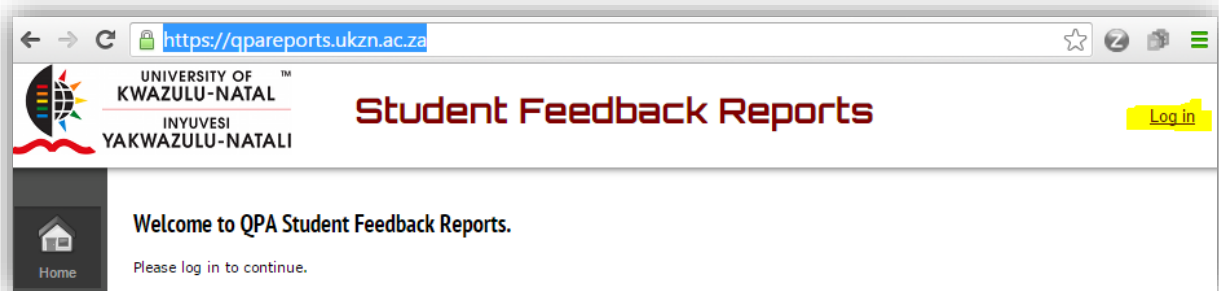# How to Access and Download your QPA Student Feedback Report

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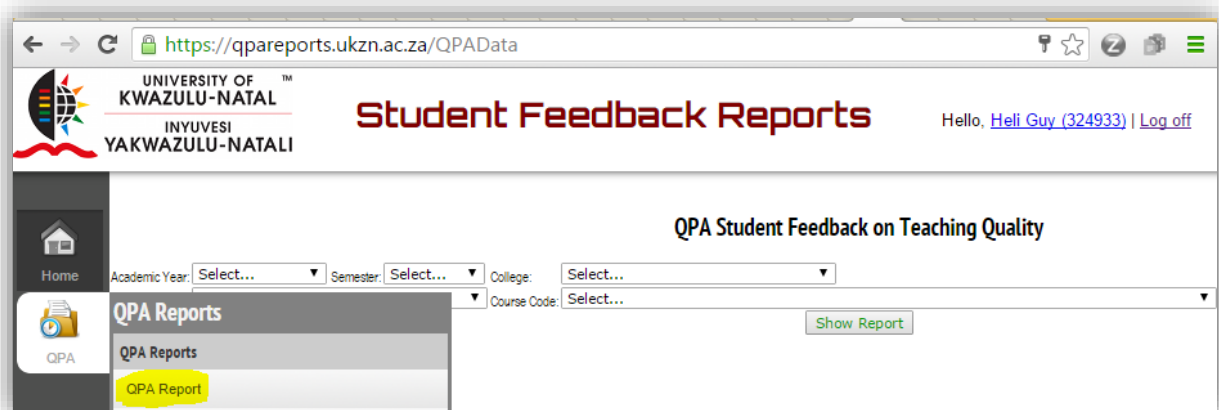
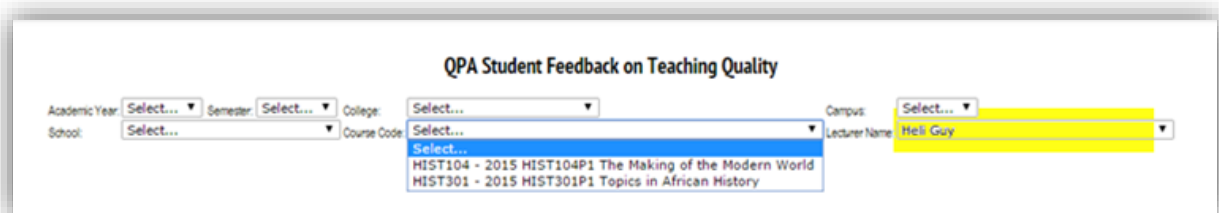For best results please use the Chrome web browser. Chrome comes with built-in print to PDF functionality (Chrome can be downloaded here http://www.google.com/chrome/).

