

August 1, 2014

To: All Faculty

From: Sutee Sujitparapitaya
Associate Vice President for Institutional Effectiveness & Analytics (IEA)

Subject: Instructions to view your Spring 2014 Teaching Evaluation (SOTE/SOLATE) Reports

For the first time, the online teaching evaluation (SOTE/SOLATE) reports are scheduled to be available online for all faculty, starting Friday, August 1, 2014.

The instructions to access your online teaching evaluation reports are the following:

1. Sign on to your MySJSU account (at <https://cmsshr.cms.sjsu.edu/psp/HSJPRD/?cmd=login>)
2. On the left handed menu, select **Student Evaluations** option
3. In the Term box, enter 2142 (note: 2142 = Spring 2014)

This feature allows you to access your reports in two different ways:

- a. To view a particular course, click on **Get Report** button
- b. To view all your reports, click on **Get All Instructor Reports** button

For the best results, please use either Mozilla Firefox or Internet Explorer with browser pop-ups enabled. For more information about the browser set-up, please visit:
http://www.iea.sjsu.edu/Others/terms/TE_BrowserStep.pdf.

If you have any questions about this reporting feature or other teaching evaluation related items, please contact Stuart.Ho@sjsu.edu.