Faculty- Viewing Your Evaluation Reports

Click **Reports** at the top of your **Faculty Portal** page to access your annual Faculty Teaching Reports and Evaluation Reports.

*Note: If you are on a mobile device or have a smaller screen size, click the **Thumbnail** icon to access the menu items.*

**Faculty Teaching Reports:**

In the **Teaching Summary Reports** section, click a button (medSTAR or Vitals) in the ‘Print Form’ column to retrieve your Faculty Teaching Report for that corresponding Academic Year.

**Evaluation Reports:**

In the **Evaluation Reports** section, select an Academic Year from the dropdown and then click the **Show Evaluations** button.
All of the evaluations for the selected Academic Year will populate in the grid. Each row will list a separate evaluation assignment with the following columns:

- **Curricular Entity**: the curricular entity where the evaluation was assigned
- **Open Date**: the time range for when the evaluation was open for completion
- **Name**: the name of the evaluation
- **Completed**: the number of completed evaluations (required evaluations only)
- **Suspended**: the number of suspended evaluations (required evaluations only)
- **Total**: the total number of assigned evaluations (required evaluations only)
- **Report**: Click the Report button to open a PDF report containing the completed evaluation results. *Note: If the Report button does not appear in the Report column, the evaluation assignment is still open for submissions or the results are being withheld to protect the anonymity of the evaluators.

### Evaluation Reports

<table>
<thead>
<tr>
<th>Curricular Entity</th>
<th>Open Date</th>
<th>Name</th>
<th>Completed</th>
<th>Suspended</th>
<th>Total</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of the Endo/Repro Block</td>
<td>9/25/2017 8:30:00 AM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>40</td>
<td>0</td>
<td>195</td>
<td>Withheld</td>
</tr>
<tr>
<td>Male Reproductive Histology</td>
<td>10/11/2017 2:20:00 PM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>40</td>
<td>0</td>
<td>195</td>
<td>Report</td>
</tr>
<tr>
<td>Male Reproductive Physiology</td>
<td>10/12/2017 11:30:00 AM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>39</td>
<td>0</td>
<td>195</td>
<td>Report</td>
</tr>
<tr>
<td>Normal Sexual Differentiation</td>
<td>10/12/2017 1:15:00 PM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>38</td>
<td>0</td>
<td>195</td>
<td>Report</td>
</tr>
<tr>
<td>Reproductive Hormonal Pharmacology</td>
<td>10/12/2017 2:15:00 PM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>38</td>
<td>0</td>
<td>195</td>
<td>Report</td>
</tr>
<tr>
<td>Breast Physiology</td>
<td>10/16/2017 1:35:00 PM-11/13/2017 11:59:00 PM</td>
<td>Part 1 Evaluation of a TLM</td>
<td>40</td>
<td>0</td>
<td>195</td>
<td>Report</td>
</tr>
</tbody>
</table>

*Notes:*
- Filter the evaluations using the Filter icon located in any column header.
- An asterisk(*) indicates one or more of the completed evaluations will not be included in the assignment’s Report. To see all results, you must complete your outstanding open/overdue evaluations for that curricular entity.
- To help protect the anonymity of evaluators, the Report button will not show for assignments with less than 2 completed evaluations unless the assignment has closed.