

QC Course Evaluations

HOW TO SEND PROOF

Sending proof means that your instructor will receive an email that looks like this:

```
The participant shown below has recently completed an assigned evaluation.

Participant.....: STUDENT JANE DOE
Date/Time Submitted....: May 01, 2021. 12:15 PM

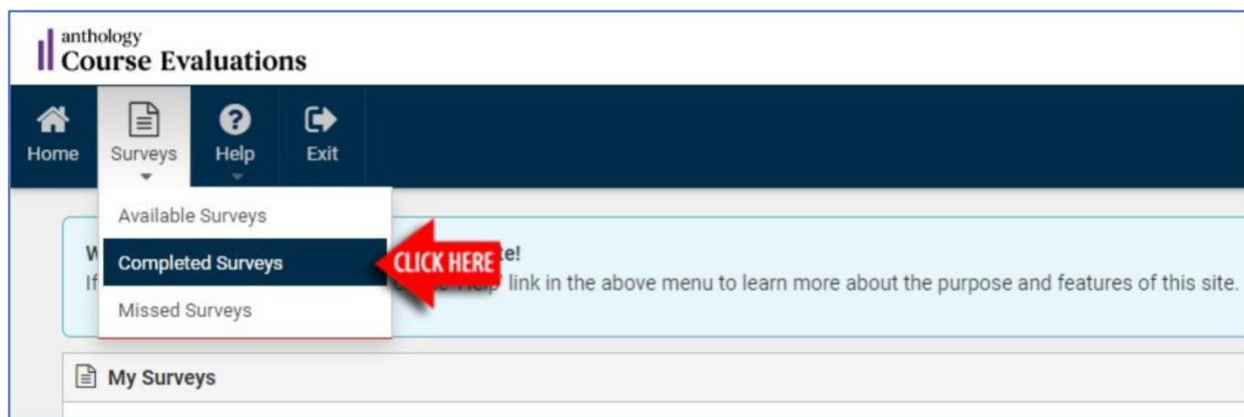
Survey.....: Spring 2021
Course Number.....: ENGL 110
Course Name.....: College Writing 1
Course Section.....: 001
```

Sending proof is always optional. Instructors cannot require it under any circumstance!

If you wish to send proof of your course evaluation submission, follow the steps below:

STEP 1. Log in to the QC CourseEval system: <http://www.qc.cuny.edu/evaluate>

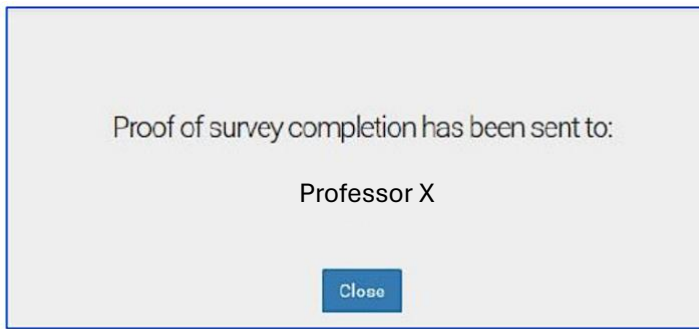
STEP 2. Click the “**Surveys**” tab in the top menu and select “**Completed Surveys**”.



STEP 3. Find the course in the list and click “**Send Proof**”.

Completed Survey List				
Search: <input type="text"/>		Show <input type="text" value="10"/> entries		
Course Number	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
ENGL 110	8%	Mar 1, 2021 9:10 AM Send Proof CLICK HERE	May 15, 2021 11:59 PM Edit Survey Answers	
PHIL 101	58%	Dec 11, 2020 12:29 PM Send Proof	Dec 15, 2021 11:59 PM Edit Survey Answers	

You should see a confirmation message:



You can confirm that proof was sent by checking whether “Send Proof” has changed to “Proof sent on <date>”.

Completed Survey List				
Search: <input type="text"/>		Show 10 entries		
Course Number	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
ENGL 110	8%	Mar 1, 2021 9:10 AM Proof sent on Mar 1, 2021	May 15, 2021 11:59 PM Edit Survey Answers	

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