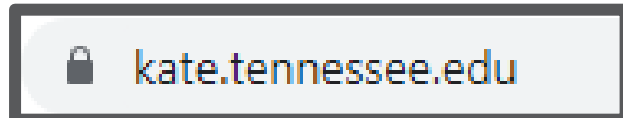


K@TE is the University of Tennessee's Learning Management System. This job aid provides step-by-step instructions on how to complete course evaluations for a recently completed training session.

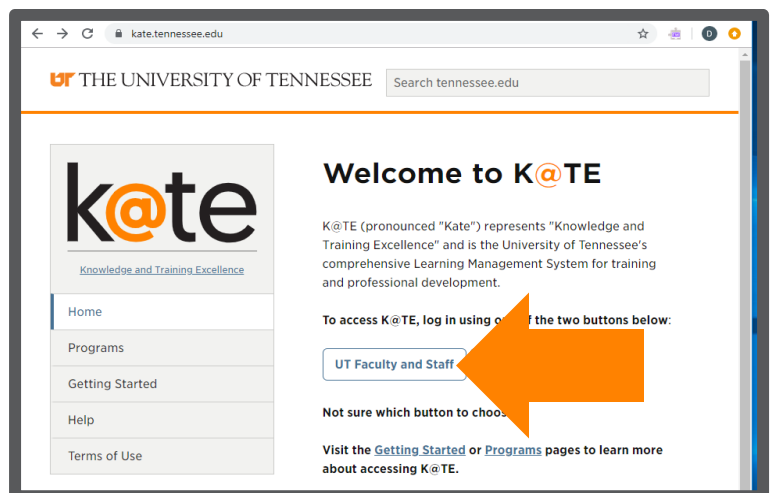
Step 1

- Navigate to <https://kate.tennessee.edu/> in your browser.



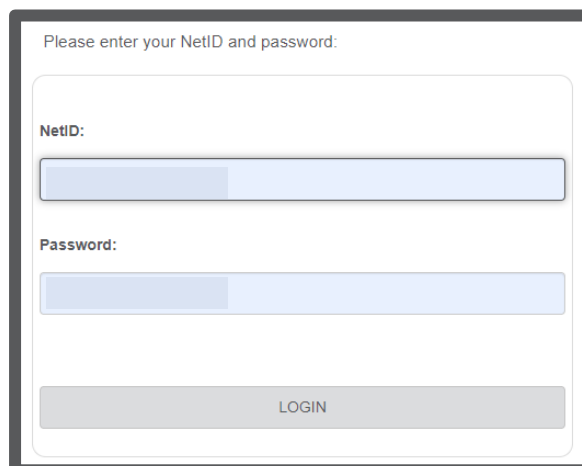
Step 2

- Click "UT Faculty and Staff".



Step 3

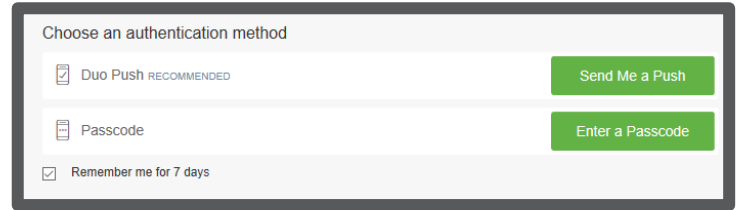
- Login using your NetID and network password.



A screenshot of the login form. At the top, it says "Please enter your NetID and password:". Below this are two input fields: "NetID:" and "Password:". At the bottom of the form is a button labeled "LOGIN".

