Combining Multiple Course Evaluation Reports into one PDF

1.	Open Chrome as your browser and navigate https://towson.campuslabs.com/faculty Type in your TU Username and Password	to:	Use your Towson University NetID to log into Campus Labs (https://federation.campus/abs.com/shibboleth) Username Password Login				
2.	Select the term you want and then click on "View Results" to open the report you want to save as a pdf.		Change Series Course Eva My Course Acc 24 Course Eva Acc 249 (1 Course Eva Acc 249 (1 Con 8/23/20	Term aluations Summai fornegrown Evaluation arem.cc.aeta.corr.secn.cor s 9 (1), FIN 302 luations completed 16 at 11:59 PM EST	ry Report (** (235m ACC MICH (1) View Results		
3.	Click on the "Print" button on the top right hand corner.	Quantitative Qualitative Quantitative Qualitative Course Sections Key ANTH 368 (001): GLOBALIZATION CRS- CLTR PRSPCTV C	ort y	Total: 2 sheets of	Report Enrr Status Stur Released 32	Term : Fal	Print- II 2019 Response Rates 43.75%
4.	When you click on print it may look like it is goin default printer. At this time, click on the "Chang	ng to print to you ge" button.	ur	Destination (Pages (Print TLN1 AD 2nd floor Change All e.g. 1-5, 8, 11-	Cancel behind TLN	
5.	Change the printer destination to: "Save as PDI click on "Save." Name your file and save all PI your H Drive so you can easily access them fro virtual workspace. Click on "Save" one more tin	F" then DFs to m the me.	Print Destination	- (Save as	PDF	8 pages
6.	Repeat Steps 2-5 for all of the different terms of the past 5 years so you have one pdf of each s mary report. At this time you will need to access be Acrobat DC in order to combine all course e tion reports into one PDF document.	over um- is Ado- evalua-	7		ТО	WS	ON
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- Skip to step 10 if you already have Adobe Acrobat DC on your computer. Otherwise, open Chrome as your browser and navigate to: <u>Vw.towson.edu</u>
 Type in your TU Username and Password.
 For more VW instructions use this <u>link</u>.
- "Open" up Adobe Acrobat DC. You may need to disable any pop-up blockers for the application to launch.

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The application will take a few minutes to
 launch. You will see this message while you
 wait.

Please Note: it may take a few moments before your application launches for the first time.

While you wait, check out these links..

Self-Help Documentation - Provide Feedback

1	0.	Once in Adobe Acrobat Pro DC, click on "Tools."

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Then click on "Combine Files."

12. Next, click on "Add Files."



Add files by clicking the button below or drag and drop them here. You can also add the current open files from below.



13. Add in all of the pdf files from each term over



the five year period.

Once you have added in all of the PDF files, arrange the files in the desired order then click on "Combine."



15. A new PDF document will be created with all of the individual course evaluations now in one large PDF file. Save this file with a new name. It is now ready to be submitted.





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