

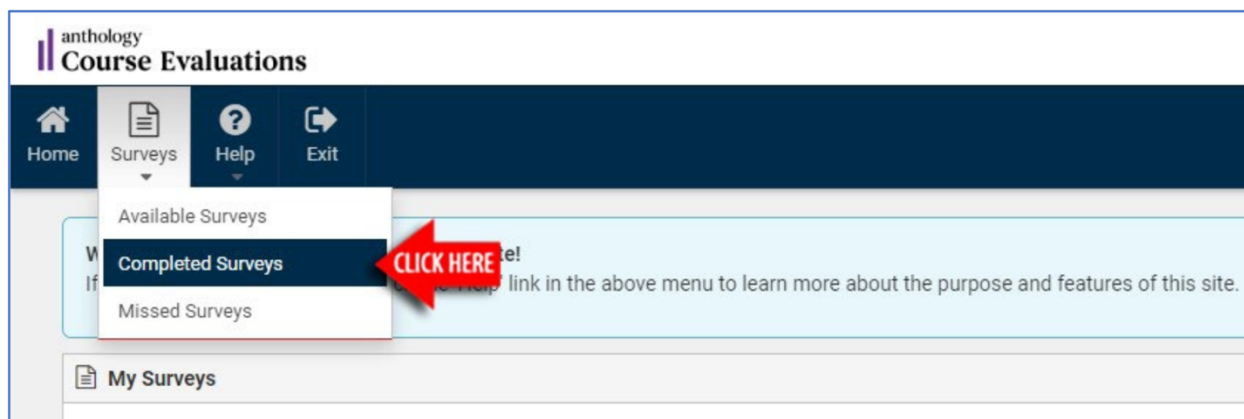
QC Course Evaluations

HOW TO EDIT YOUR RESPONSES

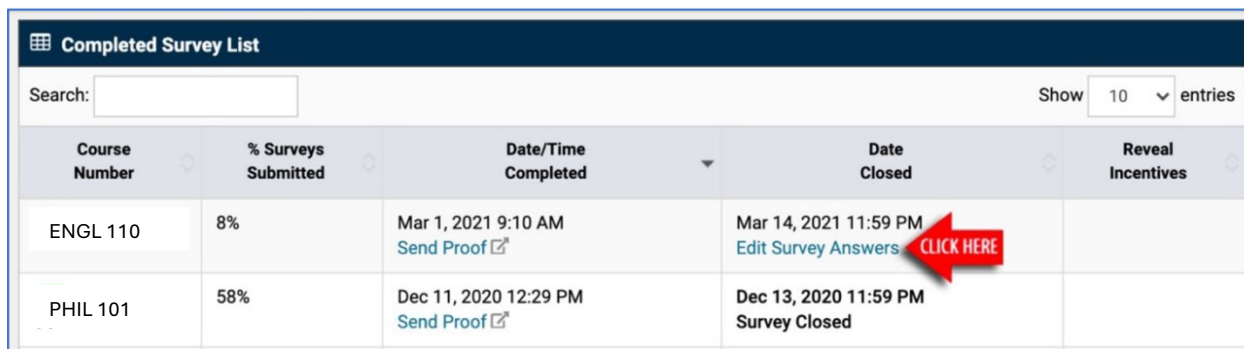
You can edit your evaluations even if you submitted, but you must do so before the survey deadline!

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 “**Completed Surveys**”.



STEP 3. Find the course in the list and click “**Edit Survey Answers**”.



Course Number	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
ENGL 110	8%	Mar 1, 2021 9:10 AM Send Proof	Mar 14, 2021 11:59 PM Edit Survey Answers	
PHIL 101	58%	Dec 11, 2020 12:29 PM Send Proof	Dec 13, 2020 11:59 PM Survey Closed	

The screenshot shows a table titled 'Completed Survey List'. The table has five columns: 'Course Number', '% Surveys Submitted', 'Date/Time Completed', 'Date Closed', and 'Reveal Incentives'. There are two rows of data. The first row is for 'ENGL 110' with 8% submitted, completed on Mar 1, 2021 at 9:10 AM, and closed on Mar 14, 2021 at 11:59 PM. The second row is for 'PHIL 101' with 58% submitted, completed on Dec 11, 2020 at 12:29 PM, and closed on Dec 13, 2020 at 11:59 PM. A red arrow points to the 'Edit Survey Answers' link in the first row with the text 'CLICK HERE'.

STEP 4. Make your edits and then click the “**Save And Continue**” button.

