

SJSU Faculty MyCourseEval Guide

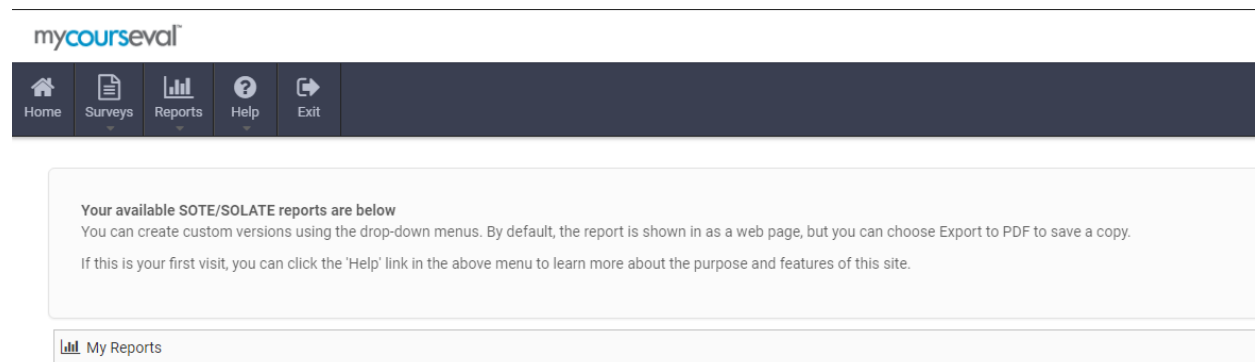
As of Fall 2017, teaching evaluations are available for all courses on MyCourseEval. Please review the information below to learn more about MyCourseEval access, home page, and reporting.

Accessing MyCourseEval

There are two methods available to access MyCourseEval:

- **Option A:** Click on the link you received in your e-mail. If prompted, log-on to your MySJSU One account.
- **Option B:** In Canvas, click on *Courses* in the left navigation panel and go to the SOTE/SOLATE tab.

Welcome to Your Home Page!



The screenshot shows the MyCourseEval home page. At the top left is the 'mycourseeval' logo. Below it is a dark navigation bar with five icons: Home (house), Surveys (document), Reports (bar chart), Help (question mark), and Exit (door). Below the navigation bar is a white box with the following text: 'Your available SOTE/SOLATE reports are below. You can create custom versions using the drop-down menus. By default, the report is shown in as a web page, but you can choose Export to PDF to save a copy. If this is your first visit, you can click the 'Help' link in the above menu to learn more about the purpose and features of this site.' Below this box is a section titled 'My Reports' with a bar chart icon.

Under *My Reports*, you will see a list of your most recent course evaluations if you have courses that are currently or have recently been evaluated. For each course, you will be able to see the following information:

- Course number, section, and title
- The type of survey evaluation (SOTE or SOLATE)
- Access to View your standard SOTE/SOLATE report*
- Response rates and counts
- The number of days left before the evaluation period closes (note that this does not affect your access to reports)



Results Access is currently set to no availability

Response Rate




11 of 60

Closes in 13 days

* Reports will be made available a few weeks after the closing of the survey. You will receive an e-mail notification.

If you do not have any courses currently or recently evaluated, you will see a message notifying you that there are no recent reports available. When applicable, there will be a link providing you with access to older reports.

 My Reports

There are no recent reports available to you.

Click [here](#) to view past reports.

SOTE/SOLATE Reports

Information coming soon!