

RESPONSE REPORTS

Viewing Your Response Report

1. Open the [Response Report](#)
2. Select a **Lecturer / Tutor** and a **Module** from the drop-down lists:
Note: Each Lecturer / Tutor can only view their own responses

Printing & Saving the Response Report

1. View the Response Report as above
2. Click **Print Preview**:
3. In the **Print Preview** window, press **CTRL + P** to open the **Print** window:
4. Select "Adobe PDF" or "CutePDF Writer"
5. Click **Print**
6. Specify the location where you want to save the Response Report and type in the name of the file
7. Click **Save**
8. Your Response Report has now been exported please open the file to ensure the information has saved correctly.