

Faculty On-Line SPTE/ESPTTE survey requests

The location for requesting SPTE/ESPTTEs is in GUS. Select “Academic Administration.” Under “Course Management”, select “Request for Student Evaluation.” The site will be open during the designated period at the beginning of the fall and spring semesters.

For Faculty:	For Department Contact/Chair:
<p>Check any course(s) you want to have evaluated by marking SPTE, ESPTTE or on-line. Only on-line classes are available for on-line evaluations.</p>	<p>Select the faculty person from a drop down menu.</p>
<p>For any course(s) to be evaluated before the evaluation period (with your chair’s permission), indicate the date the evaluation needs to be in the department, not the date of your evaluation. Otherwise leave early delivery date blank.</p>	<p>Check any course(s) to be evaluated by marking SPTE, ESPTTE or on-line. Only on-line classes are available for on-line evaluations.</p>
<p>Add comments that your department contact/chair/APA need to be aware of (ex: “this class to be evaluated concurrently with 225-01.”) Otherwise leave comments blank. Don’t use this field to indicate what date(s) you want your course(s) to be evaluated.</p>	<p>For any course(s) to be evaluated before the evaluation period (with the chair’s permission), indicate the date the evaluation needs to be in the department, not the date of the evaluation. Otherwise leave early delivery date blank.</p>
<p>Click “Save” to submit your selections. Only then is a “Print” option available. Printing the screen without saving will not submit your selections.</p>	<p>Add comments that your department/APA need to be aware of (ex: “this class to be evaluated concurrently with 225-01”, “we need 20 extra ESPTTE forms.”) Otherwise leave comments blank. Don’t use this field to indicate what date(s) you are evaluating course(s). (see below)</p>
<p>Changes can be made throughout the designated request period only. If you make any changes after initially submitting your request, click “Save” before you close the page. This will override any previous submissions.</p>	<p>Click “Save” to submit your selections. Only then is a “Print” option available. Printing the screen without saving will not submit your selections.</p>
	<p>Changes can be made throughout the designated request period only. If you make any changes after initially submitting</p>

	your request, click “Save” before you close the page. This will override any previous submissions.
	At any time during the request period you can click “Current Term Survey Report” to see your faculty requests that have been submitted.
	At any time during the request period you can click “Excel Transmits” to create a spreadsheet of all your faculty requests. IT IS HIGHLY RECOMMENDED TO PRINT A COPY FOR YOUR RECORD AT THE END OF THE DESIGNATED REQUEST PERIOD. You can use this file however you choose.

After the closing of the designated request period, the system will be locked and the request database will be sent to WSU for making the SPTE evaluation packets. This designated request period will be the only time available to request evaluations for classes for the semester.

Please contact Kathy Benard in APA (x4132) if you need any assistance.