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Illustration of how to:

Pull a Survey Report

Step 1: Click on My Responsibilities

Step 2: Click on the area depicted by the red circle

Step 3: Click on System
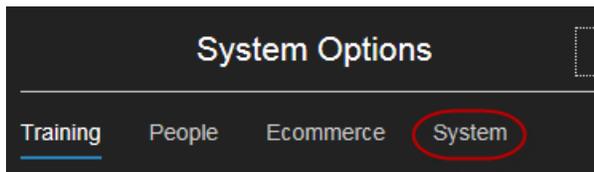
Step 4: Click on Reporting
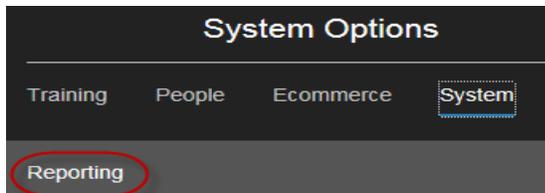
Step 4: Click on Reports Console
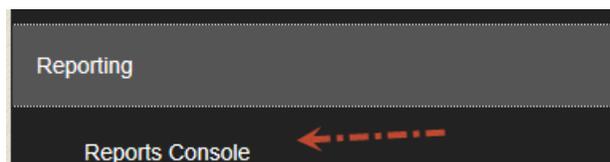
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Illustration of how to:

Pull a Survey Report

Step 5: Type in survey for the Search Text and then click search

Step 6: Click on Survey Statistics Report

Step 7: Click select

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Illustration of how to:

Pull a Survey Report

Step 8: Type in the search term for the survey you desire

Step 9: Choose the survey you desire and click select

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Illustration of how to:

Pull a Survey Report

Step 10: Populate the search text with the course number or search term you desire, type in appropriate start and end dates, select the appropriate delivery method and then click search

Step 11: Click on the plus sign beside the populated course

Step 12: Put a check in the box or boxes beside the sections for which you desire data

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Illustration of how to:

Pull a Survey Report

Step 13: Click select

Step 14: Click Run Report