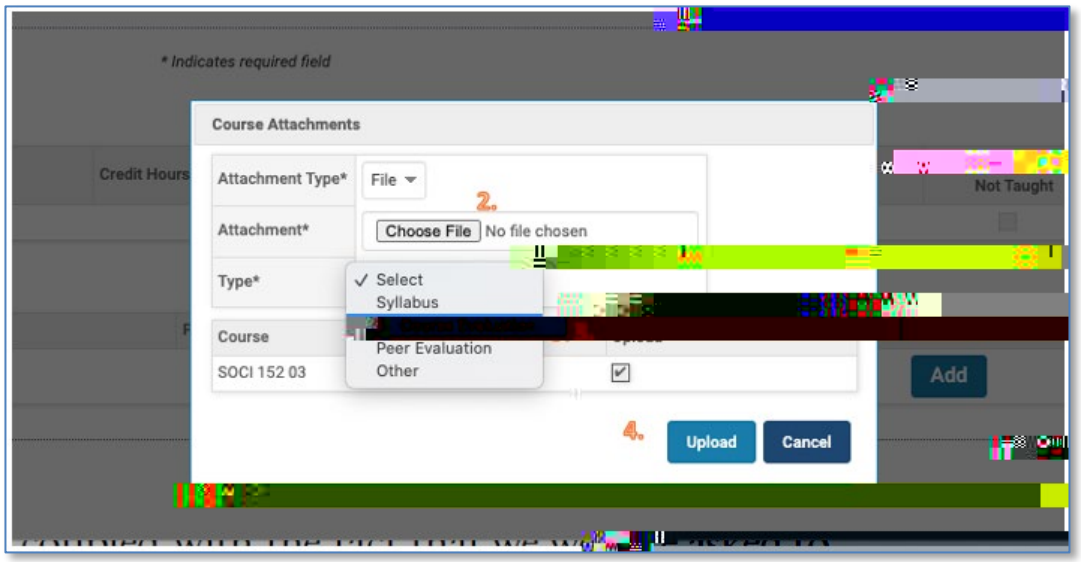
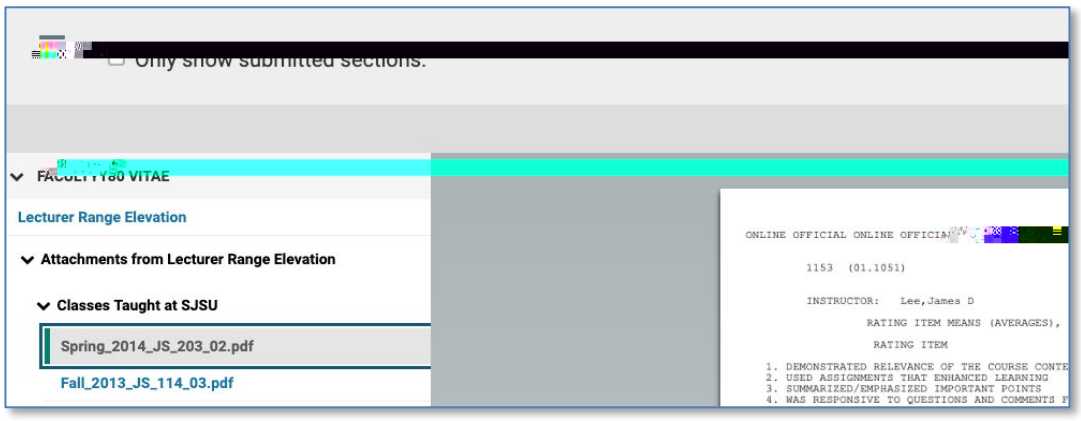
eFaculty QuickTip: Find, Add, Remove SOTE/SOLATEs

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.	

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.