

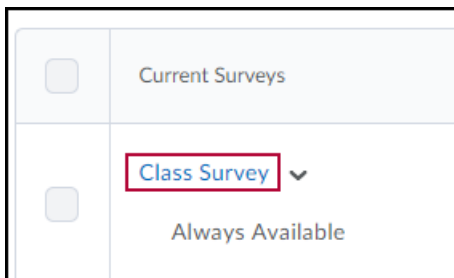
Survey Reports & Statistics

Last Modified on 09/28/2020 10:37 am CDT

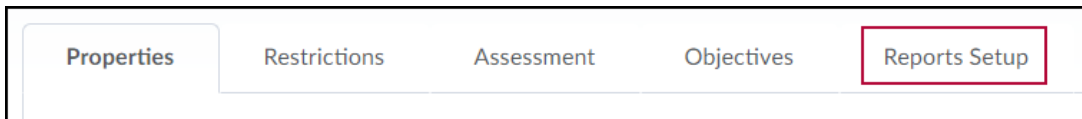
The Survey tool is useful for getting feedback about your course and your students. This information can be used to help improve your course and allows you to keep a record of students' opinions or keep them anonymous. One way to summarize your survey data is either to create a survey report or to view the survey statistics.

Create a Survey Report

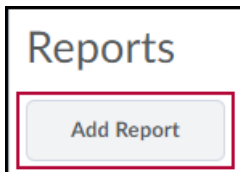
1. Go to **Course Management > Course Admin** and click on **Surveys**.
2. Click on the name of the survey.



3. Click **Reports Setup** tab.



4. Click **Add Report**.



5. Enter a **Report Name**, choose **Report Type**, **Release date**.

New Report

Report Name *

Report Type

Summary Report

Show aggregate data ?

Show text responses ?

Show signed comments ?

Show unsigned comments ?

Individual Attempts

Hide user information ?

Release

immediately

4/26/2018

United States - Chicago

6. Select the role of the people who you want to Release the Report To

Release Report To

More

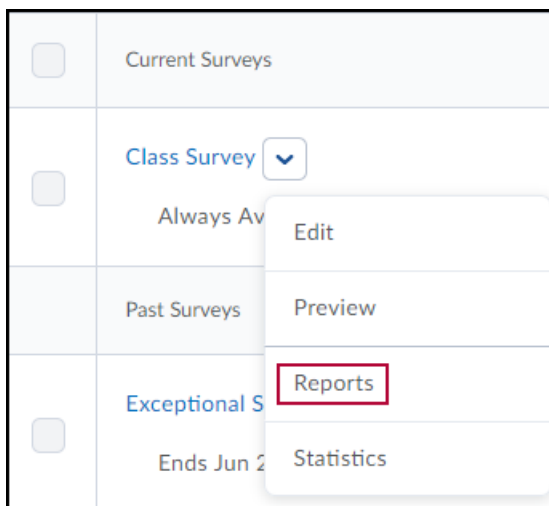
<input type="checkbox"/>	Role
<input type="checkbox"/>	Template Admin
<input type="checkbox"/>	Template Instructor
<input type="checkbox"/>	Template Student

7. Click **Save** and **Save and Close**.

Contact your campus rep for help with specific settings.

View a Survey Report

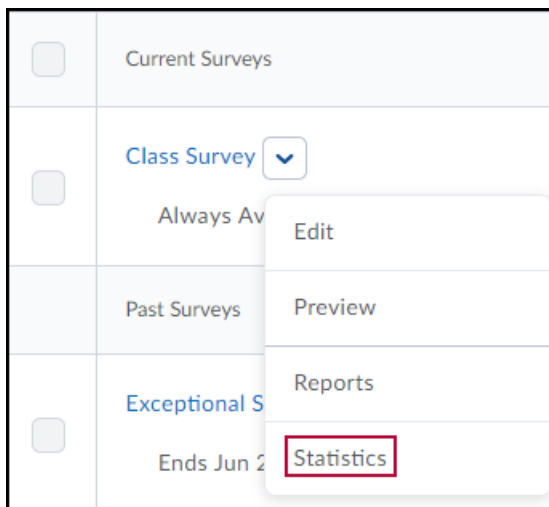
1. Click the context menu next to the survey, choose **Reports**.



2. Choose the report you want to view.
3. Choose the **From** and **To** dates for attempts completed.
4. To view the report, click either **Generate CSV Report** or **Generate HTML Report**.
5. Click **Done**.

View Survey Statistics

1. Click **Statistics** in the context menu next to the survey you choose.



2. Click the View Overall Results button to view the statistics.