SET RESPONSE REPORTS

Viewing Your Response Report

1. Open the [Response Report](#)

2. Select a Lecturer/Tutor and your Module from the two drop-down lists:
Note: Each Lecturer/Tutor can only view their own responses

Printing & Saving your SET 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.