## Getting Started:

For best results please use the Chrome web browser. Chrome comes with built-in print to PDF functionality (Chrome can be downloaded here <u>http://www.google.com/chrome/</u>).

## HOWTO:

1) Go to <u>https://qpareports.ukzn.ac.za/</u> and **Log in** with your Network Username and Password.



2) Select QPA Reports from the the menu in the left sidebar.

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UNIVERSITY OF KWAZULU-NATAL INYUVESI YAKWAZULU-NATAL	Student Fe	edback Reports	Hello, <u>Heli Guy (324933)</u>   <u>Log off</u>
Home Academic Year. Select QPA Reports QPA Report QPA Report	▼ Semester. Select ▼ College: ▼ Course Code:	QPA Student Feedback Select	

3) Starting from the bottom right, select your name in Lecturers Name dropdown, then your Course Code, School, Campus etc.

	QPA Student Feedback on Teaching Quality									
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					Select					
							The Making of the Modern World Topics in African History			

4) Ensure that you populate all dropdowns, then click on the **Show Report** button.

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5) Once the Report has loaded, right click and select **Print...** in the context menu.

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6) For *Destination* select **Save as PDF**. Ensure that the **Background graphics** *Option* is checked. (Background graphics will make the colour coding visible). Then click on the blue **Save** button.

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## How to Access and Download your QPA Student Feedback Report

7) Give your QPA Report a File name that will help you locate it and **Save** it to your computer.

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## Additional information

- 1) The QPA Questionnaire responses are anonymous.
- 2) Teachers cannot see results from within Moodle.
- 3) You DO NOT need to send these Reports to QPA.