

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.

The screenshot shows the Faculty180 interface for Santa Clara University. On the left is a navigation sidebar with the following items: Home, Faculty 180, Announcements & Help, Profile, **Activities** (highlighted with a red box), Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, and Administration. The main content area is titled 'Activities' and includes a 'Jump to Section' dropdown menu. Below this is a list of activity categories, each with a right-pointing arrow: Personal Statement, Course Reduction, Activity Distribution, Academic Honors & Awards, Professional Development, **Teaching** (highlighted in pink), Other Teaching, Mentoring, Advising Load, Scholarly Contributions and Creative Productions, Scholarly Plans, and Sabbatical Reports.

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

▼ Teaching ? Help

Show 20 entries

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Actions
Winter 2017	DANC 162 47541	African American Dance History	LEC	5	TTH	8	
Winter 2017	DANC 62 47538	African American Dance History	LEC	4	TTH	6	
Winter 2016	DANC 166 31092	Women in Dance History	LEC	5	TTH	4	
Winter 2016	DANC 199 33167	Independent Study	IND	5		1	
Winter 2016	DANC 66 31089	Women in Dance History	LEC	4	TTH	9	
Winter 2015	DANC 166 15743	Women in Dance History	LEC	5	TTH	2	
Winter 2015	DANC 46 14446	Modern Dance I	STU	2	TTH	20	
Winter 2015	DANC 66 15739	Women in Dance History	LEC	4	TTH	4	
Winter 2015	WGST 162 15888	Women in Dance History	LEC	5	TTH	0	

Click the **Add** button

Teaching

** Indicates required field*

A Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2017	DANC 162 47541	African American Dance History	LEC	5	TTH	8	<input type="checkbox"/>

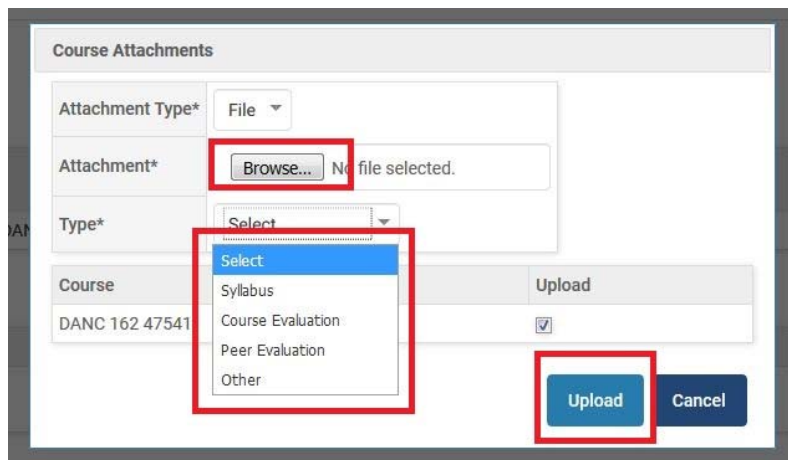
B Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	

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: Narrative and Numerical 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.

Teaching

* Indicates required field

A Course Information

Term	Course	Course Title	Instruction Mode	Credit Hours	Days	Enrollment	Course Not Taught
Winter 2017	DANC 162 47541	African American Dance History	LEC	5	TTH	8	<input type="checkbox"/>

B Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
1	-	-	-	Add

Save **Save and Go Back** **Cancel**