How to add questions to your course evaluations

STEP One

Access course evaluations through your MyPCC Faculty tab and click on the Course Evaluations link in the Tools channel.

STEP Two

On the CollegeNET “What-Do-You-Think?” (WDYT) dashboard, click on the My Questions tab at the top of the page.

From the drop down menus, select the Term and Course for which you would like to add questions. Click Show Questions, and then select Add New Question.
STEP Three

Type the question in **Question** textbox. This will be displayed on the evaluation form. 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.

Full questions are not displayed in the final evaluation report. Therefore, you will need to provide an abbreviation with a unique and easily recognizable name. For example, if you are asking about the usefulness of the textbook, you might choose the abbreviation, Textbook.

Directly below the Abbreviation field is the **Type** drop down menu.

Select either **Quantitative** (for Likert Scale questions) or **Written** (for open-ended qualitative questions).

You can also create a **New Answer Set** at the bottom.

**Note:** All answer sets used for quantitative responses must be the same.

Select **Create** at the top right corner of the page to complete the process.
STEP Four

After you have created a question, you can change your question using the Gear Icon. From the drop down menu, you can choose to edit or delete a question, or move up questions.

NOTE: It is strongly recommended that you review all of the district-level and subject area questions that are part of your course evaluations in an effort to avoid duplicating questions. Additionally, it is recommended that you add a maximum of ten questions since students are answering ten district-level questions and up to ten SAC questions as well.

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