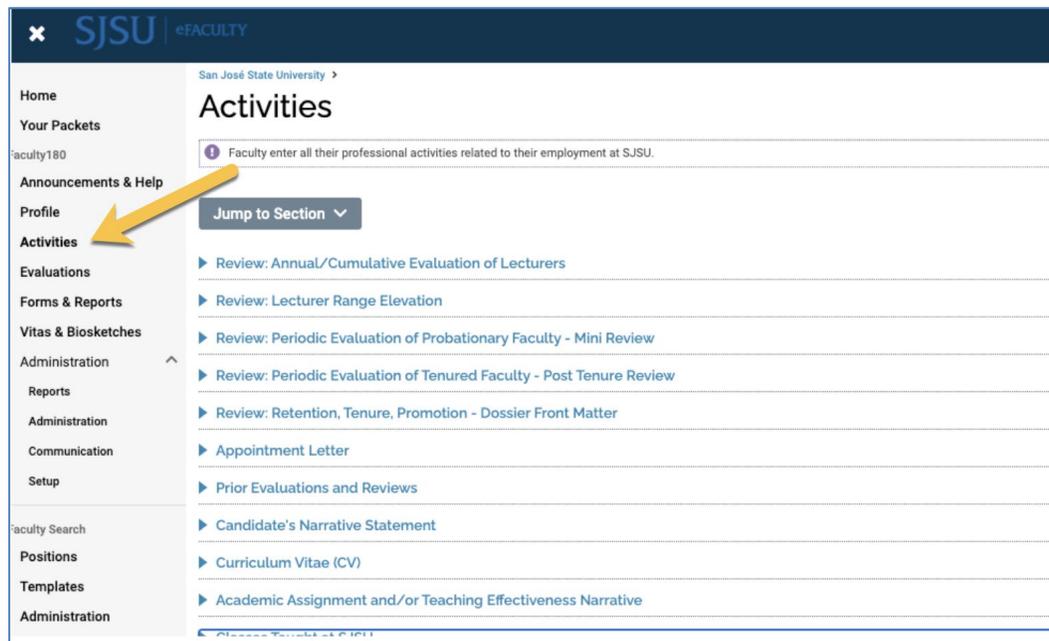


eFaculty QuickTip: Find, Add, Remove SOTE/SOLATES

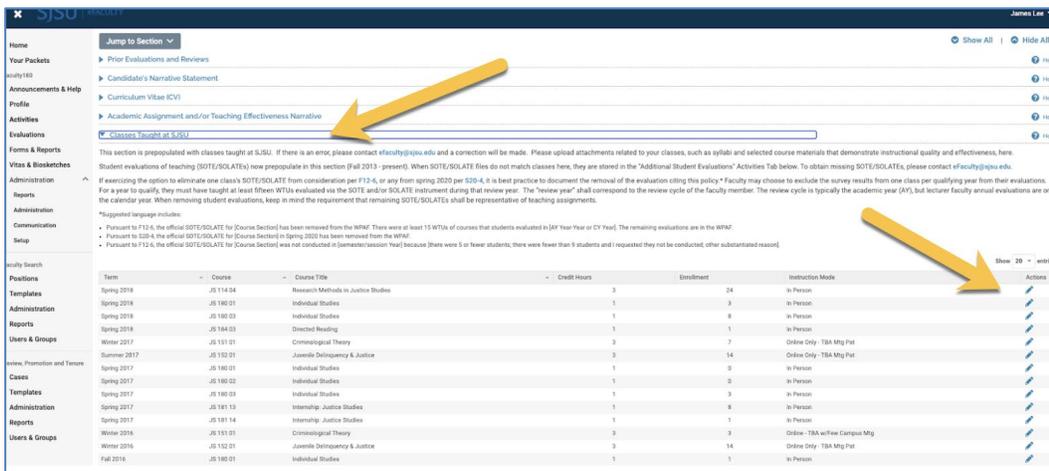
Go to the **Activities** area of eFaculty on the left bar under Faculty 180.



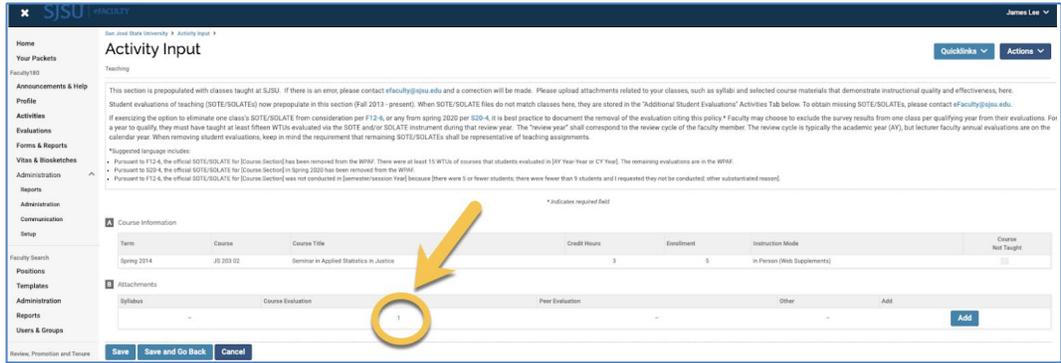
Go to **“Classes Taught at SJSU”**

Under the “classes taught” tab, there is a list of the classes you taught.

