

Response Extract (Surveys)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Response Extract

The Response Extract allows you to review all responses submitted for a survey, including the ability to filter, print, save, and display responses in a pivot table for further analysis.

Response Extract

This extract will generate user responses reports to the selected survey. The lock icon indicates that the survey has at least one response and can no longer be edited in the Survey Creator.

Survey List ⓘ

Show Inactive Surveys OFF

▼ Saved Surveys

- kevin external survey test 2/24
- kevin external survey test 11:15
- kevin external survey test upload image
- * testing ek 1
- Technology Literacy Survey
- Bai-issuetest1
- * kevin external survey test 2-28
- Bai-local-imageTest

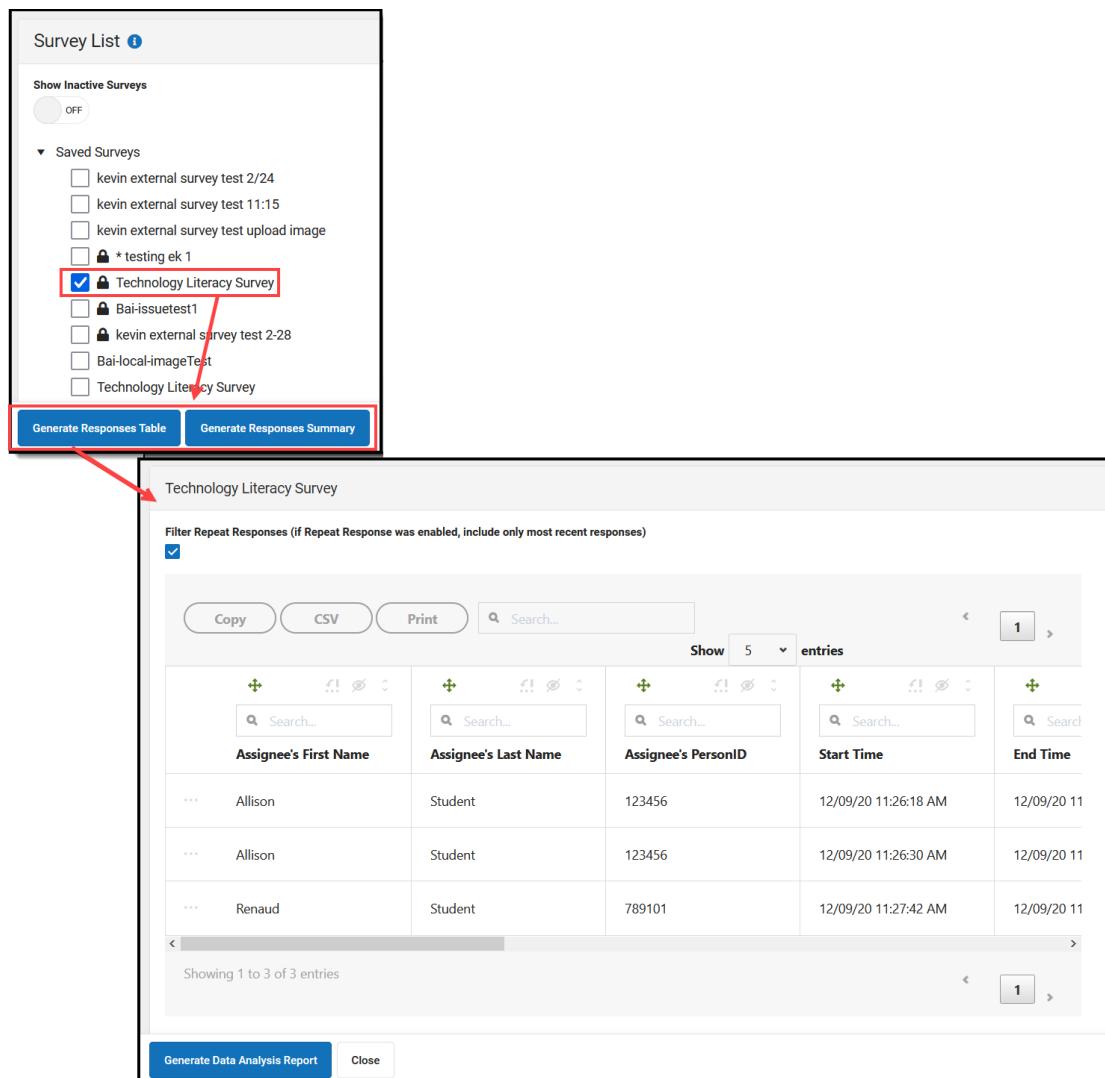
Generate Responses Table **Generate Responses Summary**

Response Extract

See the [Response Extract Tool Rights](#) article for information on available tool rights.

