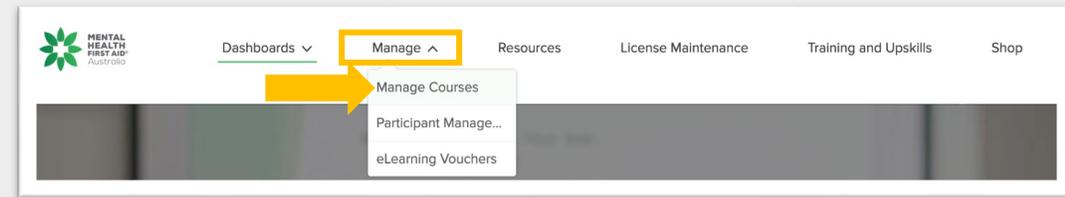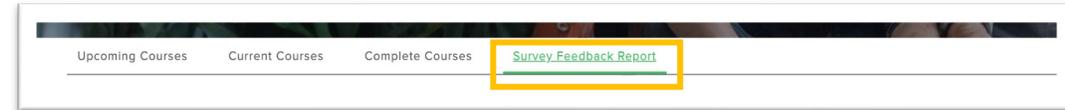# Reference Guide: Exporting Feedback Survey results from the Instructor Portal

Step 1: After logging into the Instructor Portal, navigate to the **Manage Course**s menu

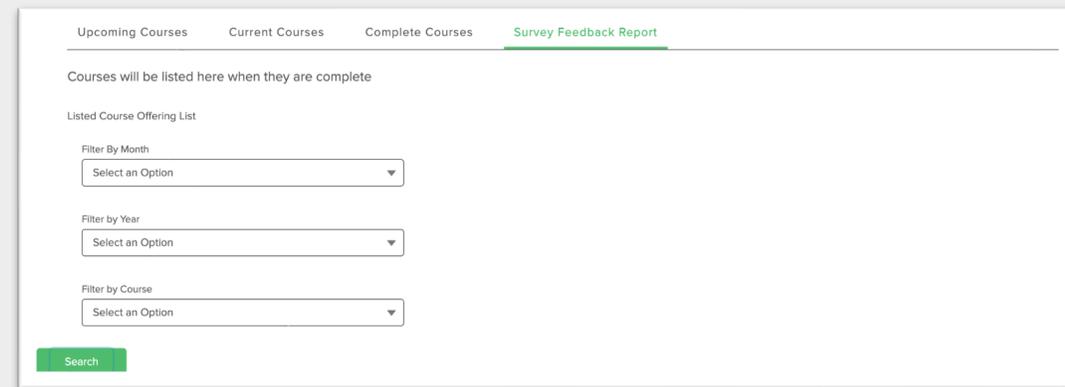**Step 2**: From the Manage Courses menu, navigate to the Survey Feedback Report tab

Step 3: In this section, you will see filters to help you sort through the courses you wish to generate Feedback Reports for.

The courses that appear in this list are **Completed Courses** only. Upcoming and Current courses will not appear in this list.

You can filter your courses based on the following categories:
- Month
- Year
- Course type (only displays courses that you have delivered and completed)

'Criteria Not Matching' error message

> ⊘ **Criteria Not Matching**   ✕
> Your search filters do not return any results. Please adjust your search criteria and try again.

This error message will appear if you choose a month where there are no completed courses. For example: if you choose March in the 'Filter by Month' list, but you haven't delivered any completed courses in March, this error message will appear.

Step 4: When you've found the course you'd like to generate a report for, select the 'View Survey Feedback' button.
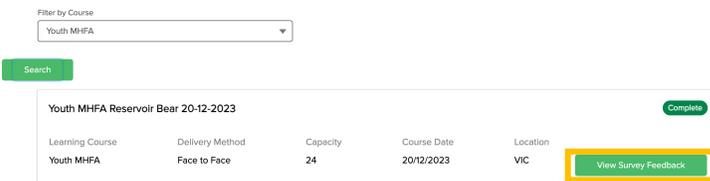
In the Instructor Portal, you will see a list of de-identified participants from your course and the feedback they provided for this course.
To generate a CSV file of the raw data, select 'Download CSV'.
This will produce a CSV file that will download directly to your local machine/device.