

Combining Multiple Course Evaluation Reports into one PDF File

1. Open Chrome as your browser and navigate to:

<https://towson.campuslabs.com/faculty>

Type in your TU Username and Password

Use your Towson University NetID to log into

Campus Labs

(<https://federation.campuslabs.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 Term
Fall 2016

Course Evaluations Summary Report

Homegrown Evaluation
ACC 249 (1), FIN 302 (1)

My Courses

ACC 249 (1), FIN 302 (1)
CROSS LISTED

Course Evaluations

ACC 249 (1)

Completed
On 8/23/2016 at 11:59 PM EST

3. Click on the “Print” button on the top right hand corner

Summary Report

Term : Fall 2019

Quantitative Qualitative

Course Sections	Key	Report Status	Enrolled Students	Responded Students	Response Rates
ANTH 368 (001): GLOBALIZATION CRS-CLTR PRSPCTV	A	Released	32	14	43.75%

Print

4. When you click on print it may look like it is going to print to your default printer. At this time, click on the “Change” button.

Total: 2 sheets of paper

Print Cancel

Destination TLN1
AD 2nd floor behind TLN ...

Change...

Pages All

e.g. 1-5, 8, 11-13

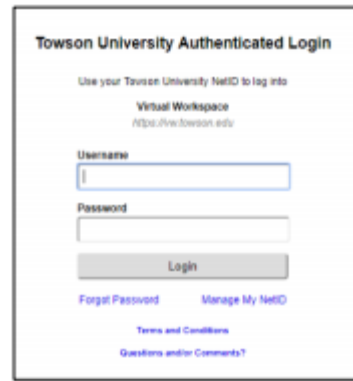
5. Change the printer destination to: “Save as PDF” then click on “Save”. Name your file and save all PDFs to your H Drive so you can easily access them from the virtual workspace. Click on “Save” one more time.

Print 8 pages

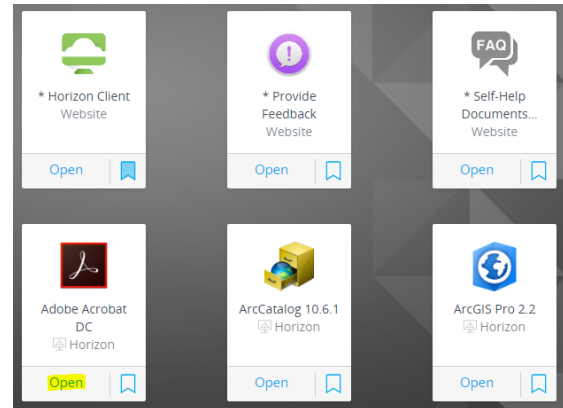
Destination Save as PDF

6. Repeat Steps 2-5 for all of the different terms over the past 5 years so you have one pdf of each summary report. At this time you will need to access Adobe Acrobat DC in order to combine all course evaluation reports into one PDF document.

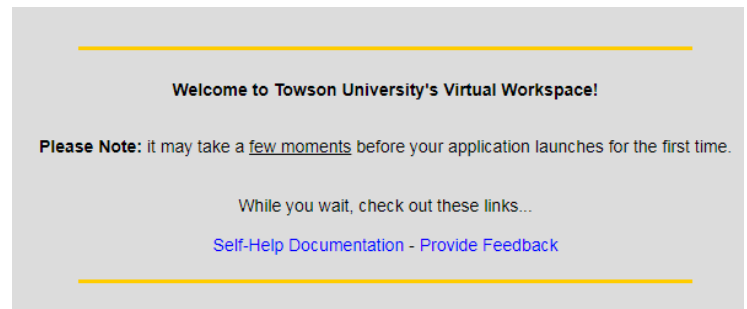
7. Skip to step 10 if you already have Adobe Acrobat DC on your computer. Otherwise, open Chrome as your browser and navigate to: Vw.towson.edu
Type in your TU Username and Password.
For more VW instructions use this [link](#).



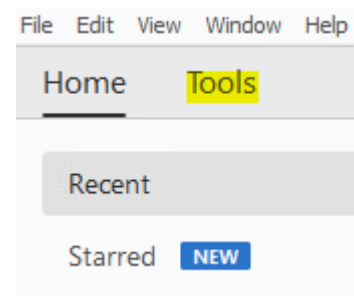
8. “Open” up Adobe Acrobat DC. You may need to disable any pop-up blockers for the application to launch.



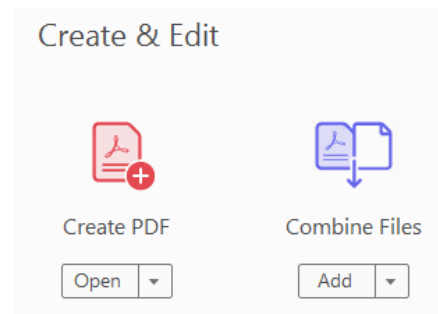
9. The application will take a few minutes to launch. You will see this message while you wait.



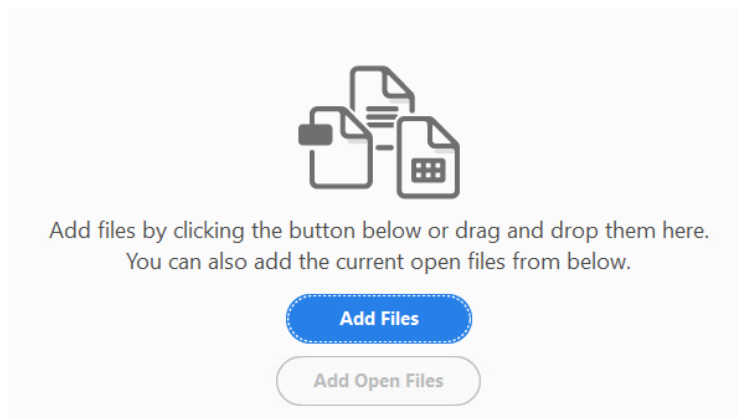
10. Once in Adobe Acrobat Pro DC, click on “Tools”.



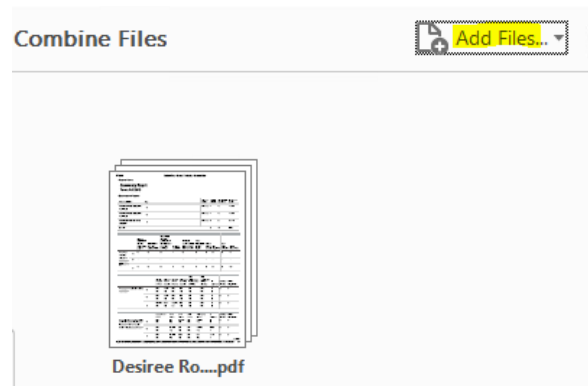
11. Then click on “Combine Files”.



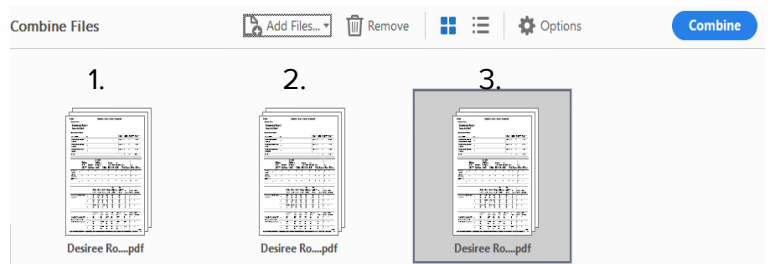
12. Next, click on “Add Files”.



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



14. 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.

