

## Online Course SPOT Instructions

The SPOT Web form for students enrolled in “fully” online courses -- i.e., courses with instruction methods of “ONLIN” -- is available for access starting November 12 and ending December 2 at midnight.

For the student online SPOTS:

1. The student needs to log into mySeaPort <https://myseaport.uncw.edu> using their UNCW e-mail username and password.
2. Select the “academics” tab.
3. Click on the SPOTS link shown on left side of the page under STUDENT SERVICES. This will take them to the SPOT form(s). Once there, the student will see a dropdown box to evaluate each online course they are currently taking. Please see the following screen shot of mySeaPort for the location of the SPOTS link.

The screenshot displays the mySeaPort Academics page. At the top, there is a navigation bar with the UNCW logo and the text "mySeaPort". Below this, there are several tabs: Home, myCalendar, Academics, Student Services, Administrative Services, Campus Community, Feedback, and Help & FAQ. A "Logout" button is also visible. The main content area is divided into several sections. On the left, there is a "QUICK LINKS" section under "STUDENT SERVICES" which includes links for GPA Calculator, Register/Drop & Add Classes, Class Schedule, Pre-Health e-Profile, Pre-Licensure Nursing Program Application, SPOTS, Transient Study Application, and e-Bill. A large white arrow points to the "SPOTS" link. Other sections include "SCHEDULE PORTLET", "GRADES", "FINANCIAL STATUS", "ADMINISTRATIVE SERVICES", and "WATSON SCHOOL OF ED". The bottom of the page features a "Login to Chat" button.

4. Complete and submit the form(s).

Points to remember:

1. Students will be able to fill out online SPOT form(s) until December 2.
2. Only students who are enrolled in any “fully” online course will be able to complete the SPOT form for that course, and only once per online course.
3. You should inform your student about when and where to access the online SPOT form, preferably to the extent of both providing the above mySeaport link to them on your course home page and posting a couple of reminders/follow-up requests that they take the VERY FEW MINUTES needed to access and complete the online SPOT.