

Scanning Procedures for Course Evaluations

Step 1

Scan to server (ChemAdmin). On the scanner's touch screen menu, select "Scan." Press the [Chem Admin tab](#) to send the document to the ChemAdmin folder (11aa_Chemistry_Scan).

Step 2

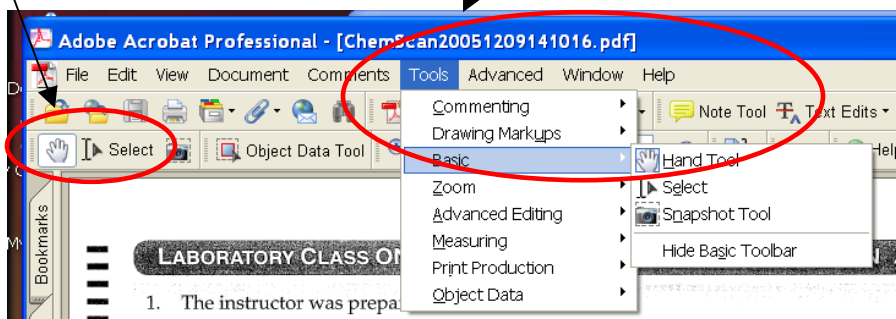
To retrieve the scanned evaluations, open the [11aa_Chemistry_Scan](#) folder in ChemAdmin. If the items in the folder are not in Detail view to reveal the time and date the document was scanned, change by selecting "Details" from the View menu .

Step 3

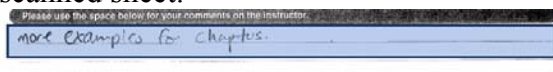
Open the scanned document.

Select the "Select tool" by either:

- depressing the Select icon from the toolbar, or
- navigating to it from the Tools menu, then to Basic, then to the Select tool.

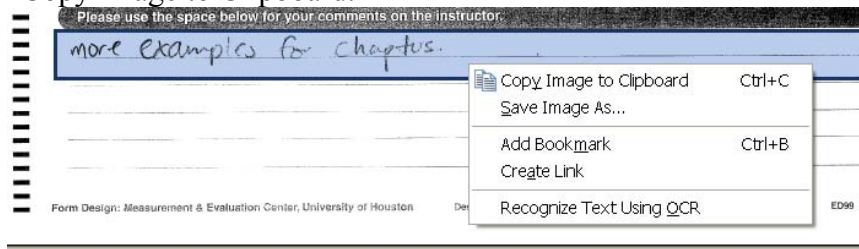


Use the select tool to highlight the comment section which is located at the bottom of the scanned sheet.



Step 4

Copy the highlighted section by right-clicking your mouse to bring up this menu. Select "Copy Image to Clipboard."



Step 5

Open a blank Word document. In the top right corner type the:

- Last Name_course#_section#_year + semester_# of total pages.
- E.g. Bean_1331_09097_20053 pg 1 of 3

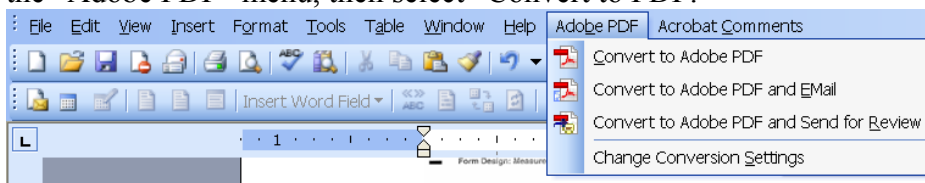
Step 6

Paste the highlighted section.

Continue to copy each comment on the remaining pages and paste each comment on page of the Word document, spacing each comment.

Step 7

After you have completed copying and pasting all the comments for that particular lecturer or lab instructor, convert the Word document to PDF format. To do this choose the “Adobe PDF” menu, then select “Convert to PDF.”



Step 8

You will be prompted to save the document. Save the document in format:

- name_course#_year+semester code. (Semester code: 1=Spring, 2=summer, 3=fall)
- E.g. Bean_1331_20053.

Save the document in the  **Course Evaluations** folder in CheAdmin.

Create a folder within this folder and name it in format **Semester_Year_Lecture evaluations** or **Semester_Year_Lab evaluations**. E.g. Fall 2005 Lecture Evaluations or Fall 2005 Lab Evaluations.

Step 9

After you have completed all the evaluations print two copies of each.

- One hard copy will go to the appropriate professor when his final compilation of scores is completed.
- The other will go into the merit review folder.