

SOTE/SOLATE Online Class Selection Process

User's Guide

(Updated: April 26, 2007)

Please direct any questions or comments regarding the Student Opinion of Teaching Effectiveness (SOTE/SOLATE) program to Stuart Ho (email: Stuart.Ho@sjsu.edu or phone ext. 4-1521).

Overview

For a period of approximately 4 weeks, beginning about the third week of each semester, academic departments are given online access to the current listing of classes being taught by their department. During this time, departments initiate their own internal method for identifying which instructors will need to have classes evaluated and in turn select those classes using this online process.

Logon

Instructions to select courses for SOTEs and SOLATEs:

1. Go to www.sjsu.edu
2. Click on "MySJSU" (at the top of the screen)
3. Click on "Log in to MySJSU"
4. Type in your User ID and Password
5. Click on "SJSU Campus Solutions" hyperlink
6. Click on "Campus Community" hyperlink
7. Click on "SOTE Selection Screens" hyperlink
8. Type in your 4-digit Dept. Code
9. Click on the "SOTE Selection" Tab
10. On the far right, click on "Selected Flag" box for the courses that you would evaluate as "Official" courses (the results go into the instructor's PAF - personnel file).
11. Click on the "Save" button at the bottom of the screen

Logoff

Click on "Sign out" hyperlink (at the top right hand corner of the screen)

Department Abbreviations Used in Course Selection Screens

| Acceptable Entries | Department |
|--------------------|---------------------------|
| AE | AEROSPACE ENGINEERING |
| AFAM | AFRO-AMERICAN STUDIES |
| ANTH | ANTHROPOLOGY |
| APSC | APPLIED SCIENCES |
| ART | ART |
| AS | AEROSPACE STUDIES |
| AVIA | AVIATION |
| BIOL | BIOLOGICAL SCIENCES |
| BUS | BUSINESS GRADUATE PROGRAM |
| BUS1 | ACCOUNTING & FINANCE |
| BUS2 | MARKETING |
| BUS3 | ORGANIZATION & MANAGEMENT |
| BUS4 | MIS |
| CA | CREATIVE ARTS |
| CE | CIVIL ENGINEERING |

| Acceptable Entries | Department |
|---------------------------|------------------------------------|
| CHAD | CHILD AND ADOLESCENT DEVELOPMENT |
| CHE | CHEMICAL ENGINEERING |
| CHEM, NUCS | CHEMISTRY |
| CMPE | COMPUTER ENGINEERING |
| COMM | COMMUNICATION STUDIES |
| ECON | ECONOMICS |
| EDAD | EDUCATIONAL ADMINISTRATION |
| EDCO | COUNSELOR EDUCATION |
| EDIT | INSTRUCTIONAL TECHNOLOGY |
| EDSC | SECONDARY EDUCATION |
| EDSE | SPECIAL EDUCATION |
| EDSP, EDAU | COMMUNICATIVE DISORDERS & SCIENCES |
| EDTE, EDEL | ELEMENTARY EDUCATION |
| EE | ELECTRICAL ENGINEERING |
| ENGL | ENGLISH |
| ENGR | GENERAL ENGINEERING |
| ENVS | ENVIRONMENTAL STUDIES |
| FORL | FOREIGN LANGUAGES |
| GEOG | GEOGRAPHY |
| GEOL | GEOLOGY |
| HIST | HISTORY |
| HPRF | HEALTH PROFESSIONS |
| HS, GERO | HEALTH SCIENCE |
| HUM, AMS | HUMANITIES |
| ISE | INDUSTRIAL & SYSTEMS ENGINEERING |
| JOUR | JOURNALISM & MASS COMMUNICATION |
| JS | JUSTICE STUDIES |
| KIN | KINESIOLOGY |
| LIBR | LIBRARY AND INFORMATION SCIENCE |
| LLD | LINGUISTICS & LANGUAGE DEVELOPMENT |
| MAS | MEXICAN-AMERICAN STUDIES |
| MATE | MATERIALS ENGINEERING |
| MATH | MATHEMATICS & COMPUTER SCIENCE |
| ME | MECHANICAL ENGINEERING |
| METR | METEOROLOGY |
| MILS | MILITARY SCIENCE |
| MLML | MOSS LANDING MARINE LAB |
| MUSC | MUSIC |
| NUFS | NUTRITION & FOOD SCIENCE |
| NURS | NURSING |
| OCTH | OCCUPATIONAL THERAPY |
| PHIL | PHILOSOPHY |
| PHYS, ASTR | PHYSICS |
| POLS | POLITICAL SCIENCE |
| PSYC | PSYCHOLOGY |
| RECL | RECREATION & LEISURE STUDIES |
| RELS | RELIGIOUS STUDIES |
| SCWK | SOCIAL WORK |
| SOCI | SOCIOLOGY |
| SOCS | SOCIAL SCIENCE PROGRAM |
| TA | THEATRE ARTS |
| TECH | INDUSTRIAL TECHNOLOGY |
| URBP | URBAN & REGIONAL PLANNING |