HOWTO:

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

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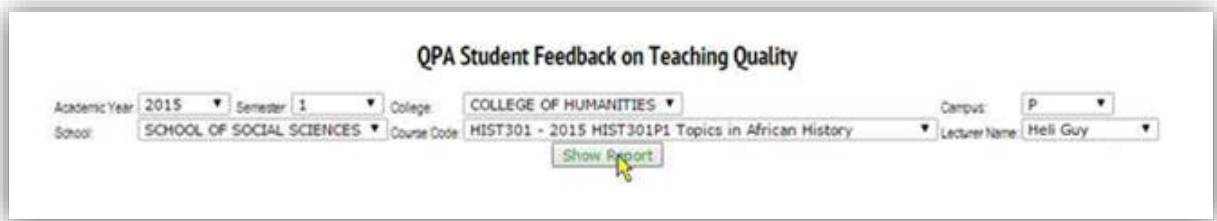

3) Starting from the bottom right, select your name in Lecturers Name dropdown, then your Course Code, School, Campus etc.
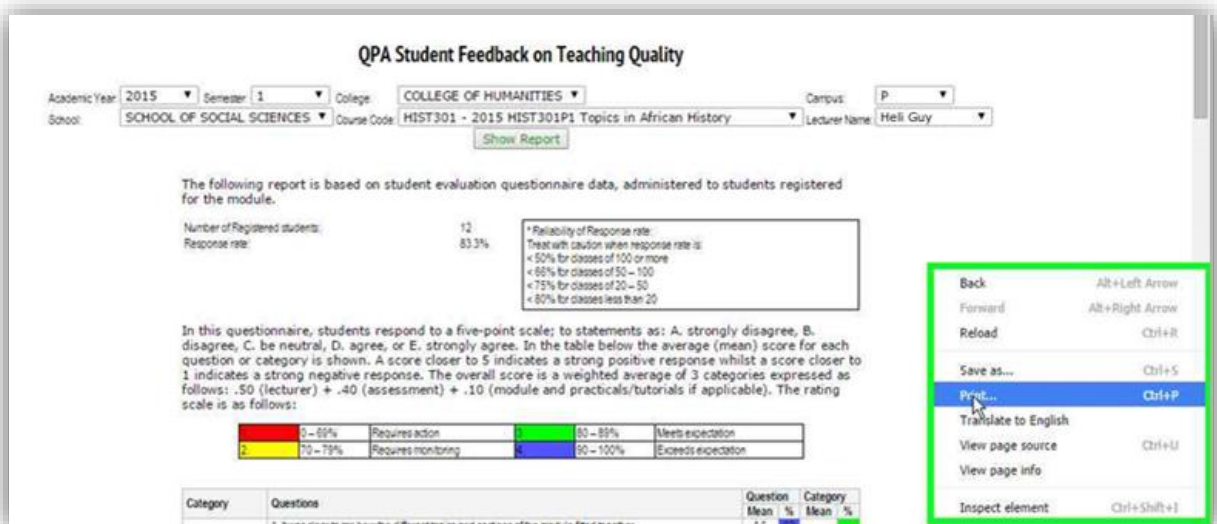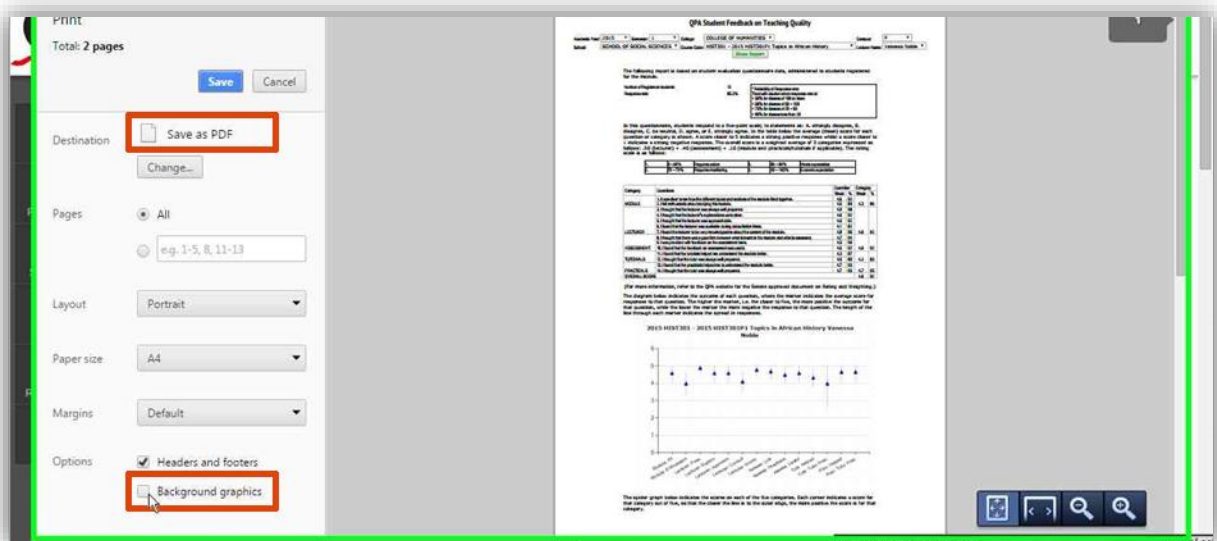
4) Ensure that you populate all dropdowns, then click on the **Show Report** button.

