

eFaculty QuickTip: Adding Activities to Faculty 180

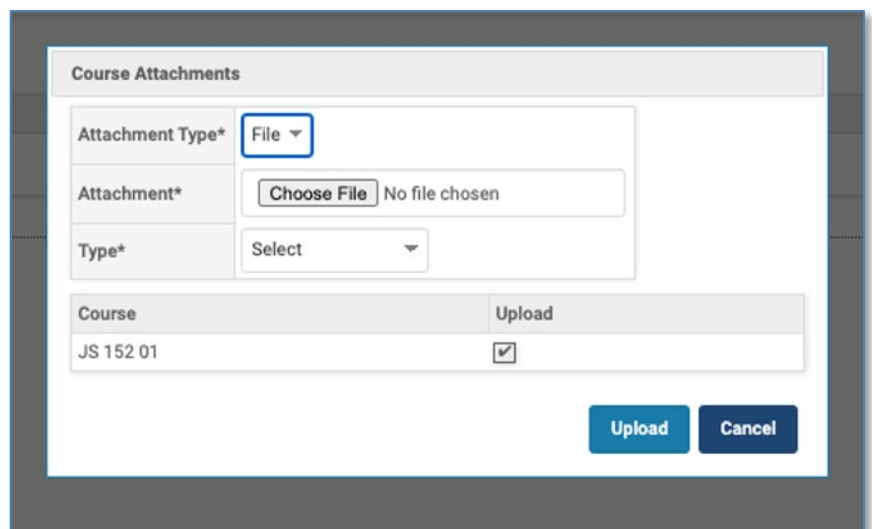
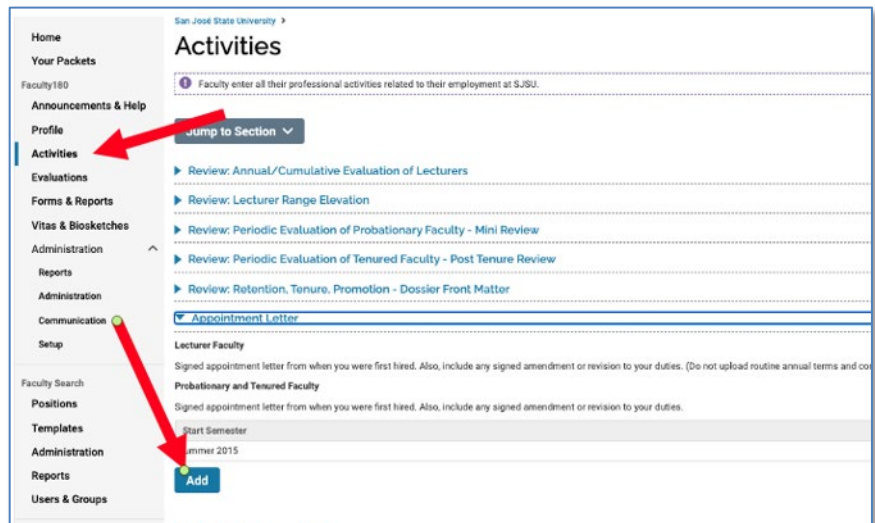
Adding Activities

Click **Activities** on the left navigation bar.

The activities page will display.

1. Click on the section headers to expand the collapsed sections, or the navigation button to jump to the relevant headers.
2. To add a new entry to a section, click Add in the desired section, complete the necessary fields, then save the information.

eFaculty Images



Course Attachments

Course attachments, such as a course syllabus, course evaluations, and peer evaluations can easily be added to a course in FACULTY180.

1. After clicking Add, The Course Attachments dialog box opens.

Note: Emojis in attachment names can cause software errors compiling the dossier/packet.

2. Click the different dropdown menus to properly identify the attachment type and type of materials you are adding.
3. Click the Type drop-down arrow, then select the type of course attachment being uploaded. If the Other Type is selected, specify the type of file in the text field that displays.

4. If multiple course selections are available, each course section will be listed. Select the check boxes for those you wish to upload the attachment to.
5. When you are finished, click the Upload button. The courses attachment is added to the selected course.

DELETE FILES

1. To delete a course attachment, click the attachment type you wish to delete for the desired course, click the blue number for the attachment.
2. Click the delete "X" icon. The course attachment is removed.