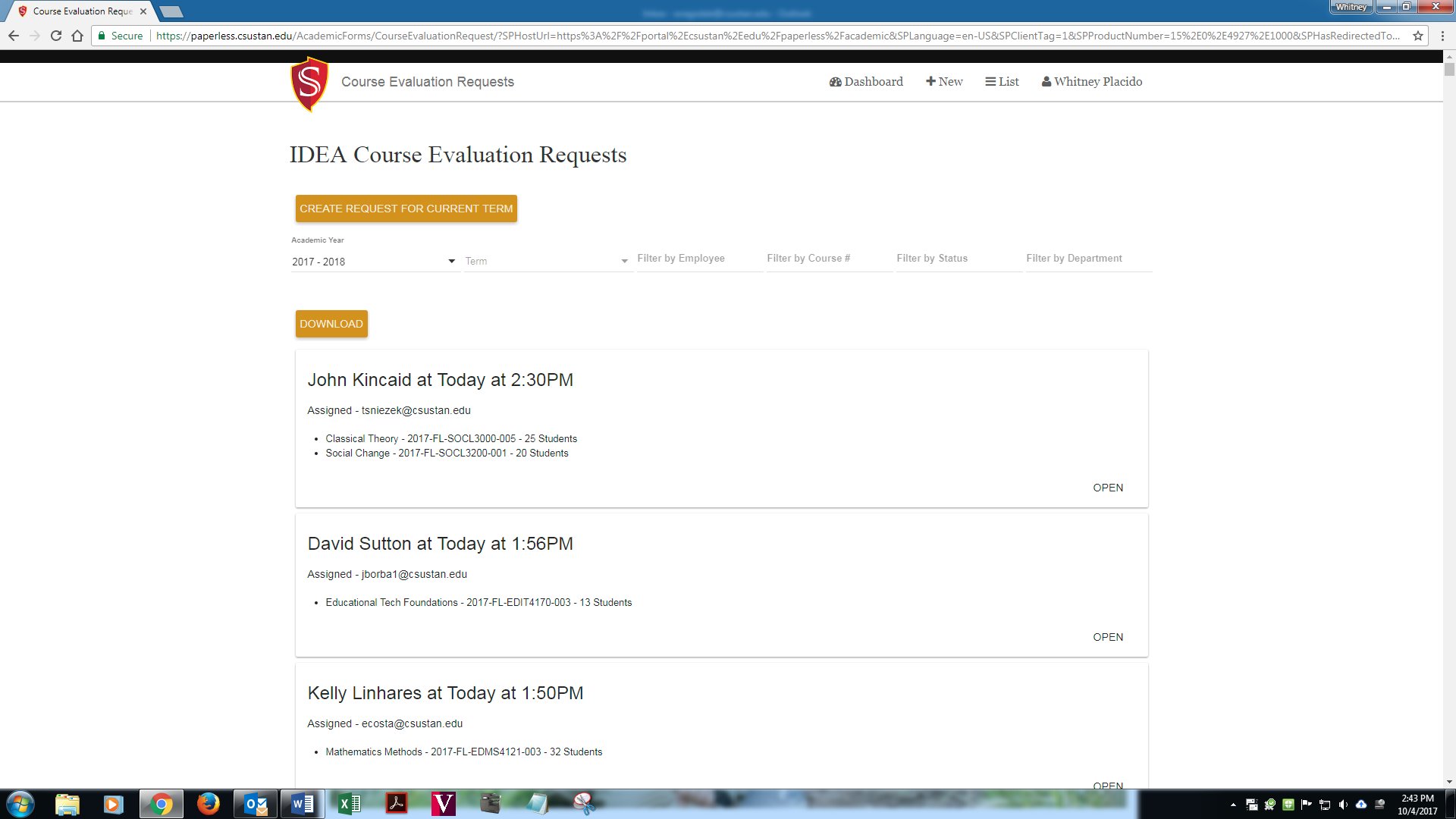
1. Launch the SPOT Evaluation Request Form, and then click the “New” button to create a new request.

