

To download CTR's from Hofstra Portal

1. Log into my.hofstra.edu
2. Click on Faculty Services
3. Scroll down to Campus Services
4. Click on Course Teacher Ratings
5. Choose Term
6. Choose Faculty from pulldown menu
7. Select faculty name
8. Choose CRN/course name

ON A PC:

9. CTRL – P or Print
10. Under destination – change – save as PDF
11. Save – chose file name and destination

ON A MAC:

1. Choose File -> Export as PDF
2. Save - chose file name and destination

Repeat steps 8 – 11 for each CTR in that term

Repeat steps 5 – 11 for each additional term

To upload CTR's to Blackboard

1. Log into my.hofstra.edu
2. Under "My Apps" waffle, click on Blackboard icon
3. Go to your site
4. Click on CTRs and CTR Summary
5. Under Build Content dropdown select Create – Item or File
6. Name your file
7. Scroll down to Attach Files
8. Choose Browse My Computer or drag and drop file
9. Click Submit

Repeat steps 5-9 for each CTR