

# Notes About Using the 4-Year Review Report Form (Microsoft Word)



When you open the document, it is in **Read Mode** if it looks like this:

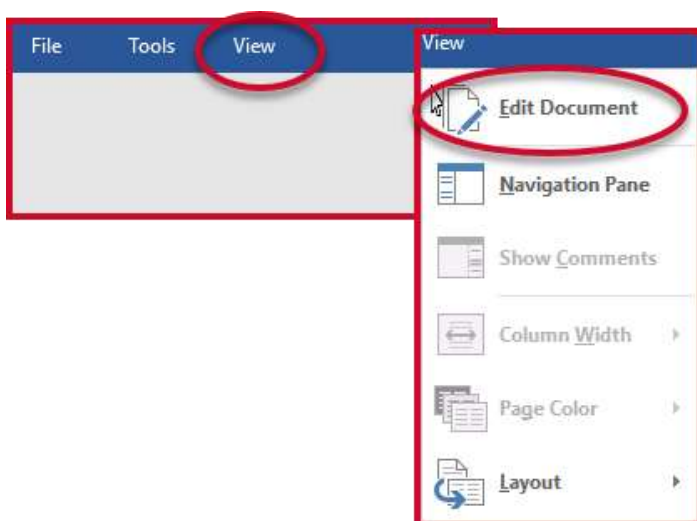
A screenshot of a Microsoft Word document in Read Mode. The ribbon at the top shows 'File', 'Tools', and 'View'. The main content area contains a paragraph of italicized text: "Please remember that the information provided in this report should be an indication of what is known about student learning in the course. The information contained in this report will only be used for formative purposes." Below this is a section titled "Course is going through 4-Year Review for the first time:" followed by two radio button options: "Yes" and "No".

This may happen for Microsoft for Windows users because of a default user setting. The setting is computer specific so we are not able to adjust the form document to prevent this. The document needs to be in **Print Layout** to edit responses.

There are two simple ways to **switch from Read Mode to Print Layout** to be able to edit responses on the form.

## **Option 1: In the upper left (Ribbon):**

Upon opening the document, select **View** in the upper left corner and then select **Edit Document**.

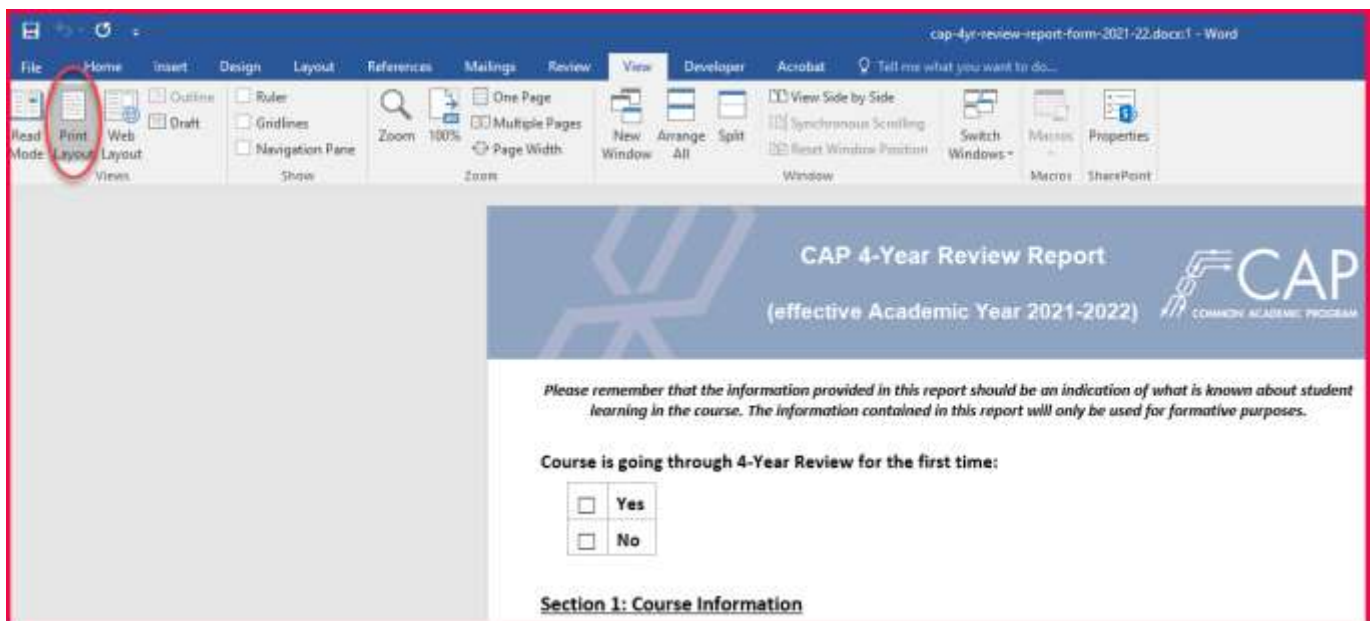


## **Option 2: In the lower right (Status Bar):**

Upon opening the document, switch from Read Mode to **Print Layout** in the Status Bar.



In **Print Layout**, the top of the document (Ribbon) will look like this:



**If you encounter any problems using the Word form, please contact the CAP Office:**

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4-Year Review section of the CAP website: <https://uayton.edu/provost/cap/4-year-course-review.php>