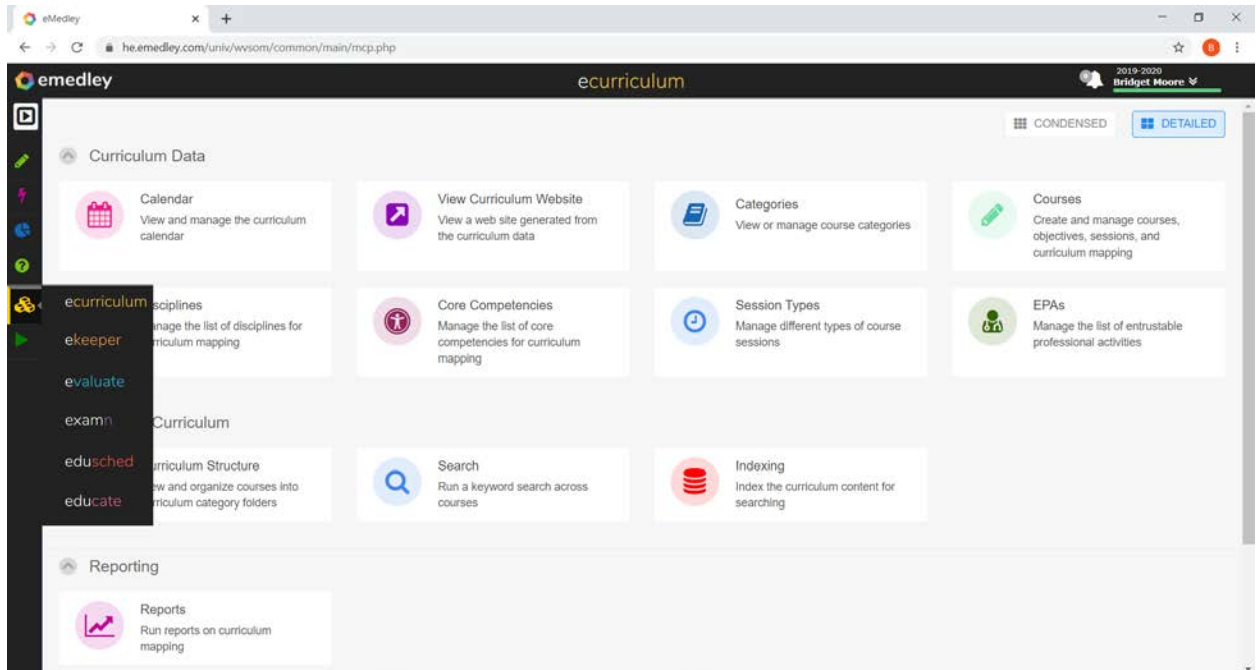


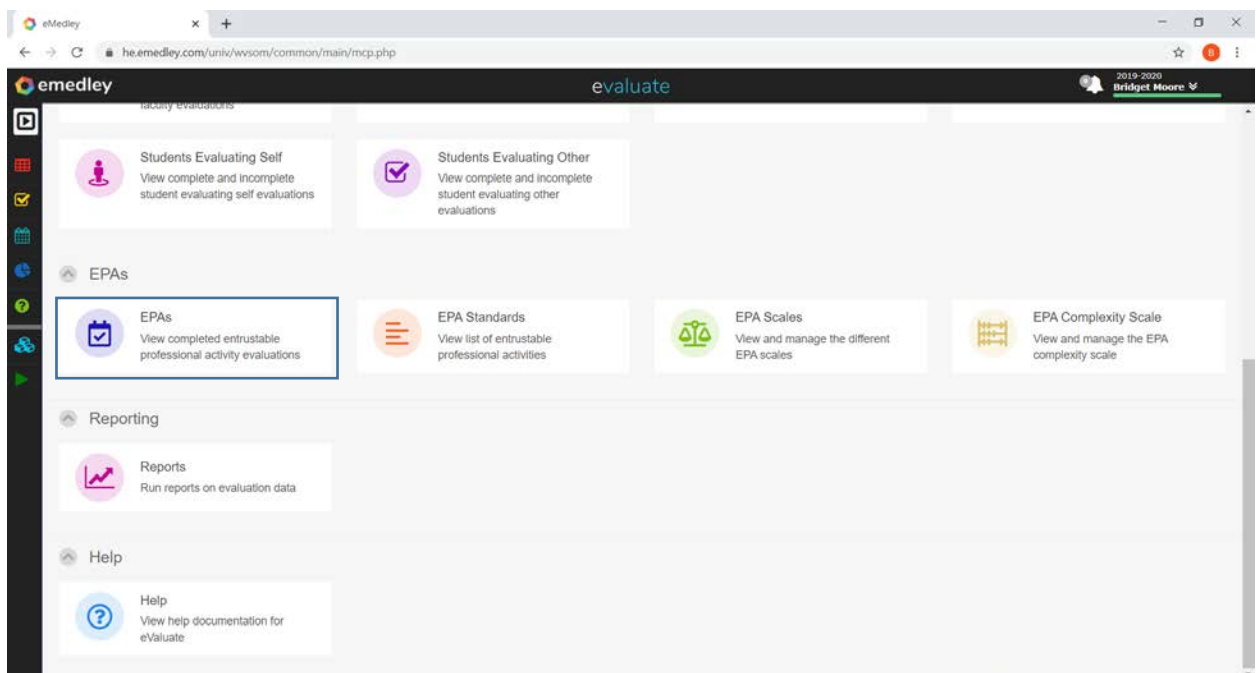
## Finding Evaluations in eMedley

You can pull your own faculty evaluation results from eMedley. To do this:

