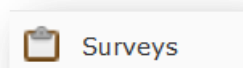


# ACCESS A SURVEY REPORT

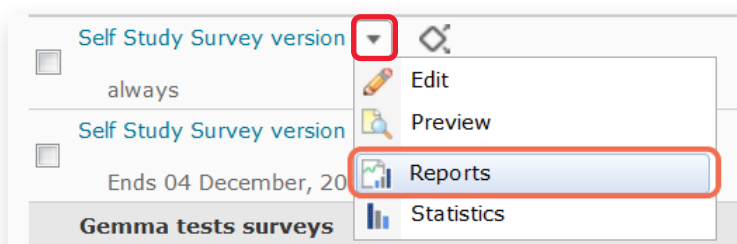
*Surveys* can be used to collect opinions and other data from students. One of the most useful features of the *Survey* tool is the *Reports* function. These instructions show you how to access a *Report* that has already been created. If you would like to set up a *Report*, you will find instructions on our blog: <http://blogs.utas.edu.au/teaching-at-tsbe/files/2015/01/Set-up-a-survey.pdf>

1. Select **Other Tools** then **Surveys**, from the toolbar.



2. Locate the **Survey** you wish to see the **Report** for.

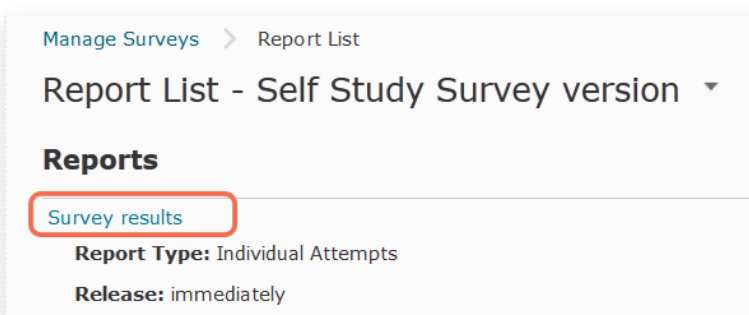
Click on the drop-down arrow and select **Reports** from the list.



3. You will now see a list of the **Reports** associated with your **Survey**.

The report name is listed in pale blue (indicating that it is a hyperlink), followed by a summary of the **Report Type** and the **Release** date that is associated with the report (generally, reports will be available **Immediately**).

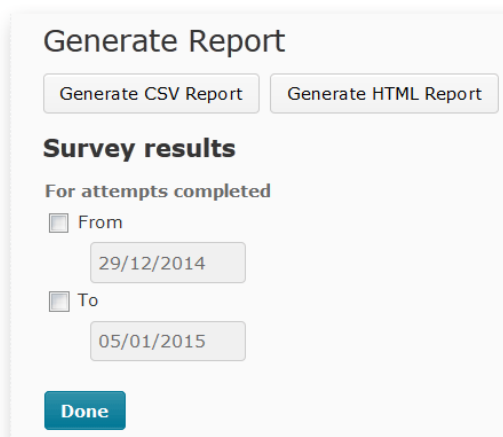
Click on the **Report Name**. In the image to the right, we have called the **Report** 'Survey results'.



4. You can now generate your report. You have a few options to choose from.

Firstly, if you would like to limit your **Survey Results** to a specific date range, check the **From** and/or **To** options and enter your preferred dates.

You will then need to choose whether to generate a **CSV** or **HTML Report** by clicking on a button. The options are described overpage.

A screenshot of a "Generate Report" form. At the top, there are two buttons: "Generate CSV Report" and "Generate HTML Report". Below that is the section "Survey results". Under "For attempts completed", there are two checkboxes: "From" and "To". The "From" checkbox is checked and has a date input field with "29/12/2014". The "To" checkbox is checked and has a date input field with "05/01/2015". At the bottom, there is a blue "Done" button.

