

Course Evaluation Reports Printing Directions

1. Select the drop down menu on the blue “Export” button on the top left of your screen
2. Select the “Export to PDF” option in the drop menu
3. Select the “As-is (configured per item)” option in the pop up screen
4. Select “Continue”
5. ~ wait while the task finishes (this may take a few minutes)
6. Select “Open” at the bottom of the screen – the pdf document will open
7. Print or save document