

# SELECTING YOUR INSTRUCTOR ITEMS

# VIA QUERCUS

## 1

### Visit the Course Evals page in Quercus



Direct link to the Instructor & Administrator section of the page: <http://uoft.me/CEtools>



- Click the link 'Instructor Question Selection (for Current Courses)' e
- Click 'Choose Your Questions' beside the course you want to edit

## 2

### Select Your Items



- Review the Instructions section
- Scroll down to the section titled 'Course Instructor-Specific Items'
- Use the drop-down menus to expand or collapse the sections
- Click 'Select' next to items you want



The maximum number of selectable items is set by your Division



Need help deciding which items to select? Email us at [course.evaluations@utoronto.ca](mailto:course.evaluations@utoronto.ca)

## 3

### Review and Submit

- Scroll down to the bottom of the page and click 'Save'
- Once you are satisfied with your selection click 'Submit'



*That's it!*