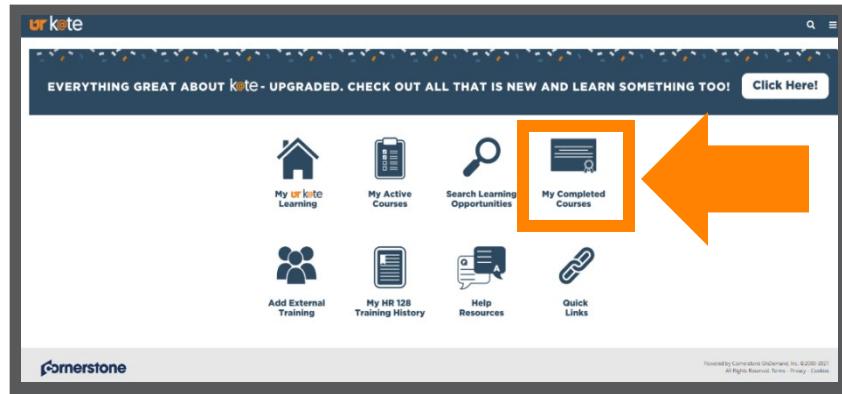
Step 4

- Follow the necessary two-factor authentication steps.



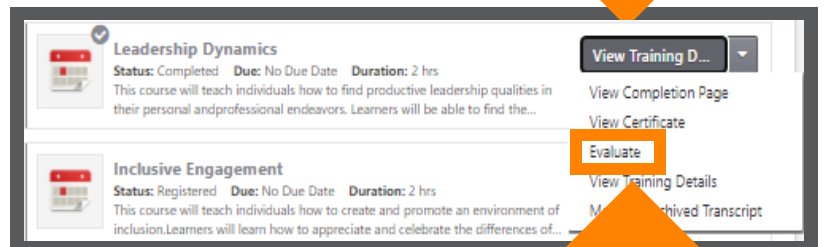
Step 5

- The K@TE home page will appear.
- Select “My Completed Courses”



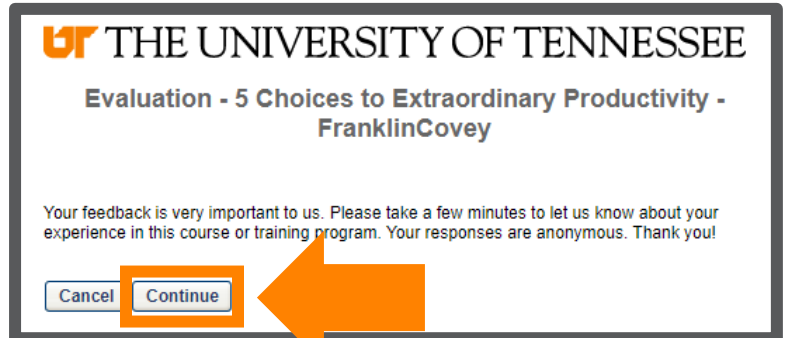
Step 6

- Find the course you are wanting to evaluate.
- Click the drop-down arrow next to “View Completion Page” and click “Evaluate”



Step 7

- After reading the short instructions, click “Continue”.

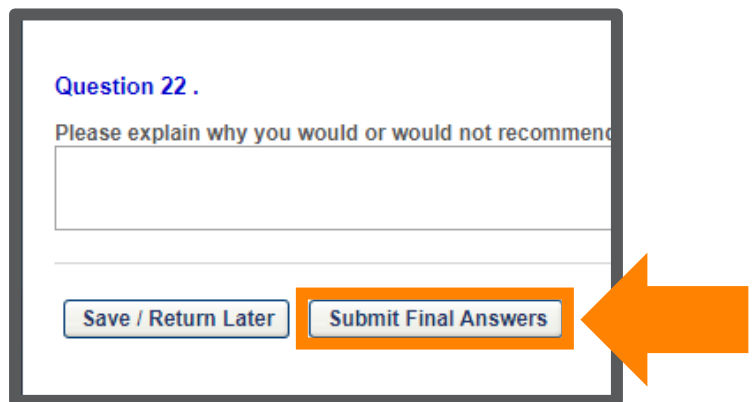


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Your feedback is very important to us. Please take a few minutes to let us know about your experience in this course or training program. Your responses are anonymous. Thank you!

Step 12

- Complete the entire evaluation.
- When done, click “Submit Final Answers”.



Question 22 .
Please explain why you would or would not recommend