STEP 1
After Ms. Stubberfield logs you into TrueOutcomes
- Click “SURVEY” from top menu

STEP 2
Click Whitlowe R. Green College of Education from right hand menu

STEP 3
Scroll down and find course
  - Click “SELECT” button

STEP 4
Click “ADMIN” tab

STEP 5
Click “ENTER RESPONSES” from menu

STEP 6
Click “ANONYMOUS RESPONSES”
  - Click “HERE TO ADD NEW RESPONSES”

STEP 7
Complete survey (only complete questions 1, 2, 4, 8-19)

STEP 8
Click “SUBMIT”
Click “CLOSE”
Repeat steps 6-8 until all students are complete
Go back to step 1

TIP:

1) Copy students name so it can be pasted to the actual form

2) Click “REFRESH” to see how many responses you have completed or revise a response