

INSTRUCTIONS TO ACCESS SOTE'S REPORTS ON- LINE

I. PROGRAM REQUIREMENTS

! You will need Adobe Acrobat Reader installed on your computer. If you do not have it please download it by going to:

<http://www.adobe.com/products/acrobat/eadstep2.html>.

! Use Fire fox, Microsoft Internet Explorer

II. PROCEDURE

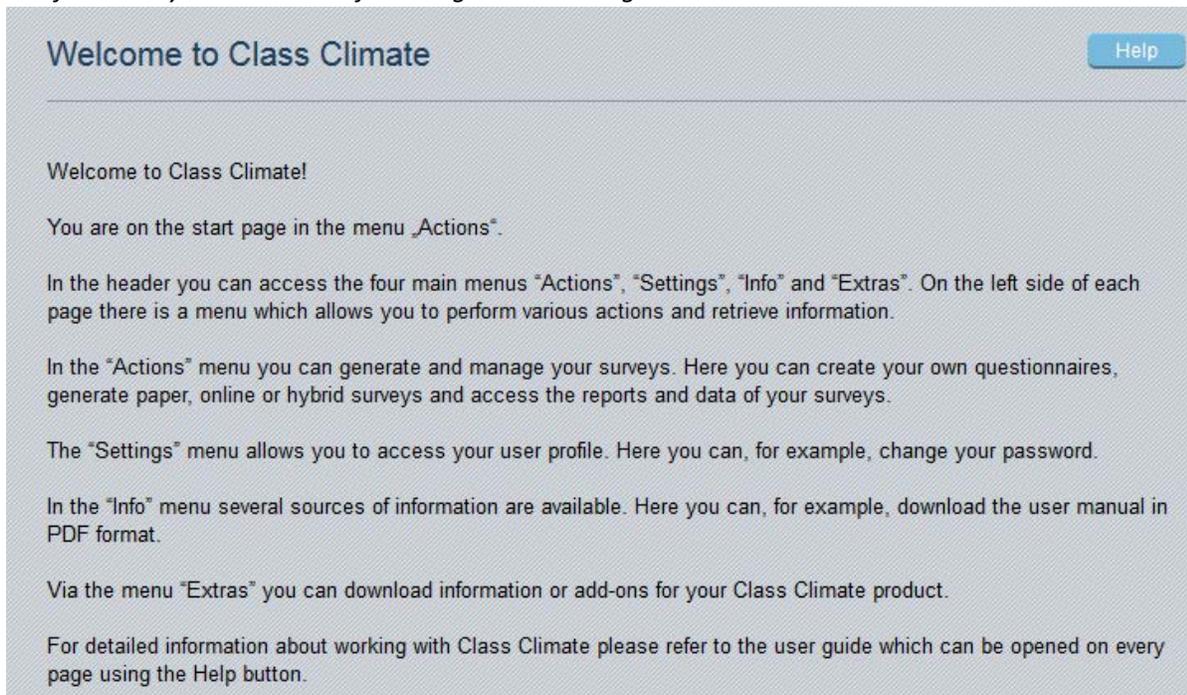
Using Internet Browser go to <http://ClassClimate.csusb.edu>

1. Sign up with your User Name and Password, and then click Ok.



The screenshot displays the login interface for the ClassClimate system at CSUSB. At the top, the CSUSB logo is on the left, the text "California State University San Bernardino, Surveys System" is in the center, and the SCANTRON logo is on the right. Below this is a "Version 6.1" label. The main content area features a photograph of a classroom on the left and a login form on the right. The login form includes the word "Login" in a large font, followed by input fields for "User name:" and "Password:". The "OK" button at the bottom of the form is highlighted with a red rectangular box. A red arrow points to the left edge of the page.

The first time you will see the following Welcome Page:



Welcome to Class Climate Help

Welcome to Class Climate!

You are on the start page in the menu „Actions“.

