QC Course Evaluations

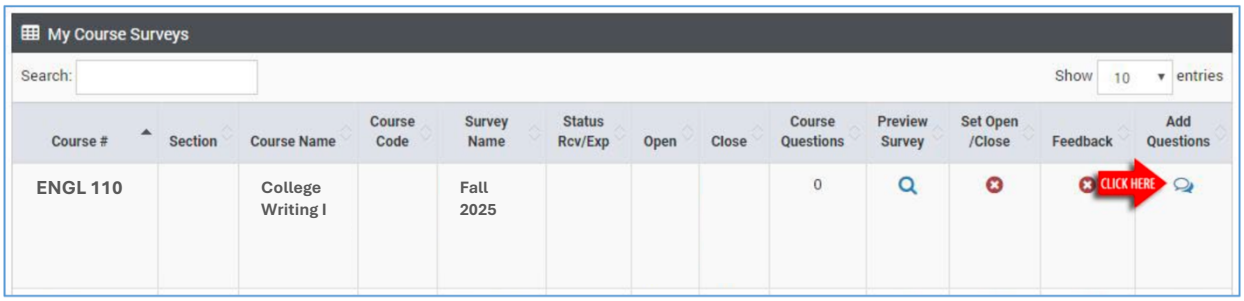
HOW TO ADD ITEMS FROM THE QUESTION BANK

*Instructors can add up to three (3) items from the **Add-on Question Bank** before evaluations open.*
PLEASE NOTE: It is impossible to add questions after the course evaluations period has begun.

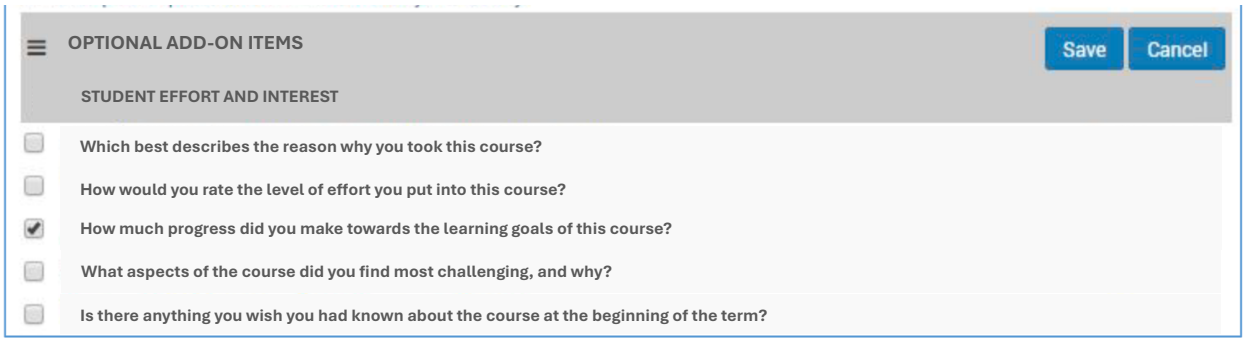
STEP 1. Log in to the QC CoursEval system: **http://www.qc.cuny.edu/evaluate**

STEP 2. Click the "**Surveys**" tab in the top menu and select "**My Course Surveys**".

STEP 3. Here, you will see the list of courses to be evaluated this term. Find the course you want to add questions to, and at the most right-side column, select "**Add Questions**".



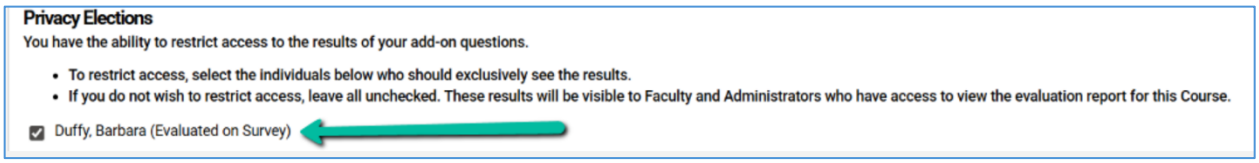
STEP 4. Scroll down to "**My Questions**" and check the boxes of the questions you want to add from the list.



STEP 5. Note that the section titled "**Privacy Elections**" allows you keep the results of add-on items private (i.e., inaccessible to chairs and deans).

To restrict access to the results of your add-on questions, check the names of person(s) who should exclusively see the results.

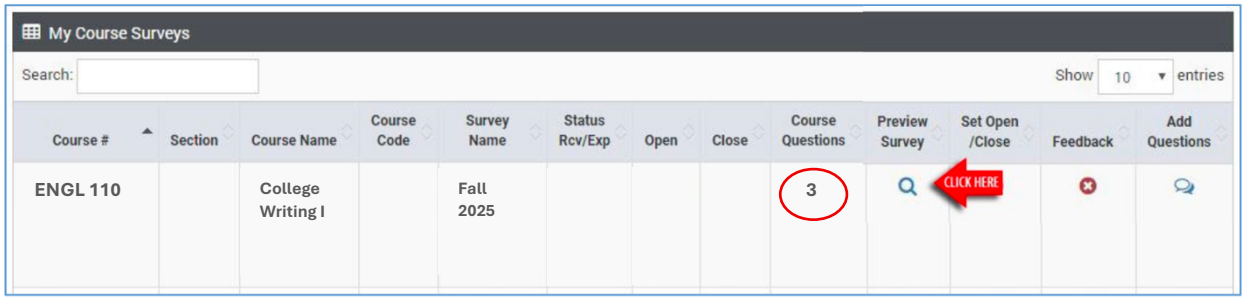
If you do NOT wish to restrict access, simply leave all unchecked.



STEP 6. Click **"Save".**

STEP 7. You will be taken back to your list of courses. The number of questions you selected to add will appear under "Course Questions".

Click the magnifier icon to **preview the survey** and review your selections.



NOTES:

- It is impossible to add questions after the course evaluations period has begun.
- Add-on items must be selected each term (i.e., selections do not carry over into future terms).

Learn more about QC CoursEvals here: https://www.qc.cuny.edu/oie/course-evals/