Generate Survey Responses in a Table

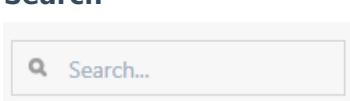
To view survey responses, mark the checkbox next to the desired survey and click the **Generate Responses Table** button. The selected survey's responses will appear in a new table editor.



The screenshot shows two overlapping windows. The top window is titled 'Survey List' and lists several saved surveys. One survey, 'Technology Literacy Survey', is selected and highlighted with a red box. Below the list are two buttons: 'Generate Responses Table' and 'Generate Responses Summary'. A red arrow points from the 'Generate Responses Table' button to the bottom window. The bottom window is titled 'Technology Literacy Survey' and displays a table of survey responses. The table has columns for 'Assignee's First Name', 'Assignee's Last Name', 'Assignee's PersonID', 'Start Time', and 'End Time'. The data shows three entries for Allison and one entry for Renaud. At the bottom of this window are 'Generate Data Analysis Report' and 'Close' buttons.

Assignee's First Name	Assignee's Last Name	Assignee's PersonID	Start Time	End Time
... Allison	Student	123456	12/09/20 11:26:18 AM	12/09/20 11
... Allison	Student	123456	12/09/20 11:26:30 AM	12/09/20 11
... Renaud	Student	789101	12/09/20 11:27:42 AM	12/09/20 11

Using this editor, you can copy the data, download the data into a CSV, print the data, and search/filter the data using various features. The table below describes each available option.

Feature	Description
Filter Repeat Responses	If Repeat Responses is enabled for the survey, marking this checkbox will filter responses to only the most recent.
Copy 	Copies all data onto your computer's clipboard.
CSV 	Generates a CSV file containing extract information.
Print 	Allows you to print the extract or save the extract as a PDF.
Search 	Allows you to filter data based on search criteria.

Feature	Description
Move Column 	Allows you to drag and move a column to a different position in the data table.
Move Column to be First Column 	Clicking this button moves the column to be the first column displayed in the data table.
Hide Column 	Clicking this button will hide the column from the data table.
Sort Column 	Clicking this icon will sort the columns data in ascending or descending order (if selected a second time).

Use the table below for descriptions of each default column in the response table:

Column	Description
Assignee's First Name	The first name of the respondent assigned to take the survey.
Assignee's Last Name	The last name of the respondent assigned to take the survey.
Assignee's PersonID	The personID of the respondent assigned to take the survey.
Start Time	The time the assignee started the survey
End Time	The time the assignee ended the survey.
Student's First Name	The student's first name if assignee is taking the survey on behalf of the student.
Student's Last Name	The student's last name if assignee is taking the survey on behalf of the student.
Student's PersonID	The student's personID if assignee is taking the survey on behalf of the student.

Create a Response Pivot Table

To convert Response Extract data into a [Data Analysis](#) pivot table, click the **Generate Data Analysis Report** button.

Technology Literacy Survey

Filter Repeat Responses (If Repeat Response was enabled, include only most recent responses)



Assignee's First Name	Assignee's Last Name	Assignee's PersonID	Start Time	End Time
Allison	Student	123456	12/09/20 11:26:18 AM	12/09/20 11
Allison	Student	123456	12/09/20 11:26:30 AM	12/09/20 11
Renaud	Student	789101	12/09/20 11:27:42 AM	12/09/20 11

Showing 1 to 3 of 3 entries

Generate Data Analysis Report

Close

Once selected, response data will display in a pivot table, allowing you to further analyze and present this data in various forms such as graphs and charts as well as apply logic rules and various formatting options.

For a comprehensive explanation of pivot functionality, please view the following:

- [Understanding Pivots](#)
- [Create Charts from Pivot Data](#)
- [Format and Layout Options](#)

Save	Export	Grid	Charts	Share	Format	Options	Fields	Fullscreen
Technology Literacy Survey								
GENDER RACE/ETHNICITY								
All	All							
1	INTRODUCTION				1	2	3	4
2	NAME							
3	DO YOU MAKE USE OF TWO OR MORE OF THE ABOVE IN YOUR PROFE...				The Number of Responses	Finish Time	Start Time	
4	Blank				1 149	12/10/2010 09:34:39	12/10/2010 09:30:23	
5	▼ (blank)				1 149	12/10/2010 09:34:39	12/10/2010 09:30:23	
6	Blank				104	11/16/2010 15:41:10	12/08/2010 12:02:21	
7	No				50	12/08/2010 11:15:45	12/08/2010 11:14:31	
8	Yes				995	12/10/2010 09:34:39	12/10/2010 09:30:23	
9	Grand Total				1 149	12/10/2010 09:34:39	12/10/2010 09:30:23	
10								

