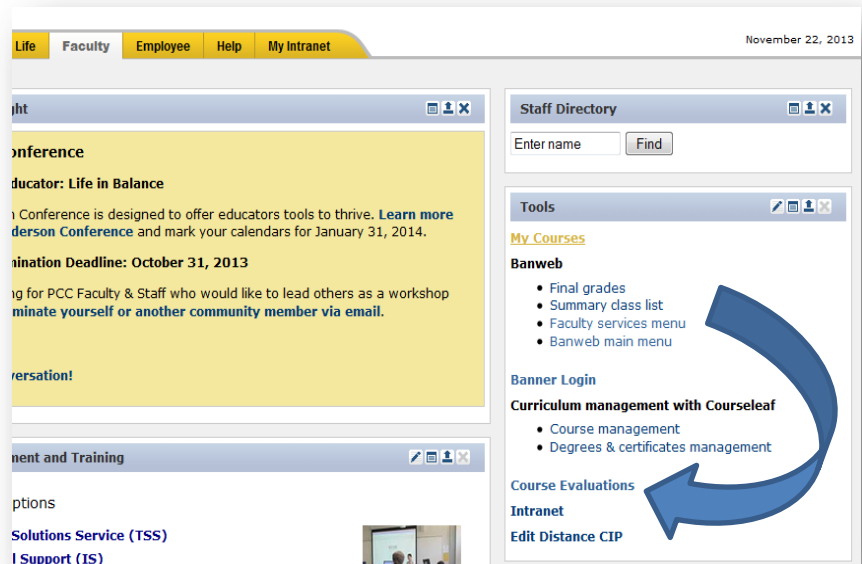


How to Release Reports to my Division Dean, Director, or Faculty Department Chair

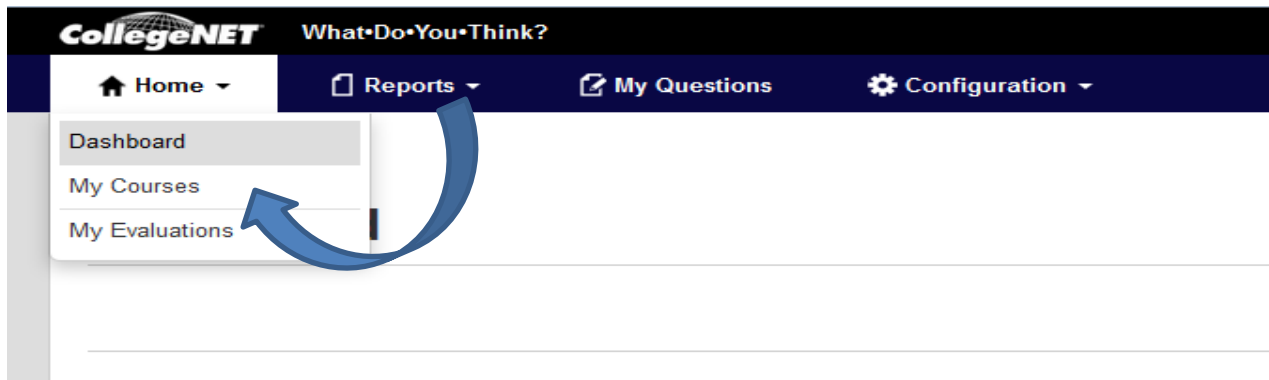
STEP One

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?" (WDYT) dashboard, select the Home tab.



From the dropdown menu, select **My Courses**.

Full-time faculty can release course evaluation reports to the subject area Division Dean or Director by clicking on the **Report Release** checkbox. Reports will be viewable to your Dean or Director via the system on Wednesday; two days after grades are due.

Part-time faculty reports are released automatically to your FDC, so no action is required.

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