1. You will receive an email notification letting you know an SPOT Evaluation Request has been completed and needs your approval.
2. Click the link in the email to “Approve or Comment and Reject”.
3. You will be asked to log into the system.
4. The following form will appear and provide the name of the instructor and the selected courses.
5. Review the selected courses.

1. Click “Approve” to complete this request, or you can add a note and click “Reject” and ask the instructor to revise their selections.
2. **To select your own courses for evaluation, click the “New” tab in the top right.**



By clicking the “List” tab you can see a list of all the faculty who have made selections in your department.