Generate a Responses Summary

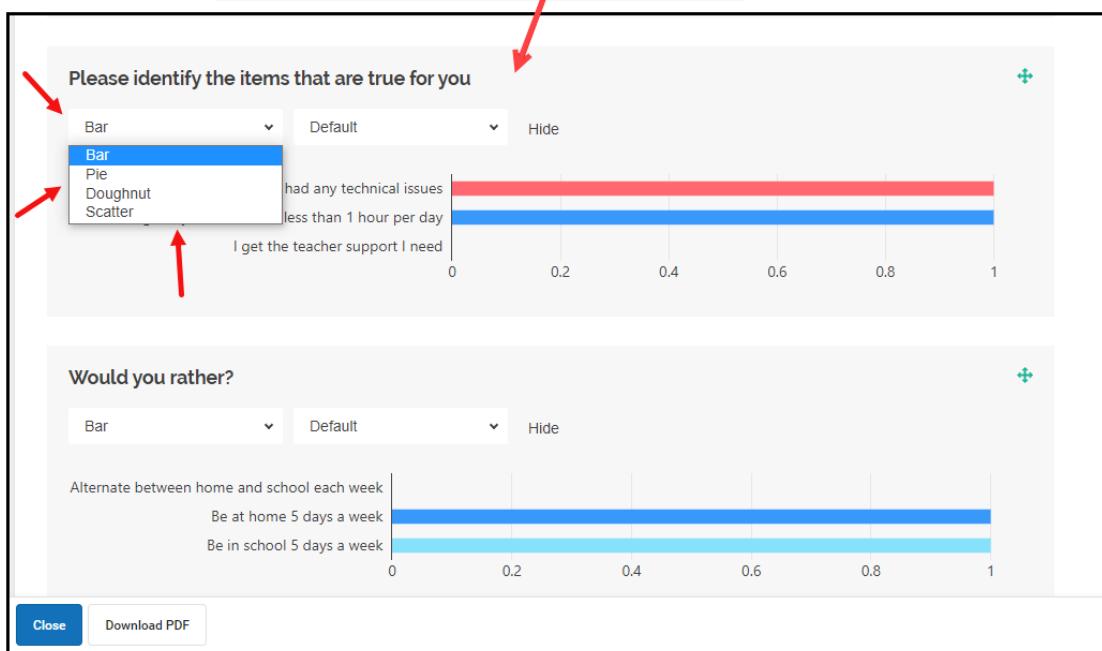
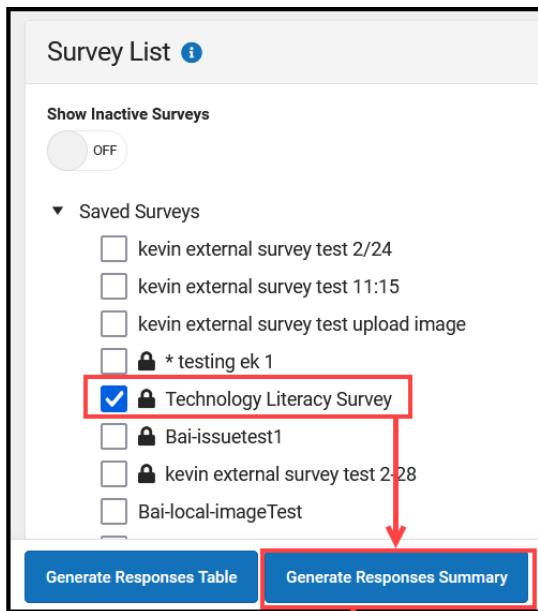
To view a summary of survey responses, mark the checkbox next to the desired survey and click the **Generate Responses Summary** button.

Survey responses will appear in a summary with each question and corresponding answers

displayed in a format best suited for each question type:

- Select-type questions display as charts (bar, pie, doughnut, line)
- Range-type questions display as a gauge
- Text questions display as word clouds or a table

To modify the format of a question's responses, select a value in the dropdown lists found under each question.



You can also generate a PDF of the summary by clicking the **Download PDF** button.