

Online Student Evaluation Timeline

Before 20th
Day of
Instruction

- 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

Monday
Week 5*

- Verify the changes your department made with Class Scheduling were input correctly as of the census date.
- Submit any policy overrides/evaluation rules to courseevals@calpoly.edu
- **Rule example:** Department XXXX never evaluates their lab sections because the instructor's lecture sections are evaluated. AP enters a rule in the system so that the lab courses come across initially unchecked. This saves the department time because they don't have to uncheck hundreds of courses each quarter.

Wednesday
Week 5*

- 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".

Monday
Week 7*

- Deadline for selecting courses to be evaluated.

Tuesday
Week 7*

- Term is frozen.
- Once more, verify the correct classes are selected for evaluation.
- Email courseevals@calpoly.edu with any concerns.

Thursday
Week 7*

- Course evaluations for first 7.5 week session open on Thursday at 12:00am and close Sunday at 11:59pm

Dead Week

- Course evaluations for regular session and second 7.5-week session open Sunday at 12:00am and close Friday at 11:59pm.

Week After
Grades Are
Submitted

- Reports are dispatched to the departments through OneDrive.
- Use BPG "Giving OneDrive Access to Faculty" to give new instructors access to their course evaluation folder.
- Notify your faculty that their course evaluation reports are available on the OneDrive and send them instructions titled "How Faculty Access Course Evaluation Reports via OneDrive" document.

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