

Uploading Your FIF to Your Evaluation Folder

These forms are submitted to the Department Chair at the end of each semester after faculty members review their student evaluations for that semester.

You can download an (editable in MS Word) electronic Faculty Input Form here:

http://www.austincc.edu/hr/eval/documents/FacInputForm2_000.doc

A copy should be saved in the Student Evaluations/FIF folder in your portfolio folder on Google Drive so that the Evaluation Committee reviewers can read your response to the student evaluations.

Saving Your FIF to Google Drive

Step 1 – Access Google Drive

To access Google Drive, you will need to login with your ACC email address and password. You can navigate to Google Drive in several ways. Here is one way that should work for everyone:

- a. Using either Chrome or Firefox browsers (or Safari or Chrome if you are a Mac user), visit the ACC main webpage, or the PAE department webpage
- b. Click on ACCmail
- c. Click on Employee Login
- d. Log in with your **ACC email address** and **email password** (NOT your ACC EID).
- e. Click on the nine small squares located in the upper right-hand corner of the page.
- f. Click on **Shared with Me**.

Step 2 – Uploading to Your EVAL Folder

- a. Double-click to open **current year Eval-YourName** (e.g. 2018 Eval-Smith). This is your confidential portfolio folder; only you and the members of the Evaluation Committee have access to this folder.
- b. Inside the EVAL folder is another folder for **Student Evaluations and FIFs**.
- c. Double-click to open it
- d. Once you have the correct folder open, click the blue **New** button on the left side of the screen. Select **Files**.
- e. Navigate to where you saved your FIF on your computer.
- f. When you have found the FIF, click **Open** at the bottom of that screen to upload it.
- g. Click **Upload and Share**
- h. When you see the **Upload Complete** message, click on the **X** on the right side of the box to close it.

That's it!

If you have questions about evaluation process, contact Chris Cavalli (223-2160 or ccavalli@austincc.edu)

If you have questions about uploading documents Contact June Mullin (223-2984 or jmullin@austincc.edu).