careful to select dates that take place within the current evaluation year and not in the future.' Below section A is section 'B Attachments', which includes a table with columns for 'Attachment Type', 'Attachment', 'Type', and 'Lock'. The 'Attachment' column has a 'Choose File' button. A callout box points to this button: 'By clicking here, you can attach a picture file or a document.' Below the table is an 'Add Another' button. At the bottom of the form are four buttons: 'Save', 'Save and Add Another', 'Save and Go Back', and 'Cancel'. A callout box points to the 'Cancel' button: 'Careful. Clicking "Cancel" will exit out without saving changes.' Another callout box points to the 'Save and Go Back' button: 'When you have finished completing the module, click on "Save and Go Back" to save and go back to the evaluation form.'

Academic support: Your Dept. Chair or Program Director will be conducting your evaluation. If you need assistance on how to phrase your narratives or interpret your SSI scores, please don't hesitate to contact your Dept. Chair or Program Director.

Technical Support: If you believe there is a technical issue in Faculty180 that interferes with your ability to complete the form, please send a description of the problem to the electronic address provided at the end of this tutorial.

Start and End Semester

You are only required to add one entry per semester. Keep in mind that on **non-optional modules**, any entry pointing to an end semester prior to the current evaluation year in review will not show up on your form. Likewise, any entry pointing to a start semester that occurs in the future will not appear on the form. Please select a start semester and end semester that matches the academic year in review.

Select a **start semester** by using the corresponding drop-down menus displayed in the illustration above. Then select an **end semester** according to the following examples:

- If you are entering information for one semester, then enter the same semester again in the end semester box (Example: Start semester is *summer 20xx* and end semester is *summer 20xx*).
- If this is an ongoing activity, please select **Ongoing** in both end semester boxes. This option will allow the information on a specific module to appear on next year's form as explained on page 3, under Activities Requiring Your Attention.
- If you are entering information for two or three consecutive semesters, then select the corresponding start and end semester (Example: Start semester is *summer 20xx* and end semester is *spring 20xx*).

If you need to enter an **ongoing activity that started prior to this year**, it will show up on your form as long as you select **"Ongoing"** in both end semester boxes. **Optional modules** can have any date, including dates pointing to a previous year.

Narrative, Rubric, and Classifications

The **narrative** is a description of your activities regarding the topic stated on the module title. On a few modules, you are asked to select a classification from the **Self – Assessment** drop-down menu. There are four classifications to choose from: *EE – Exceeds Expectations*, *ME – Meets Expectations*, *PE – Progressing Towards Expectations*, *DM – Does Not Meet Expectations*.

Optional: If you have a Word, PDF, or picture file that you would like to upload (Example: A document or picture file that supports your narrative), you can do so by clicking on the **Upload File** button when available.

Saving Your Information

Scroll down and click on **Save** to save your information and continue working on the current module or click on **Save and Go Back** to save and return to the main evaluation form. Do NOT click on CANCEL unless you want to discard your most recent changes.

Avoid Using the Back Button on Your Web Browser

Please keep in mind that using the back button on your web browser is known to cause connection difficulties since it does not allow the form in Faculty180 to properly synchronize with its server. This is not a system glitch and it's similar to the experience on other secure sites like online banking. Instead, please use the **Go Back**, or the **Save and Go Back** buttons usually located at the bottom of the page in Faculty180 (you might need to scroll to the very bottom of the page in Faculty180).

Cut, Copy, and Paste in Faculty180

If right-clicking on a highlighted text doesn't give you the traditional cut, copy, and paste commands, then you can trigger the equivalent commands using the following keyboard shortcuts. (Cut does not work on permanent text. Use copy instead).

To Cut: Highlight a piece of text with your mouse, then hold down the **Ctrl** or Command key and tap **X** on your keyboard.

To Copy: Highlight a piece of text with your mouse, then hold down the **Ctrl** or Command key and tap **C** on your keyboard.

To Paste: Highlight a piece of text with your mouse, then hold down the **Ctrl** or Command key and tap **V** on your keyboard.

SSI Data and Student Success Rates Data

These two sections display the SSI scores and student success rates data for all the classes that you have taught so far during the current evaluation year, and they're automatically uploaded to Faculty180 every semester **after grades have been processed for the full semester**. Please visit <https://facultysupport.spcollege.edu/faculty180/> for more information on the status of upcoming SSI and Student Success Rates Data updates. If there is data missing from any of these two sections that affects your ability to complete the evaluation form, please contact Marco Capobianco at capobianco.marco@spcollege.edu to re-upload your SSI scores and/or Student Success Rates.