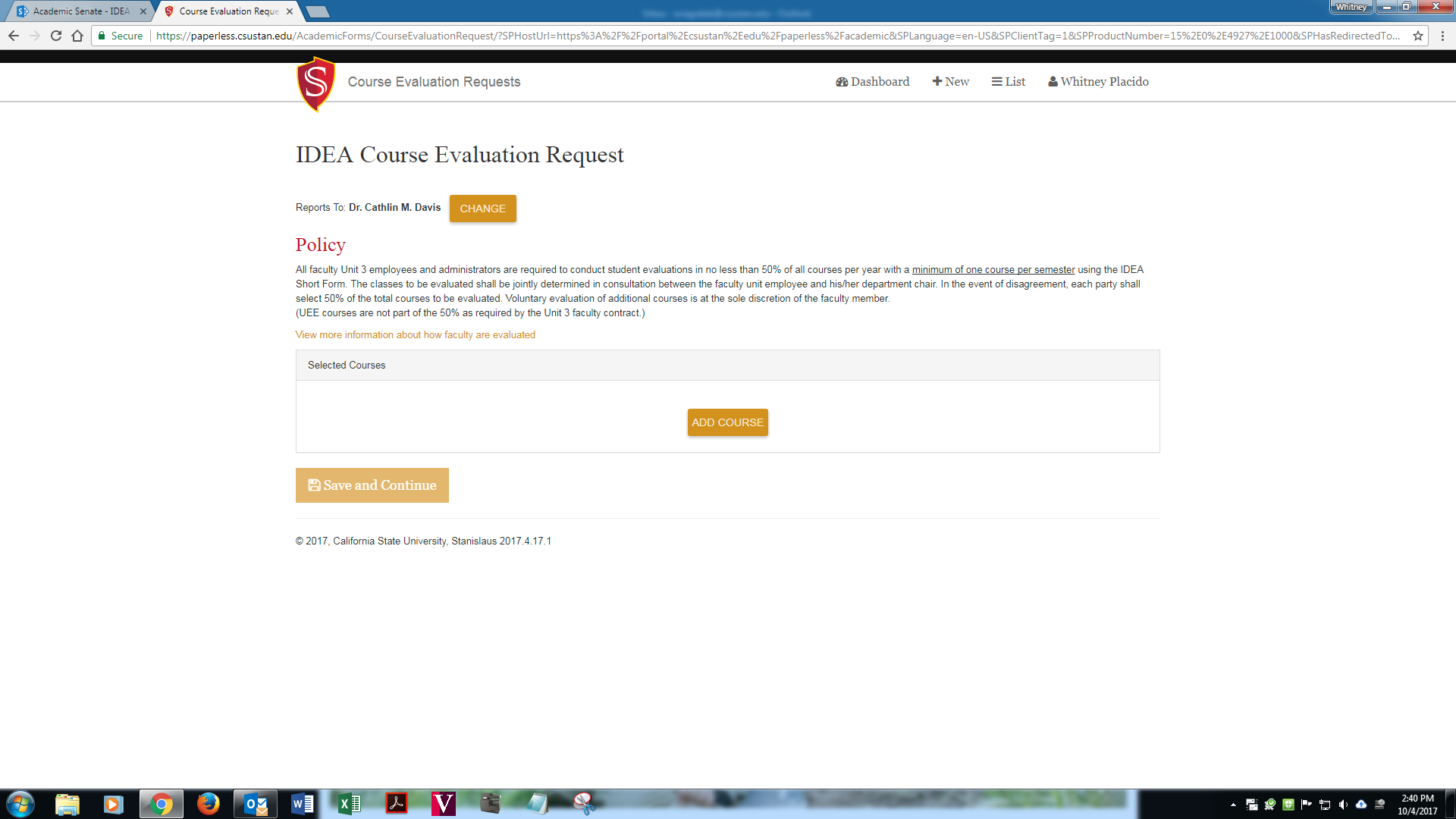


**SPOT Course Evaluation Request**

Click “Create Request For Current Term” to create a new SPOT Evaluation Request.

NOTE: Make sure AY is current.

