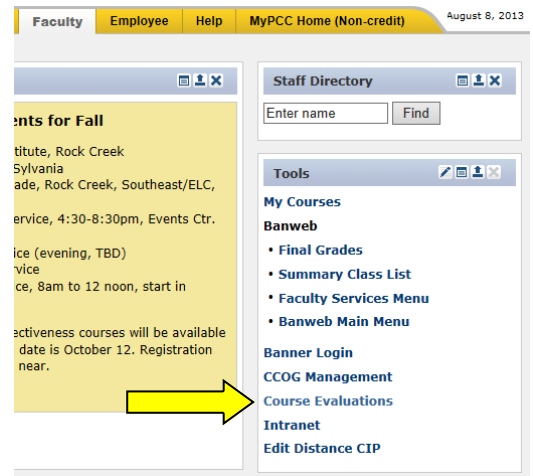


How to remind your students to complete their evaluations

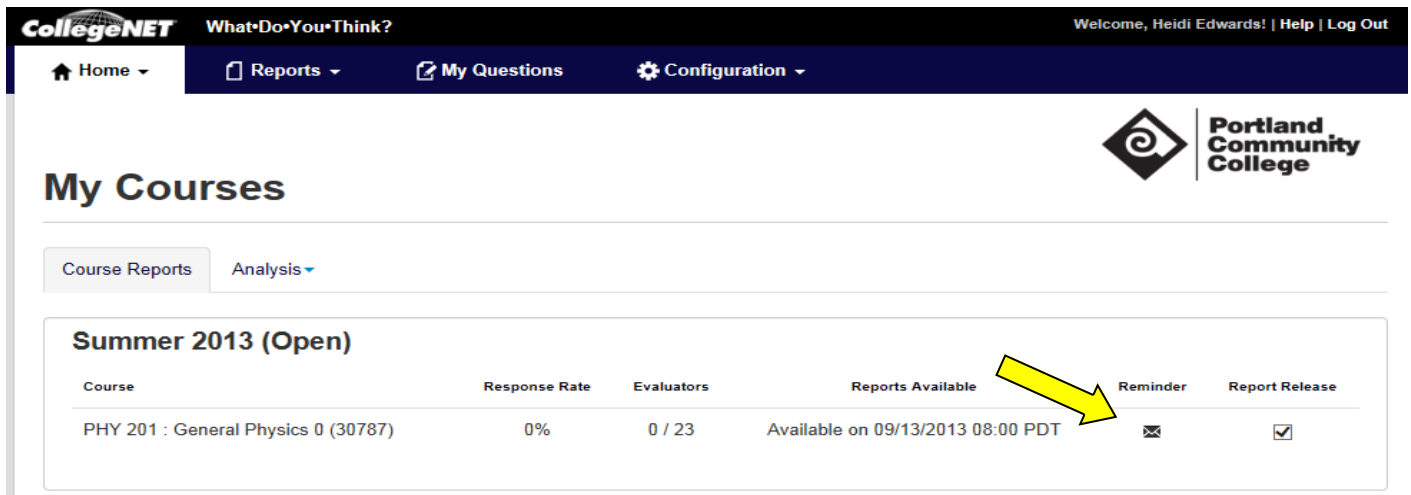
STEP One

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.

The screenshot shows the email reminder form for "Course: PHY 202 General Physics 0". It includes fields for From, Subject, and Body. A "Data fields" section lists available fields: course.name, end.date, user.firstname, and user.lastname. At the bottom, there are buttons for Save, Send, and Close.