

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