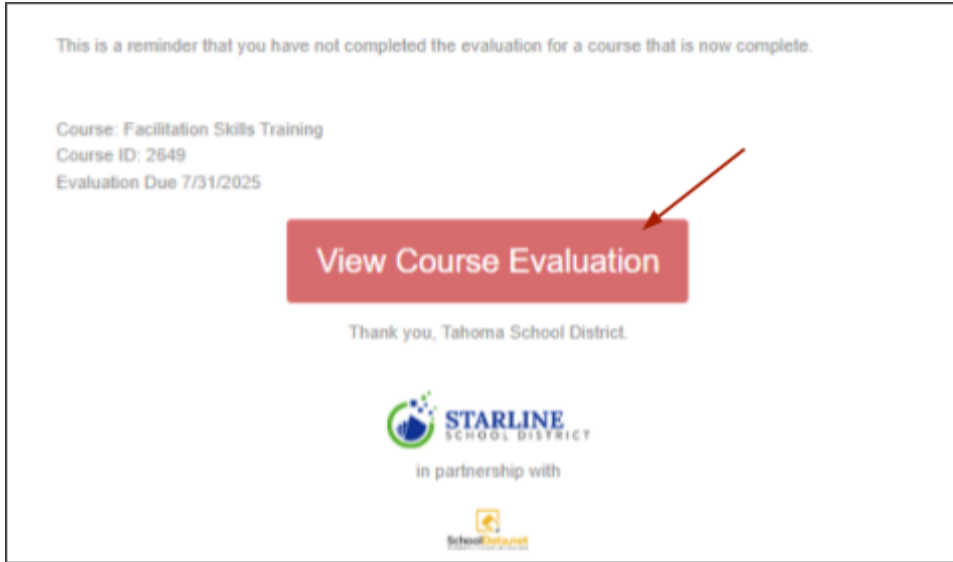


Completing a Course Evaluation

There are two different pathways you can follow in order to complete the course evaluation.

Option 1:

1. You will receive an email reminder with a link to your course evaluation.



2. After clicking the link, you are taken to the evaluation form in the Pro Dev application, where you can scroll down to complete and submit your evaluation.

Option 2:

1. Select **My Courses** in the left-hand navigation menu

Id	Status	Course Title	End Date	Email	Att. Verified	Credits	Eval Status	Eval Close	Row A...
911	Enrolled	PD Reimbursement	Wed, Apr 1, ...	Send Ei	No	Clock: Reque	🟢	Wed, Apr 29,	⚙️
910	Enrolled	Evidence-Based	Mon, May 4, ...	Send Ei	Yes	Clock: Earnec	🟡	Sat, Jun 13, 2...	⚙️
908	Enrolled	Classified Training	Mon, Jan 26, ...	Send Ei	Yes	Classifie			
905	Enrolled	Building Positive Be	Mon, Jun 1, ...	Send Ei	Yes	Clock: E			

2. A list of course enrollment records will be displayed. Use the filters at the top of the columns to locate the course that needs to be evaluated. Note that there may be multiple pages of courses.
3. Click the **Row Action gear** to the far right and select **Evaluate**.
4. The evaluation form will open; scroll down to complete and submit it.