In the header you can access the four main menus “Actions”, “Settings”, “Info” and “Extras”. On the left side of each page there is a menu which allows you to perform various actions and retrieve information.

In the “Actions” menu you can generate and manage your surveys. Here you can create your own questionnaires, generate paper, online or hybrid surveys and access the reports and data of your surveys.

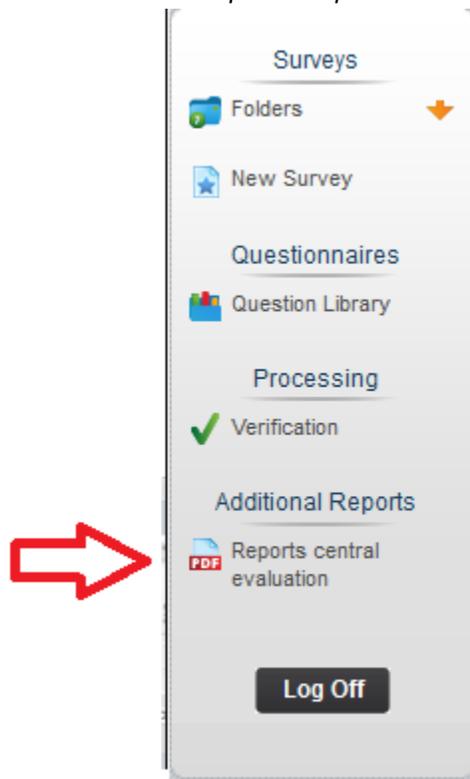
The “Settings” menu allows you to access your user profile. Here you can, for example, change your password.

In the “Info” menu several sources of information are available. Here you can, for example, download the user manual in PDF format.

Via the menu “Extras” you can download information or add-ons for your Class Climate product.

For detailed information about working with Class Climate please refer to the user guide which can be opened on every page using the Help button.

2. Select “Additional Reports- Reports Central Evaluation” tab on the left.



3. Once you have clicked on the Reports central evaluation tab, you will see:



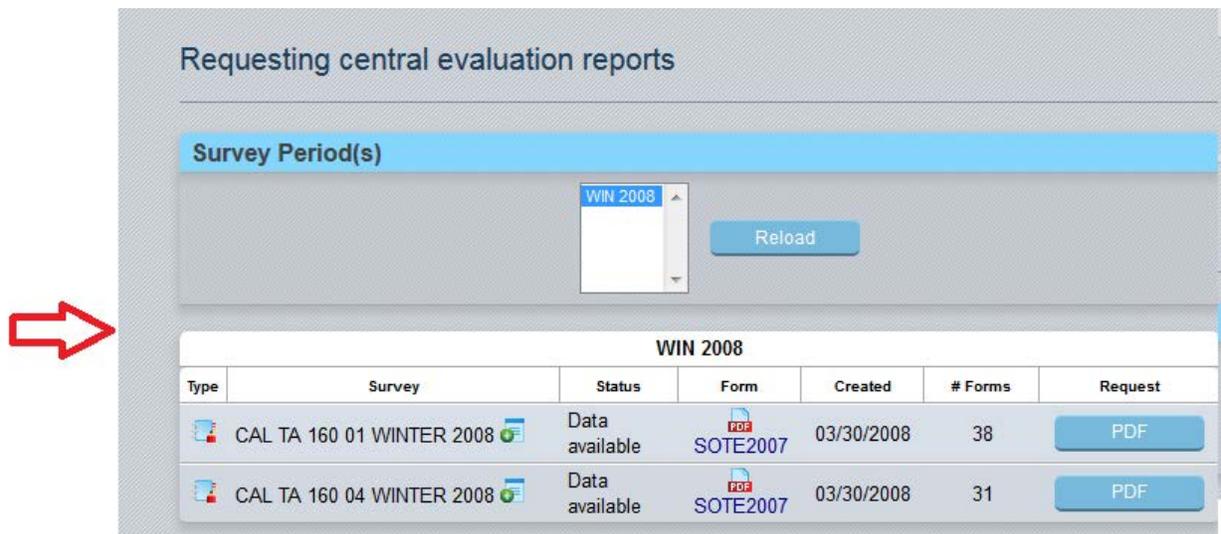
Requesting central evaluation reports

Survey Period(s)

