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In eFilePlus, teaching load and associated evaluations can be imported, making it very easy to include many terms of teaching all at once. Teaching and evaluations can be imported into an eFile by either the candidate or the File Preparer.

Login to the eFilePlus system by navigating to https://efileplus.ucr.edu.

1. Open your eFile and navigate to the Teaching Information and Student Support Activities section. Open the section and choose the "Teaching Records" tab to get started.

2. Click the import "cloud"  icon to choose Terms.



3. From the pop-up window, choose the terms for which you would like to import teaching and evaluations. Then click the Import button.

**Please note**: If you select a term for which the eFile already has teaching records, a warning will display to notify you of the potential for duplicate entries. You may still choose to import those records, but it may result in duplicate entries.
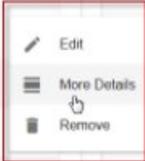
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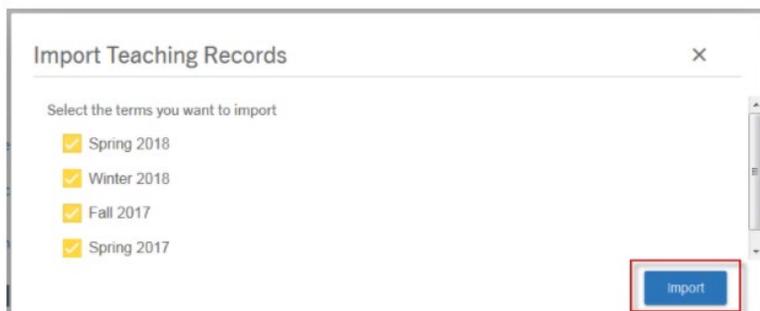
4. The new teaching records will now appear in the Teaching Records tab. To view the evaluations associated with a teaching record, click on "More Details" or "Edit" in the menu to the right of each entry.

**Please note**: Not all courses have evaluations. Missing courses may be manually added by the user. Teaching evaluations are imported from the iEval system.