

Completing a Course Evaluation by Login: Version 8

- Role: [Student](#)

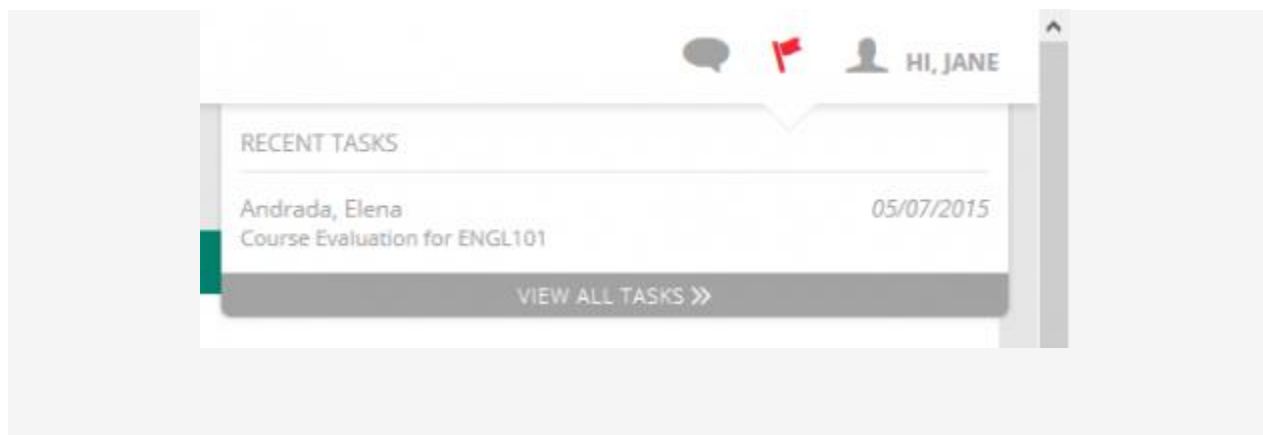
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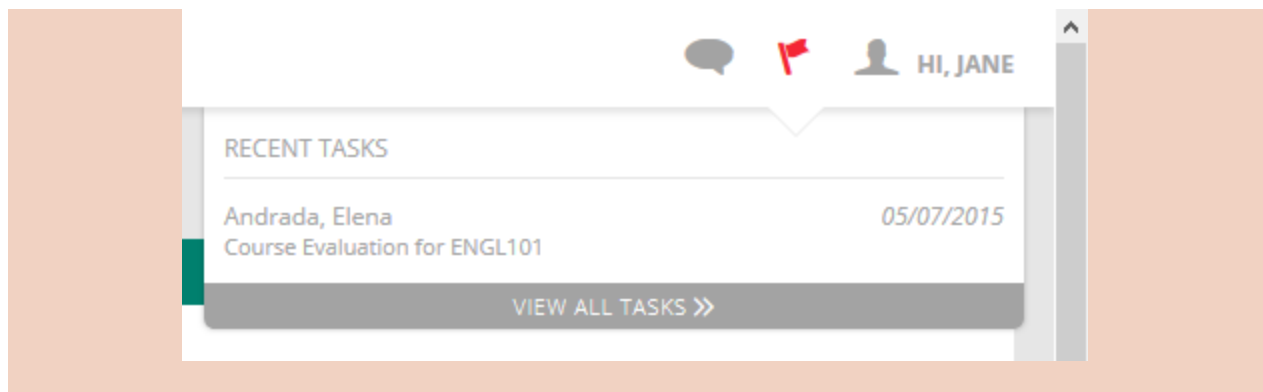
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Awesome! Thanks for using the Tk20 HelpDesk!

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).