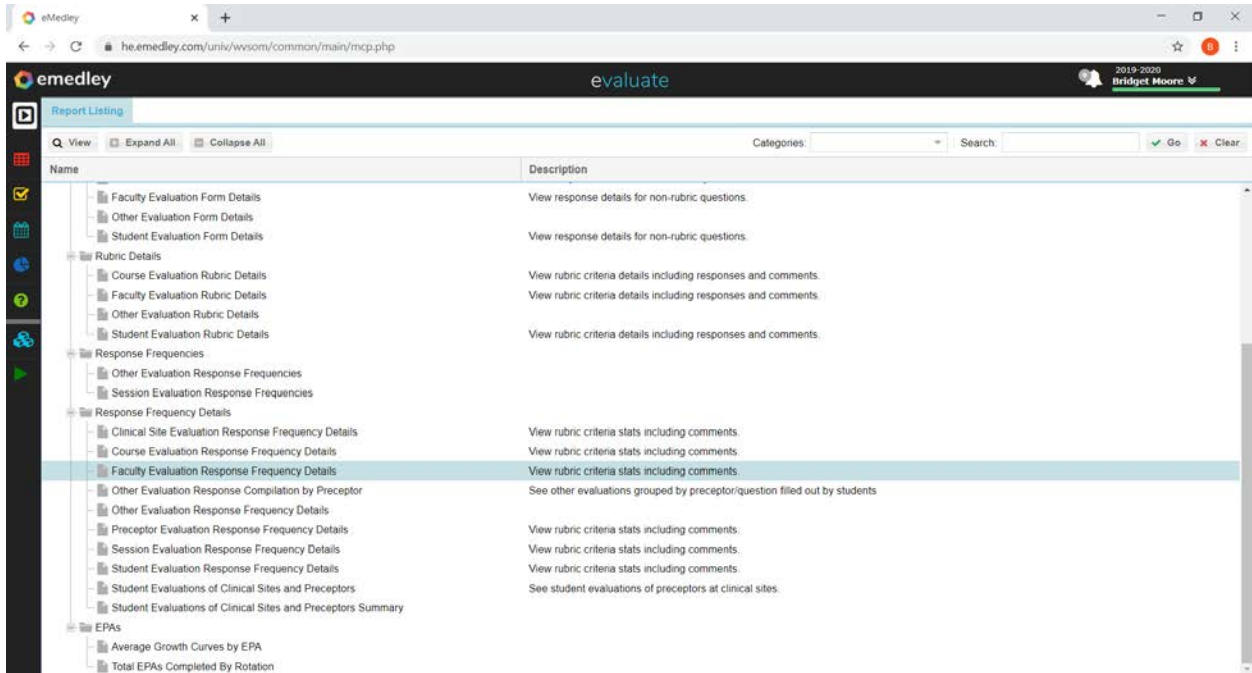
1. After logging in to eMedley, go to evaluate.