1. Click the “Add Course” button to see available list of courses.

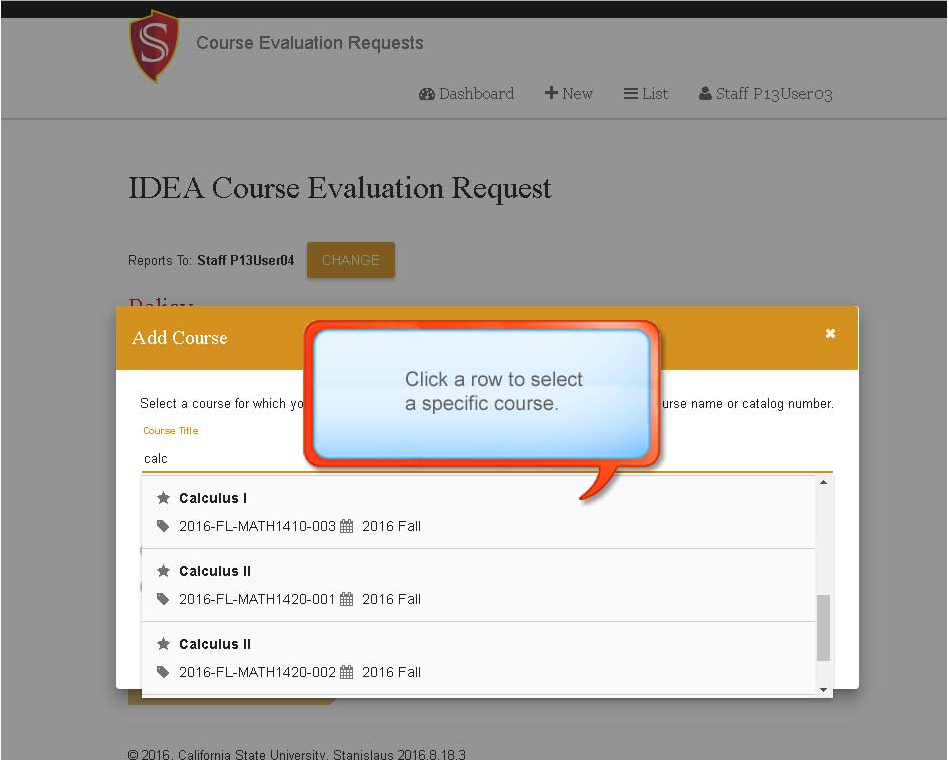


**SPOT Course Evaluations**

Click “Add Course” button to select available courses.

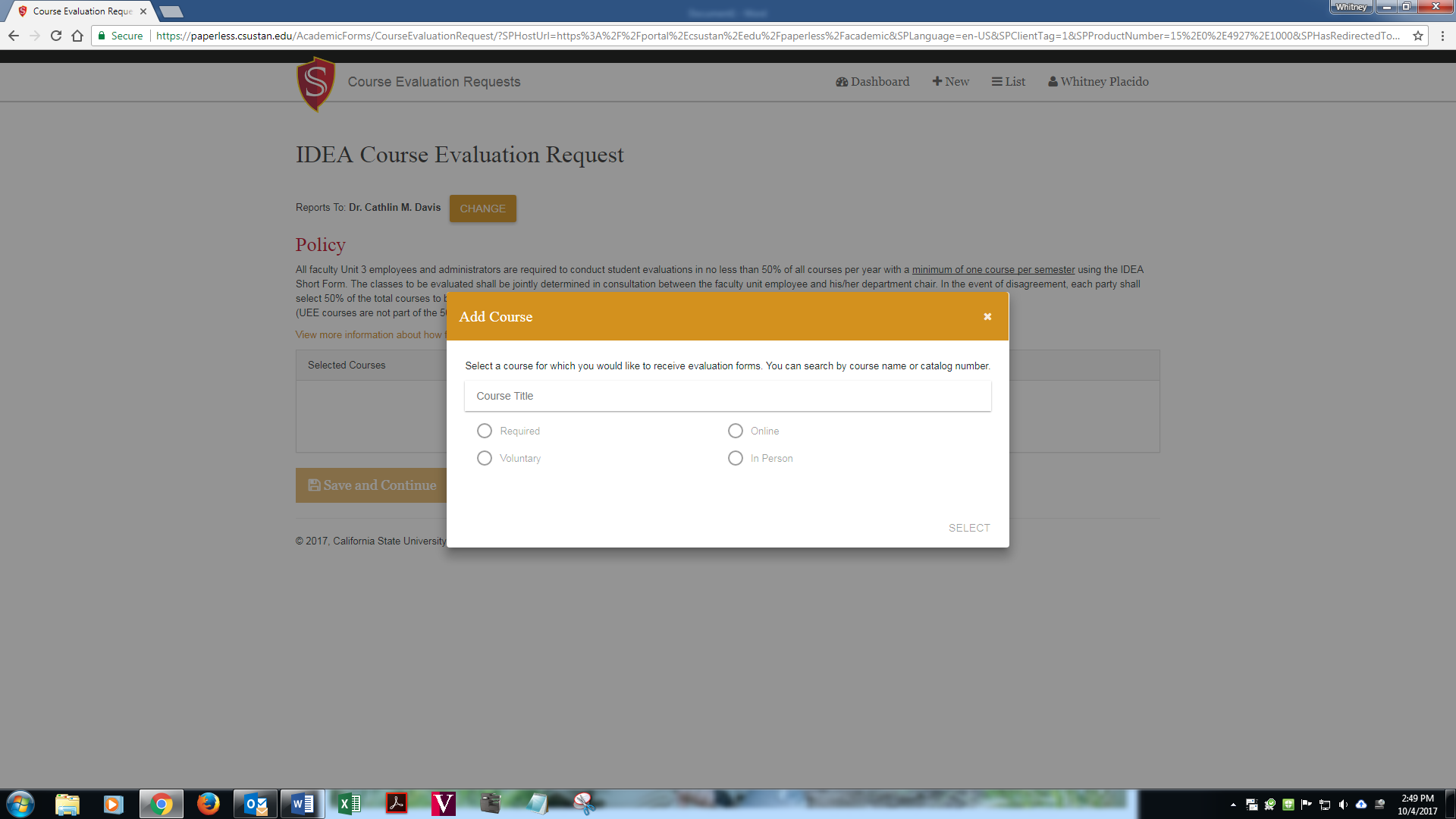
Click “Change” to select a different supervisor.

