

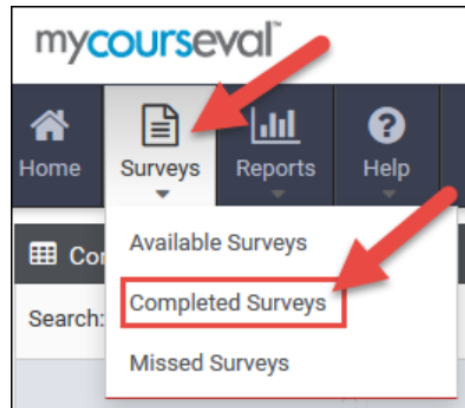
# Student Feedback on Instruction (SFI) in CourseEval

## For Students: Send Proof of Completion

Updated: 07/12/2019

The **Send Proof of Completion** option allows students to send an email receipt to Responsible Faculty from their completed survey list. The instructor gets the notice of proof. The do not see actual survey responses until the end of the semester after grades have been posted.

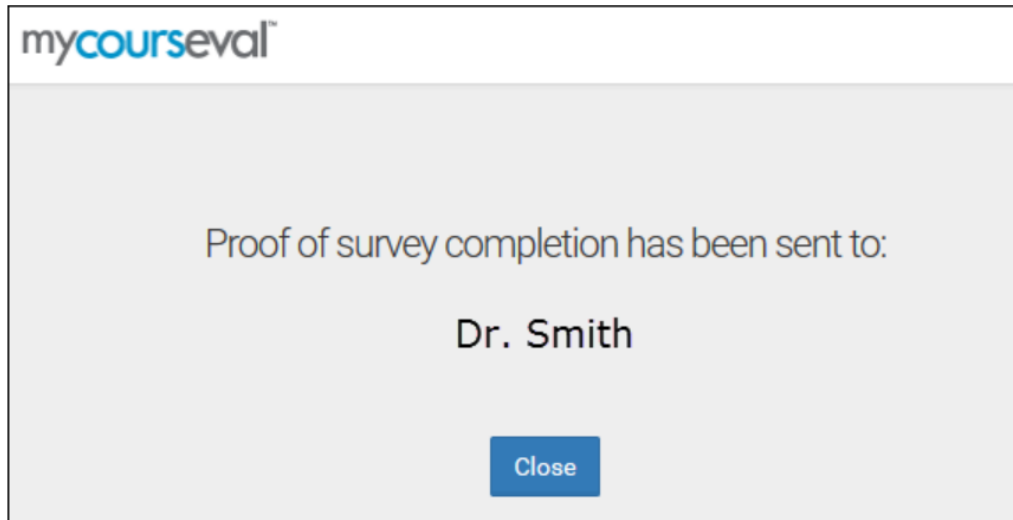
Once the students submit the survey they will need to go to the '**Surveys**' menu and click '**Completed Surveys**.'



The student needs to locate the course with the completed survey and click the 'Send Proof' link.

Completed Survey List				
Search: <input type="text"/>				
Course Number	Course Name	Survey Name	Responsible Faculty	Date/Time Completed
Math100 1	Intro to Math	NAU Test Survey	O. Faculty	Sep 20, 2016 10:32 AM <a href="#">Send Proof</a>

The students will then see this message.



The students will not be able to click 'Send Proof' again once sent for the course.

A screenshot of a table titled "Completed Survey List". The table has five columns: Course Number, Course Name, Survey Name, Responsible Faculty, and Date/Time Completed. A red arrow points to the "Date/Time Completed" cell for the first row, which contains the text "Sep 20, 2016 10:32 AM" and "Proof sent on Sep 20, 2016".

Course Number	Course Name	Survey Name	Responsible Faculty	Date/Time Completed
Math100 1	Intro to Math	NAU Test Survey	O. Faculty	Sep 20, 2016 10:32 AM Proof sent on Sep 20, 2016

**Note:** Students can send one “proof of completion” to their instructor/ professor at any time during or after the semester/ part of the term. Once students send the proof, Faculty Members receive a notification of survey completion. Students need to check with their instructors the latest day they can send the proof of completion.