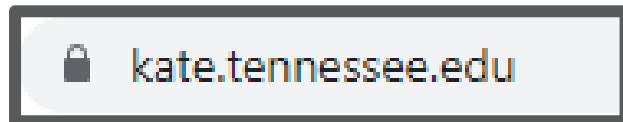


K@TE is the University of Tennessee's Learning Management System. This job aid provides step-by-step instructions on how to complete course evaluations for a recently completed training session.

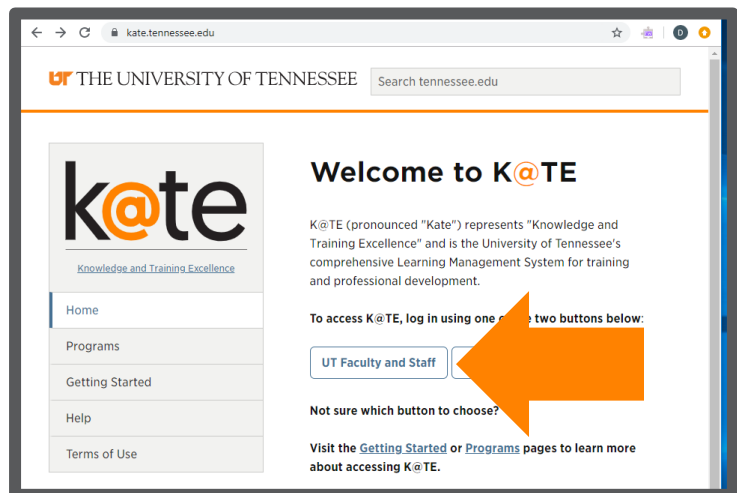
## Step 1

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



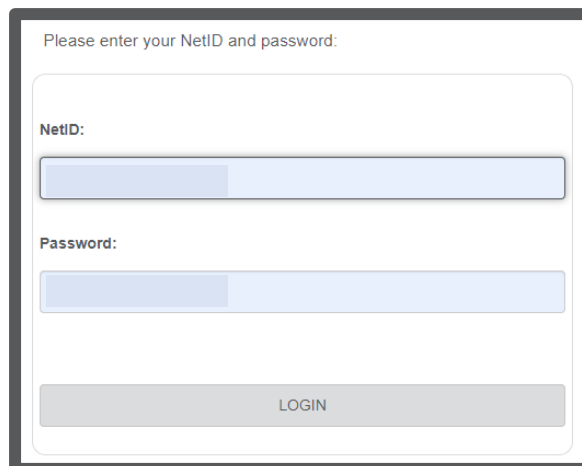
## Step 2

- Click "UT Faculty and Staff".



## Step 3

- Login using your NetID and network password.



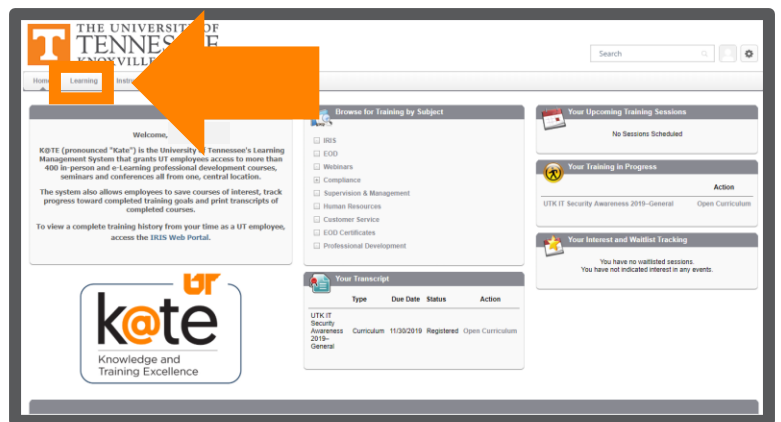
## Step 4

- Follow the necessary two-factor authentication steps.



