**How to print/download your responses to**

**Session 1 Preparation tasks**

1. **Go to *Leadership module* on the learning portal**
2. **Click on ‘Session 1’ button:**

A close up of a compass

Description automatically generated

1. **Click on ‘Session 1 Preparation’ button:**

A yellow circle with a green and white logo

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1. A group of colorful game pieces

   Description automatically generated**Click on ‘View your responses’:**
2. A person in a red shirt

   Description automatically generated**Click on the printer icon:**
3. **Right click anywhere on the page and left click on ‘Print’ option:**

A screenshot of a computer

Description automatically generated

1. **Choose either ‘Print’ to print your responses off or ‘Save as PDF’ if you want to download them to your computer:**

A screenshot of a computer

Description automatically generated