

# How to Print to PDF your Course Feedback Individual Student Responses and Class Summaries

(using Mozilla Firefox as your browser)

**You will need Adobe Pro installed on your computer** (or another software which allows you to “print to pdf.”)

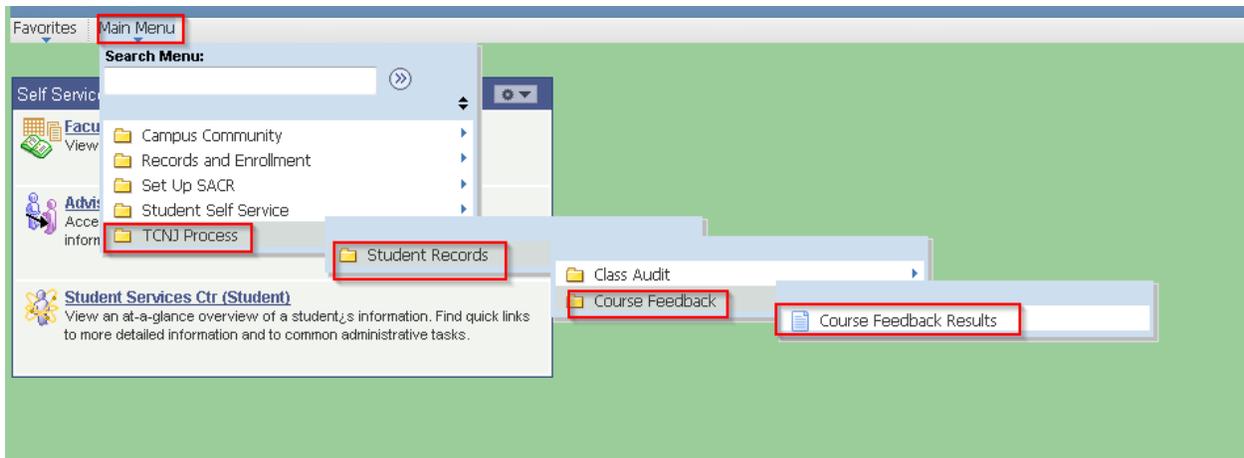
To install Acrobat Pro from the TCNJ network:

Computer > ZENworks Adaptive Agent > Adobe > and double click on the Acrobat X installer icon to install the Pro version that will enable you to “print to PDF.”

Log into Paws and navigate to the Course Feedback Results page.

Use the following toolbar path (not in the Faculty Center)

Navigation: Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results



On the My Course Feedback tab, click View Class.

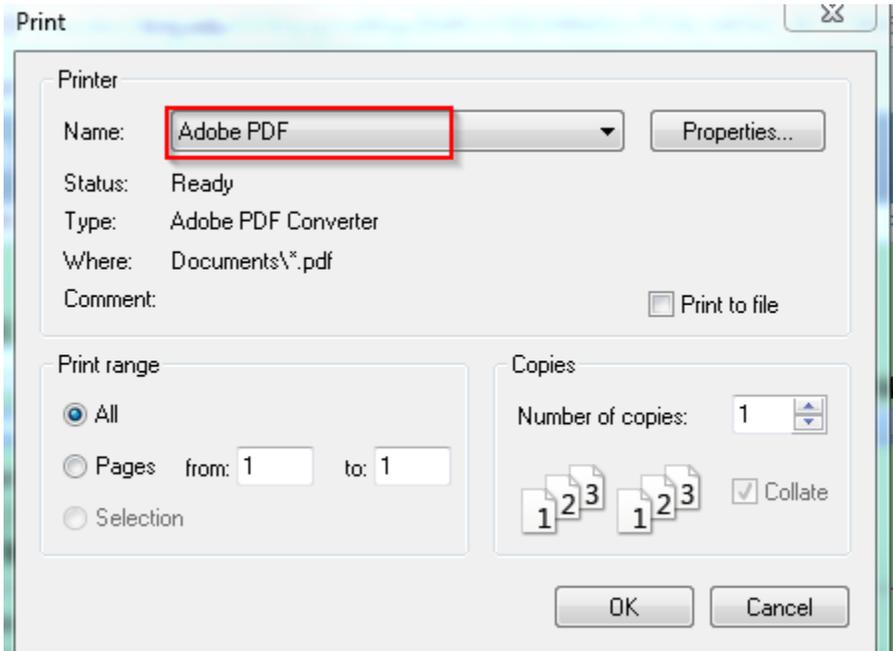
The screenshot shows a web interface with a breadcrumb trail: Favorites | Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results. Below the trail are two tabs: 'My Course Feedback' (highlighted with a red box) and 'Class Summary'. Under the 'My Course Feedback' tab, the text 'Your Course Feedback:' is followed by a table. The table has columns: Term, Subject Area, Catalog Nbr, Class Section, Name, and View Class. There are 8 rows of data, each with a 'View Class' button. A red arrow points to the 'View Class' button in the first row. At the bottom left, there is a link: 'My Course Feedback | [Class Summary](#)'.

