How to remind your students to complete their 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 your courses and evaluations will display. If they do not display, go to the Home tab in the top left and select My Courses from the dropdown menu. To remind your students about course evaluations, click on the Reminder email link.

STEP Three
Include your PCC email, Subject, and message in the Body of the form.

You can select from the Data Fields to include your course name, evaluation end date, student first name or last name. After you have completed the form, click Send.

Reminders will be sent only to those students who have not completed their evaluations. Students also receive automated reminder emails midway through the evaluation session.

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