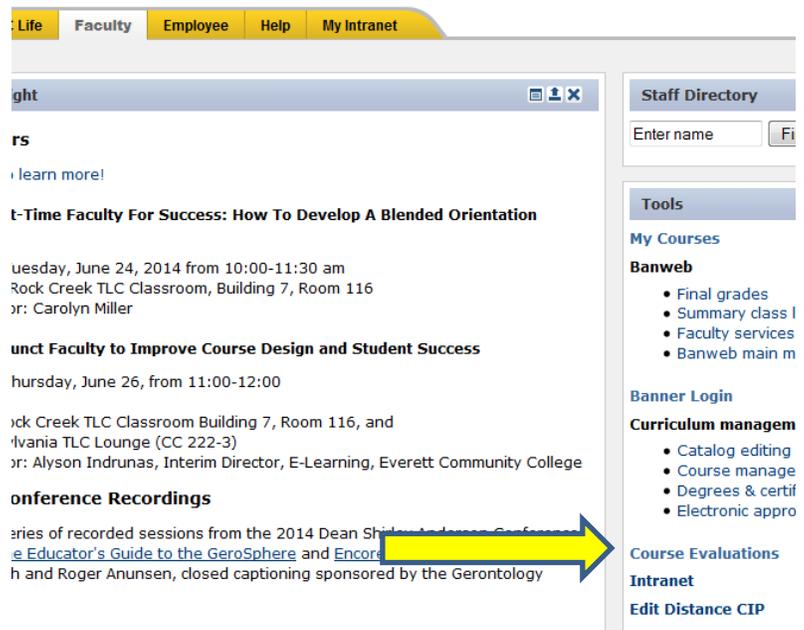


How to add questions to your course evaluations

STEP One

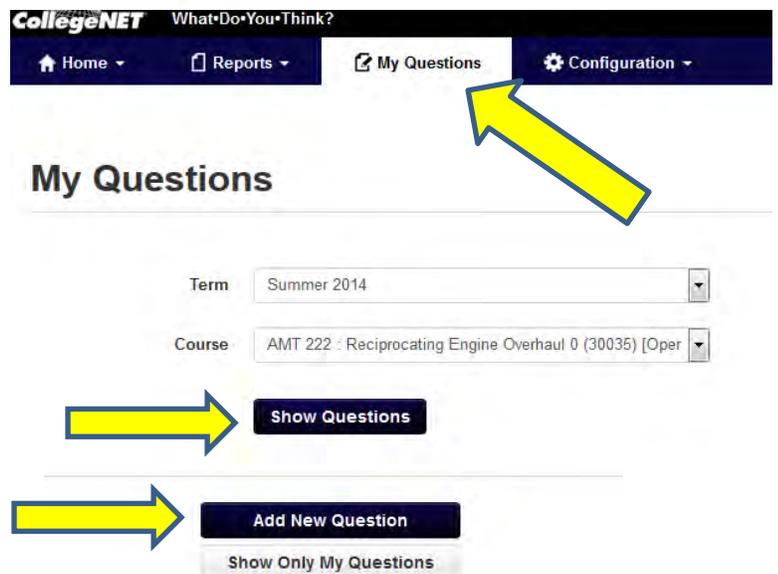
Access course evaluations through your **MyPCC Faculty tab** and click on the **Course Evaluations** link in the **Tools** channel.



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.

Page 1

Instructor's Questions Add New Question

Question Create Cancel

Add this question to all my courses in this term

Abbreviation

Type

Answers

<input type="radio"/>	0-1 hrs	1-2 hrs	2-3 hrs	3-4 hrs	4-5 hrs	5 or more hours
<input type="radio"/>	0-1 hrs	1-2 hrs	2-3 hrs	3-4 hrs	4-5 hrs	5 or more hrs
<input type="radio"/>	Database	Mobile Development	Information Security	None of the above		
<input type="radio"/>	Greater	About the same	Less			
<input type="radio"/>	Not at all important	Somewhat important	Important	Very important	Indispensible	
<input type="radio"/>	not helpful	seldom helpful	sometimes helpful	often helpful	very helpful	
<input type="radio"/>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
<input checked="" type="radio"/>	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree	

Page 1

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

Page 1

Add New Question

Create Cancel

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.

Instructor's Questions

Page 1

Add New Question

The textbook was useful.	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree	
PowerPoint lecture slides were useful.	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree	

Edit Question
Move Up
Delete Question

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Version: 5.4.32888 Built: 06/16/2014 15:20

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