

### Step 1 – Log into PantherSoft to access Form

- Log into your Campus Solutions at: <https://psprod.fiu.edu/psp/students/?cmd=login&languageCd=ENG&> and click on **Worklist** tile. Once there, on the top left side, please click on the blue link titled Detail, it will then change to a Summary and will show a list of your annual evaluations links for review

Note: The Annual Doctoral Evals and View Doctoral Evals tiles are used for **viewing purposes only**.

### Step 2 – Review student’s record and comments in sections 1 and 2

### Step 3 – Enter comments and ratings in sections 3 and 4

- *If rating student below “Meets Expectations”, a Student Performance Improvement Plan must be completed in section 6*

### Step 4 – Approve form or Send Back to Student for revision in Section 7

***Attention GPDs: For students with no dissertation committees on file, you may delegate the completion of the form to the assigned advisor by clicking on the DELEGATE button. To do so, you must click on the Delegation section and enter the Panther ID of the individual assigned to complete the evaluation of the student.***