

SJSU Department Administrator Guide for SOTE/SOLATE

Updated January 11, 2019

Since fall 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.

Looking for earlier reports? Department admins often have older reports on hand. If not, feel free to request a new copy from IEA.

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.

2. Navigating the landing page

As a department chair or designated administrative staff member, you will see a landing page that shows the department(s) and summary statistics for which reports are available to you.

Below are SOTE/SOLATE reports for administrators
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.

Administrator View by Department

Search: Show 10 entries

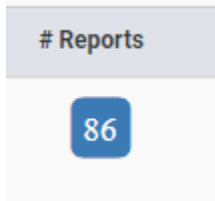
Department	# Reports	Response Rate
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Note that there are a few situations in which you may see results from multiple departments on this screen:

- Faculty based in your department taught a course in another department
- Faculty based in another department taught a course in your department
- You have administrative duties in multiple departments

Under *Administrator View by Department*, you will see a list of the department(s) for which you have been granted access. On this page you can

- View the **number of recent courses** under evaluation for each department
- See the **response rate** for each department
- **Drill down** to course-level information by clicking on the number of reports (click inside the blue box as shown below)



Note: Reports are made available after the closing of the survey and the data are reviewed. You will receive an e-mail notification when each semester's reports are released.

Navigation tip

The departments and courses available on the landing page are only your recent (typically the past semester) reports. You may have others available!

See the section below on using the **Reports** menu for more complete options.

3. Working with the recent course list

After you select a department from the landing page to view, a course list will appear with additional details.

Administrator Reports by Department						
Search: <input type="text"/>					Show <input type="text" value="10"/> entries	
Course Number	Course/Survey Name	Faculty	Deadline	Response Rate	Report	Preview
CMPE 138 02	Database Systems I SOTE		Closed on Dec 12, 2017 11:59 PM	82 % 23 of 28		
CMPE 226 01	Database Design SOTE		Closed on Dec 12, 2017 11:59 PM	89 % 33 of 37		
CMPE 282 01	Cloud Services SOTE		Closed on Dec 12, 2017 11:59 PM	100 % 12 of 12		

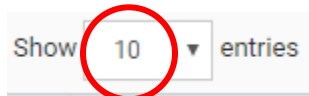
Showing 1 to 3 of 3 entries

Previous **1** Next

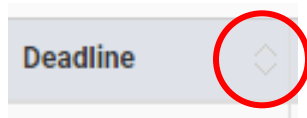
Under *Administrator Reports by Department*, you can do the following:

- View the **response rate** for the course
- Open the **report** (when reports become available)
- Preview the **survey items** as they were asked to the student
- Find **specific courses** by using the search box

If you have many courses to view, you can expand the size of the viewable courses by using the number of entries control:



In addition, each column in the course list can be used to re-sort the list by selecting the gray ascending and descending arrows at the right edge of the column heading.



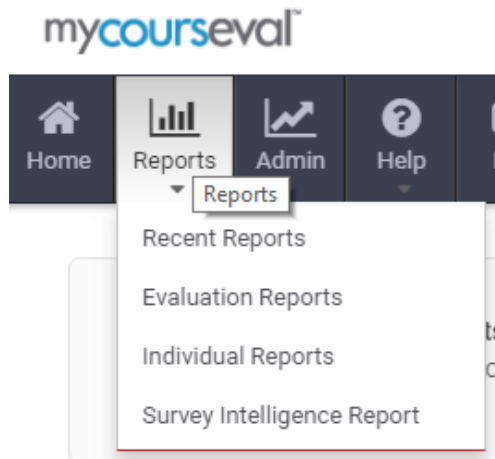
Navigation tip

The courses available from the landing page are only your recent (typically the past semester) reports. You may have others available!

See the section below on using the **Reports** menu for more complete options.

4. Working with the Reports menu

The initial landing page only shows you information for current or recently completed courses (typically within the past semester). Use the **Reports** menu in the top navigation bar to find a wider set of options, and when available, time periods.



The menu contains four options:

- **Recent Reports** are those released in the past 60 days. Depending on the time of year, you may have no new reports to see here.
- **Evaluation Reports** include the official SOTE/SOLATE reports with comparative details. This is the recommended option if you want all the standard information and comparisons.
- **Individual Reports** contain an abbreviated form of an individual's ratings without comparisons and added background information (less useful for most purposes).
- **Survey Intelligence Reports** are more flexible ad hoc reports that can summarize ratings across time and across courses to understand larger patterns and make new kinds of comparisons.

5. 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**. 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.

The image shows a search criteria panel with the following elements:

- Type**: Standard (dropdown)
- Year**: 2017 (dropdown)
- Period**: Show All (dropdown)
- Status**: Show All (dropdown)
- Survey**: Show All (dropdown)
- Department**: Show All (dropdown)
- Search**: Survey Name (dropdown), Starts with (dropdown), and a text input field with blue arrow and 'x' icons.

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 2017.”
- **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).

The image shows two dropdown menus:

- View**: Comparative (dropdown)
- Settings**: Official SOTE/SOLA (dropdown)

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.

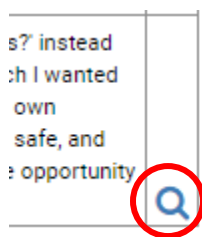
Course Number - Section ID	Survey Name	Period	Status	Close Date	Course Name	Responsible Faculty	Department	Resp. Rec'vd	Resp. Exp.	% Rec'vd	Include
BUS 202 01	SOTE Business Spring 2017	2172	Closed	Jun 8, 2017	Managing Glob Econ		160-BUSGR	28	41	68%	<input checked="" type="checkbox"/>
BUS 202 02	SOTE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

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.



6. Working with open-ended comments

The comments section of the official SOTE/SOLATE reports in MyCoursesEval 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 student's 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.

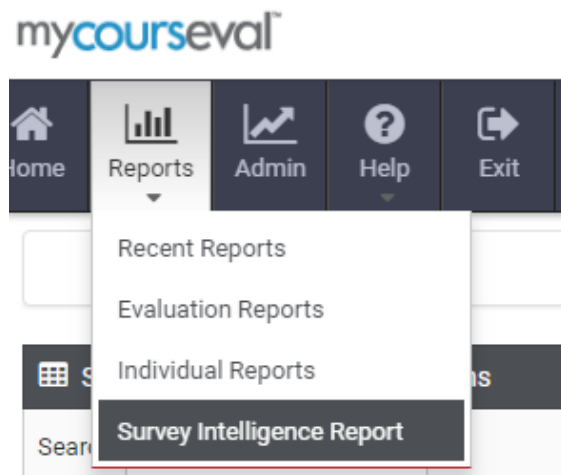
7. Using Survey Intelligence reports

For purposes that do not require the full official SOTE report contents, a number of flexible options are available on MyCourseEval. Below are several custom reports we have created that may be of interest to department chairs.

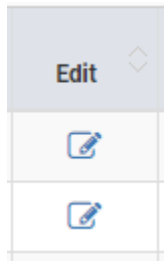
- **Department Course Summary** provides a quick tabular view of the average ratings at the course level (all sections and instructors combined). (Currently SOTE only)
- **Department Summary Report** provides a tabular view of average ratings for each instructor, course, and section. (Currently SOTE only)
- **Overall Rating by Person** shows a simple table with the overall rating question by person 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.
- **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.

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:

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Office of Institutional Effectiveness & Analytics
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