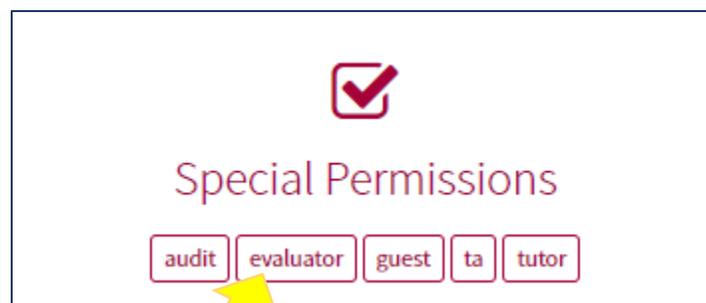
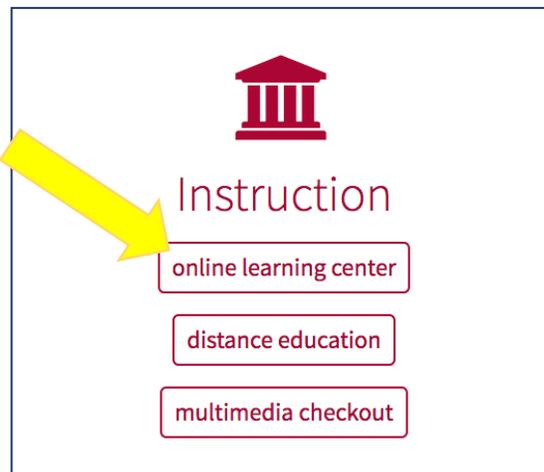
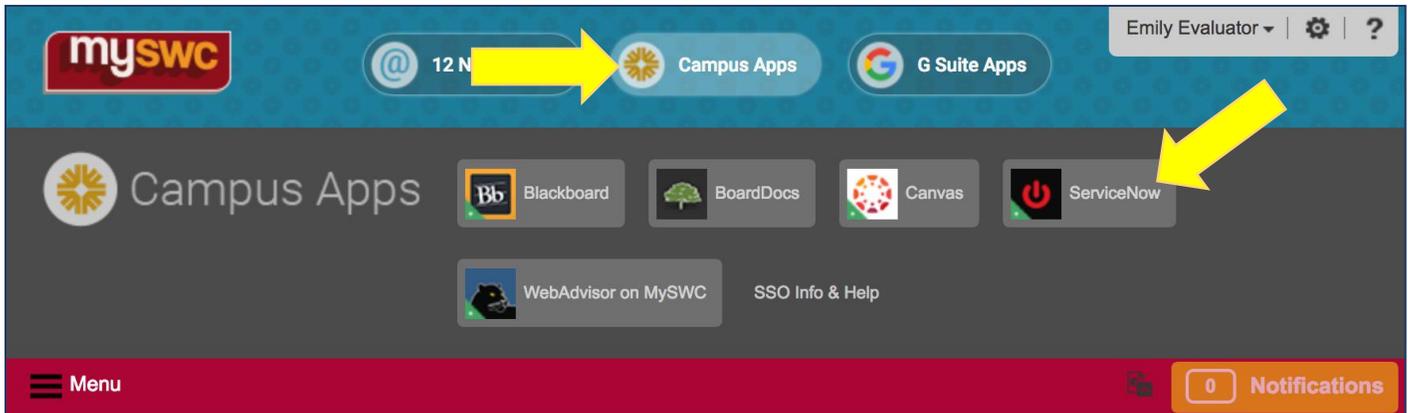


# OLC Evaluators automated by SWC ServiceNow

## Login and Access via MySWC

1. Navigate to the **MySWC Portal** at **my.swccd.edu** - login using your MySWC username and password
2. From the **Campus Apps** section at the top of the page, select the **ServiceNow** button to launch the application
3. Once SWC ServiceNow launches, select the **Online Learning Center** button
4. Select **Evaluator** in the **Special Permissions** box



## Evaluators Begin Evaluation

To be **added to** a course you are authorized to evaluate:

1. Select the first option - **I am an Evaluator requesting to be ADDED to an online course** (an additional field will be displayed below)
2. Select the **Course** to be added to (the LMS and Instructor are listed for your convenience)
3. Then **Submit** the form

Once you submit the form, your enrollment request will be processed immediately. If successful, you will be **instantly added** to the Canvas course. If, for some reason, your request cannot be completed automatically, it will be forwarded to the Online Learning Center for processing.

**IMPORTANT:** after the evaluation is complete, you must return to SWC ServiceNow to remove yourself from the course (see next page).

**\* Which statement best describes you?**

I am an Evaluator requesting to be ADDED to an online course.

I am an Evaluator requesting to be REMOVED from an online course.

I represent a school and would like to authorize an online course evaluation.

**\* Which course would you like to be ADDED to:**

 Add attachments

## Evaluators End Evaluation

To be **removed from** a course you have evaluated:

1. Select the second option - **I am an Evaluator requesting to be REMOVED from an online course** (an additional field will be displayed below)
2. Select the **Course** to be removed from (the LMS and Instructor are listed for your convenience)
3. Then **Submit** the form

Once you submit the form, your enrollment request will be processed immediately. If successful, you will be **instantly removed** from the Canvas course. If, for some reason, your request cannot be completed automatically, it will be forwarded to the Online Learning Center for processing.

**\* Which statement best describes you?**

I am an Evaluator requesting to be ADDED to an online course.

I am an Evaluator requesting to be REMOVED from an online course.

I represent a school and would like to authorize an online course evaluation.

**\* Which course would you like to be REMOVED from?**

 Add attachments

## Schools and Deans Provide Authorization

To provide authorization for an evaluator to join an online course:

1. Select the third option - **I represent a school and would like to authorize an online course evaluation** (additional fields will be displayed below)
2. Select the **Evaluation Type**
3. Select the **Faculty Member** who will be evaluated
4. Select the **Course** that will be evaluated
5. Select the **Evaluator** who will be evaluating the course and faculty member
6. Then **Submit** the form

Once you submit the form, your authorization will be processed immediately. You (and the Evaluator) will be notified once your request has been processed.

**\* Which statement best describes you?**

I am an Evaluator requesting to be ADDED to an online course.

I am an Evaluator requesting to be REMOVED from an online course.

I represent a school and would like to authorize an online course evaluation.

**\* Which type of evaluation?**

(T) Tenured

(TT) Tenure-Track

(PT) Part-Time

**\* Who is the faculty member?**

**\* Which course is being evaluated?**

Hint: use an asterisk (\*) to narrow the search. Example: to quickly search for 17FA\_LEGL\_225\_601, start by typing \*LEGL or \*225 or \*601, etc.).

**\* Who is the evaluator?**

 Add attachments