

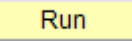
# Faculty Center – Retrieving Student Evaluations

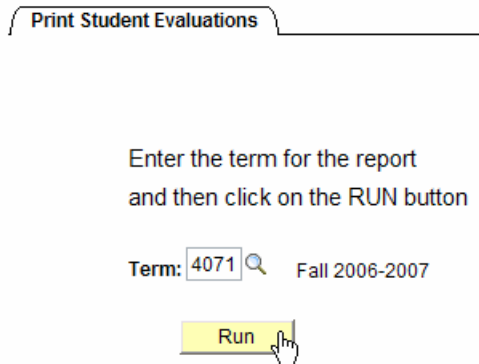
This document will help you discover how to retrieve your student evaluations at the end of the term.

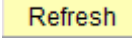
## Basic Navigation

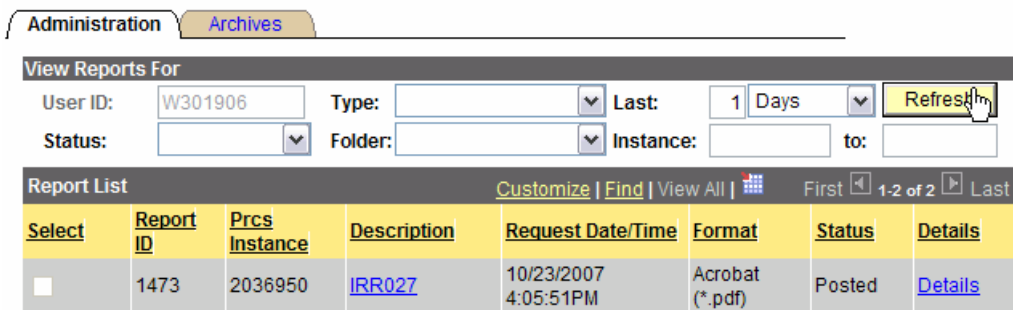
Home > Self Service > USM Self Service > Print Course Evaluations

## Retrieving Student Evaluations

1. Enter the appropriate term code.
2. Click on the  button.



3. If there is anything other than “Posted” in the Status column, click on the  button until it is “Posted.”
4. Once “Posted” appears in Status column, click on the [Details](#) link to the right.



5. Click on the file that ends in .PDF.

**Report Detail**

**Report**  
**Report ID:** 1473      **Process Instance:** 2036950      [Message Log](#)  
**Name:** IRR027      **Process Type:** SQR Report  
**Run Status:** Success

IRR027  
**Distribution Details**  
**Distribution Node:** PSREPORTS      **Expiration Date:** 10/30/2007

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,960	10/23/2007 4:06:29.000000PM CDT
<a href="#">irr027_2036950.PDF</a>	8,868	10/23/2007 4:06:29.000000PM CDT
<a href="#">Trace File</a>	59	10/23/2007 4:06:29.000000PM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	W301906

6. A new window will appear and display your student evaluation report.

**NOTE:** Turn off all pop-up blockers or your report will not display!!!