Student comments

You can access the student comments together with the most current version of your SSI data by clicking on the corresponding blue hyperlink under the **Course Prefix Number Section** column (please wait about 10 seconds for the data to load up since it is being retrieve from a remote secure database).

If the hyperlink is not working, you can always access your complete SSI data by logging directly into SPC's **SSI Results Database** available at <http://go.spcollege.edu/central/ssi/> under the section *Access SSI and Grade Distribution Results*. The SSI Results Database is completely separate from Faculty180 so any issues that you encounter while browsing that website can be reviewed by their support team at SSI_Admin@spcollege.edu

SSI Data

Course Information					PREPARATION and ORGANIZATION				
Course Prefix Number	Mode	Instructor	Program	Mode	All SPC	Instructor Section	Program	Mode	All SPC
MAT0028/1359	Face to Face	0.00	6.63	6.56	6.48	0.00	6.78	6.62	6.56
MAT1011/1359	Face to Face	6.87	6.44	6.56	6.48	6.96	6.58	6.62	6.56
MAT0022/1359									

Blue Hyperlinks

Click on a hyperlink to access student comments

SSI and Student Success Rates Narrative and Reflections

For these two modules, please add an individual narrative for each semester that you have taught during the current academic year in review.

Next Year's Professional Development and Growth Plan

Even though this module is making reference to next year, in order to prevent the system from completely filtering out your entry, please select a start semester and end semester that matches the **current year in review** and not the next year.

Submitting Your Form

Once you have completed your form and reviewed all the information for accuracy, click on the **SUBMIT FORM** button located at the top of the form as shown in the illustration below. If you just want to save your form and continue working on it at a later time, then click on **Save and Go Back**.

Home > Forms & Reports >

Your name will appear in this area

Forms & Reports

Annual Faculty Activities

Click on the SUBMIT FORM button ONLY when you are ready to submit your completed form to your evaluator.

SUBMIT FORM (Clicking here will finalize and send your form to your evaluator)

Preview

Save and Go Back Cancel Preview

☹ If you accidentally submit your form before completion, please send an e-mail to the electronic address provided at the very end of this tutorial requesting your form to be rejected and sent back to your Faculty180 Dashboard.

Due Dates

Information regarding due dates is posted on the Faculty180 Resource Page under the *Due Dates* section at:


<https://facultysupport.spcollege.edu/faculty180/>

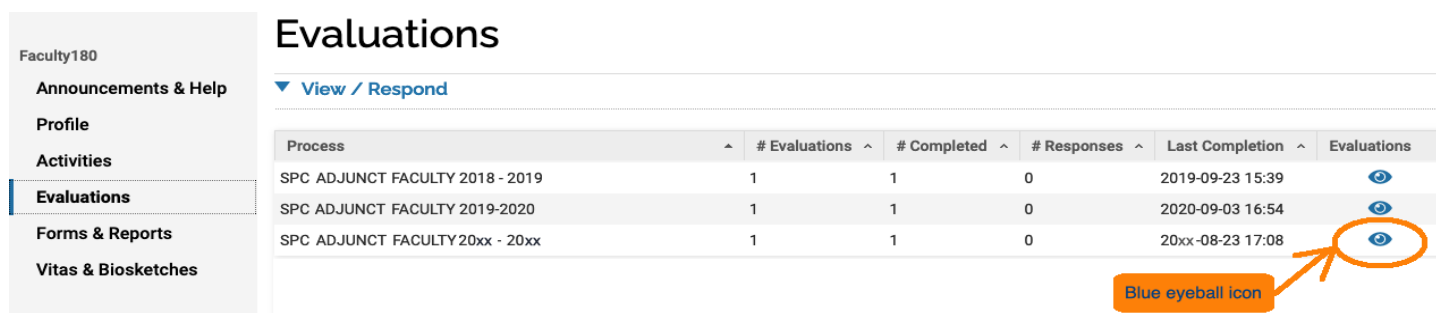
If you miss the due date, CETL is unable to re-open your form until your Dean receives approval from Academic Affairs. Please notify your **Dept. Chair** or **Program Director** immediately.




How to respond to your evaluation results (also 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. If your form needs additional information, your Dept. Chair or Program Director will return the form back to your dashboard and contact you about the areas that need attention. In that case, please log back in and make any necessary changes before re-submitting your form.

