# Survey Reports & Statistics

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.

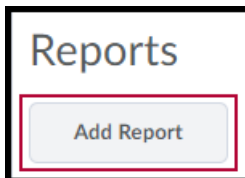## Create a Survey Report

1. Go to **Course Management > Course Admin** and click on **Surveys**.
2. Click on the name of the survey.
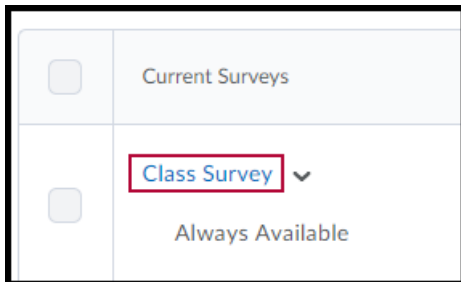
3. Click **Reports Setup** tab.
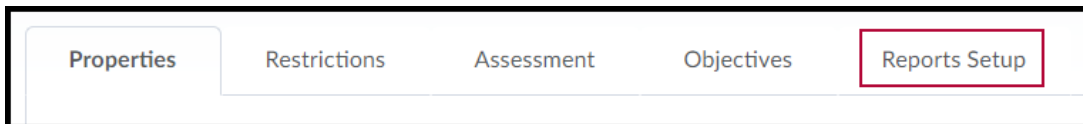
4. Click **Add Report**.

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 | 12:04 PM | Now |

United States - Chicago

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

Release Report To

More

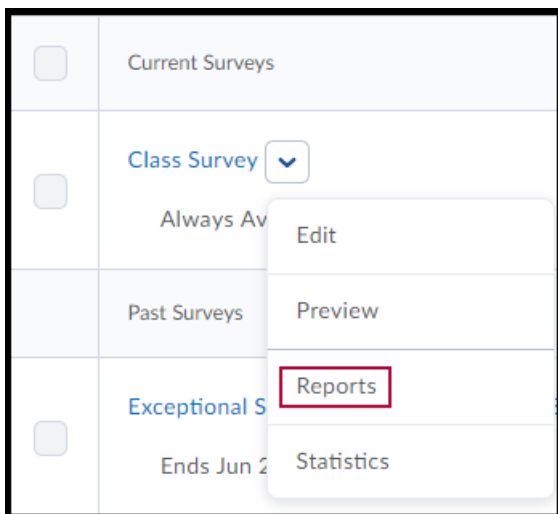|	Role
☐	Template Admin
☐	Template Instructor
☐	Template Student

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

Contact your campus rep for help with specific settings.
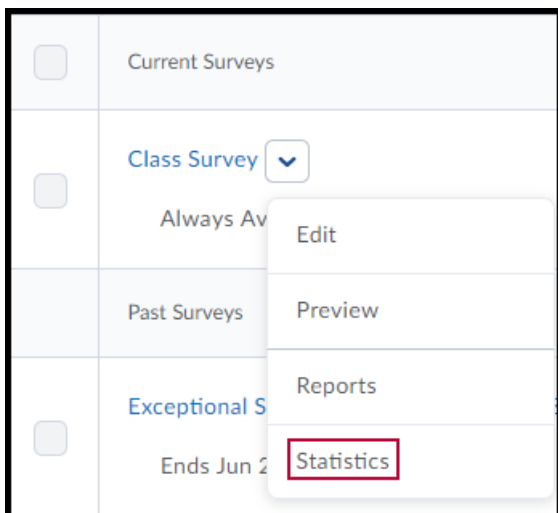
View a Survey Report

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.