## How to Export your Dashboard:

## Click the download button in the upper right hand corner

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Next choose your download file type and preferences and click "Export"

Export Options
File Type PDF ~
No page breaks
Paper Size Letter (8.5" x 11") ~
Orientation Portrait ~
Margin 0.25in ~
Select pages Course Evaluation ~
Zoom 100% ~
Hide Filters
N
Close 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

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

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The exported dashboard will appear in your downloads folder.