WIN 2008

Reload

4. To see the results select the period you want to see and Click on “Reload” tab.
5. A list of all your evaluated courses from the selected quarter will appear on the screen: information:



Requesting central evaluation reports

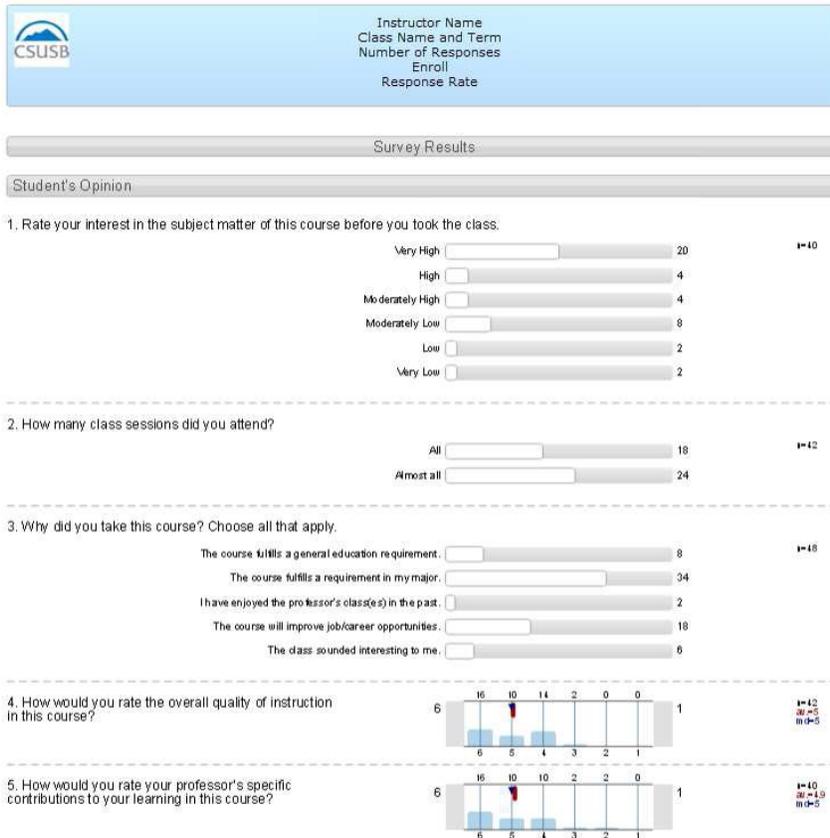
Survey Period(s)