Opening & Completing a Course Evaluation

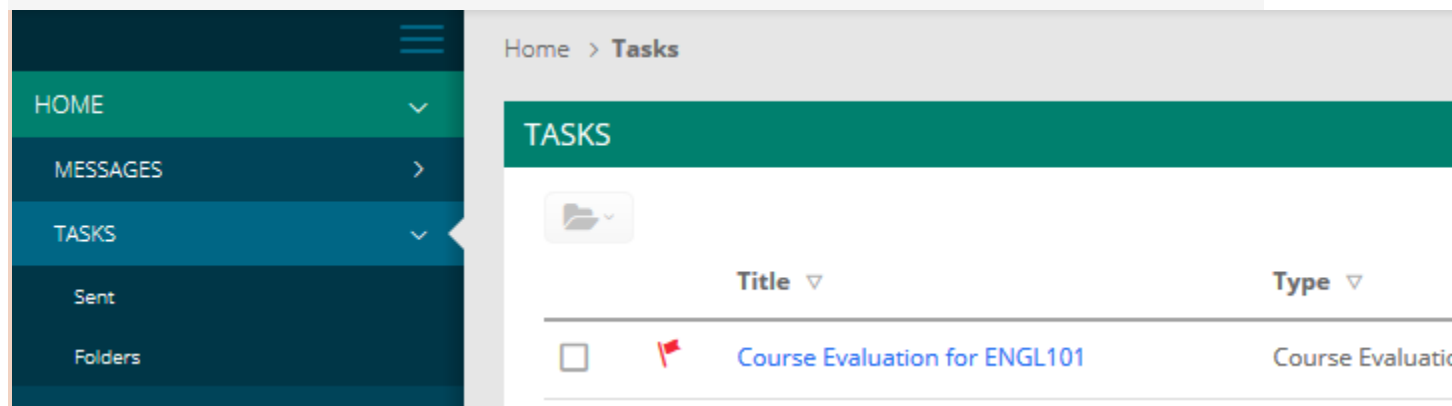
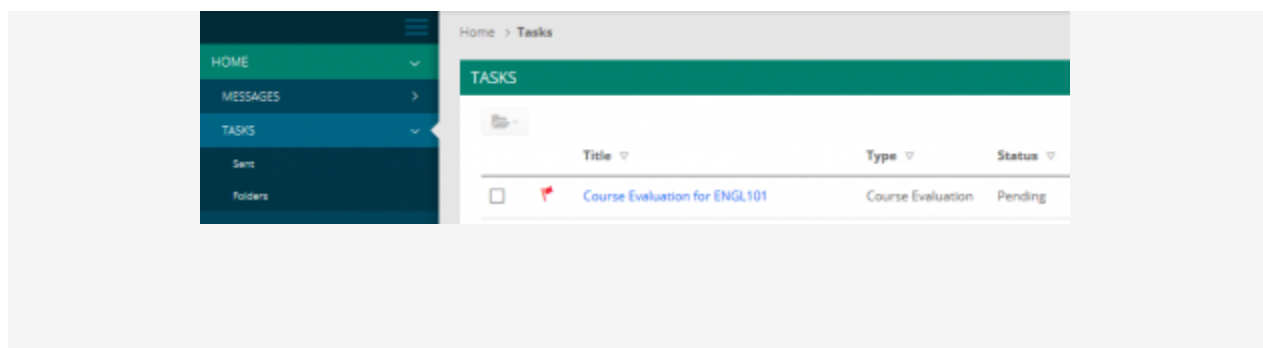
1. Open your pending tasks to view your current open Course Evaluation(s). You can find your pending tasks by clicking on the “flag” icon in the top right of the screen, as show below. Note that the icon will be red if you have unread pending tasks.





Click on the Flag Icon to Open Pending Tasks

... or you can find it in the main navigation menu on the left by clicking on Home and then Tasks, as shown below:



Click on Home and then Tasks in the Main Menu to Open Pending Tasks

- 2. If you have multiple course evaluations to complete, select the one you want to complete first from your list of pending tasks.**
- 3. Complete the course evaluation form and then click one of the buttons at the bottom of the evaluation:**
 - Save to save your answers and return to complete the evaluation at the later time.**
 - Submit to finish and send your answers.**
 - Close to return to your task list without saving or submitting the evaluation.**

Confirming Your Submission

After you submit a Course Evaluation, you will receive a confirmation email.

You will also receive a status message in the Tk20 application once you have completed all of your pending Course Evaluations.