SurveyMonkey Instructions
Instructor Facilitated Course Evaluations

Instructional Services coordinates course evaluation surveys as part of the Course Assessment process for scheduled faculty/courses. Instructors who wish to conduct their own (optional) course evaluation survey are welcome to do so. The college has a SurveyMonkey account that can be used for this and other college-related surveys.

Step 1: Go to [www.surveymonkey.com](http://www.surveymonkey.com) and login with the username `surveys@cgcc.cc.or.us` and a password available from Instructional Services.

Step 2: Click the Create Survey button.

![SurveyMonkey screenshot](image)
Step 3: Click the Copy existing survey button and select Course Evaluation Template from the first dropdown menu.

Step 4: Change the title and Nickname, then click the Continue button.
**Step 5:** Edit or delete questions 3 – 7. Add specific outcomes from your course to questions 3 – 5, and your own questions to 6 and 7. You can also include additional questions or different types of questions. If you ask students to provide their name (to track extra credit, etc.), be sure to communicate that the responses are not anonymous.

**Step 6:** Once you’re finished editing, click the send survey button at the bottom of the page.
Step 7: Distribute your survey by using the link provided or one of the other available methods. View responses by returning to www.surveymonkey.com, locating your survey, and looking at the Analyze Results tab. NOTE: Responses are viewable by anyone with the login credentials. Consider downloading responses to be kept offline and deleting surveys once they are no longer needed.

If you have questions or need assistance setting up your surveys please contact the Instructional Services office at (541) 506-6034.