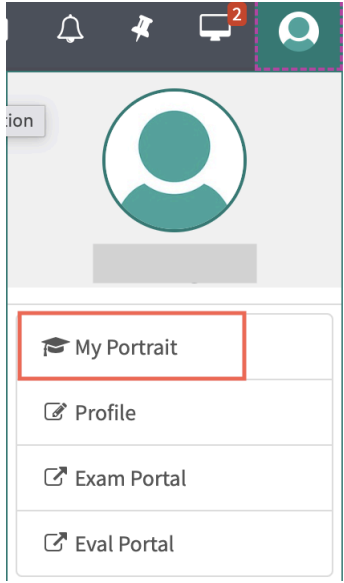
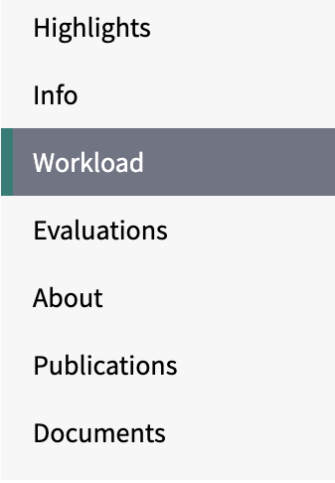



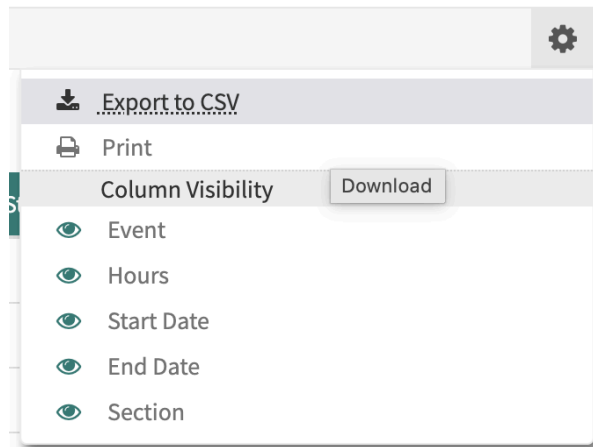


Faculty Workload/ Evaluation

Workload AY25-26	
<p>Click on Account Menu</p> <p>Click My Portrait</p>	 <p>The screenshot shows a user profile interface. At the top right, there is a dark navigation bar with icons for notifications, a pin, a computer monitor with a '2' badge, and a user profile icon. Below this is a profile card with a circular placeholder for a profile picture. A dropdown menu is open, listing several options: 'My Portrait' (highlighted with a red box), 'Profile', 'Exam Portal', and 'Eval Portal'. Below the main screenshot is a smaller version of the profile icon.</p>
<p>Under My Portrait navigate to Workload</p>	 <p>The screenshot shows a vertical navigation menu with the following items: 'Highlights', 'Info', 'Workload' (highlighted with a dark grey bar), 'Evaluations', 'About', 'Publications', and 'Documents'.</p>
<p>Under Workload click on Events</p>	 <p>The screenshot shows a horizontal bar with a teal gradient, followed by the text 'Events (30)' in a blue font.</p>

Navigate to the cog wheel on the right hand side and click.

Export the document to a CSV or Print.



Evaluation

My Portrait

Navigate to Evaluations

Highlights

Info

Workload

Evaluations

About

Publications

Documents

Evaluation of Me by Others

Evaluations of Me by Others (2)

Select course

Click on Blue Box to download. Save in a location you can find it later.

2025-11-03 16:04:52 FA25 FOUN Student- Faculty Evaluation

