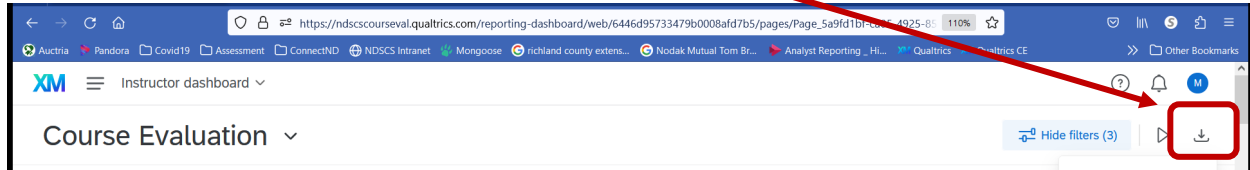


How to Export your Dashboard:

Click the download button in the upper right hand corner



Next choose your download file type and preferences and click “Export”

A screenshot of the 'Export Options' dialog box. It contains several settings: 'File Type' is set to 'PDF'; 'No page breaks' is an unchecked checkbox; 'Paper Size' is set to 'Letter (8.5" x 11")'; 'Orientation' is set to 'Portrait'; 'Margin' is set to '0.25in'; 'Select pages' is set to 'Course Evaluation'; 'Zoom' is set to '100%'; and 'Hide Filters' is an unchecked checkbox. At the bottom of the dialog, there are two buttons: 'Close' and 'Export'.

Click “Close” on the export notification

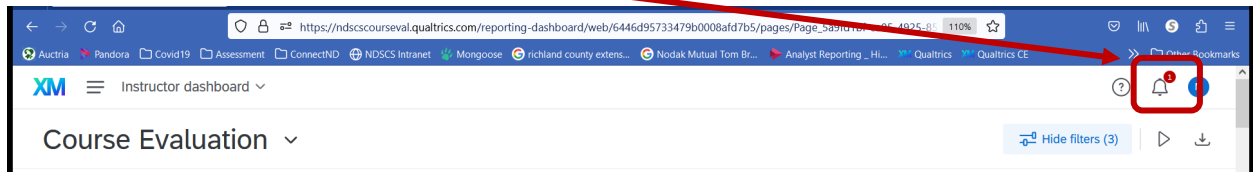
Generating Export

Your export is being generated and will be ready for download. Please visit the notification center to retrieve the file.

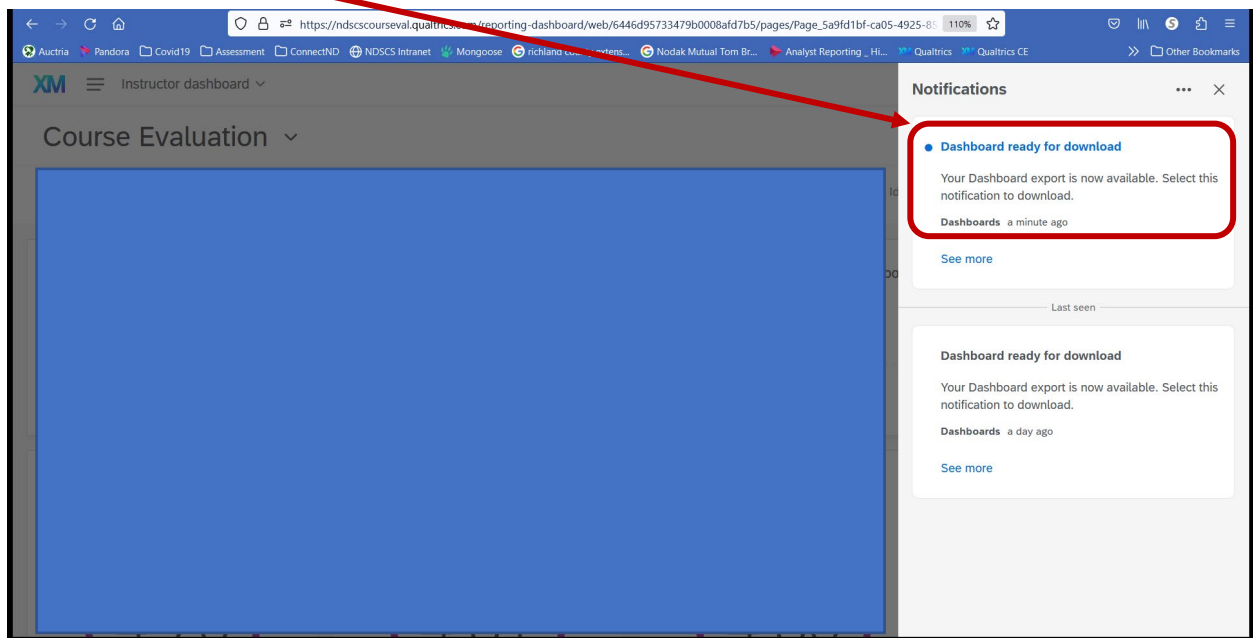
You can continue to use the dashboard while waiting for the download to complete.

Close

When your export is ready you will receive a notification – the notification center is in the upper right corner above the down load button



Click on the bell to view the notifications, click on “Dashboard ready for download” to download the exported dashboard



The exported dashboard will appear in your downloads folder.