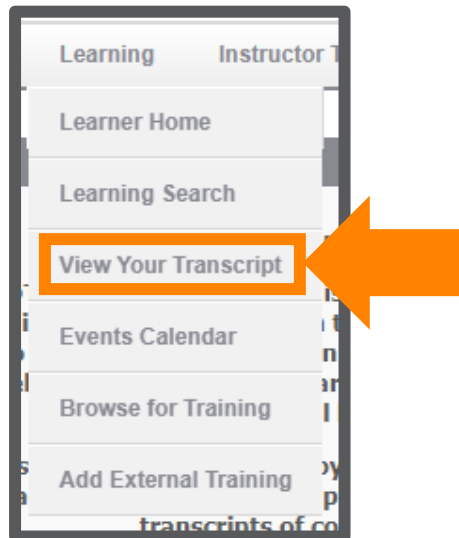
## Step 5

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



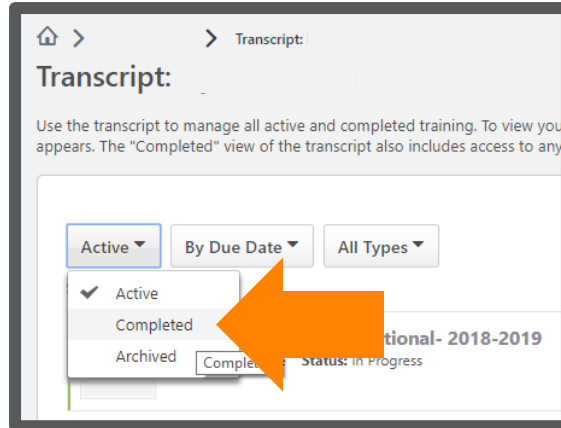
## Step 6

- Select “View Your Transcript” from the drop-down menu.



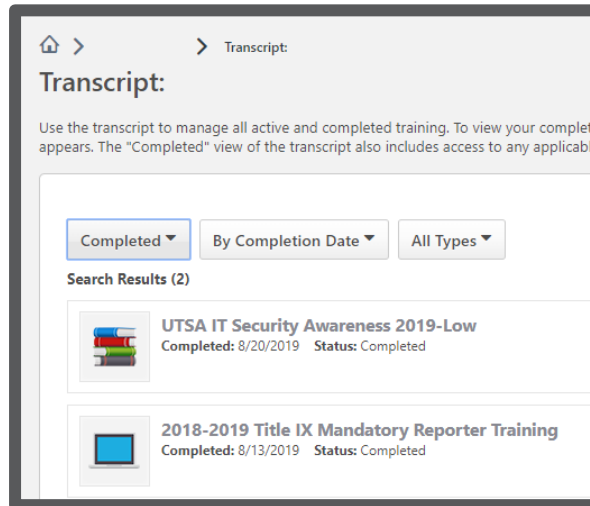
## Step 7

- Click on the “Active” filter and select “Completed”.



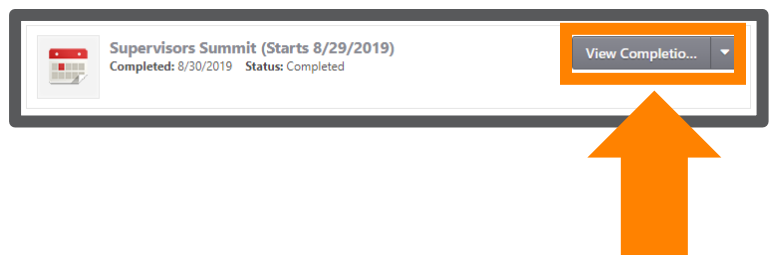
## Step 8

- Review the list of completed courses on your transcript.



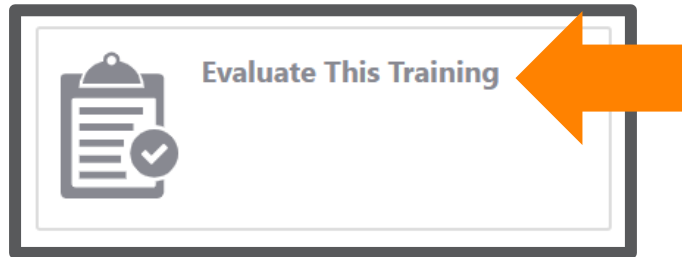
## Step 9

- Find the course you’re wanting to evaluate.
- Click “View Completion Page”



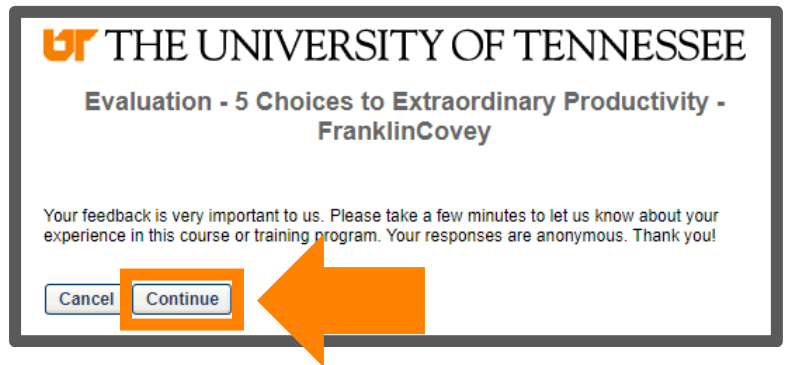
## Step 10

- 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”.

