

Response Extract (Surveys)

Last Modified on 07/25/2025 10:45 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.

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.

Survey List 1

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
☐ Technology Literacy Survey

Generate Responses Table

Generate Responses Summary

Technology Literacy Survey

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

☒

Copy

CSV

Print

Search...

Show

5

entries

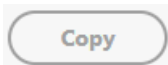


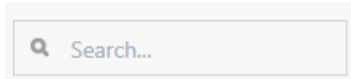
| Assignee's First Name | Assignee's Last Name | Assignee's PersonID | Start Time | End Time |
|-----------------------|----------------------|---------------------|------------|----------------------|
| ... | Allison | Student | 123456 | 12/09/20 11:26:18 AM |
| ... | Allison | Student | 123456 | 12/09/20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





Showing 1 to 3 of 3 entries

Generate Data Analysis Report

Close

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)

☒

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

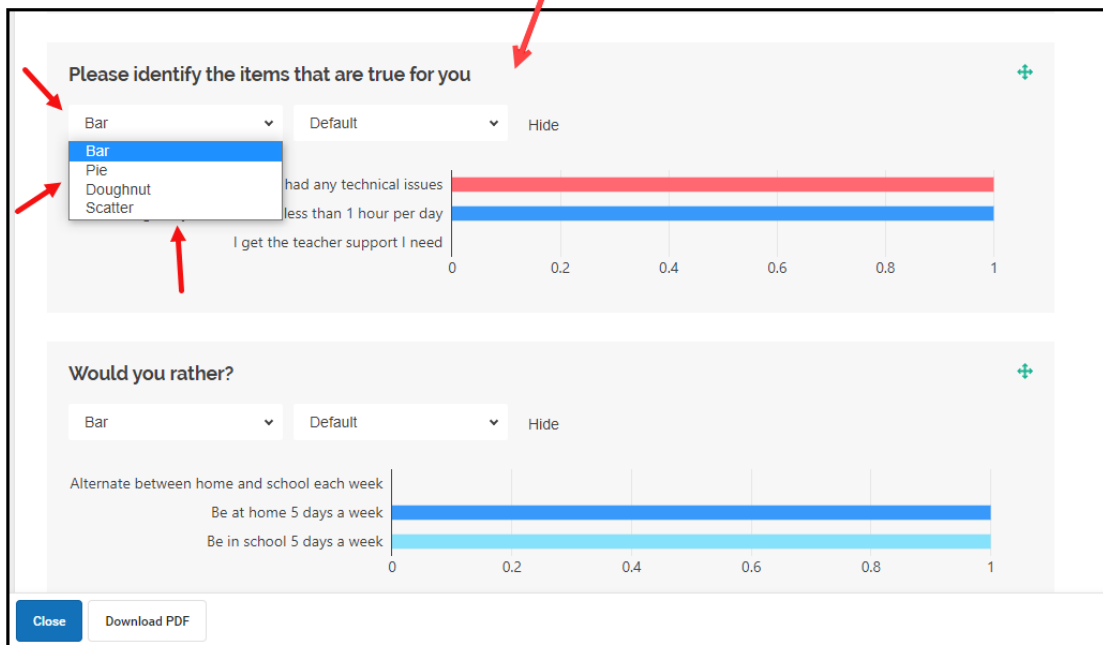
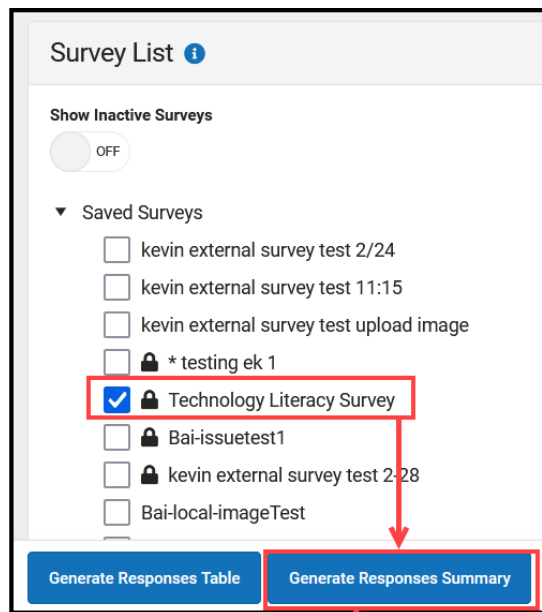
To view a summary of survey responses, mark the checkbox next to the desired survey and click the **Generate Responses Summary** button.

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.



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