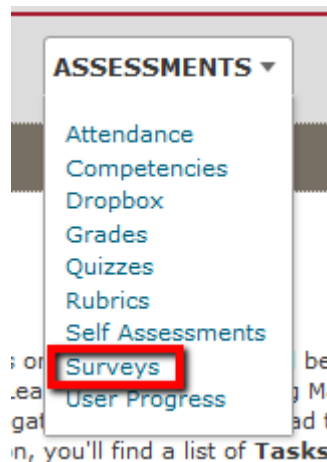


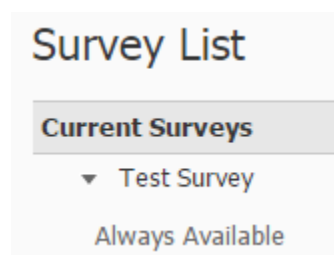
## Topic: Survey Reports & Statistics

One way to summarize your survey data is to create either a survey report or to view the survey statistics

### Survey Report



1. After logging in to your D2L Brightspace Course, click on **Surveys** under **ASSESSMENTS**.



2. Choose the survey for which you are going to create a report.
3. Click **Reports Setup**

## Edit Survey - 2nd Best Survey in the World ▾

**Properties** **Restrictions** **Assessment** **Objectives** **Reports Setup**

### Reports

[Add Report](#)

There are no reports available.

[Save and Close](#)

4. Click **Add Report**
5. Give the report a name, choose **Report Type**, **Release information** and who you want to Release Report To. Click **Save & Save and Close**.
6. To view the report, click the dropdown next to the survey, choose **Reports**

[Bulk Edit](#)

### Current Surveys

<input type="checkbox"/>	<a href="#">Best Survey in the WORLD</a> ▾	
	Apr 6, 2015 9:47 AM - Apr 6, 2015 9:47 AM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">new survey</a> ▾ (inactive)	<a href="#">Preview</a>
	Always Available	<a href="#">Reports</a>
<input type="checkbox"/>	<a href="#">2nd Best Survey in the World</a>	<a href="#">Statistics</a>
	Apr 2, 2015 1:35 PM - Apr 9, 2015 1:35 PM	

[Bulk Edit](#)

7. Choose the report you want to view

MATERIALS ▾ COMMUNICATION ▾ ASSESSMENTS ▾

Manage Surveys > Report List

## Report List - Best Survey in the WORLD ▾

### Reports

Test Survey Report

**Report Type:** Summary Report

**Release:** immediately

8. Choose the From & To dates for attempts completed and click **Done**.

### Generate Report

Generate CSV Report    Generate HTML Report

### Test Survey Report

For attempts completed

From

3/31/2015

To

4/7/2015

**Done**

9. To view the report, click either **Generate CSV Report**, (a sample is below.)

B	C	D	E	F	G	H	I	J	K
Q #	Q Type	Q Title	Q Text	Bonus?	Difficulty	Answer	Answer M	# Responses	
1	LIK	Test of D2	<p>Test of likert question. Plea			<p>Comm	Very Dis	0	
1	LIK	Test of D2	<p>Test of likert question. Plea			<p>Comm	Dissatisfie	1	
1	LIK	Test of D2	<p>Test of likert question. Plea			<p>Comm	Neutral	0	
1	LIK	Test of D2	<p>Test of likert question. Plea			<p>Comm	Satisfied	0	

10. Or click **Generate HTML Report** (a sample is below).

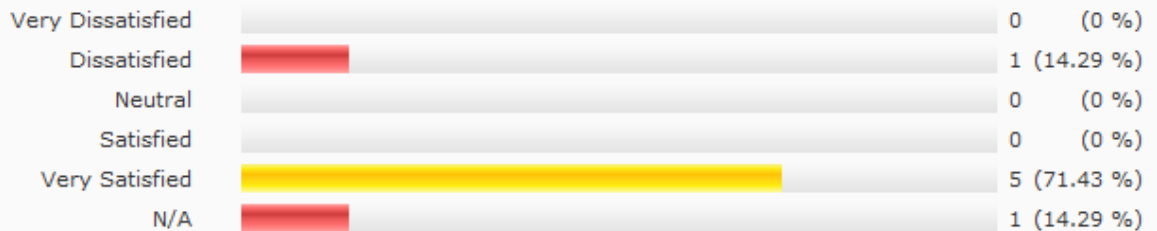
## Test Survey Report

7 attempts have been completed

### Question 1

Test of likert question. Please give me your opinion on the quality of a number of issues at MSUM

Communication from the President's office



11. To view statistics, click **Statistics** in the dropdown next to the survey you choose.

Current Surveys

- Best Survey in the WORLD  
Apr 6, 2015 9:47 AM - Apr 6, 2015 9:47 AM
- new survey (inactive)  
Always Available
- 2nd Best Survey in the World**  
Apr 2, 2015 1:35 PM - Apr 9, 2015 1:35 PM

Statistics

12. The survey statistics will be displayed.

### Completion Summary

3 attempts have been completed

#### Question 1

Test of likert question. Please give me your opinion on the quality of a number of issues at MSUM

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## **For More Information**

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.