**1. Navigate to your profile page on Canvas by clicking on “Account.”**

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**2. Click on “profile.”**

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**3. Click on “TEVAL.”**

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**4. Click on “New TEVAL.”**

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**5. Select your K-State First course and enter your course information as indicated.A screenshot of a cell phone

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**6. Select the K-State First department template.**

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**7. After the K-State First questions populate, click “continue.”**

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**8. Enter information on when you would like the TEVAL open to your students, and when you’d like reminders sent. Then, click “continue.”**

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**9. You will be shown a preview of your TEVAL. If the information looks correct, click “finish” to finalize your online TEVAL.**

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