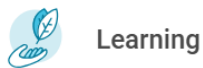# HOW TO COMPLETE A COURSE EVALUATION IN WORKDAY

1. Log in to Workday
2. Click Menu (upper left)
3. Select Learning

Learning

4. Click My Learning

My Learning

5. Choose the class for which you need to complete the Evaluation
6. Scroll to the bottom of the page and click TTCP Course Evaluation

TTCP Course Evaluation
External Link   Optional

7. If prompted with a screen that says Up Next with the course name, click View Again

Up Next

Aggregate Sampler Certification

View Again   Next Lesson

8. Click on View External Link (this will open a new window)

View External Link

9. Click Start now

Start now

10. Answer the questions and click Submit

Submit