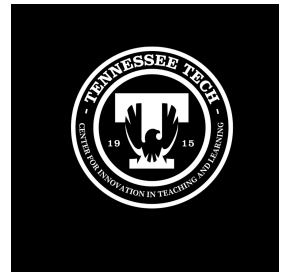


Uploading IDEA Evaluations for Scheduled Teaching



1 Download IDEA Course Evaluation from CampusLabs following [these steps](#)

2 Once you have saved your IDEA Evaluation to your computer, navigate to Watermark.

3 Click "Scheduled Teaching"

▼ Career Information

Professional Positions

Administrative Assignments

Consulting

Media Appearances and Interviews

Professional Memberships

Professional Development Activities Attended

▼ Teaching/Advisement

Teaching Innovation and Curriculum Development

Scheduled Teaching

Co-Instruction/ Team Teaching

Non-Credit Instruction Taught

Directed Student Learning

Mentorship

Advisement Summary

▼ Scholarship/Research/Creative Activity

Publications

Presentations

Biographical Sketch - NIH | NSF

Contracts, Fellowships, Grants and Sponsored Research

Exhibits and Performances

Intellectual Property (e.g., copyrights, patents)

4 Find the corresponding course from your Scheduled Teaching list.

Scheduled Teaching Search... SEARCH Search Tips

DUPLICATE COMPARE ADD NEW SELECT COLUMNS

Filters: None

<input type="checkbox"/>	YEAR, TERM A...	TERM AND YE...	COURSE NAME	COURSE NUM...	SECTION NUM...	IDEA C
<input type="checkbox"/>	2024	January 1, 2024	Example Course	1000	001	

5 Scroll to the bottom to the IDEA Evaluation file upload area. Drag and drop your pdf of your course evaluation.

IDEA Course Evaluations for this course (1)

1st IDEA Course Evaluations Actions

IDEA Course Evaluations for this course

Replace file here or select to upload

Example IDEA-1.pdf (8.76 KB)

ADD ROW

Original Source: Data Entry

6 Click "Save"

CV Imports Manage Data Reports Workflow ▾ Tools ▾

uled Teaching

R

se preparation?

at for existing course?

or this course **R**

Drop file here or select to upload