Term	Subject Area	Catalog Nbr	Class Section	Name	View Class
1 1148	2000	2000	001	Blending with Apps	View Class
2 1148	2000	2000	001	Blending with Apps	View Class
3 1148	2000	2000	001	Blending with Apps	View Class
4 1148	2000	2000	001	Blending with Apps	View Class
5 1154	2000	2000	001	Blending with Apps	View Class
6 1154	2000	2000	001	Blending with Apps	View Class
7 1154	2000	2000	001	Blending with Apps	View Class
8 1154	2000	2000	001	Blending with Apps	View Class

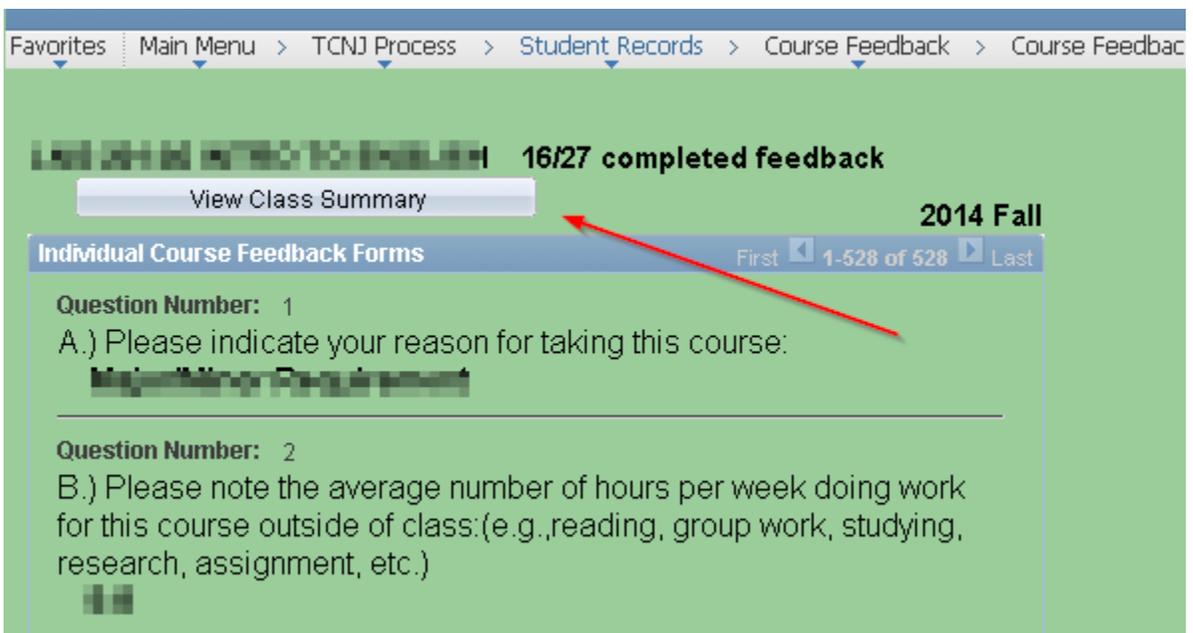
You will see all the student responses for the course.

The screenshot shows a web interface with a breadcrumb trail: Favorites | Main Menu > TCNJ Process > Student Records > Course Feedback > Course Feedback Results. Below the trail is a green banner with the text: '16/27 completed feedback' and a 'View Class Summary' button. To the right of the banner is the text '2014 Fall'. Below the banner is a section titled 'Individual Course Feedback Forms' with a 'First' button, '1-528 of 528', and a 'Last' button. The first question is: 'Question Number: 1 A.) Please indicate your reason for taking this course:'. The second question is: 'Question Number: 2 B.) Please note the average number of hours per week doing work for this course outside of class: (e.g., reading, group work, studying, research, assignment, etc.)'.

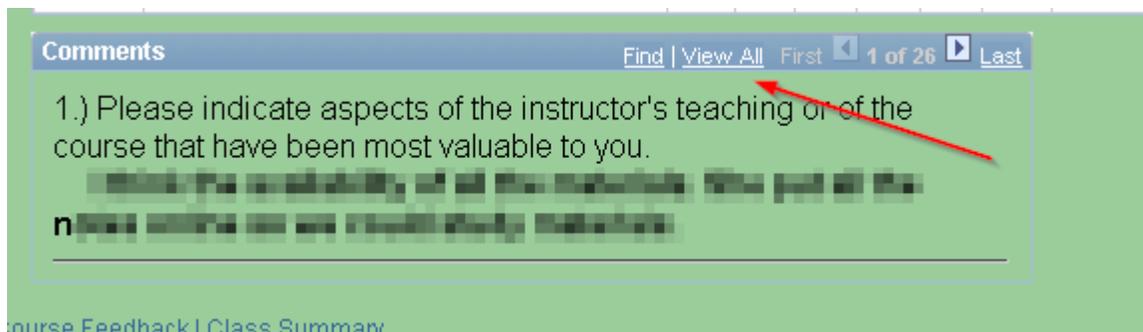
**Right** Click and select “This Frame” and then “Print Frame.” You should choose “Adobe PDF” as the Printer Name and this will allow you to save the file on your computer as a PDF. Please be sure to name the file using the term, course number, and course title – you may want to include your name or initials in the file name as well. (e.g. pdf file name – F14MAT12704). Once the file is saved you can upload the file to VIBE.



Display your class summary on the screen by clicking the “View Class Summary” button.



Scroll down to the Comments section and click the “View All” link so all of your comments are displayed on the screen



Once all comments are displayed, **right** click and select “This Frame” and then select “Print Frame.” This will enable you to print to pdf as instructed above and save the entire page as a pdf which can be uploaded to VIBE.