SJSU Faculty Guide for SOTE/SOLATE

Updated April 14, 2022

Since 2017, teaching evaluations are available on SJSU's MyCoursEval system. . (Lucas College of Business courses are in MyCoursEval from spring 2017 regular session onward.) Use this guide to learn more about using the system

Earlier reports are available on request. Often the department office has a copy or IEA is able to provide them within a few days of your request.

1. Accessing MyCoursEval

Click on the link you received in your e-mail. If prompted, log-on to your MySJSU account. If you have recently logged into another campus system, such as Canvas or Peoplesoft, you may be taken directly into MyCoursEval without needing to log in. You can also access the system from the SOTE/SOLATE tile on one.sjsu.edu (add it to your favorites for quick access).

2. Navigating the landing page

As a faculty member, you will see a landing page that shows recent class reports under the *My Reports* section. Depending on the time of year, there may not be any reports designated as "recent," but you may still have earlier reports available on the system. See below for details on how to access all reports.
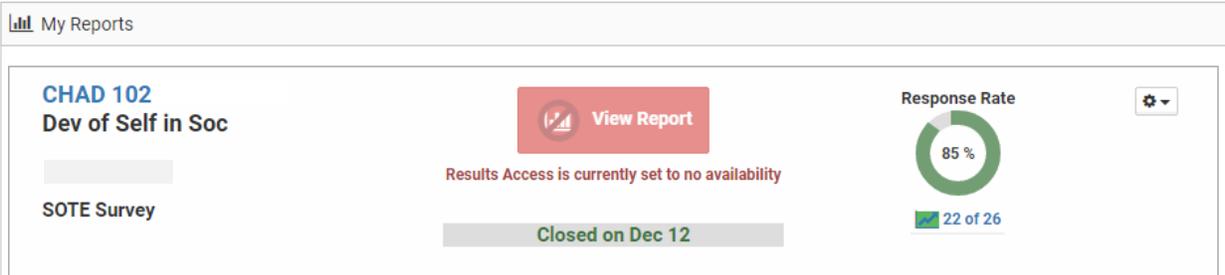
If a recent report is not yet available, a red icon will appear indicating that the report cannot be viewed yet. Reports are typically released several weeks after the end of the semester. However, the class response rate and number of responses are available to be viewed even before the report is released. This information is available for monitoring as soon as the surveys open. A copy of the survey instrument used is also available from the settings menu using the "gear" icon on the right side of the course panel.

Once the report is released, the icon will turn green and you will be able to click through and view a default report.

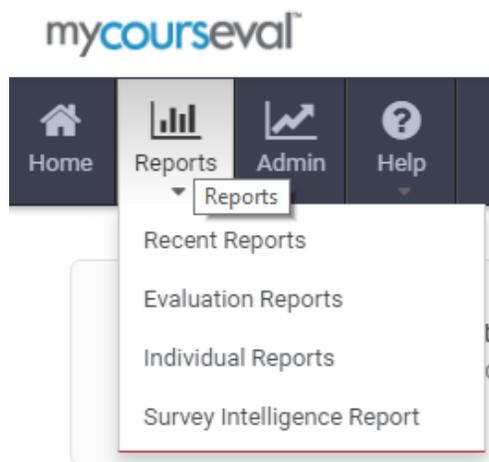| BUS1 170 Fund of Finance	**View Report**	Response Rate
	Closed on Dec 12	88 %
SOTE Survey		45 of 51

Note that the default report will not have all the standard elements of the official SJSU report. See below for details on obtaining an official copy of the report.

3. Obtaining an official SOTE/SOLATE report

The official SOTE/SOLATE report includes special elements that are not available in other forms of reports on MyCoursEval. In particular, it includes class final GPAs and reference tables showing the college-wide summary statistics by each item on the surveys.

To access the official reports, go to the **Reports** menu in the top navigation bar and choose **Evaluation Reports**.

mycourseval™

Home   Reports   Admin   Help

Reports

Recent Reports

Evaluation Reports

Individual Reports

Survey Intelligence Report

On this page, the top panel contains a series of search criteria including the semester and whether you want SOTE or SOLATE results. Use these to filter the list of available courses in the lower part of the screen.

Type	Year	Period	Status	Survey	Department
Standard	2017	Show All	Show All	Show All	Show All

Search

Survey Name	Starts with		

Below is a brief description of each option. Note that the menus will only show options that are currently available.

- **Type** is currently "Standard" for all SJSU reports.
- **Year** is the calendar year in which the survey was taken, e.g. 2017 for fall 2017.
- **Period** is the PeopleSoft term code, e.g. 2174 for fall 2017 or 2182 for spring 2018.
- **Status** is whether or not the survey is currently open or closed for responses. Currently at SJSU we do not allow reporting on open surveys.
- **Survey** is the name of the survey that was run, e.g., "SOTE Fall 2018"
- **Department** is the home department of the faculty or courses that you have rights to view.
- **Search** is a flexible tool for finding courses based on catalog number or description. For example, you could choose "Course Number" as the search field, enter "HUM 10" in the text box, and get back all the courses matching that name pattern. Use the blue arrow icon to execute the search and the blue "x" icon to clear the current search.

