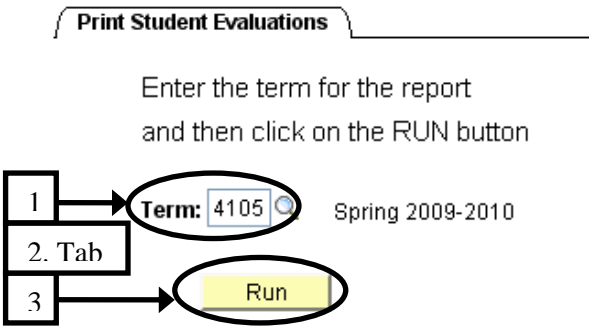
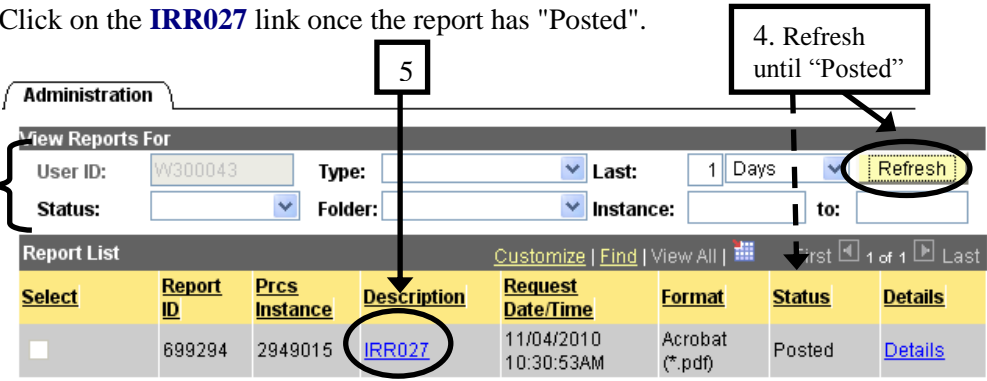


Navigation: Home > Self Service > USM Self Service > Print Course Evaluations

Step	Action																
1.	Enter the term code for the term you are running the evaluations. Fall 2011- 4121 Fall 2012 – 4131 Fall 2013 – 4141 Spring 2012 - 4125 Spring 2013 – 4135 Spring 2014 – 4145 Summer 2012 – 4128 Summer 2013 – 4138 Summer 2014 – 4148																
2.	Press [Tab] .																
3.	Click the Run button.  <p>Print Student Evaluations</p> <p>Enter the term for the report and then click on the RUN button</p> <p>1 → Term: 4105 Spring 2009-2010</p> <p>2. Tab</p> <p>3 → Run</p>																
4.	Click the Refresh button until "Posted" appears in the Status Column. NOTE: When running this report, your fields in the “View Reports For” area should appear just like this example.																
5.	Click on the IRR027 link once the report has "Posted".  <p>Administration</p> <p>View Reports For</p> <p>User ID: W300043 Type: Last: 1 Days Refresh</p> <p>Status: Folder: Instance: to:</p> <p>Report List Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>699294</td> <td>2949015</td> <td>IRR027</td> <td>11/04/2010 10:30:53AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>See #4 Note</p> <p>4. Refresh until "Posted"</p> <p>5</p>	Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	699294	2949015	IRR027	11/04/2010 10:30:53AM	Acrobat (*.pdf)	Posted	Details
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details										
<input type="checkbox"/>	699294	2949015	IRR027	11/04/2010 10:30:53AM	Acrobat (*.pdf)	Posted	Details										

Step	Action												
6.	<p data-bbox="228 296 966 327">A new window will pop up so turn OFF ALL pop-up blockers.</p> <div data-bbox="233 361 1219 651" style="border: 1px solid black; padding: 5px;"> <p data-bbox="256 401 462 441">Report ID: irr027 Term: 4105</p> <p data-bbox="760 380 1214 420" style="text-align: right;">The University of Southern Mississippi Student Course Evaluation</p> <p data-bbox="256 459 342 480">Course:</p> <p data-bbox="256 518 844 560">Total number of students enrolled: 2 Total number of students responding: 2</p> <p data-bbox="256 577 1128 651">The Grade that I expect in this class is:</p> <table border="0" data-bbox="776 577 1128 651"> <tr> <td style="padding-right: 10px;">A</td> <td style="padding-right: 20px;">2</td> <td style="padding-right: 20px;">100.0%</td> </tr> <tr> <td>B</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>C</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>D</td> <td>0</td> <td>0.0%</td> </tr> </table> </div>	A	2	100.0%	B	0	0.0%	C	0	0.0%	D	0	0.0%
A	2	100.0%											
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C	0	0.0%											
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