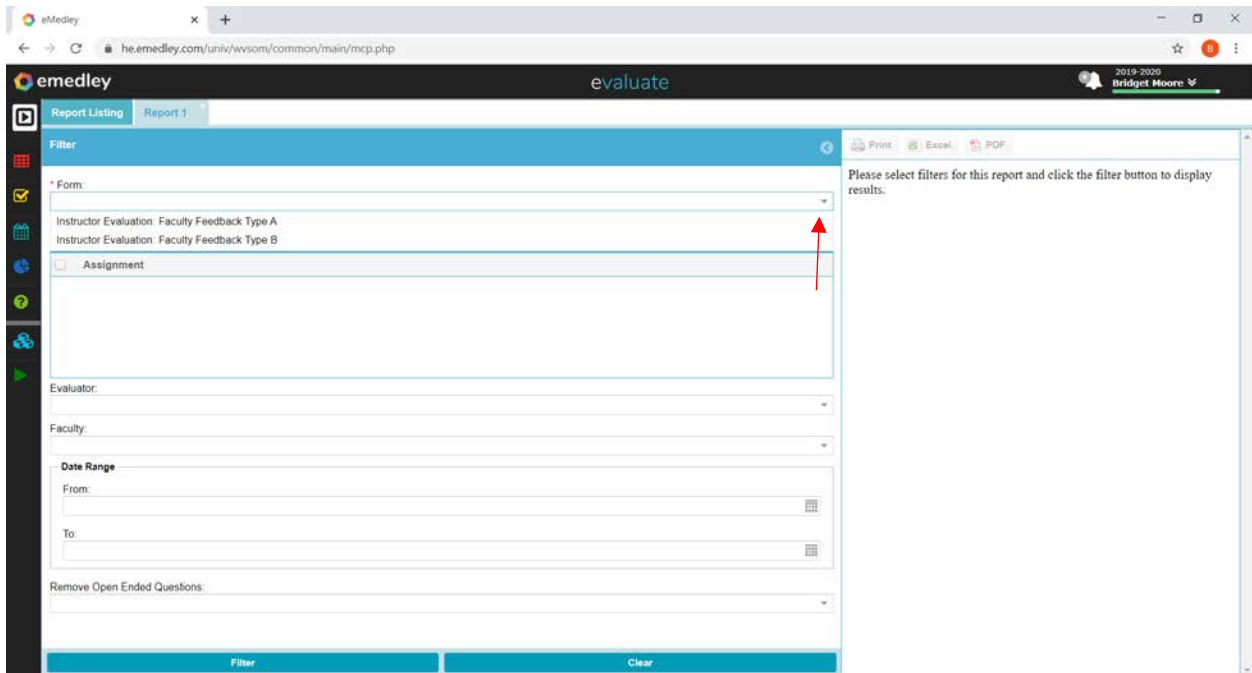
2. In evaluate click on the icon *Reports*. You may need to scroll down to find this.



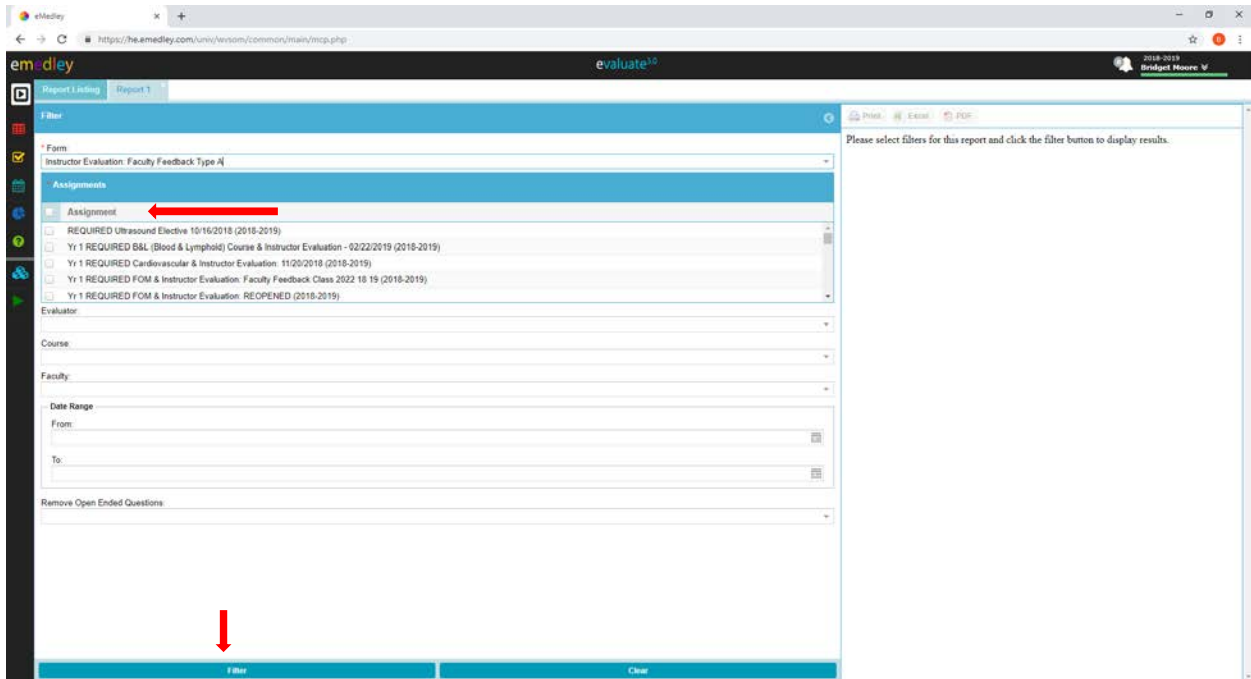
3. Find and select *Faculty Evaluation Response Frequency Details*. Your list of reports may appear different since this is based on individual access.



4. After you have highlighted this report, move to the top left corner of the screen and click on *View*. This will open a new window. From the *Form* drop down menu select either Faculty Feedback type A (faculty teaching in a course) or B (faculty teaching in anatomy labs).



5. Select the course you want to review or you can select all the courses you have taught by clicking in the assignment box. (You will only see courses that you have taught in)



6. After selecting the course(s) click on *filter* at the bottom left of the screen.
7. This will open the evaluation(s) for you to review. From this point you can view them on the screen, print them, save them as a PDF or export them to Excel.