On any of the drop-down menus in the search criteria panel, you can choose the "Show All" option at the bottom of the list to see all possible values at once.

Next, on the **View** menu, choose "Comparative" and on the **Settings** menu select "Official SOTE/SOLATE Report" (if it's not already selected).

This option adds all the standard SJSU elements to the report.

Reporting tip

You must choose the "Comparative" view and the "Official SOTE/SOLATE" setting in order to see all the expected elements of the full SOTE/SOLATE report. If you run a report with different settings, you will not get everything!

Next, check the **Include** box next to one or more course sections for which you would like to see the report. By default, the first course on the list is checked. You can select as many as you like or mark the checkbox in the gray header bar under the word "Include" to select all courses meeting your search criteria.

Course Number - Section ID	Survey Name	Period	Status	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include
BUS 202 01	SOTE Business Spring 2017	2172	Closed	Jun 8, 2017	Managing Glob Econ		160-BUSGR	28	41	68%	☑
BUS 202 02	SOTE Business Spring 2017	2172	Closed	Jun 8, 2017	Managing Glob Econ		160-BUSGR	16	40	40%	☐

Finally, after you have selected all the courses you wish to view, click the View button to see the results in your browser or the PDF button to generate a PDF version of the report. The PDF version will contain all the selected courses in one document.

Options View PDF Print

4. Working with open-ended comments

The comments section of the official SOTE/SOLATE reports in MyCoursEval includes an interactive feature. Click the blue magnifying glass icon on the right side of an open-ended response to see all of a particular students answers grouped together to see a fuller picture of that student's experiences.
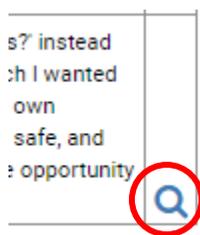
Note that this feature can only be used in the browser-based (HTML) version of the report and not in the PDF file version.

5. Using Survey Intelligence reports

For purposes that do not require the full official SOTE report contents, a number of flexible options are available on MyCoursEval. Below are several custom reports we have created that may be useful for understanding patterns of ratings.

- **Department Course Summary** provides a quick tabular view of the average ratings at the course level (all sections of the course combined). (Currently SOTE only)

- **Department Summary Report** provides a tabular view of average ratings for each course and section. (Currently SOTE only)

- **Overall Rating by Person** shows a simple table with the overall rating across all courses and sections taught. (Currently SOTE only)

- **SOTE Lecturers Summary** gives a tabular view of average ratings on SOTE questions for instructors identified as lecturers at the time the survey results were prepared. (Applies to lecturers only.)

- **SOLATE Lecturers Summary** has a tabular view of average ratings on SOLATE questions for instructors identified as lecturers at the time the survey results were prepared. (Applies to lecturers only.)

Each of these contains options for searching on subsets of courses and/or individuals as well as sorting the results in ascending or descending order.

To view these reports, select the **Survey Intelligence Report** option from the **Reports** menu in the top navigation bar.
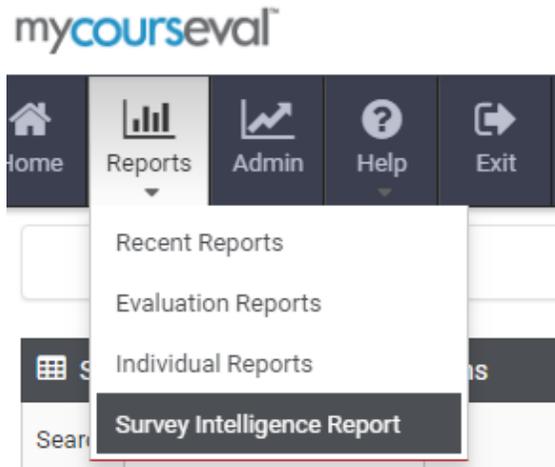
When selecting the report, there is an **Edit** option that allows you to further filter or customize the scope of the report from the baseline settings.
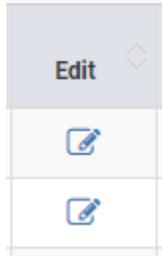
The resulting reports can be viewed in the browser (HTML), exported to PDF, or saved as a text data file (CSV).

8. Support and feedback

We welcome your feedback and questions to make the new SOTE/SOLATE system more useful. If you are having problems with reports or would like to make a suggestion, please contact us as follows:

> Institutional-Research@sjsu.edu
> (408) 924-3175
> Office of Institutional Effectiveness & Strategic Analytics
> SJSU Academic Affairs