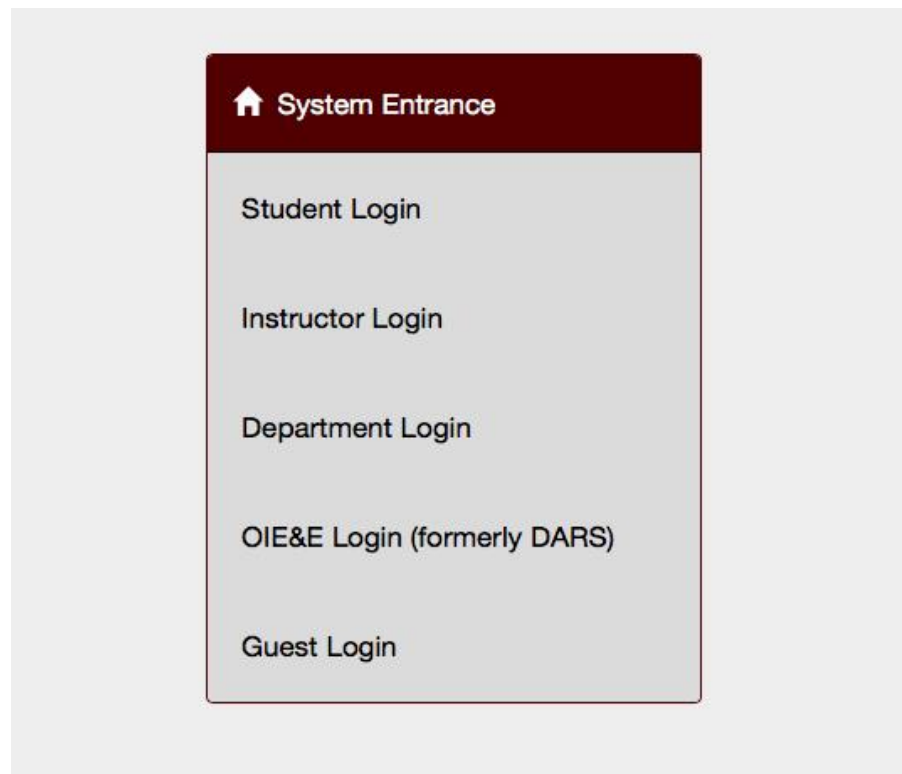


# Using PICA: Instructions for Faculty

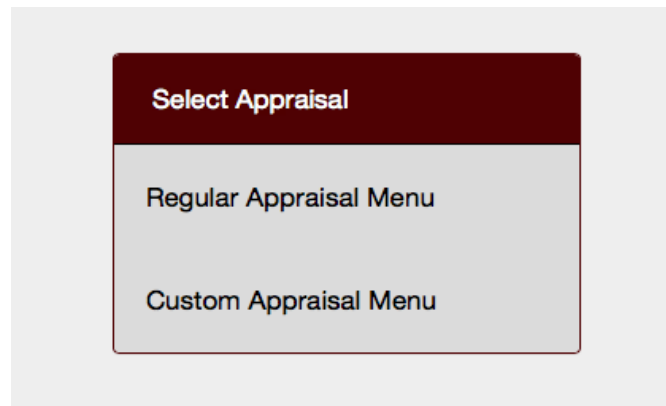


**INSTITUTIONAL EFFECTIVENESS  
& EVALUATION**  
TEXAS A & M UNIVERSITY

To enter PICA, go to <http://pica.tamu.edu> and choose “Instructor Login”



**If you have courses being appraised in the regular appraisal period and in the custom period, this menu will appear. Choose “Custom Appraisal Menu” if you have a course that meets outside of the regular term dates. Otherwise, choose “Regular Appraisal Menu”**



# Current Term Menu: Click “Begin” in the “Pre-Appraisal” Box

## Pre-Appraisal

Before the appraisal period

- Select courses for appraisal
- Select items for appraisal

**Begin**

## Appraisal Period

During the appraisal period

Number and percent of students  
who submitted an appraisal

Inactive

## Post Appraisal

After the appraisal period

Statistical summaries for course  
appraisals.

