

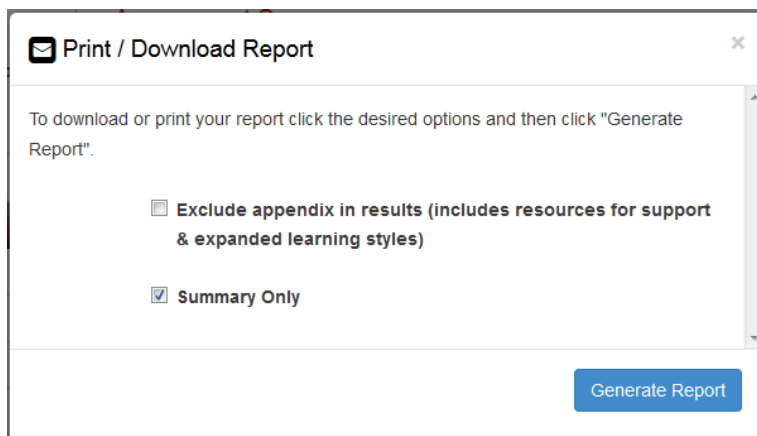
How to Send Your Report to Your Instructor

Send a Report Using an Assignment Link

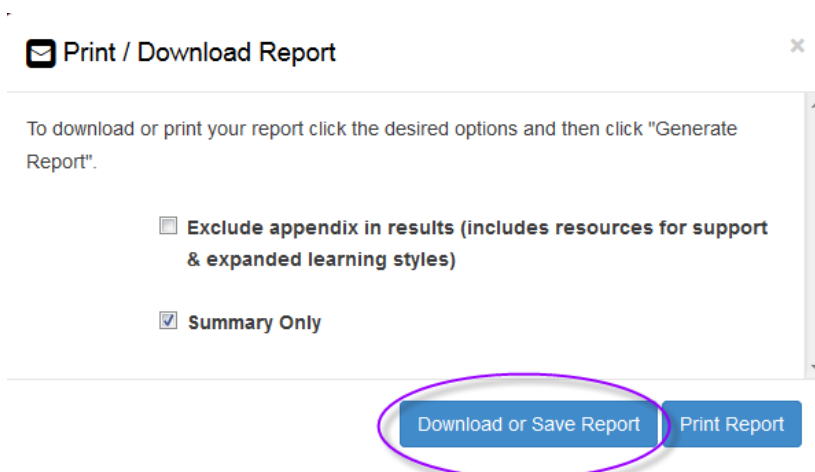
1. Locate and select Print/ Download Report on the upper-left corner of your screen.



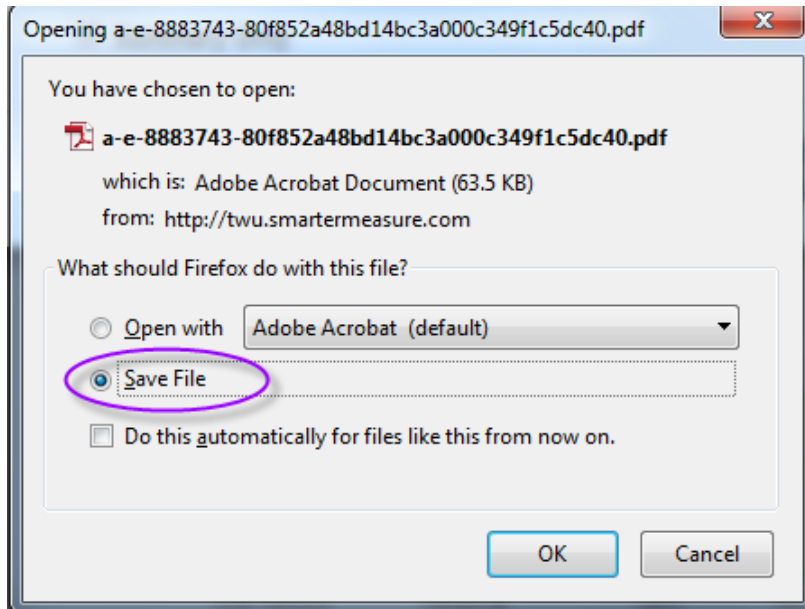
2. Select Summary Only, and then select Generate Report.



3. Select Download or Save Report



4. Select OK to save the file as a PDF and save. (Note that it may save to your Downloads folder or the default saving location on your computer.)



Upload this file using the Assignment link provided to you by your faculty member

How to Send a Report by Email

1. Locate and select Email Report



2. Enter the email address of the faculty member and include a message

Email Address:

professor@twu.edu

Message:

Hello Professor, here is my SmarterMeasure report.

3. Check the box next to “Blind copy for myself . . .” if you would also like to receive a copy of the report. Next, select Send Message

Email Report ✕

This report can be emailed to anyone. Simply enter the email addresses you would like to send this report to and an optional message to be included, and click send results.

Email Address:

professor@twu.edu

Message:

Hello Professor, here is my SmarterMeasure report.

Blind copy myself at aevans13@twu.edu

 [Send Message](#)