

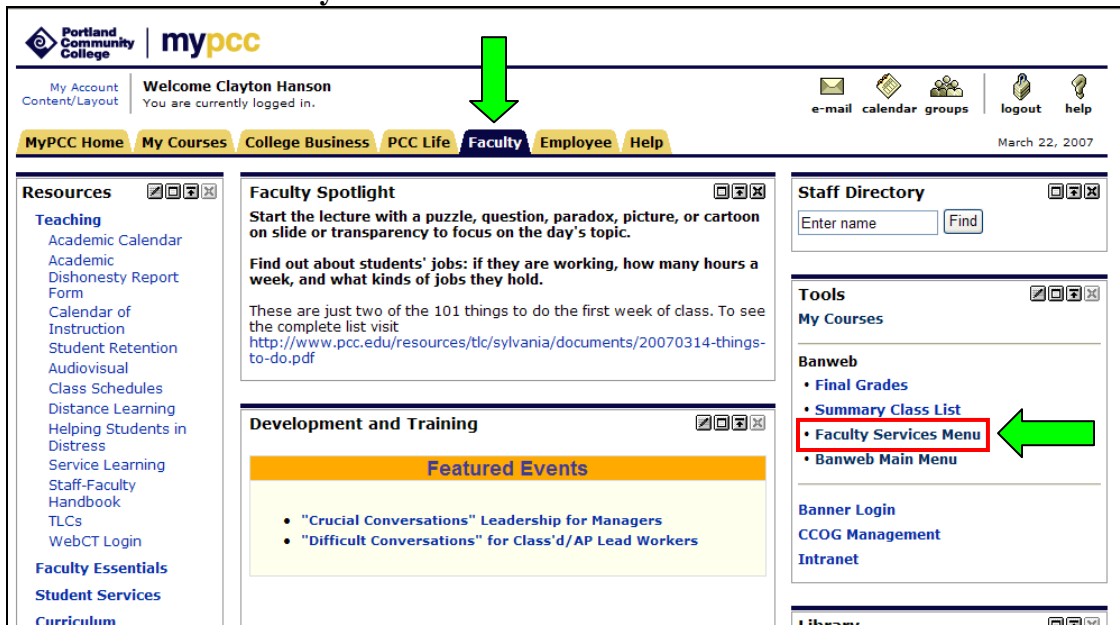
# instructional support

Enhancing Teaching and Learning through Technology

## Course Evaluation

To set up an evaluation for your course,

1. Log in to MyPCC.
2. Click on the **“Faculty”** tab.
3. Click on the **“Faculty Services Menu”** link in the Banweb area.



The screenshot shows the MyPCC website interface. At the top, there is a navigation bar with the Portland Community College logo and the text "myPCC". Below this, a user is logged in as Clayton Hanson. A green arrow points to the "Faculty" tab in the navigation menu. On the right side, there are links for "e-mail", "calendar", "groups", "logout", and "help". The main content area is divided into several sections: "Resources" (with sub-sections like Teaching, Faculty Essentials, Student Services, Curriculum), "Faculty Spotlight", "Staff Directory", "Tools", "My Courses", "Banweb", "Banner Login", "CCOG Management", and "Intranet". The "Banweb" section contains a list of links: "Final Grades", "Summary Class List", "Faculty Services Menu" (highlighted with a red box and a green arrow), and "Banweb Main Menu".

4. This will take you to the “Faculty and Advisors” page. At the bottom of the page, click on **“Course Evaluations: Setup”**.

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back to Faculty Tab

e-mail calendar groups logout help

RETURN TO MENU SITE MAP HELP

## Faculty and Advisors

Answers to common questions may be found on the [Frequently Asked Questions](#) page.  
 Select Student Information Menu to view a mailing or email address or a student schedule.  
 Select Advisor Menu for an unofficial transcript for a student in one of your classes.

[Student Information Menu](#)  
 Display student information; View a student's schedule.

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Summary Class List](#)

[Detail Wait List](#)

[Final Grades](#)

[Advisor Menu](#)  
 View a student's transcript.

[Course Evaluations: Setup](#)

[Course Evaluations: Review](#)

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5. Next, you will see a list of terms that evaluations are available for. Click on the current term.

Personal Information Student and Financial Aid Faculty and Advisors Employee Services

SITE MAP HELP

G02619863 James S. Harrison  
21-DEC-2006 11:18

## CE Survey Terms to Setup

Course Evaluation Terms

200604 - Fall 2006

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- This will take you to the Course Evaluation Settings page. Here you will see a list of courses that you are teaching.
- To enable an evaluation, check the box in the column marked "Release Now!" in the row of the CRN for the course you would like to create an evaluation for.
- If you would like to share the results with your dean, select the "Share Results" checkbox.
- Then click "**Save Selections**".

