For Faculty: SavingCourse Evaluationsto PDF

Step 1: SOAR 9.2 Navigation

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





- 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



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.

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Search Results		
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Term Description		
4061 Fall 2005-2006		
4065 Spring 2005-2006		
4068 Summer 2005-2006		
4071 Fall 2006-2007		
4075 Spring 2006-2007		
4081 Fall 2007-2008		
Step 3:		
After you enter a term into the box, click t	Run	button.

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

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