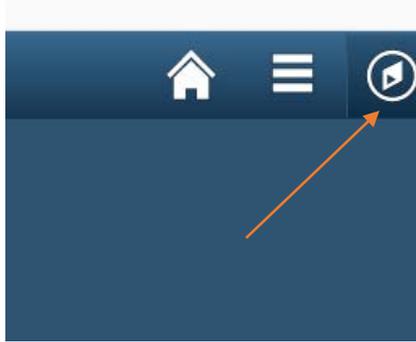


For Faculty: Saving Course Evaluations to PDF

Step 1: SOAR 9.2 Navigation

A. Click on the compass icon in the upper right corner of the screen.



B. Select Navigator



C. Select Self Service

D. Select USM Self Service

E. Select SS

F. Select Print Course Evaluations

Self Service > USM Self Service > SS > Print Course Evaluations

Print Student Evaluations

Enter the term for the report
and then click on the RUN button

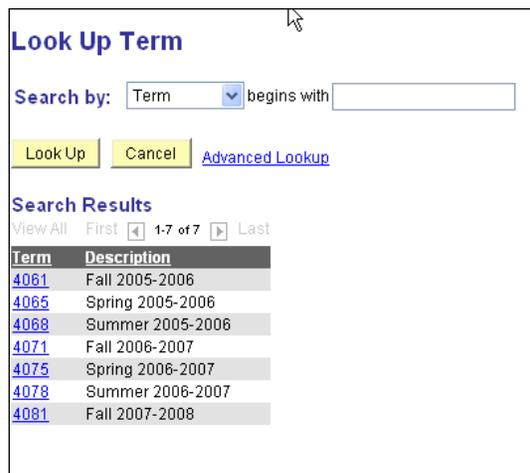
Term:  Fall 2008-2009

Run

Step 2:

Enter a term code. If you do not know the term code, click on the magnifying glass beside the box and a list of term codes will appear. For example, the term code for Spring 2007 is 4075, Summer 2007 is 4078, and Fall 2007 is 4081.

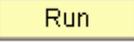
If you do not see the term listed or you get a message that the term is not available, then the window for instructors to print their evaluations for that term is not open yet.



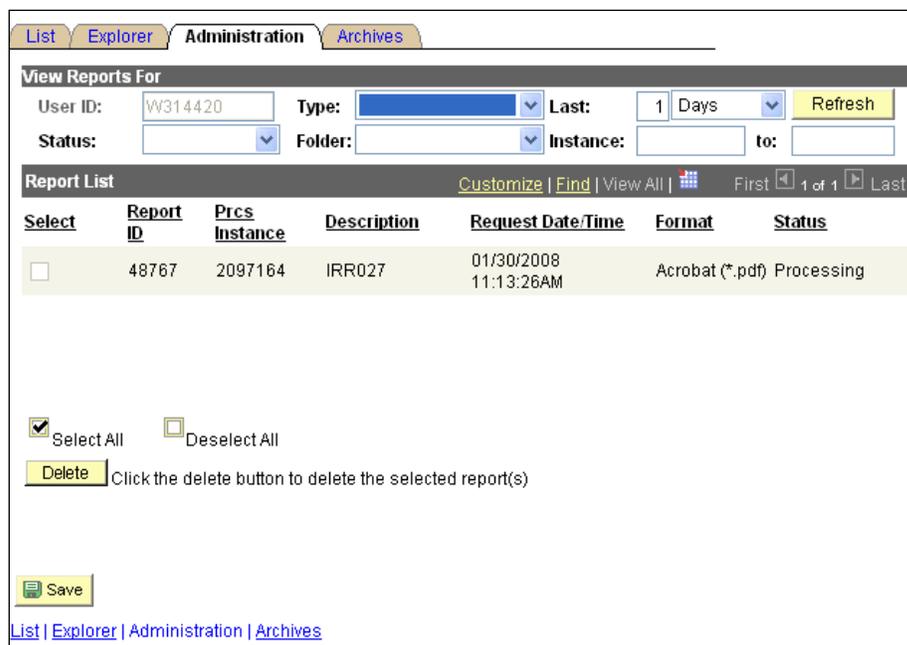
The screenshot shows a web interface titled "Look Up Term". It features a search box with a dropdown menu set to "Term" and a "begins with" label. Below the search box are three buttons: "Look Up", "Cancel", and "Advanced Lookup". Underneath is a "Search Results" section with a table listing term codes and descriptions. The table has columns for "Term" and "Description".

Term	Description
4061	Fall 2005-2006
4065	Spring 2005-2006
4068	Summer 2005-2006
4071	Fall 2006-2007
4075	Spring 2006-2007
4078	Summer 2006-2007
4081	Fall 2007-2008

Step 3:

After you enter a term into the box, click the  button.

A "Please Wait" message will flash and the panel below will appear. The panel will contain your emplid and the process you just ran.



The screenshot shows a web interface titled "View Reports For". It has a navigation bar with tabs for "List", "Explorer", "Administration", and "Archives". Below the navigation bar are several input fields: "User ID" (W314420), "Type" (dropdown), "Last" (1 Days), "Status" (dropdown), "Folder" (dropdown), "Instance" (text), and "to:" (text). There is a "Refresh" button. Below these fields is a "Report List" table with columns: "Select", "Report ID", "PrCs Instance", "Description", "Request Date/Time", "Format", and "Status". The table contains one row with a checkbox, Report ID 48767, PrCs Instance 2097164, Description IRR027, Request Date/Time 01/30/2008 11:13:26AM, Format Acrobat (*.pdf), and Status Processing. Below the table are "Select All" and "Deselect All" checkboxes, a "Delete" button, and a "Save" button. At the bottom, there are links for "List", "Explorer", "Administration", and "Archives".

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>	48767	2097164	IRR027	01/30/2008 11:13:26AM	Acrobat (*.pdf)	Processing

Step 4:

If the **Status** says **Processing** just as the screen above indicates, click the **Refresh** button about every 60 seconds until the **Status** changes to **Posted**.

Refresh

The screenshot shows a web application interface with a navigation bar containing 'List', 'Explorer', 'Administration', and 'Archives'. Below the navigation bar is a 'View Reports For' section with the following fields: 'User ID' (W314420), 'Type' (dropdown), 'Last' (1 Days), 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (text input). A 'Refresh' button is located to the right of the 'Last' field. Below this is a 'Report List' section with a table of reports. The table has columns: 'Select', 'Report ID', 'Prs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. One report is listed with ID 48767, Instance 2097164, Description IRR027, Request Date/Time 01/30/2008 11:13:26AM, Format Acrobat (*.pdf), and Status Posted. A 'Details' link is provided for this report.

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	48767	2097164	IRR027	01/30/2008 11:13:26AM	Acrobat (*.pdf)	Posted	Details

Step 5:

Click on the [Details](#) link. A Report Details panel will appear. Your report is the [.pdf](#) link located in the middle of the panel. **SAVE THE DOCUMENT** by Right-Clicking and choosing the file location you are using to organize your documents. You will need the acrobat reader software to open the document. Download the acrobat reader from the links below if you need it.

Acrobat Reader Software

For windows

<http://www.adobe.com/products/acrobat/readstep2.html>

For Apple/Mac computers

<http://www.adobe.com/support/downloads/product.jsp?platform=macintosh&product=10>

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