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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WNIVERSITY OF KWAZULU-NATA INYUVESI YAKWAZULU-NATA	Student	Feedbacl	k Reports	Hello, <u>Heli Guy (324933)</u> <u>Log off</u>
Home Academic Year. Select QPA Reports QPA Reports QPA Report.	▼ Semester: Select ▼ Coli	Q ege: Select se Code: Select	PA Student Feedback on T Show Report	eaching Quality

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

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sct V Semester	Select V	College:	Select		Campus:	Select V
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			Select			
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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.