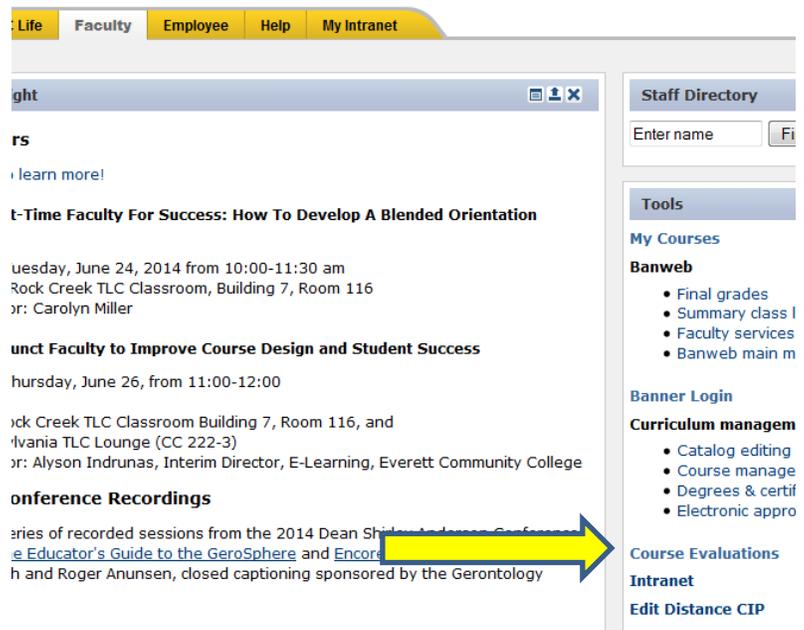# How to add questions to your course evaluations

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**.
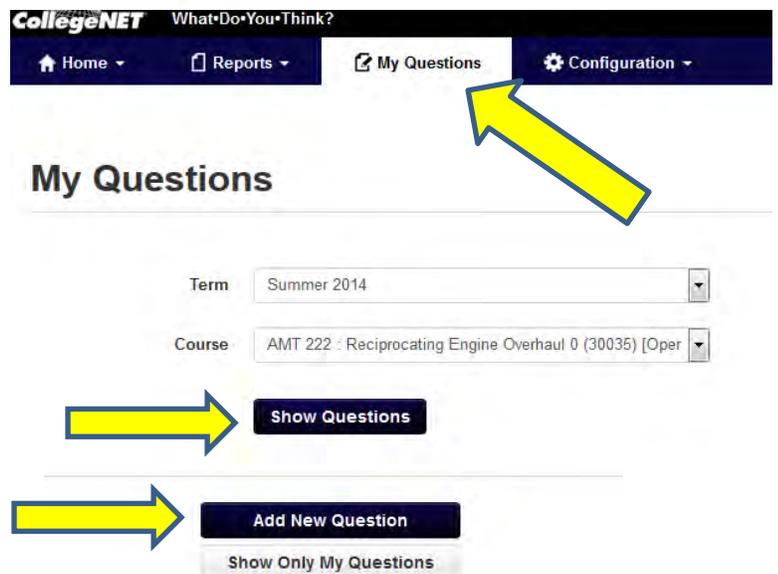
Type the question in **Question** textbox. This will be displayed on the evaluation form.
If you want to add this question to all of your courses for the term, **check the box** below the question.

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