Inactive

# Select Courses for Appraisal: Courses available for appraisal are in the left hand window.

## Select the course and click “Add”

**Select Courses**    **Select & Add Items**    **Complete**

Select the courses for appraisal using PICA

**Instructions for Desktop computers:**  
Use shift (⇧) and control key (⌘) to select multiple items. Click "Add" to select Course(s) for Appraisal. Once selection is complete, click "Continue" to proceed.

**Instructions for Tablets/iPads:**  
Tap the left-hand drop down boxes to view and choose the appraisals. A check will appear beside appraisals that have been chosen. The left-hand dropdown boxes may show '0 Items' or empty till an appraisal is checked. Multiple appraisals may be chosen at once. Click the 'Submit' button to select the appraisal(s). Tap the right-hand dropdown boxes to view the selected appraisals.

**End-of-Term Courses Available**

TAMU 2015A WXYZ 401 501

**Add**

**End-of-Term Courses Selected**

Continue



# Courses Selected: Appear in the right hand window. Click “Continue”

**Select Courses** **Select & Add Items** **Complete**

Select the courses for appraisal using PICA

**Instructions for Desktop computers:**  
Use shift (⇧) and control key (⌘) to select multiple items. Click "Add" to select Course(s) for Appraisal. Once selection is complete, click "Continue" to proceed.

**Instructions for Tablets/iPads:**  
Tap the left-hand drop down boxes to view and choose the appraisals. A check will appear beside appraisals that have been chosen. The left-hand dropdown boxes may show '0 Items' or empty till an appraisal is checked. Multiple appraisals may be chosen at once. Click the 'Submit' button to select the appraisal(s). Tap the right-hand dropdown boxes to view the selected appraisals.

**End-of-Term Courses Available**

**End-of-Term Courses Selected**

TAMU 2015A WXYZ 401 501

Add

Continue





# You can add Likert scale items or essay questions from this menu

For TAMU 2015A WXYZ 401 501:End-of-Term

## Pre-selected Items

The following are the items that your college dean and/or department head have already chosen. You may not edit these items.

#	Item #	Description
1	121	I gained a good understanding of concepts/principles in this subject.
2	122	I learned to apply principles from this course to new situations.
3	123	I learned to identify main points and central issues in this field.
4	141	I developed enthusiasm about the course material.
5	142	I was stimulated to do outside reading about the course material.
6	143	I was stimulated to discuss related topics outside of class.
7	144	I developed plans to take additional related courses.

## Instructor Items

You may choose up to 13 items. The 'Add' and 'Change' links will take you to the Item Bank from which you may select a new item or a replacement item. To delete an item, click the 'Del' link. Changes are effective immediately.

#	Item #	Description	Add or Change Item?	Delete Item?
8			<a href="#">+Add</a>	
9				
10				

[Finished Selections](#)

[Return to Item Selection](#)

[View Item Bank](#)



# Confirmation of completion

## Pre-Appraisal

Before the Custom Appraisal Period



You have completed selections for the following courses:

2015A WXYZ 401 501 End Term

[← Previous](#)





# Email confirmation of appraisal selection

From: <srf@tam.u.edu>

To: <metroy@tam.u.edu>

Date: March 3, 2015 at 10:24:03 AM CST

Subject: Pica notification of successful appraisal selection

Thanks for using the PICA system. You have successfully selected the following appraisal(s):

Appraisals Selected:

TAMU 2015A WXYZ 401 501

You may wish to keep this email for your records.

\*\*\* Please do not reply directly to this email as it is an unmonitored alias. If you have any questions regarding the content of this email, please forward it to [PICA@tam.u.edu](mailto:PICA@tam.u.edu). \*\*\*



# Students can do the evaluation in class on their mobile devices

- Display this QR code in class or in your syllabus
- Or tell them to go to <http://pica.tamu.edu>

