

QUICK REFERENCE GUIDE FOR FACULTY

GATORRATER

UF Faculty Evaluations

VIEWING RESPONSE RATES

1. Log onto evaluations.ufl.edu
2. Click on the [View Evaluations & Results](#) link
3. Select the term you would like to review
4. Click on the **GET EVALUATIONS** button
5. See the “Response %” column for the response rate

VIEWING RESULTS

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2. Click on the [View Evaluations & Results](#) link
3. Select the term and status
4. Click on the **GET EVALUATIONS** button
5. Click on the ‘Details’ link located to the left of the course
6. You will have four options:
Class Roll, Results, Individual Responses, and Preview

PROMOTION AND TENURE PACKETS

1. Log onto evaluations.ufl.edu
2. Click on the [Instructor Summary for Tenure, Promotion, & Professional Dossiers](#) link
3. Select which term(s) should be included in the report
4. Click the **GENERATE REPORT** button
5. Click the **EXPORT TO WORD** button

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