How to complete the SPC Full-time Evaluation Form 2022-2023

Logging into Faculty180	Page 1
The Faculty180 Dashboard	Page 1
The SPC Evaluation Hyperlink	Page 1
The SPC Full-time Faculty Evaluation Form	Page 2
Add, View All, and Help Buttons	Page 2
Activities Require Your Attention	Page 3
Action Buttons 🖋 🔞	Page 3
Required Modules	Page 4
Optional Modules	Page 4
Outdated Modules (found on previously submitted forms)	Page 4
Working on Your First Module	Page 5
Academic Support	Page 5
Technical Support	Page 5
Start and End Semester Boxes	Page 6
Narrative, Rubric, and Classifications	Page 6
Saving Your Information	Page 6
Avoid Using the Back Button on Your Browser	Page 6
Cut, Copy, and Paste in Faculty180	Page 6
SSI Data and Student Success Rates Data	Page 7
Student Comments	Page 7
Submitting Your Form	Page 7
Due Dates	Page 8
How to respond to your evaluation results (and access previous evaluations)	Page 8
Printing Your Evaluation	Page 9

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 try closing and re-opening Google Chrome. If the log-in issue continues, please send a message with a description of the issue to the e-mail address provided at the end of this tutorial.

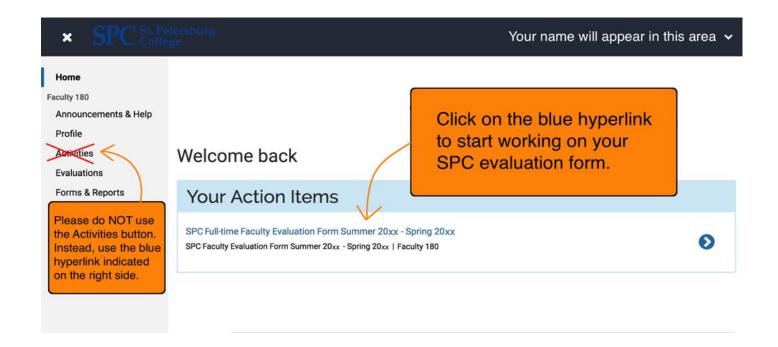
The Faculty 180 Dashboard

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



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

The SPC Full-time Evaluation Form

As of May 2020, the evaluation form has been reviewed and simplified. You are only required to complete the first 3 modules on the form. Outdated modules have been removed from the evaluation form.

After clicking on the hyperlink, an evaluation form like the one shown below will open. 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 very bottom of the page.

The top area of the form contains 5 buttons:

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

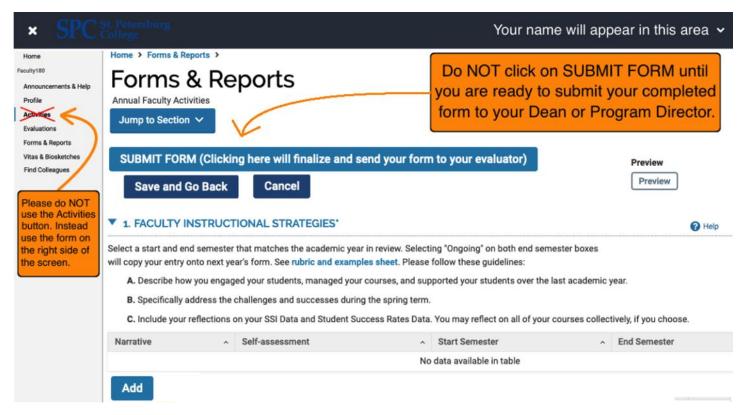
SUBMIT FORM sends your completed form to your Dept. Dean. This button will appear by the end of the spring term.

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.



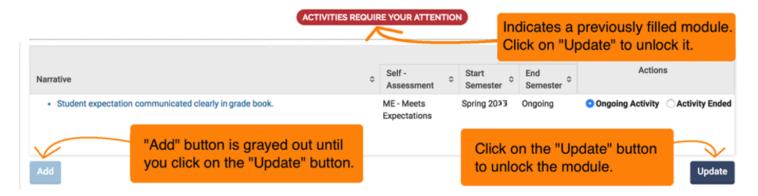
Add, View All, and Help Buttons

Add button: Found below every required and optional module. Clicking on it allows you to add information to a module. **View All** button: Found below most modules. Clicking on it allows you to see data from previous years, if available. **Help** button: Found on the very right side of each module. If applicable, it provides more information about a module.

A module might display the message "**No data available in table**" to indicate an empty module. This message will disappear after you successfully save information in that module.

Activities Require Your Attention

Modules with rolled-over information from a previous year will display the message **Activities require your attention** on top of each one of those modules. This means that you set those modules as an **Ongoing** activity during a previous year. 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, please scroll it all the way to the right side.