WIN 2008

Reload

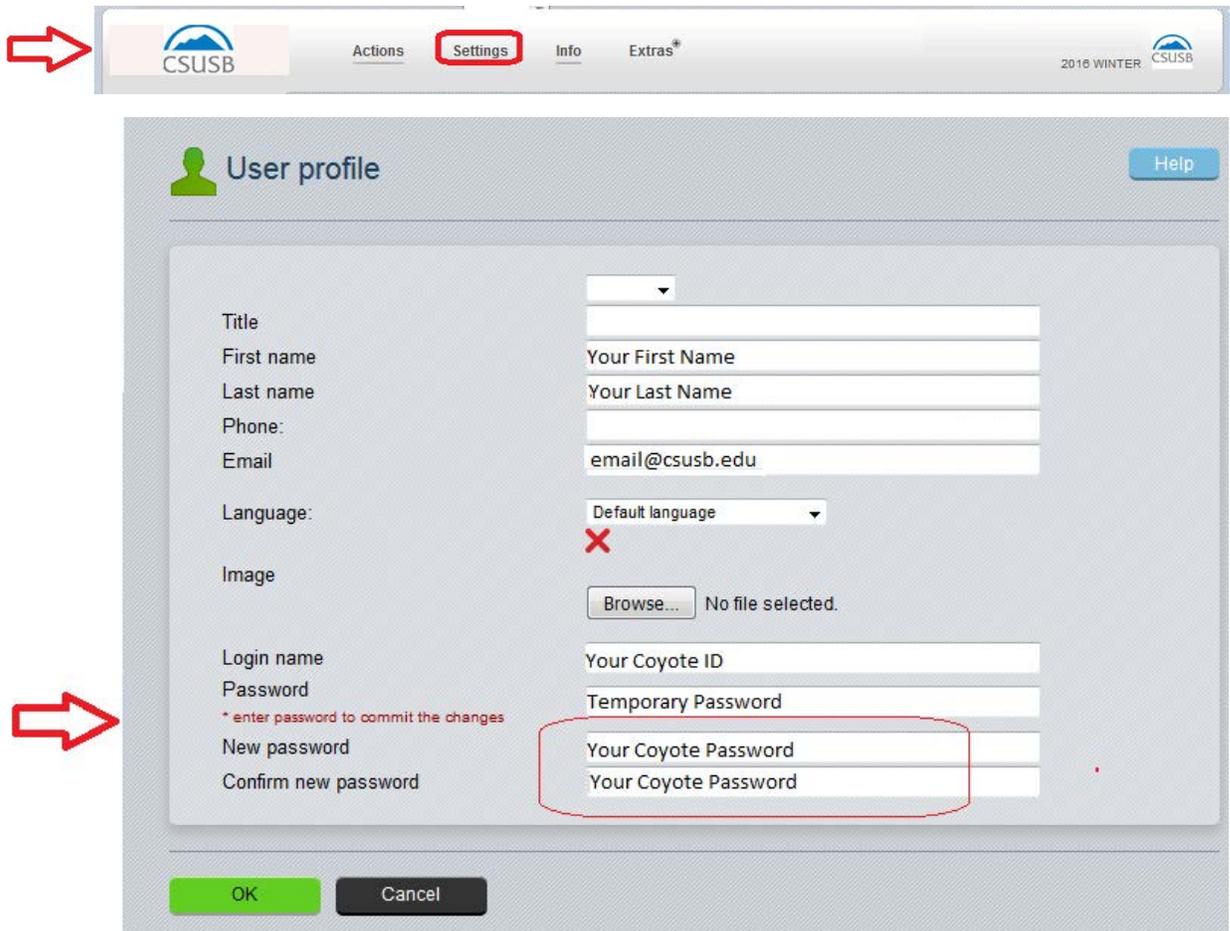
WIN 2008						
Type	Survey	Status	Form	Created	# Forms	Request
	CAL TA 160 01 WINTER 2008	Data available	SOTE2007	03/30/2008	38	PDF
	CAL TA 160 04 WINTER 2008	Data available	SOTE2007	03/30/2008	31	PDF

6. Click on the PDF tab and your SOTE's results will open.



III. HOW TO RESET THE PASSWORD

1. Click on Settings tab on the top of the page:



The screenshot shows the CSUSB user interface. At the top, there is a navigation bar with the CSUSB logo on the left and the text '2018 WINTER CSUSB' on the right. In the center of the navigation bar are four tabs: 'Actions', 'Settings', 'Info', and 'Extras'. A red arrow points to the 'Settings' tab, which is highlighted with a red box. Below the navigation bar is the 'User profile' section, which includes a green profile icon and a 'Help' button. The 'User profile' section contains several fields for user information: Title, First name, Last name, Phone, Email, Language, Image, Login name, Password, New password, and Confirm new password. A red arrow points to the 'Password' section, which is highlighted with a red oval. The 'Password' section includes a 'Temporary Password' field and two fields for 'New password' and 'Confirm new password', both containing the text 'Your Coyote Password'. A red 'X' is visible next to the 'Language' dropdown menu. At the bottom of the 'User profile' section are two buttons: 'OK' and 'Cancel'.