

Completing a Course Evaluation by Email: Version 8

- Role: [Student](#)

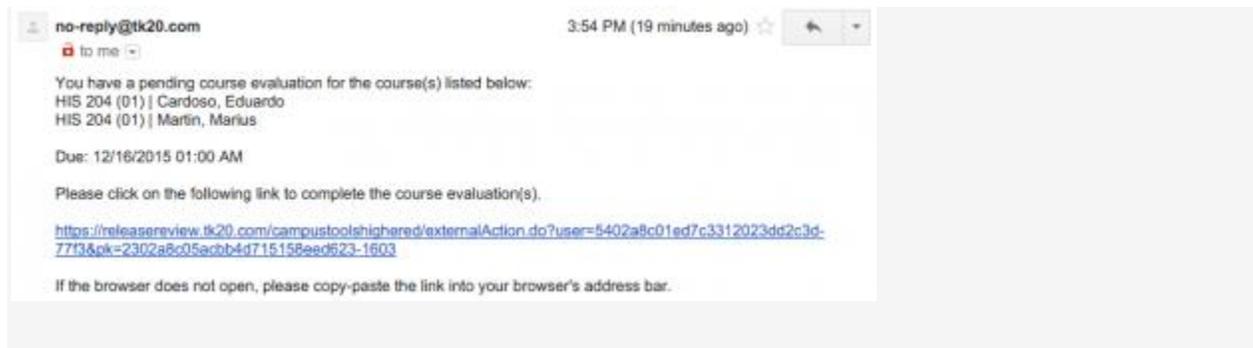
Was this article helpful?

—
Awesome! Thanks for using the Tk20 HelpDesk!

This tutorial applies to Version 8+ of the Tk20 system. You can find your version number by going to your Tk20 site and checking the footer (located at the bottom of the webpage).

Completing a Course Evaluation via Email

1. Click on the embedded link in your email. If prompted, log into Tk20.



no-reply@tk20.com

3:54 PM (19 minutes ago) ☆

to me ▾

You have a pending course evaluation for the course(s) listed below:

HIS 204 (01) | Cardoso, Eduardo

HIS 204 (01) | Martin, Marius

Due: 12/16/2015 01:00 AM

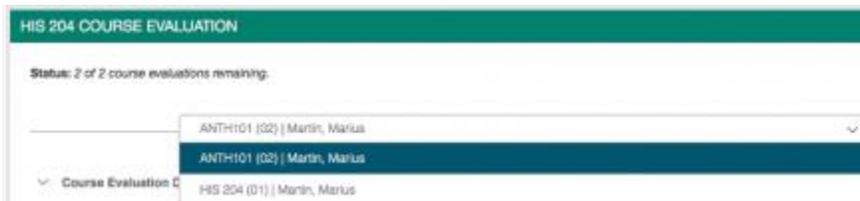
Please click on the following link to complete the course evaluation(s).

<https://releasereview.tk20.com/campustoolshighered/externalAction.do?user=5402a8c01ed7c3312023dd2c3d-77f3&pk=2302a8c05acbb4d715158eed623-1603>

If the browser does not open, please copy-paste the link into your browser's address bar.

Email Containing Embedded Link

2. If you have multiple course evaluations to complete, select the one you want to complete first from the drop down menu.
3. Complete the course evaluation form, then click on:
 - **Save:** save your evaluation and return at a later time
 - **Submit:** submit your course evaluation
 - **Submit and Next:** submit your course evaluation and move on to the next
 - **Cancel:** exit the course evaluation without saving any changes



HIS 204 COURSE EVALUATION

Status: 2 of 2 course evaluations remaining.

Course Evaluation C

ANTH101 (02) | Martin, Marius

ANTH101 (02) | Martin, Marius

HIS 204 (01) | Martin, Marius

HIS 204 COURSE EVALUATION

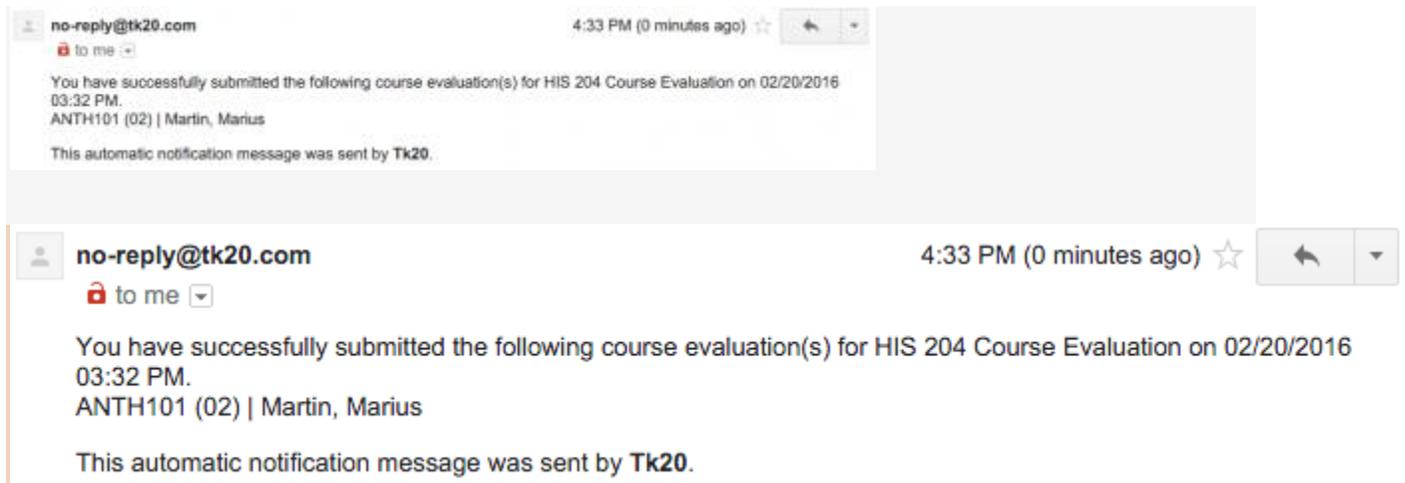
Status: 2 of 2 course evaluations remaining.

- AN TH101 (02) | Martin, Marius
- AN TH101 (02) | Martin, Marius**
- ▼ Course Evaluation D HIS 204 (01) | Martin, Marius

Choose from Multiple Course Evaluations

Confirming your Submission

You will receive a notification email once you have submitted your course evaluation.



Submitted Course Evaluation Email

A Tk20 notification will appear when you have submitted all of your course evaluations.

Recalling a Course Evaluation

- 1. Click on Home.**
- 2. Click on Tasks in the side-menu.**
- 3. Click on your Course Evaluation from the list of tasks, then select the course evaluation you want to recall from the drop down menu.**
- 4. Click on Recall.**