

SJSU Faculty Quick Guide

Accessing SOTE Reports on MyCoursesEval

Starting with spring 2017, teaching evaluation reports are available for selected courses on MyCoursesEval. Follow these steps to access your reports.

1

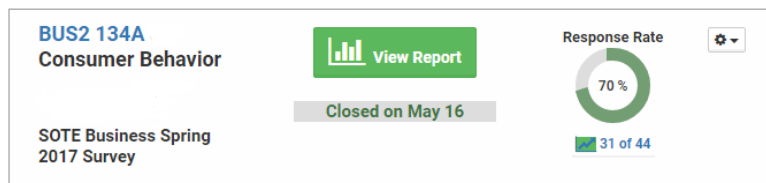
Go to SJSU's MyCoursesEval site. Use the link you received in your e-mail, or in Canvas, click on the Courses left navigation panel and go to the **SOTE/SOLATE** tab.

2

Log in if prompted. The site uses SJSU's single sign-on, so if you recently logged into university e-mail or Canvas you may not need to sign in again.

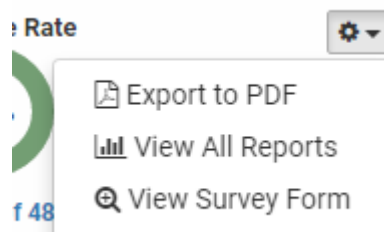
3

You should see your available courses on the initial landing page. You can click the green **View Report** link for a quick online view.



4

To download a PDF copy, use the settings menu (click the "gear" icon) and choose **Export to PDF**.



5

There's more ... Under the top Reports menu, choose **Evaluation Reports** to customize the report and run multiple classes at once. Choose **Individual SOTE Report** under Settings to get the official version of the report.