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.
Step 4

- Follow the necessary two-factor authentication steps.

Step 5

- The K@TE home page will appear.
- Hover over “Learning” in the top left-hand corner to reveal the drop-down menu.

Step 6

- Select “View Your Transcript” from the drop-down menu.
Step 7
• Click on the “Active” filter and select “Completed”.

Step 8
• Review the list of completed courses on your transcript.

Step 9
• Find the course you’re wanting to evaluate.
  • Click “View Completion Page”
Step 10
- Click “Evaluate This Training”.

Step 11
- After reading the short instructions, click “Continue”.

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

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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!

[Continue button]

[Submit Final Answers button]