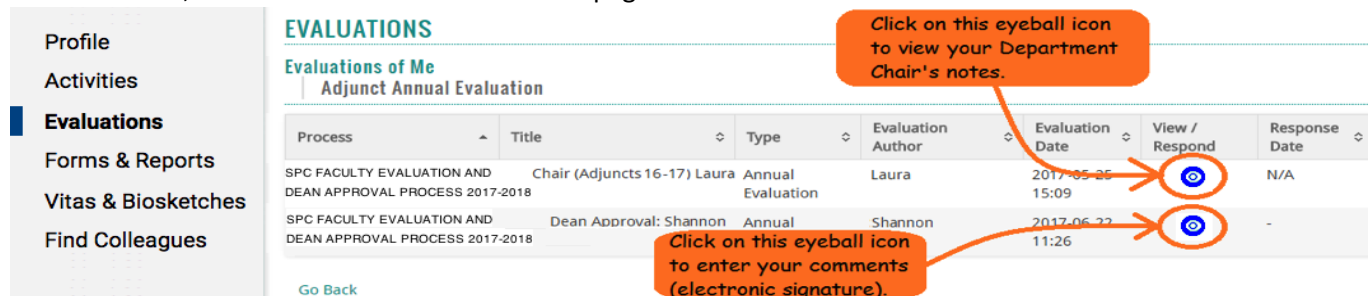
Once the Dept. Chair's or Program Director's evaluation of your form is approved by your Dean, you can add your own comments in order to electronically sign your evaluation. To do so, please follow these steps:



1. Log onto [Faculty180](#)
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 CLINICAL ADJUNCT** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (you might need to scroll all the way to the right).



Process	# Evaluations	# Completed	# Responses	Last Completion	Evaluations
SPC ADJUNCT FACULTY 2018 - 2019	1	1	0	2019-09-23 15:39	
SPC ADJUNCT FACULTY 2019-2020	1	1	0	2020-09-03 16:54	
SPC ADJUNCT FACULTY 20xx - 20xx	1	1	0	20xx-08-23 17:08	

4. a. Next, two **SPC CLINICAL ADJUNCT** 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**.



Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	Chair (Adjuncts 16-17) Laura	Annual Evaluation	Laura	2017-05-25 15:09		N/A
SPC FACULTY EVALUATION AND DEAN APPROVAL PROCESS 2017-2018	Dean Approval: Shannon	Annual	Shannon	2017-06-22 11:26		-

- b. Look for the process **SPC CLINICAL ADJUNCT** 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. (**Note:** Even though your Dept. Chair or Program Director is your assigned evaluator, **your comments are addressed directly to your Dean.**)

The screenshot shows the Faculty180 evaluation form interface. On the left is a navigation menu with options: Announcements & Help, Profile, Activities, Evaluations (highlighted), Forms & Reports, Vitas & Biosketches, and Find Colleagues. The main content area is divided into four sections:

- A Evaluation Details:** A table with fields: Title (Dean Approval: Dr. Smith), Type (Annual Evaluation), Terms (Summer to Spring), Description (-), and Author (Dr. Smith).
- B Evaluation Documents:** A table with columns: Faculty Member, Form, Start Semester, End Semester, Locked Time, and View. A row shows 'Mark' for 'SPC Adjunct Faculty Evaluation'. A blue eyeball icon is in the View column.
- C Standard Evaluation Input:** An 'Evaluation' field with the text 'No evaluation given at this time.' and a message 'No attachments uploaded.'
- D Response:** A rich text editor for 'Response' with a 'Path: p' field below it. Below the editor is another 'No attachments uploaded.' message and an 'Attachment' table with columns 'Attachment', 'Type', and 'Lock'. The 'Attachment' field has a 'Choose File' button and 'No file chosen'. The 'Type' field has a 'Select' dropdown. The 'Lock' field has a checked checkbox and the text '(Faculty cannot delete)'. There is an 'Add Another' button below the attachment table.

At the bottom are two buttons: 'Save and Go Back' and 'Cancel'. Four orange callout boxes provide instructions:

- Box 1 (top right): 'This eyeball opens your completed evaluation form' with an arrow pointing to the blue eyeball icon.
- Box 2 (middle right): 'Notice that your Department Dean approves only and does not necessarily leave any notes.' with an arrow pointing to the 'Evaluation' field.
- Box 3 (middle right): 'Enter your comments in this box. This will electronically sign your evaluation.' with an arrow pointing to the 'Response' text area.
- Box 4 (bottom right): 'Click on "Save and Go Back" after entering your comments.' with an arrow pointing to the 'Save and Go Back' button.

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 and review.

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, number 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), Marco Capobianco -- CETL's Technical Support Specialist can be contacted to troubleshoot those issues at capobianco.marco@spcollege.edu

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