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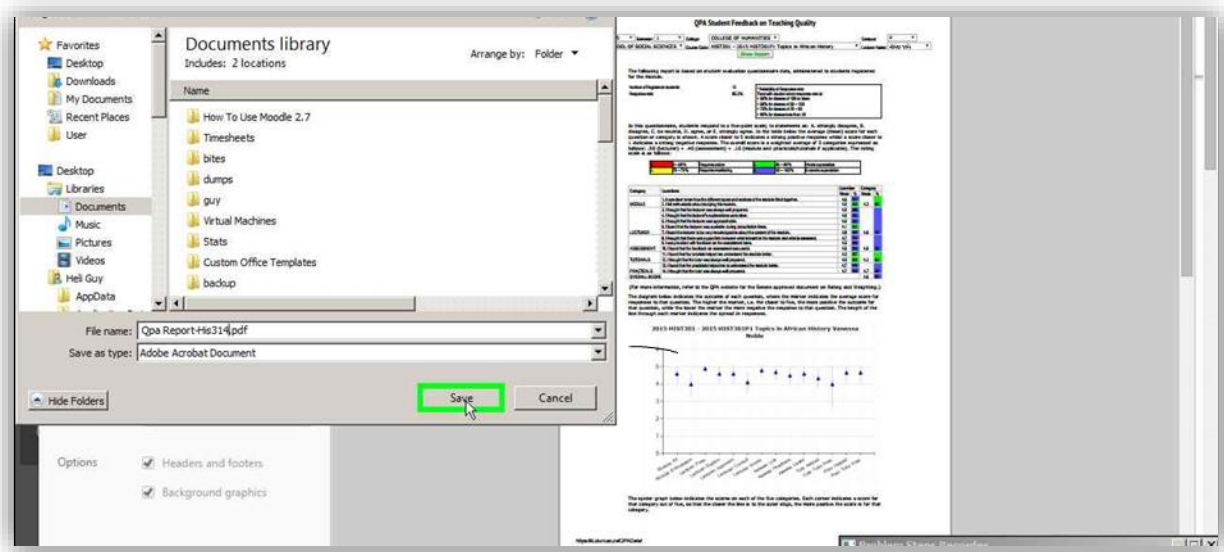

6) For *Destination* select **Save as PDF**. Ensure that the **Background graphics** *Option* is checked.
(Background graphics will make the colour coding visible).
Then click on the blue **Save** button.

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

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.