For Faculty: Saving Course Evaluations to PDF
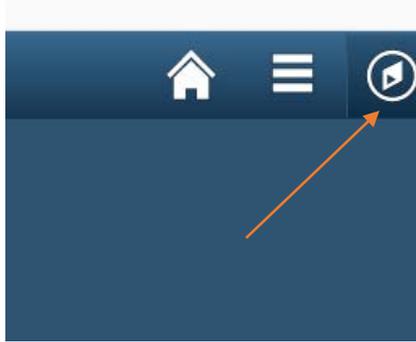
Step 1: SOAR 9.2 Navigation

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: 4181 🔍   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.
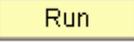
If you do not see the term listed or you get a message that the term is not available, then the window for instructors to print their evaluations for that term is not open yet.
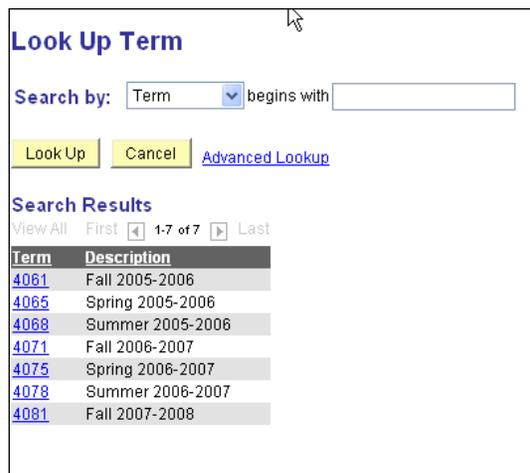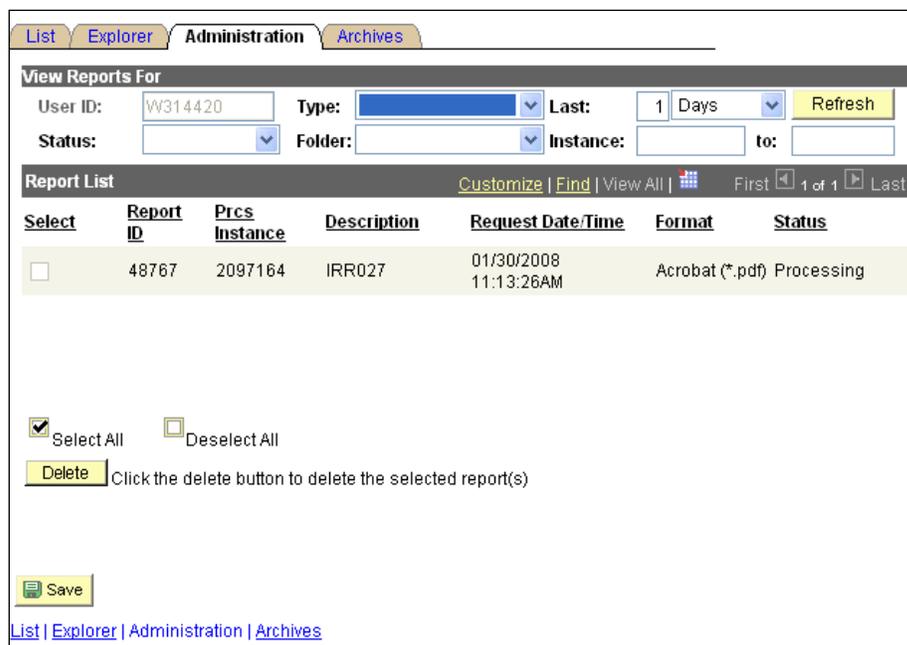
Look Up Term

Search by: Term ∨ begins with _____

[Look Up] [Cancel] Advanced Lookup

Search Results
View All   First ◄ 1-7 of 7 ► Last

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 [Run] 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.

| List | Explorer | Administration | Archives |

View Reports For

User ID: W314420   Type: _____ ∨   Last: 1 Days ∨   [Refresh]
Status: _____ ∨   Folder: _____ ∨   Instance: _____ to: _____

Report List   Customize | Find | View All | ▦   First ◄ 1 of 1 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	48767	2097164	IRR027	01/30/2008 11:13:26AM	Acrobat (*.pdf)	Processing

☑ Select All   ☐ Deselect All

[Delete] Click the delete button to delete the selected report(s)

[Save]

List | Explorer | Administration | Archives

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Step 4:

If the **<u>Status</u>** says **Processing** just as the screen above indicates, click the ![Refresh] button about every 60 seconds until the **<u>Status</u>** changes to **Posted.**

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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