



All WSU faculty cast their examination ballots within myWSU. This manual guides an Academic Coordinator through the process of checking on these ballots to be informed, send reminders, etc.

### PROCESS OVERVIEW:

Once Graduate School staff approve an exam, the following automated process begins:

1. Within 1 hour of approval, myWSU generates and sends an email with the announcement to the student, and a second email with the announcement and ballot instructions to the academic coordinator, committee, and all graduate program signature authorities.
2. At 5:00 a.m. the morning of the exam, myWSU creates the ballots for the exam. WSU faculty ballot within the "Graduate Exams" tile in myWSU while external members (or retired WSU faculty no longer able to access myWSU) must send an email to the academic coordinator and committee chair. This email is forwarded to the Graduate School ([gradschool@wsu.edu](mailto:gradschool@wsu.edu)) where GS staff will enter the ballot.
3. After all individual ballots are cast, the ballot memo becomes available for the committee chair. The chair must refresh their "Graduate Exams" tile in myWSU.
4. Upon completion of the ballot memo, all ballots are locked and sent to the Graduate School.

Beginning with step 2, the morning of the exam, Academic Coordinators may use this manual's instructions to access and view ballots for an exam. Ballots do not exist before the morning of the exam.

### VIEWING BALLOTS:

*Main Menu > Campus Community > Evaluation Management System > Manage Evaluation*

Enter the following information into the *Manage Evaluation* search:

- For "ID", enter the student's WSU ID.
- For "Academic Institution", enter WSUNV.
- For "Evaluation Category", enter THESIS.
- OPTIONAL: The "Evaluation Code" field may be useful for some searches:
  - 70: Non-thesis Ballot Meeting
  - 71: Non-thesis Final Exam
  - 72: Thesis Final Exam
  - 73: Prelim Ballot Meeting
  - 74: Prelim Oral Exam
  - 75: Doctoral Final Exam
  - 770: Interim Non-thesis Ballot Mtg
  - 771: Interim Non-thesis Final Exam
  - 772: Interim Thesis Final Exam
  - 773: Interim Prelim Ballot Mtg
  - 774: Interim Prelim Oral Exam
  - 775: Interim Doctoral Final Exam
- Click "Search".
- Click on the search result to see details.
- Navigate to the "Individual Evaluator Scheme" tab to view the ballots and memo.

**Manage Evaluation**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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**Search Criteria**

Use Saved Search:

ID

Academic Institution

Evaluation Category

Evaluation Code

Evaluation Instance

Evaluation Status

Last Name

First Name

## UNDERSTANDING THE BALLOT SCREEN:

### Individual Evaluator Scheme Tab

Evaluation Overview
Individual Evaluator Scheme

ID 099999999

Academic Institution WSUNV

Evaluation Category THESIS

Evaluation Code 000000070

Butch Cougar

Washington State University

Research Thesis

Masters Non-thesis Ballot Meeting

Find | View All
First
1 of 1
Last

**1** Scheme Name 000000075 Doctoral Final Exam

Rating Scheme 000000075 Doctoral Final Exam

Administrator [REDACTED]

Evaluation Status NEW **3** Status Date 02/09/2021

Completed Date

Recommendation  **4**

Comments 

**6**

Scheme Order

[Attachments \(0\)](#)

**2** Evaluator ID [REDACTED]

Evaluation Status NEW **3** Status Date 02/09/2021

Completed Date

Recommendation  **4**

Overall Rating

Comments 

**6**

Processing Order   + -

[Attachments \(0\)](#)

[Reassign Evaluator](#)

Rating Components
Comments

*Rating Component	Order	Description	Rating Value	Rating Required	
000000075	10	Doctoral Final Exam	<input style="width: 40px;" type="text"/> <b>5</b>	<input checked="" type="checkbox"/>	<a href="#">Add Comments</a>

- 1) **Scheme Details:** This is the "ballot memo" and records the exam overall outcome.
- 2) **Evaluator Details:** These are the individual ballots for each committee member. In this example there are four ballots, as shown in the number of rows. Click < or > to view each ballot.
- 3) **Evaluation Status:** "NEW" indicates a ballot or memo that is not yet completed. This section displays "FINAL" when completed. Graduate School staff can set a "HOLD" status for problems.
- 4) **Recommendation:** This field will show the vote of "PASSED" or "FAILED".
- 5) **Rating Value:** Faculty enter their vote twice to confirm. One is the "Recommendation" (see above) and the other is recorded as a numerical value; 1 = failed, 10 = passed.
- 6) **Comments:** The chair may leave comments on the ballot memo. These are required in the case of a failed examination. Faculty may also leave comments on their individual ballots if desired.

**As the coordinator, you should be looking for individual ballots or ballot memos with the “Evaluation Status” as “NEW”. This indicates an incomplete individual ballot or ballot memo.** Keep in mind that the chair cannot see the ballot memo until all individual ballots are cast – please check for missing individual ballots before sending a reminder to the chair for the ballot memo.

A ballot memo with an “Evaluation Status” of “FINAL” is complete and submitted to the Graduate School.

## UNDERSTANDING THE GRADUATE SCHOOL TAB

### *Evaluation Overview Tab*

Evaluation Overview
Individual Evaluator Scheme

ID 099999999

Academic Institution WSUNV

Evaluation Category THESIS

Evaluation Code 0000000075

Butch Cougar

Washington State University

Research Thesis

Doctoral Final Exam

Thesis Data Keys

Candidate Number [REDACTED] Thesis Submission Nbr

Evaluation Status Details

Administrator [REDACTED] [REDACTED]

**A** \*Evaluation Status  Status Date  [Attachments \(0\)](#)

Completed Date  **B**

Final Recommendation/Comments

**C** Recommendation  Passed

Comments

Calculated Scheme

Individual Evaluator Schemes
[Personalize](#) | [Find](#) | 
First  Last

Scheme Name	Order	Rating Scheme	Evaluation Status	Status Date	Recommendation
0000000075		0000000075	FINAL	04/21/2021	PASSED

- A) **Evaluation Status:** “NEW” indicates ballots the GS staff has not yet processed. This section displays “FINAL” when completed. GS staff can set a “HOLD” status for problems.
- B) **Completed Date:** The date and time a GS staff member completed these ballots – only appears when the “Evaluation Status” field is set to “FINAL”.
- C) **Recommendation:** This field will show the exam outcome of “PASSED” or “FAILED”.
- D) **Individual Evaluator Schemes:** Shows GS staff the ballot memo’s status at a glance.