Instructions for Completing Blue Header Sheets

For course evaluation results to be correctly reported, a blue header sheet must accompany the evaluation forms for each class. Follow these simple instructions for completing each header sheet.

- **Use #2 pencil.** Ink will not scan.

- Enter instructor's name in the first 16 columns of the NAME grid. Fill in the corresponding bubbles.

- Enter course identifier (e.g., MAT, POS, etc.) in the last 3 columns of the NAME grid. Fill in the corresponding bubbles.

- Enter the course number in the first 3 columns (A, B, C) of the IDENTIFICATION NUMBER grid. Fill in the corresponding bubbles.

- Enter the CRN in the last 5 columns (F through J) of the IDENTIFICATION NUMBER grid. Fill in the corresponding bubbles.

- Enter the class section in the first 3 columns (K, L, M) of the SPECIAL CODES grid.

Congratulations! You have completed the form!