Using PICA: Instructions for Faculty

Mark Troy
Data and Research Services
To enter, go to [http://pica.tamu.edu](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”
Current Term Menu:
Click “Begin” in the “Pre-Appraisal” Box.
Select Courses for Appraisal:
Courses available for appraisal are in the left hand window. Select the course and click “Add”
Courses Selected: Appear in the right hand window. Click “Continue”
Additional items may be added to your form. These items will be for your use only and the results will not be reported to your Department Head. Choose your course from the drop down menu and choose “view” or “select”
You can add Likert scale items or essay questions from this menu.
Confirmation of completion

You have completed selections for the following courses:

2015A WXYZ 401 501 End Term

← Previous
Email confirmation of appraisal selection

- From: <srf@tamu.edu>
- To: <metroy@tamu.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 metroy@tamu.edu. ***
Students can do the evaluation in class on their mobile devices.

Students with mobile devices can scan this QR code to go to the PICA login.