Instructions for Entering 2022 Faculty Review Ratings in Ignite

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There are two main ways to enter faculty review ratings in Ignite.

1. Enter review scores for each faculty members individually. This method is similar to last year’s with some small improvements. These instructions start on page 2.
2. Enter all your faculty members’ review scores on a single screen using the brand-new All-in-One Evaluations feature. This method is quicker and allows you to see everyone’s ratings at the same time. These instructions start on page 4.

Note: In the examples below, all the screenshots are taken from a test environment, so the Chair’s name is Testuser_Baylor_s37 and the faculty members are Testuser_Baylor_s40 and Testuser_Baylor_s41. The test site is a different color and may have other small differences from the regular site, but the functionality is the same.

Logging Into Ignite

1. Log in to Ignite at: https://www.baylor.edu/ignite/

2. On the landing page, select the My Team tab and then the Career and Performance tile.
1. Entering Ratings Individually

1. After logging in and going to the My Team Career and Performance tile, you will be on the Goals and Performance Overview page. Select the Evaluate Performance tab on the left side of the screen.

2. On the Performance Documents screen you will see the faculty members to be evaluated. Click on 2022 Annual Faculty Performance Review above the faculty member’s name to open their review.

**NOTE:** The first faculty member has all their review information listed. Those listed after the first faculty member will default to have some of their review information hidden. If desired, click on the down arrow to the lower right of their name to see the hidden information.
3. Click **Edit** to open the review to enter the rating.

4. Select the appropriate rating from the **Final Rating** dropdown menu and then click **Save**.

5. Select **Submit** to complete the process.
2. Entering Ratings Using the All-in-One Evaluations Feature

1. After logging in and going to the My Team Career and Performance tile, you will be on the Goals and Performance Overview page. Click on All-in-One Evaluations in the upper right.

2. Select the 2022 Annual Faculty Performance Review from the Performance Document dropdown.
3. You will see all faculty members needing to have their ratings entered. **Triple click** on the blank box under **Summary Manager Performance** to show the rating dropdown menu.

4. Select the appropriate rating from the dropdown.
5. Repeat for each faculty member. When you are finished, click **Submit** in the upper right.

6. After submitting, you will see this warning. Select **Continue**.
NOTE: At this point you are finished, and no further action should be needed. You will be returned to the main Evaluate Performance screen. It will look blank because the Document Status filter at the bottom left defaults to In Progress. If you change it to Completed, you will see everyone with a completed review.
Now you can see each faculty member rated and their rating.

Similarly, if you navigate back into the **All-in-One Evaluations** page, it defaults to **Available to Evaluate** so you will not be able to see those you have completed until you select the **Completed** or **All Statuses** tab.
Selecting **All Statuses** shows each faculty member, their review status, and the entered rating.