Instructions for downloading your SRI files in the format approved by Academic Affairs

1. Log onto the SRI system (instructions here: https://www.uvu.edu/academicit/faculty-sri.html)

2. Check the *Show Comparative Averages* box.

3. Navigate to the term that you are interested in and select *Search*.

4. Click on the number in the *Evals Taken* column next to the class you want to see.

5. The SRI results for that class will be displayed along with the comparative averages (may take a while to load).

6. Click anywhere on the page and select all (Ctrl-A). Everything on the page should highlight.

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7. Launch the print app by selecting Ctrl-P.

8. Make sure that the *Destination* field says **Save as PDF** and select the *Save* button.

9. Save the file in the location of your choice.

10. Use your browser's back button to return to the class list (shown in step 4).

11. Choose the next class if needed (step 4) or start again at step 3 for another term.