

Student Course Evaluations – A Guide for Students

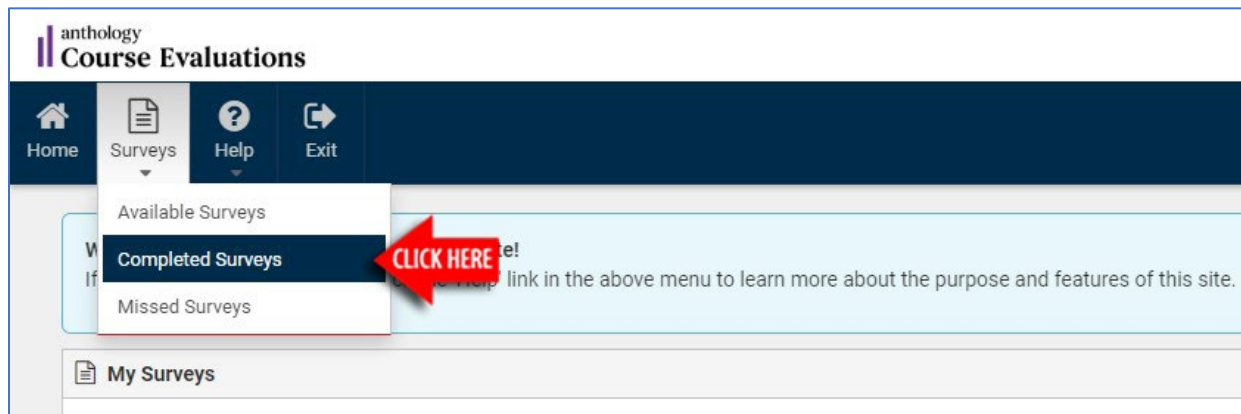
SENDING PROOF OF COMPLETION

You can send your instructor proof that you completed your evaluation.

Log in to **Anthology Course Evaluations**:

<https://p9.courseval.net/etw/ets/et.asp?nxappid=922&nxmid=start>

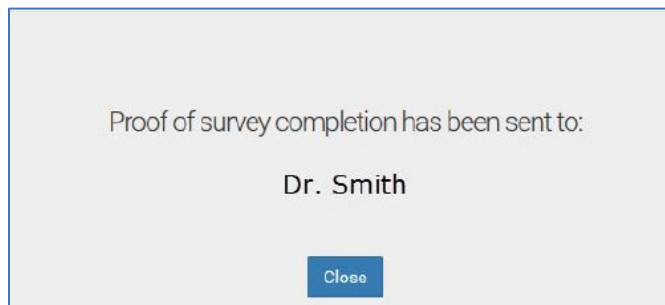
Click the **Surveys** tab and then click **Completed Surveys**.



Find the course in the list and then click **Send Proof**.

Completed Survey List				
Search: <input type="text"/>			Show 10 entries	
Course Number	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
AUDI 105 03	8%	Mar 1, 2021 9:16 AM Send Proof	Mar 14, 2021 11:59 PM Edit Survey Answers	
MATH 110 14	58%	Dec 11, 2020 12:29 PM Send Proof	Dec 13, 2020 11:59 PM Survey Closed	


You will then see this message:



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You will then see “Send Proof” has changed to “Proof sent on” and the date.

Completed Survey List				
Search: <input type="text"/>		Show <input type="text" value="10"/> entries		
Course Number	% Surveys Submitted	Date/Time Completed	Date Closed	Reveal Incentives
 AUDI 105 03	8%	Mar 1, 2021 9:10 AM Proof sent on Mar 1, 2021	Mar 14, 2021 11:59 PM Edit Survey Answers	

Your instructor will receive an email like this:

```
The participant shown below has recently completed an assigned evaluation.
Participant.....: Joe Columbia
Date/Time Submitted....: Sep 20, 2016 10:32 AM

Survey.....: NAU Test Survey
Course Number.....: Math100
Course Name.....: Intro to Math
Course Section.....: 1
```