

Cheat Sheet

Faculty Center ~ Retrieving Student Evaluations

Basic Navigation

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

Retrieving Student Evaluations

1. Enter the appropriate term code.
2. Click on the **Run** button.
3. If there is anything other than “Posted” in the Status column, click on the **Refresh** 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.
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!!!