

How To Request Evaluation Surveys

The location for requesting evaluations 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.

If you are Faculty:	If you are a School Director/Department Chair/Contact Person:
After consultation with your department chair/director, check course(s) you want to have evaluated by marking the type of evaluation you are requesting (SPTE, ESPTE or online).	Select the faculty person you wish to view from the drop down menu.
For any course(s) to be evaluated before the evaluation period (with your chair’s/director’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.	After consultation with your faculty person, check course(s) you want to have evaluated by marking the type of evaluation you are requesting (SPTE, ESPTE or online).
Add comments that your department director/chair/contact/OIE 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.	For any course(s) to be evaluated before the evaluation period, indicate the date the evaluation needs to be in the department , not the date of the evaluation. Otherwise leave early delivery date blank.
Click “Save” before closing the page to submit your selections. An email will automatically be sent to the submitter which lists the courses selected. Only after clicking “Save” is a “Print” option available. Check the screen before closing and read the email for corrections.	Add comments that your department/school contact/OIE 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.
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	Click “Save” before closing the page to submit your selections. An email will automatically be sent to the submitter which lists the courses selected. Only after clicking “Save” is a “Print” option available.

override any previous submissions.	Check the screen before closing and read the email for corrections.
	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.
	At any time during the request period you can click “Current Term Survey Report” to see the 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 the Office of Institutional Effectiveness (x4132) if you need any assistance.