1. Click a row to select a specific course.



**SPOT Course Evaluation Request**

1. Choose how you would like the course evaluated (online, in person) and select if the course is required or voluntary.

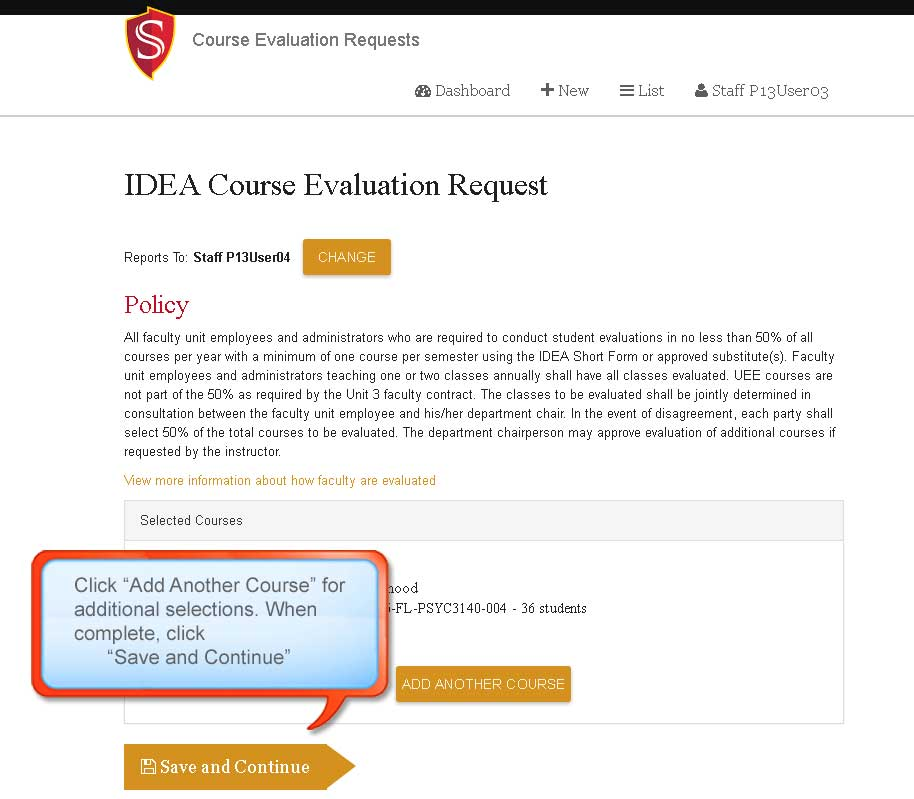


**SPOT Course Evaluation Request**

Select how you want the course evaluated.

Select Required or Voluntary

1. Add any additional courses then click “save and Continue”



**SPOT Course Evaluation Request**

NOTE: There is one more page. This is NOT the submit button

1. Review your selections and click “Submit” to send your requests to the Department Chair or Dean for approval.

