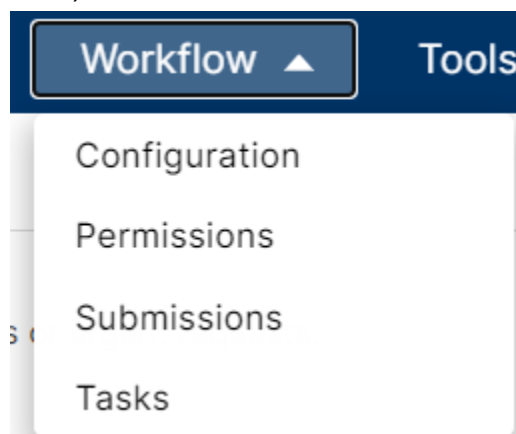


## Downloading your 2020 Evaluation

- 1) Once you have come to the Digital Measures home page, select **Workflow** on the top navigation bar



- 2) Under Workflow, Select **Tasks**

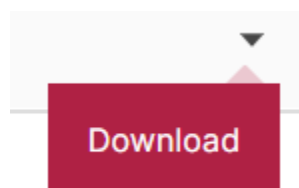


- 3) Once in the History page, see **Annual Evaluation Faculty 20xx**

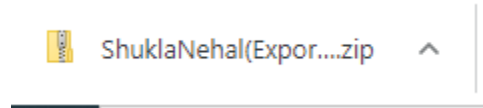
### ▼ History

|                                   |                              |      |
|-----------------------------------|------------------------------|------|
| Annual Evaluation<br>Faculty 2020 | Faculty Annual<br>Evaluation | Open |
|-----------------------------------|------------------------------|------|

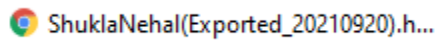
- 4) On the right side, there will be a small down arrow, where you can select **Download**



5) Once the file has been downloaded, open the zip file



6) You will see multiple files but the **.html** is your actual evaluation



7) Once the file opens in a web page, press **CTRL + P**, on your keyboard to open the Print Window. Change the **Destination** option to **Save as PDF**. You now have a PDF of your evaluation

