

# Response Extract (Surveys)

Last Modified on 10/21/2024 8:19 am CDT

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.

- [Generate Survey Responses in a Table](#)
- [Create a Response Pivot Table](#)
- [Generate a Responses Summary](#)

## Response Extract

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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 i

**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

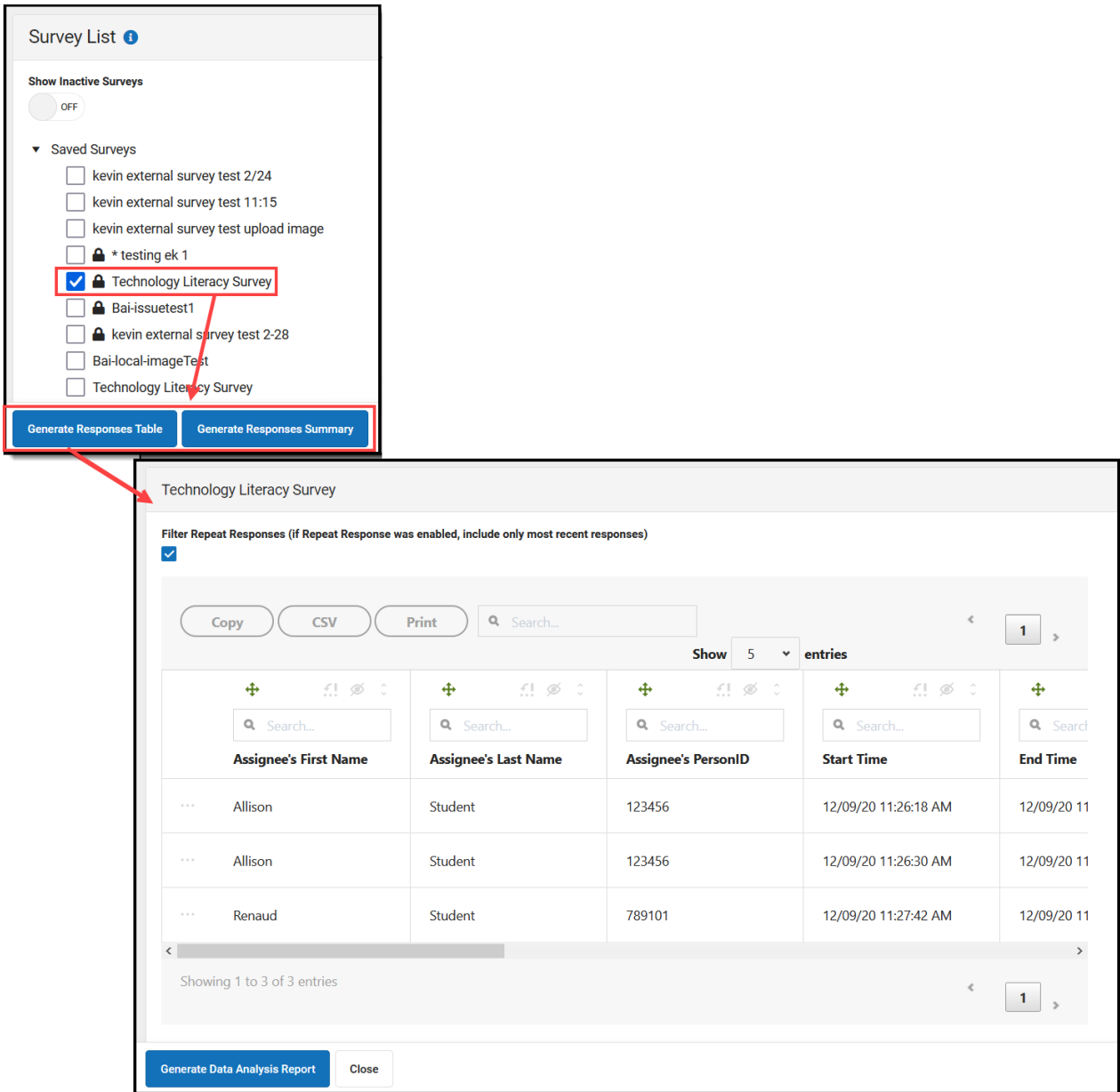
Generate Responses Summary

Users must have at least **R**(ead) rights in order to generate this extract.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

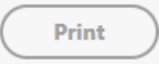
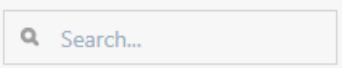




## Generate Survey Responses in a Table

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.



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
<b>Filter Repeat Responses</b>	If Repeat Responses is enabled for the survey, marking this checkbox will filter responses to only the most recent.
<b>Copy</b>	Copies all data onto your computer's clipboard.
<b>CSV</b>	Generates a CSV file containing extract information.

Feature	Description
<b>Print</b> 	Allows you to print the extract or save the extract as a PDF.
<b>Search</b> 	Allows you to filter data based on search criteria.
<b>Move Column</b> 	Allows you to drag and move a column to a different position in the data table.
<b>Move Column to be First Column</b> 	Clicking this button moves the column to be the first column displayed in the data table.
<b>Hide Column</b> 	Clicking this button will hide the column from the data table.
<b>Sort Column</b> 	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
<b>Assignee's First Name</b>	The first name of the respondent assigned to take the survey.
<b>Assignee's Last Name</b>	The last name of the respondent assigned to take the survey.
<b>Assignee's PersonID</b>	The personID of the respondent assigned to take the survey.
<b>Start Time</b>	The time the assignee started the survey
<b>End Time</b>	The time the assignee ended the survey.
<b>Student's First Name</b>	The student's first name if assignee is taking the survey on behalf of the student.
<b>Student's Last Name</b>	The student's last name if assignee is taking the survey on behalf of the student.
<b>Student's PersonID</b>	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)

Copy CSV Print Search... Show 5 entries

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

	1	2	3	4	5	6	7	8	9
1 INTRODUCTION									
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.

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Generate Responses Table    Generate Responses Summary

### Please identify the items that are true for you +

Bar    Default    Hide

Bar  
Pie  
Doughnut  
Scatter

had any technical issues less than 1 hour per day I get the teacher support I need

0 0.2 0.4 0.6 0.8 1

---

### Would you rather? +

Bar    Default    Hide

Alternate between home and school each week  
Be at home 5 days a week  
Be in school 5 days a week

0 0.2 0.4 0.6 0.8 1

Close    Download PDF

You can also generate a PDF of the summary by clicking the [Download PDF](#) button.