SJSU Faculty MyCoursEval Guide

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

Accessing MyCoursEval

There are two methods available to access MyCoursEval:

- **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!

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)
* 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.

**SOTE/SOLATE Reports**

Information coming soon!