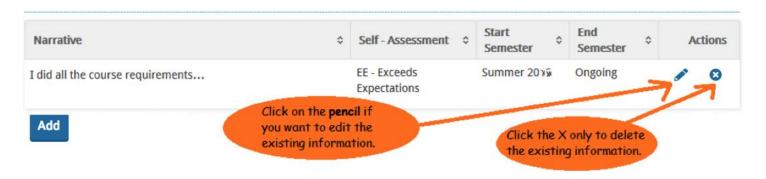


Action Buttons

Modules with previously saved information (except for those that require your attention as explained above) will display two icons on the right side, under the **Actions** column. If they are not visible on your screen, please scroll it all the way to the right side.

- Pencil icon: Allows you to make changes to an existing entry.
- Blue X icon: Permanently deletes the corresponding entry. This operation cannot be undone -- please be careful.

The following illustration indicates their location:



Required Modules

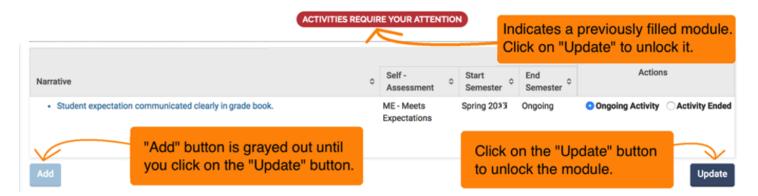
Continue completing the rest of the form as you did on the first module. Here is a list of the modules that your Dean or Program Director will be reviewing as part of the evaluation process.

- 1. FACULTY INSTRUCTIONAL STRATEGIES
- 2. CONTRIBUTIONS TO THE COLLEGE
- 3. PROFESSIONAL DEVELOPMENT AND GROWTH PLAN

Optional Modules

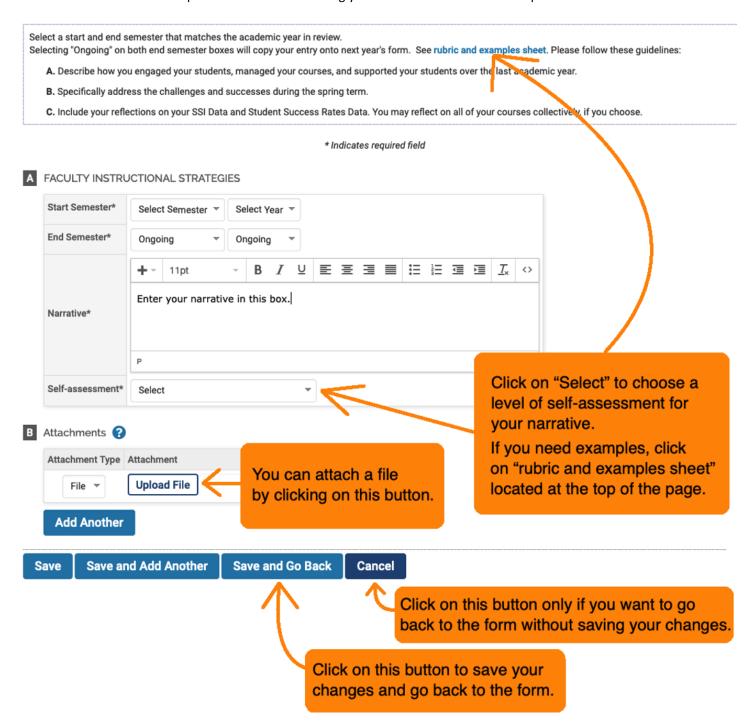
The modules listed here are optional. If these modules have existing information added on a previous year, the message **Activities Require Your Attention** is displayed on top of the module. If that is the case, please click on the **Update** button before you attempt to edit the module or submit your form (as shown on the screenshot below).

- College-Wide Committees
- Optional Contributions Grants
- Optional Contributions Other Institutional Service
- Optional Contributions Professional Service
- Optional Contributions Community Service
- Optional Contributions Academic Chair Equity Plan



Working on Your First Module

The first module is called **FACULTY INSTRUCTIONAL STRATEGIES.** To begin, click on the **Add** button located at the bottom of the module. That action will open a new window allowing you to add information to that specific module as shown below:



Academic support: Your Dean 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 Dean 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 Boxes

Select a **start semester** by using the corresponding drop-down menus displayed on the previous screenshot. 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 boxes (Example: Start semester is *spring 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 reappear 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**).

Keep in mind that adding information that points to an end semester prior to the current academic year will not appear on your form. Likewise, any information that points to a start semester occurring in the future will not appear on your form. Please select a start semester and end semester that matches the current academic year in review. 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.

Narrative, Rubric, and Classifications

The **narrative** is a description of your activities based on the guidelines provided on top of each module. For examples of self-assessments, please visit https://facultysupport.spcollege.edu/faculty180/ and download the **Self-Evaluation Rubric PDF** from the **Tutorials for Faculty** section.

After entering your narrative, you will select a classification from the **Self – Assessment** dropdown 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 attach (Example: A document or picture 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 the 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 **Save and Go Back** button 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 Faculty 180

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 section of text with your mouse, then hold down the Ctrl or Command key and tap X on your keyboard.

