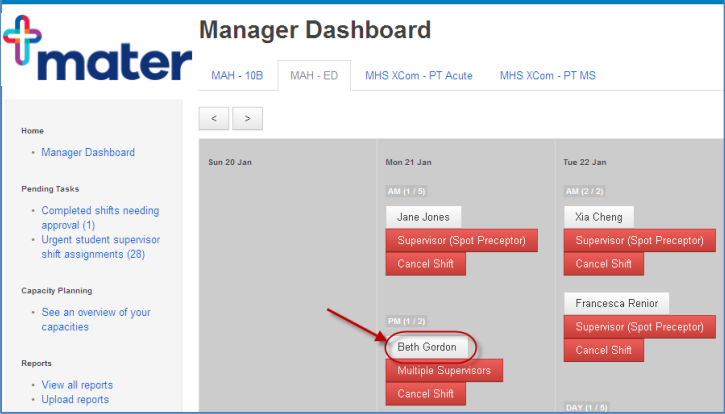
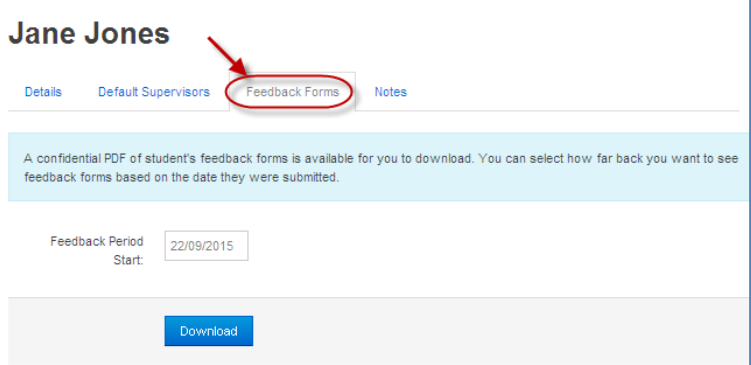


MRef-06 - Manager Reference Sheet - Reviewing Student Feedback.

Steps	Action	What it looks like
1.	<p>In the Manager Dashboard screen, click on a student's name button to navigate to their details page.</p>	
2.	<p>Click the Feedback Forms tab.</p> <p>In the Feedback Period Start field, enter the date that you wish to review the feedback forms from. This will generate forms for periods worked between the selected date and today's date.</p> <p>Then click the Download button.</p>	
3.	<p>A pdf form will be generated with all completed feedback forms, displayed in newest to oldest order, for review.</p>	