# ACCESS A SURVEY REPORT

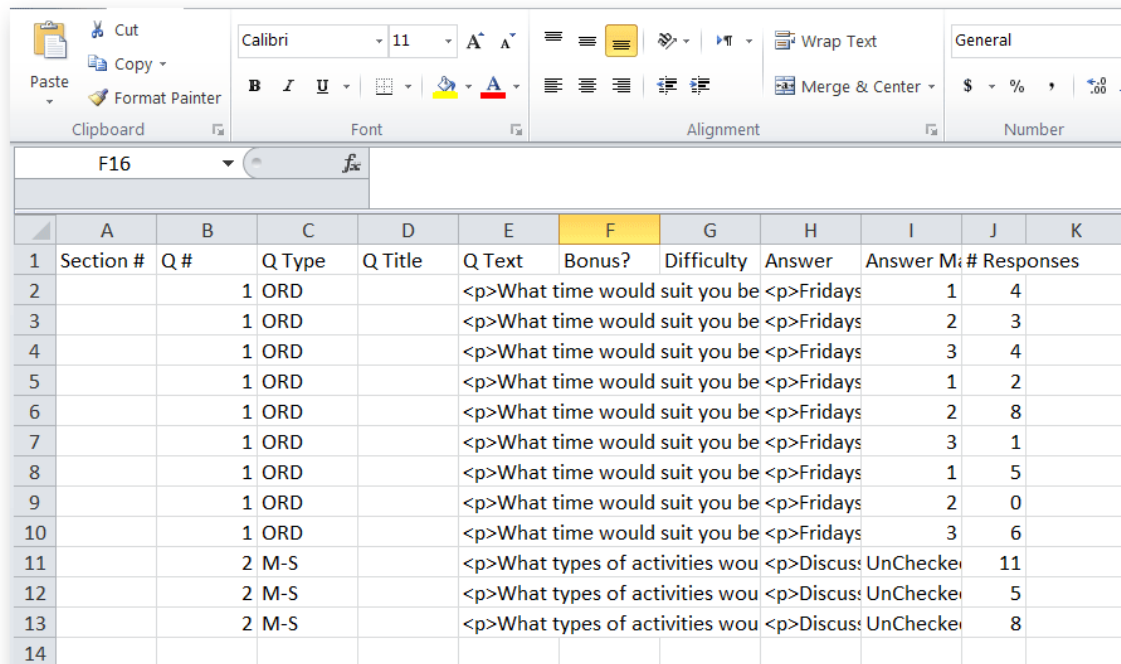
## The CSV Report

- Generates a CSV (spreadsheet) file.
- You can download the file and save it to your computer.
- You can open the file with Microsoft Excel.
- Good for research purposes as it allows you to work with the data.
- Difficult to get a quick overview of results as they are not presented visually. It is therefore not recommended as a Report to provide to students.

### *If you would like to generate this style of Report:*

1. Click on the **Generate CSV Report** button.
2. You will be prompted to download or save a copy of the CSV file to your computer.
3. Open the file with Microsoft Excel.

### **Example:**



|    | A         | B   | C      | D       | E                               | F      | G          | H                   | I        | J           | K |
|----|-----------|-----|--------|---------|---------------------------------|--------|------------|---------------------|----------|-------------|---|
| 1  | Section # | Q # | Q Type | Q Title | Q Text                          | Bonus? | Difficulty | Answer              | Answer M | # Responses |   |
| 2  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 1        | 4           |   |
| 3  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 2        | 3           |   |
| 4  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 3        | 4           |   |
| 5  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 1        | 2           |   |
| 6  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 2        | 8           |   |
| 7  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 3        | 1           |   |
| 8  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 1        | 5           |   |
| 9  |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 2        | 0           |   |
| 10 |           |     | 1 ORD  |         | <p>What time would suit you be  |        |            | <p>Fridays          | 3        | 6           |   |
| 11 |           |     | 2 M-S  |         | <p>What types of activities wou |        |            | <p>Discus: UnChecke |          | 11          |   |
| 12 |           |     | 2 M-S  |         | <p>What types of activities wou |        |            | <p>Discus: UnChecke |          | 5           |   |
| 13 |           |     | 2 M-S  |         | <p>What types of activities wou |        |            | <p>Discus: UnChecke |          | 8           |   |
| 14 |           |     |        |         |                                 |        |            |                     |          |             |   |

## ACCESS A SURVEY REPORT

### The HTML Report

- Generates an HTML web page with graphs displaying results.
- You can click to expand free-text (e.g. long answer question) responses so you can read student comments etc.
- You can choose to **Print Report**. You could choose to print to PDF if you wanted to save a copy for future reference, or to distribute a copy of the results to students.
- You can export the file as a CSV (produces the same result as the **Generate CSV Report** option).

### ***If you would like to generate this style of Report:***

1. Click on the **Generate HTML Report** button.
2. The results will appear on screen (see image below).
3. Click on the Print Report button to print a copy. If you'd like to save the results for future reference, choose Adobe PDF or PDF instead of your normal printer. This will generate a PDF that you can save to your computer.

### ***Example:***

