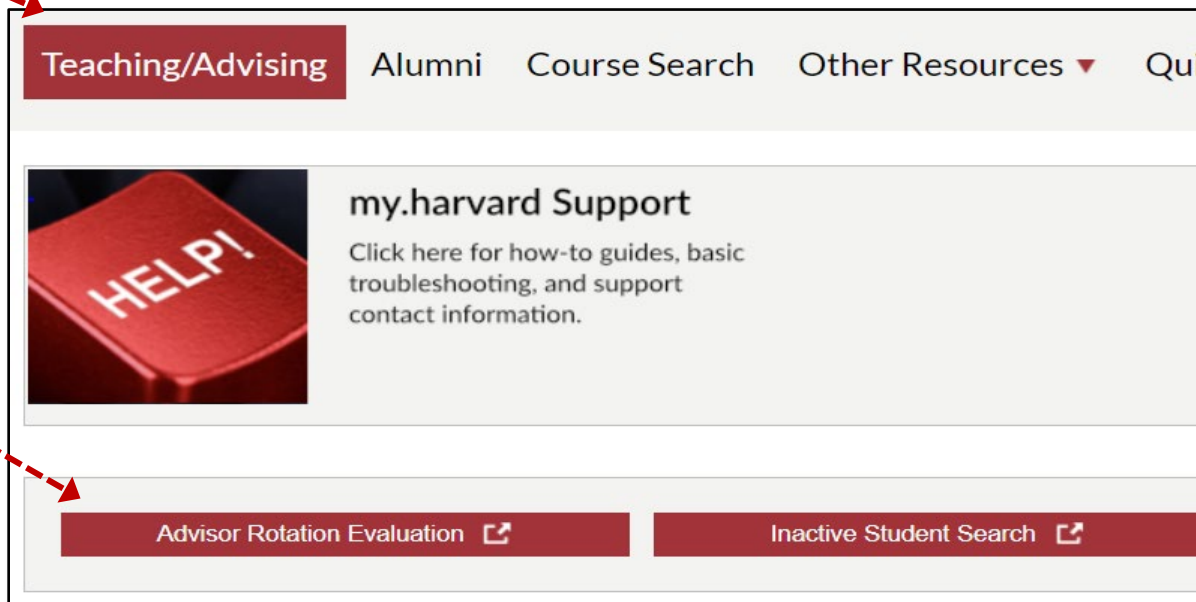
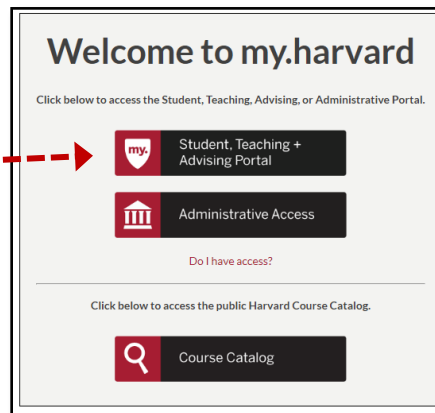




# HARVARD ACADEMIC FORM GUIDE

## Accessing an Academic Form

Academic forms are available in the [My.Harvard Portal](#), in the **Teaching/Advising** page.



## Lab Rotation Evaluation Form

1. First, select the student in your lab that you will be evaluating
2. Then click next to proceed
3. Fill out all of the fields of the evaluation  
**\*\*Please Note:** Sometimes, if navigating too quickly from field to field, an answer will disappear. Make sure each answer field is saved before adding the next field\*\*
4. Finally, click Submit at the bottom of the page when finished