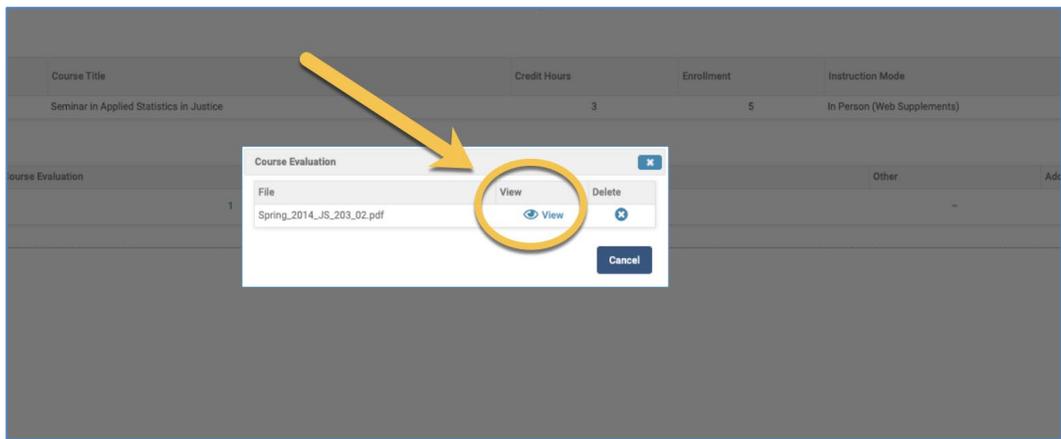
Click the pencil icon on the right side of the course row for those courses that had student evaluations.



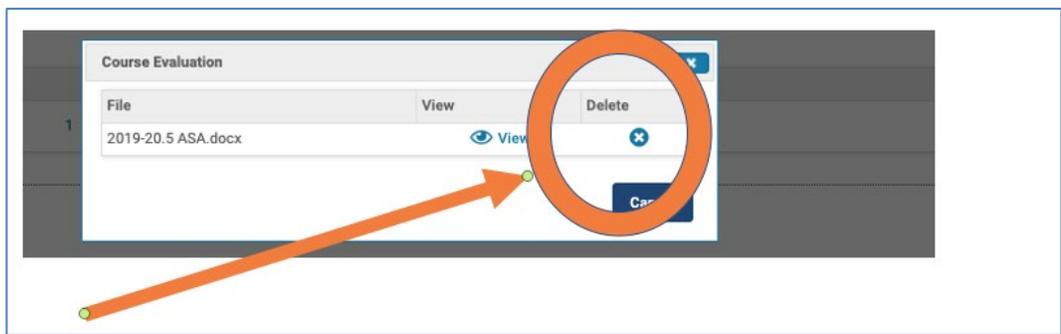
The SOTE or SOLATE file is underneath the hyperlinked number under header "Course Evaluation"



When you open the link, you will see a blue eyeball. Click the blue eyeball to open or download your SOTE/SOLATE file.

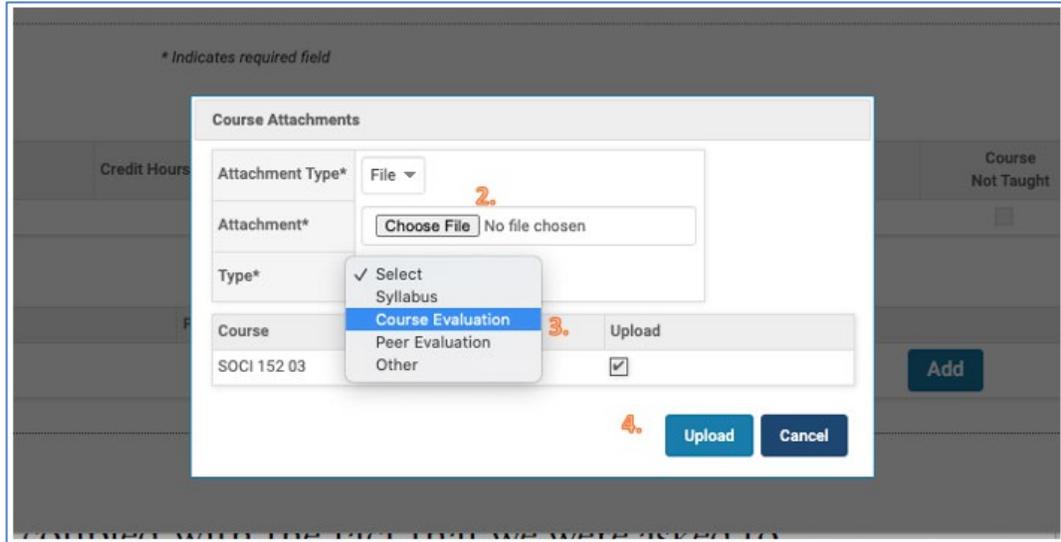


Or the "X circle" to delete a SOTE or SOLATE file.



To **add** a SOTE/SOLATE or memo explaining removal of a SOTE/SOLATE:

1. Click Add
2. Choose File
3. Select "Course Evaluation"
4. "Upload"



Note: Reviewers will not have so much trouble locating your SOTE/SOLATES. Reviewers see file names in the left bar, and the file opens in the PDF reader.