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

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

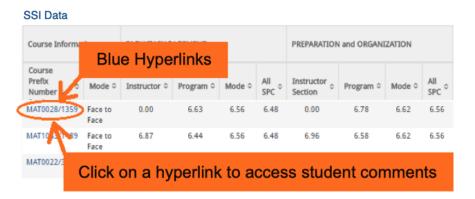
SSI Data and Student Success Rates Data

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 academic 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 and it affects your ability to complete the evaluation form, please contact Marco Capobianco at capobianco.marco@spcollege.edu to request a re-upload of your SSI scores and/or Student Success Rates.

Student Comments

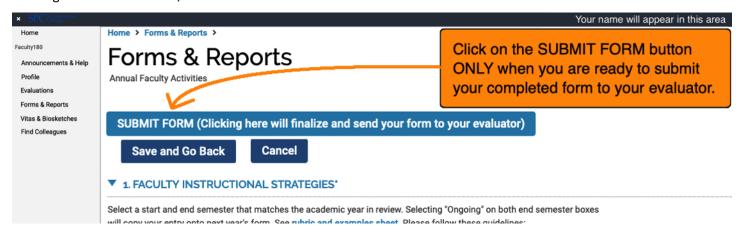
You can access the student comments together with the most current version of your SSI data by clicking on the corresponding blue hyperlink under the **Course Prefix Number Section** column (please wait about 10 seconds for the data to load up since it is being retrieve from a remote secure database).

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 troubleshot by their support team at SSI_Admin@spcollege.edu



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**.



(3) 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/

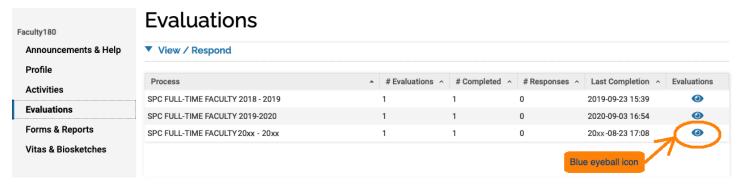
If you miss the due date, CETL is unable to re-open your form until your Dean receives approval from Academic Affairs. Please notify your Dean or Program Director immediately.

How to respond to your evaluation results (also access previous evaluations)

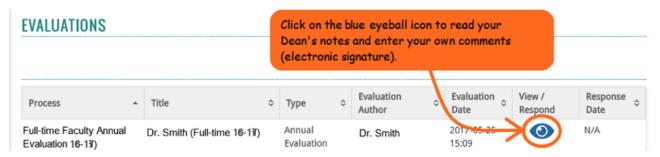
After submitting your form and nearing the end of the evaluation process, your Dean or Program Director will be reviewing your entries, conducting the evaluation, and posting a comment for you to reply. If your form needs additional information, your Dean or Program Director will return the form back to your dashboard in Faculty180 and contact you about the areas that need attention. In that case, please log back in and make any necessary changes before resubmitting your form.

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

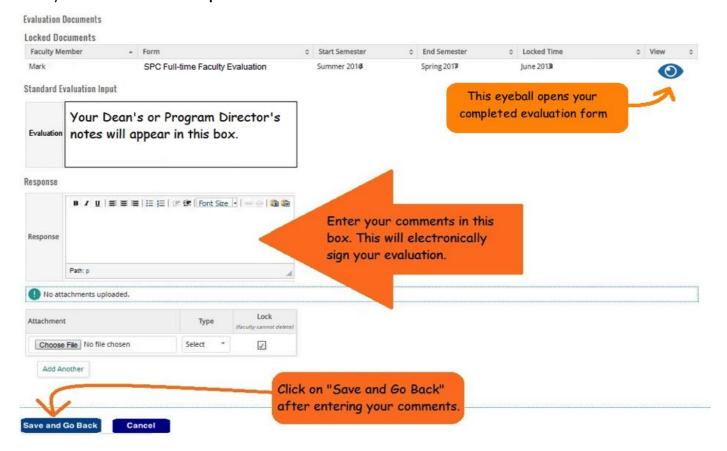
- 1. Log onto Faculty 180
- 2. Click on **EVALUATIONS** located on the left pane. If the left pane is not visible, you might need to expand it by clicking on the icon.
- 3. Look for the item named **SPC FULL-TIME FACULTY** followed by the corresponding evaluation year. Click on the **blue eyeball icon** located on the right side of the page under the **Evaluations** column (you might need to scroll all the way to the right side).



4. Look again for the item **SPC FULL-TIME FACULTY** followed by the corresponding evaluation year, then click on the corresponding **blue eyeball icon** located on the right side of the page under the **View/Respond** column. If showing as *In Progress* under the Evaluation Date column, then please wait for your Dean or Program Director to approve it before you can add your own comments. The name of the process might look slightly different on your screen.



Once you click on the blue eyeball icon, the View/Respond page will load up on your screen after a few seconds.
 Your Dean's or Program Director's notes will be displayed in the Evaluation box. When ready, scroll down to add your comments in the Response box.



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!