Online Student Evaluation Timeline

Before Week* 3
- In PeopleSoft, go to **Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Class Climate Dept Selection** and verify all course are listed with correct instructors.
- Notify Class Scheduling about changes and updates.
- Class Scheduling • 805-756-2461 • classschedule@calpoly.edu

End of Week* 3
- Verify the changes your department made with Class Scheduling were input correctly as of the census date.
- Submit any policy overrides/evaluation rules to Academic Personnel.
- **Rule example:** The department XXXX never evaluates their lab sections because the instructor's lecture sections are evaluated. We entered a rule in the system so that the lab courses come across unchecked initially. This saves the department time because they don't have to uncheck hundreds of courses each quarter, instead they only have to check lab courses that would qualify as exceptions to the rule (e.g. if the lab is taught by a different instructor than the lecture).

Wednesday Week* 4
- Term is unfrozen.
- Select (check and uncheck) courses to be evaluated using the **Class Climate Dept Selection** tool.
- Use BPG document named "Class Climate Dept Selection" for Fall, Winter and Spring. For Summer, please reference "Class Climate Dept Selection for Summer". For information and guidelines for selecting combined courses, use the "Types of Combined/Cross-listed Courses".

Wednesday Week* 5
- Deadline for selecting courses.

Thursday Week* 5
- Term is frozen.
- Once more, verify the correct classes are selected for evaluation.
- Call Academic Personnel with any concerns.

Dead Week
- Student evaluations open Sunday at 12:00am and close Friday at 11:59pm.

Wednesday After Grades are Submitted
- Reports are dispatched to the departments through OneDrive and it's time to give instructors access to their results.
- Use BPG document named "Giving OneDrive Access to Faculty" to give new instructors access to their Lastname,Firstname-Student_Eval_Archive Folder.
- Notify your faculty that their course evaluation reports are available on the OneDrive and send them instructions, the "How Faculty Access Course Evaluation Reports via OneDrive" document.

Periodic and RPT Reviews
- During reviews, copy the instructor folders from the DEPT-Student_Eval_Archive to the DEPT-Review folder on the OneDrive. Use the "Copying Evals to Another Folder for Review" instructions.

Week* = This assumes classes begins on Monday. If instruction does not begin Monday, please contact Academic Personnel for specific dates.

10/9/2017