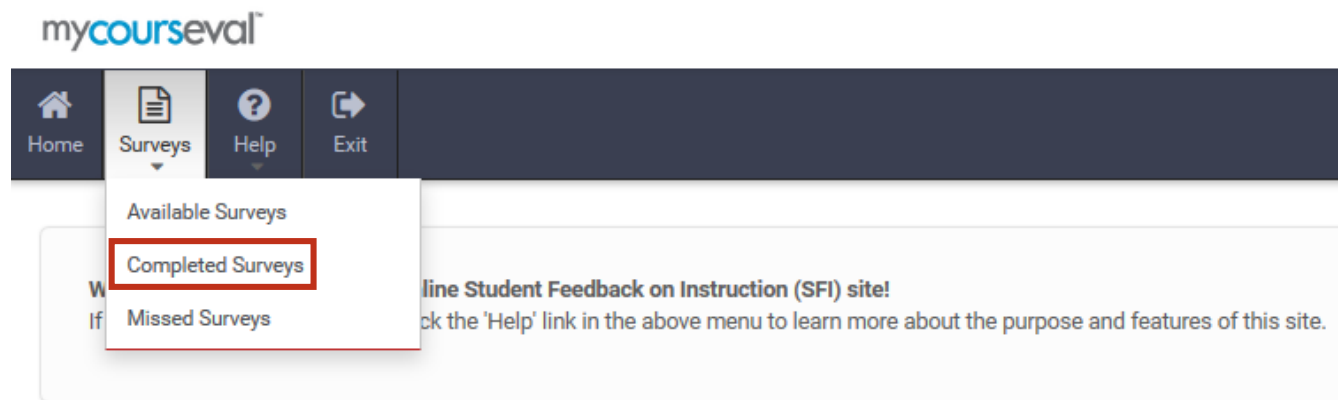


## How to Send Proof of a Completed Survey in Student Feedback on Instruction

Follow the steps below to send proof of completion to your instructor.

1. Log into your CoursEval account. [http://tiny.cc/CoursEval\\_Student](http://tiny.cc/CoursEval_Student)
2. On the top, left corner of the screen, select **Completed Surveys** beneath the **Surveys** tab.



3. Your completed surveys will be displayed on the Completed Surveys screen. The most recent surveys will be listed at the top of the list. If you do not see your survey, please select the downward arrow to the right of **Date/Time Completed** to sort by date.
4. Click on **Send Proof** in the **Date/Time Completed** column. Your instructor will receive an automated email verifying completion (no responses will be included).

Survey Name	Responsible Faculty	Date/Time Completed
201620-1 (Spring 2016 SFI)	S. Paxton	Mar 30, 2016 11:30 AM <a href="#">Send Proof</a>