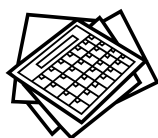


Student Opinion Forms (SOFs) Information

Purpose: Student Opinion Forms (SOFs) are anonymous and serve two purposes. First, the instructor uses these answers along with written comments for improving course materials and instruction methods. Written comments are seen only by the instructor. Second, the numerical answers to the questions on the front of the form are used by the Department Chairman and the Provost for evaluating the instructor for pay, promotion, tenure and awards. Individual SOF responses provided by the student, permits useful evaluation of both the instruction and the course. [Click here to see the SOF FAQs.](#)

Resident Students and Distributed Learning (DL) Students: SOFs must be submitted each quarter via Python. For security considerations, Python can only be directly accessed via the NPS Intranet. [Click here](#), if a student is off-campus during the SOF submittal period, please follow instructions provided below for DL Students.



When: Each quarter the SOF submittal period begins during **Monday, Week 11 and ends Sunday, Week 12 (after graduation)**. All students will receive a bulk mail notification approximately one week prior to the SOF submittal period.



How to submit SOFs via Python:

1. Log into Python.
2. Under [Student Folio](#) tab, click [My Matrix](#) tab.
3. Next to the correct academic year/quarter, you'll see SOF buttons active. If one or more of your courses do not show a SOF button, then a SOF is not required.
4. Click on each active SOF button, and enter in responses as necessary.
5. Once all SOFs have been completed and instructors have entered their grades into Python, your NPS Transcript will be available for review.

What if my class ends before the SOF period begins?

If the course ended a few weeks prior to the SOF submittal period, click on this [link to Registrar website](#). Scroll down to find an "Electronic SOF" link; complete form and e-mail SOF directly to Registrar@nps.edu from student's own e-mail address. When the SOF submittal period begins, the Registrar's Office will manage early SOF submittals and upload responses on behalf of student.



How to submit SOFs off-campus via Python:

NPSBart is used to access the NPS Intranet, Python, and Student Opinion Forms (SOFs). NPSBart is a Secure Sockets Layer Virtual Private Network (SSLVPN) gateway available from off-campus only. Additional software installation is not required to utilize NPSBart.

1. Visit <https://npsbart.nps.edu>.
2. Enter your NPS "User Name" and "Password" then click "Login".
(NOTE: NPS and Blackboard login passwords are not the same). If you do not know your username or password, contact the TAC by phone (831) 656-1046 or e-mail TAC@nps.edu.
3. The NPS Remote Access: SSL-VPN (NPSBART) Website Directory will appear.
4. Click on the Python link.
5. The Welcome to Python window will appear. Click on "Python User Login".
6. The WebVPN Service Authentication Required window will appear. Enter your "User Name" and "Password" then click "Continue".
7. You should now be logged on to Python.
8. Under [Student Folio](#) tab, click [My Matrix](#) tab.
9. Next to the correct academic year/quarter, you'll see SOF buttons active. If one or more of your courses do not show a SOF button, then a SOF is not required.
10. Click on each active SOF button, and enter in responses as necessary.
11. Once all SOFs have been completed and instructors have entered their grades* into Python, your NPS Transcript will be available for review.

*Instructors have until Friday, Week 1 of the new quarter to submit their grades into Python.

What about other Web Browsers (Firefox, Google, etc.)?

We recommend that you use the Internet Explorer web browser because certain interface elements of Python will not be visible in other browsers.

FAQs for Faculty & Students



Faculty FAQs:

1. **When does the SOF submittal period begin and end for all students (Res & DL)?** Every quarter, the SOF submittal period coincides with opening of the grade window on Monday, Week 11 and ends on Sunday, Week 12 (after graduation).
2. **I noticed my students are not required to submit SOFs. Why are some courses not required and some are not?** One week prior to the SOF submittal period, a bulk e-mail will be sent to all Faculty requesting that they review class rosters for correctness. The e-mail also requests that all Faculty check with the Dept. Planner to ensure that SOF requirements are set up correctly via Python. Below are the guidelines:
 - a. A resident course with less than 5 students does not require a SOF, but a distributed learning course does.
 - b. If Python lists the Class Type as Seminar, Directed Study, or Thesis, then no SOF is required.

If a course needs to require or not require a SOF indefinitely, contact Registrar@nps.edu to request the change to be made.

3. **How can I access my SOF results?** SOF results are viewable once the grading window has expired and grades have been uploaded for ALL students enrolled. To view SOFs:
 - a. Log in to Python.
 - b. Click on "Faculty Folio" then click "Teach Load".
 - c. Click on the details button next to the correct AY, Qtr, and course.
 - d. The "Course Information" page will appear. Click on the "SOF Results" button. The "Student Opinion Forms Results" page appears.
4. **How long are the written comments available to view in Python?** After the grading window has expired, students' written comments are only available for 90 days. Comments are saved inside the Python database for one quarter, and then deleted (requested by the Faculty Council).
5. **The SOF submittal period has expired and I've inputted my grades into Python, but why can't I see my SOF results?** The course may have been set to not require SOFs. Another possible reason is not all students were graded. If an individual student needs to more time for grading, enter in an "N". If SOFs are set to be required and all students are graded, either with a letter grade or an "N", then SOF results can be viewed. If not, contact Registrar@nps.edu for assistance.
6. **When are the students allowed to view their grades, even if they did not submit SOFs?** Students can view their grades after they've submitted a SOF via Python and after the instructor has entered grades into Python. If a SOF was submitted late by means other than Python, the student will have to wait until the Registrar's office uploads the SOF into Python. Late SOF submittals are manually processed on a first come, first served basis. If a SOF was never submitted, the student will not be able to view grades until Week 3 of the next quarter.



Student FAQs:

1. **I'm a DL Student trying to complete my SOFs via Python, but my username/password will not work. How can I complete my SOFs if I cannot log into Python?** *Contact the Technology Assistance Center (TAC) and they can assist with resetting passwords. Inquire by phone (831) 656-1046 or via e-mail TAC@nps.edu. After the password has been reset, SOFs can be completed via Python. If the TAC does not contact you until after the SOF submittal period, complete an electronic SOF by following this [link to Registrar website](#) and then e-mail the SOF to Registrar@nps.edu immediately.*
2. **I'm a Resident Student and I can't view my grade or NPS Transcript in Python because I did not submit a SOF on time? What is the next step?** *These instructions may also apply to Faculty or local staff enrolled in a course. If you're currently off-campus, complete an electronic SOF by following this [link to Registrar website](#). Scroll down and click on the Electronic SOF link. E-mail a completed SOF for each of your courses/instructors to Registrar@nps.edu immediately, to prevent any further delay on viewing grades in Python. All Late SOFs are manually processed on a first come, first served basis. Therefore, it may still be until Week 3 of the next quarter before your grades can be viewed in Python.*
3. **I'm a Distributed Learning Student; how can I submit late SOFs?** *Complete an electronic SOF by following this [link to Registrar website](#). Scroll down and click on the Electronic SOF link. E-mail a completed SOF for each of your courses/instructors to Registrar@nps.edu immediately, to prevent any further delay on viewing grades in Python. All Late SOFs are manually processed on a first come, first served basis. Therefore, it may still be until Week 3 of the next quarter before your grades can be viewed in Python.*
4. **When is the deadline for submitting late SOFs?** *The Registrar's office will accept late SOFs until Friday, Week 1 of the next quarter. Since late SOFs are manually uploaded, it may be until Week 3 of the next quarter before grades can be viewed in Python.*