

To download CTRs 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:

9. Choose File -> Export as PDF
10. Save to desktop

Repeat steps 8 – 11 for each CTR in that term.

Repeat steps 5 – 11 for each additional term

To upload CTRs to Canvas

1. Log into my.hofstra.edu
2. Under waffle click on Canvas icon
3. Go to your site
4. Click on Submit Your Documents
5. Go to CTRs and CTR Summary and click on the + sign
6. In the Add dropdown, select File, then click on the Choose Files box
7. Navigate to where you have the files stored and select it
8. Once selected, click on Add Item, the file will then appear as it was named when downloaded from the portal.

Repeat steps 5 - 8 for each CTR