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/](https://kate.tennessee.edu/) in your browser.

**Step 2**
- Click “UT Faculty and Staff”.

**Step 3**
- Login using your NetID and network password.
**Job Aid: How to Complete Course Evaluations**

**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”
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Step 7
- After reading the short instructions, click “Continue”.

Step 12
- Complete the entire evaluation.
- When done, click “Submit Final Answers”.

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[Image of evaluation forms]