



**SPOT**

Coordinator Training  
Fall 2021

# Discussion



**SPOT Explained**



**Nuts and Bolts**



**Additional Resources**

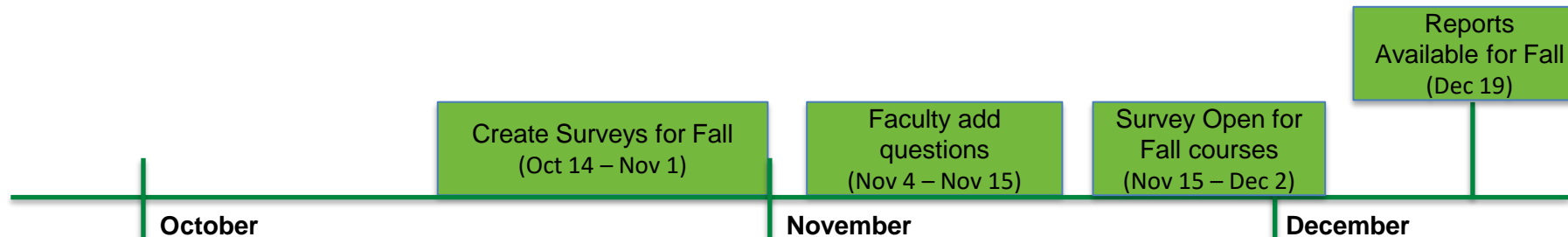
# Student Perceptions of Teaching (SPOT)

## What is SPOT?

- Student Evaluation System implemented in summer 2015.
- [IASystem](#) is the vendor out of University of Washington.
- All EIS data is imported into IASystem.
- All median and CEI scores, along with response rates will be reported in the [FIS system](#)

## Why is SPOT administered?

- Meets state requirement (HB 2504).
- University wide standard used for evaluation purposes.
- One tool for teaching effectiveness.
- Should be used to provide assessment measures for programs/courses.
- Tool for students' voices to be heard



# Creating Evaluations

All course schedules, class lists, and instructors are uploaded by SPOT administrators from EIS data.

- Query does not include special problems, thesis and dissertation courses (instruction types = 5, 8, and 9).
  - Query does not include courses with enrollment less than 3 (unless cross listed with another course).
  - Whatever data resides in EIS at the time of upload will be included (class refresh).
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- **SPOT will send email when upload is complete and evaluations can be created.**
  - **Any changes needed, notify SPOT (spot@unt.edu) and/or make needed changes prior to creating evaluation.**
  - **Create evaluations\* either 1) one instructor at a time 2) both instructors on the same evaluation or 3) create multiple evaluations one at a time.**
  - **Review the “View and Manage Evaluations tab”**

*\*will default to regular academic session and summer session (SUM)*

# Managing Instructors and Students

- **Use to check class roster\***
- **Add/Delete/Edit additional instructors**
- **View cross listed courses**
- **Add missing student(s)**
- **Assigned Instructor tool**

**\*note that the class roster is updated only when course refresh file is uploaded one time prior to survey opening**

# Nuts and Bolts

**Once the surveys are live they cannot be altered:**

- **Instructors**
- **Separate evaluations**
- **Custom forms**
- **Faculty added questions**
- **Combining courses**
- **Assigned Instructor feature**

# Reports

- **Response Rates can be pulled in IASystem, but also posted on website.**
- **Individual and Combined Course Reports**
- **High/Low Reports**
- **Ratings Summary**
- **Evaluation List**
- **Data files are available**
  - **Evaluation List**
  - **Response Rates**
  - **Evaluation/Items/Questionnaires**

# SPOT Website

- **User Guides**
- **Evaluation Forms/Examples of Survey Forms**
- **Calendars**
- **FAQs**
- **Email Notification Schedule/Content**
- **Adding SPOT to CANVAS**
- **Syllabus Addendum**



# FAQs



How will I know which form(s) to choose?

How do I customize an evaluation form for the department?

How do I add/delete/edit the instructor's name if it is incorrect for a course?

What should I do if a course is missing in my list of evaluations?

How do I cross list courses in the SPOT system? How do I get my OS section evaluated?

# FAQs



**How do I choose a paper evaluation?**

**What is the assigned instructor feature?**

**Where to I find the survey URL link for a course?**

**What is the difference between the faculty portal and the access I have?**

**How can I (faculty) preview the survey?**

**How can faculty see who has taken the evaluation (confirmation email/extra credit)?**

# Old Scores and Reports

- **Fall 2009 – Spring 2014 = SETE scores only**
  - **Fall 2014 and Spring 2015 = SETE reports**
  - **Summer 2015 – current = SPOT scores**
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- **For all scores prior to SPOT, contact [SPOT@unt.edu](mailto:SPOT@unt.edu) and include:**
    - **Faculty member name and euid if possible**
    - **Term**
    - **Specific Courses**



Questions?

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