How to add questions to your course evaluations

STEP One
To access course evaluations go to your MyPCC Faculty tab and click on the Course Evaluations link in the Tools channel.

STEP Two
From the CollegeNET “What do you think?” dashboard click on the My Questions tab located on top.

From the drop down menus select the Term and Course you would like to add questions to.

Click Show Questions, then select Add New Question.

STEP Three
Type the question in the Question textbox. This will be displayed on the evaluation.

If you want to add this question to all of your courses for the term check the box below the question.

Under the Question textbox is the Abbreviation field. Important: Full questions are not displayed in the final evaluation report, therefore you need to provide an abbreviation with a unique and easily recognizable name (i.e. if you are asking about the usefulness of the textbook, you might choose to have an abbreviation of “Textbook”).
How to add questions to your course evaluations (continued)

STEP Four

Directly under the **Abbreviation** field, are the question type controls. Select either **Quantitative** (for Likert Scale questions) or **Written** (for open-ended qualitative questions).

You can also create a **New Answer Set** from the stated link.

Select **Create** toward the top right to of the form to submit your question and have it display.

STEP Six

After you **Create** a question, you can change your question using the **Gears icon**. From the drop down you can choose to edit or delete questions.

**NOTE:** It is strongly recommended that you review all of the district-wide and subject area questions that are part of your course evaluations in an effort not to duplicate questions. Additionally, it is recommended that you add a maximum of ten questions since students are answering ten district questions and up to ten SAC questions as well.

If you have questions or need assistance email courseevaluations@pcc.edu.