Once the students submit the survey they will need to go to the 'Surveys' menu and click 'Completed Surveys.'

The student needs to locate the course with the completed survey and click the 'Send Proof' link.

The students will then see this message.
The students will not be able to click 'Send Proof' again once sent for the course.

The course instructor would receive this email after the student clicks 'Send Proof'.

The participant shown below has recently completed an assigned evaluation.

Participant.........: Michael Johnson  
Date/Time Submitted....: Sep 20, 2016 10:32 AM  
Survey...............: NAU Test Survey  
Course Number........: Math100  
Course Name.........: Intro to Math  
Course Section.......: 1  

Link to CoursEval: