
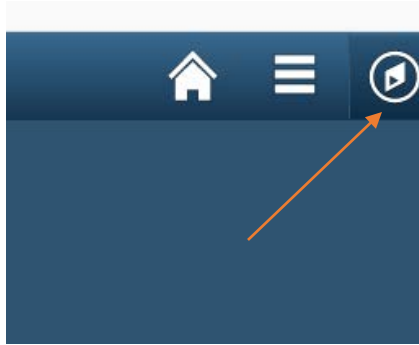



For Faculty: Saving Course Evaluations to PDF

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

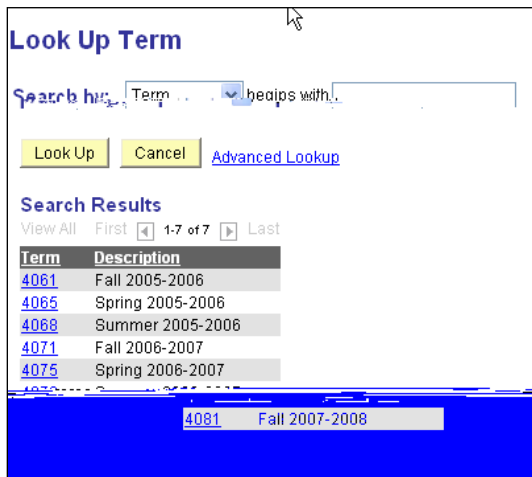
Term: Fall 2008 2009

Saving Course Evaluations to PDF

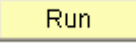
Step 2:

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.



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.