### Course Evaluation Settings

return

For each course available, check the "Release Now!" option to provide your students with a course evaluation. If you wish to share the results with PCC management, check the "Share Results" option. Evaluations will be released to students in the evening. Once you select to release an evaluation, the decision can not be revoked and the evaluation will be available until the "grade due date." After the grade due date, results will be available for your review.

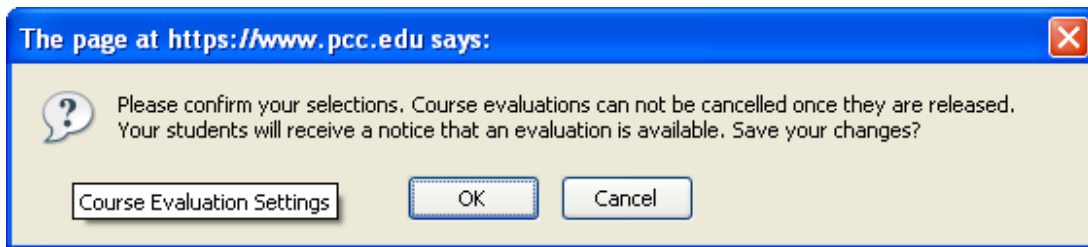
For more information about course evaluations at PCC, read the [training materials](#) or contact [Sue Quast](#).

CRN	Course	Term	Release Now!	Share Results
31073	ART253	200803	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31074	ART256	200803	<input type="checkbox"/>	<input type="checkbox"/>

Save Selections

Ignore Changes and Return

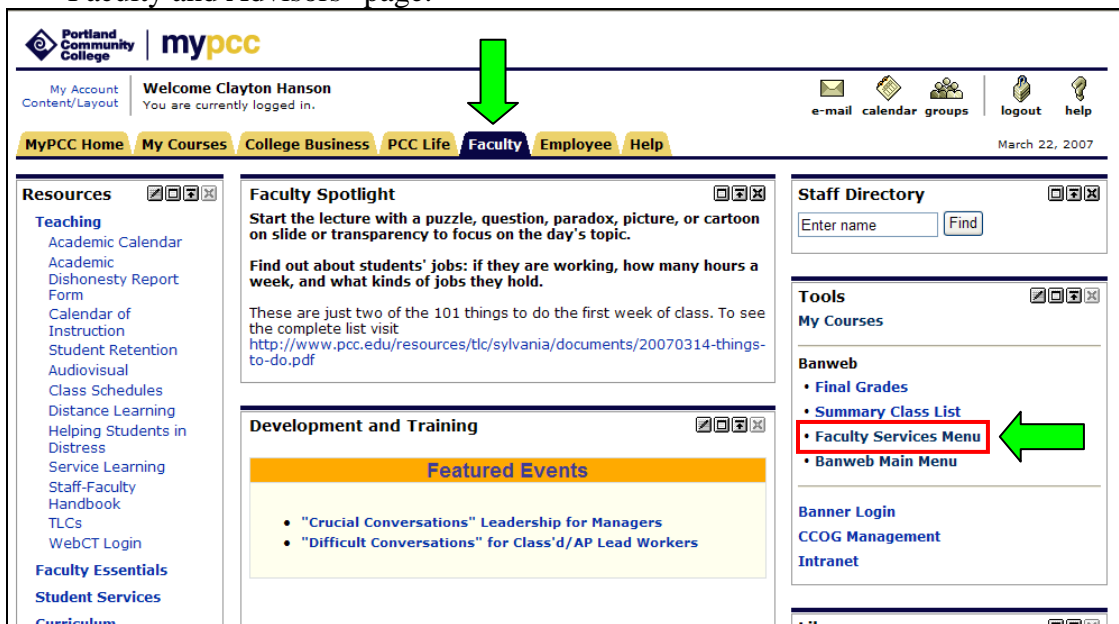
- An alert window will appear asking you to confirm your selections. Please note that **evaluations cannot be canceled once they are released**.



- Click **“OK”** to save your selections and release the evaluation.

## To view the results of a course evaluation,

- Log in to MyPCC.
- Click on the **“Faculty”** tab.
- Then click on the **“Faculty Services Menu”** link in the Banweb area. This will take you to the **“Faculty and Advisors”** page.



- At the bottom of the page, click on **“Course Evaluations: Review”**. This will take you to your course evaluation results.

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**Note:** You will not be able to access the results of your course evaluation until three days after the grade submission deadline.