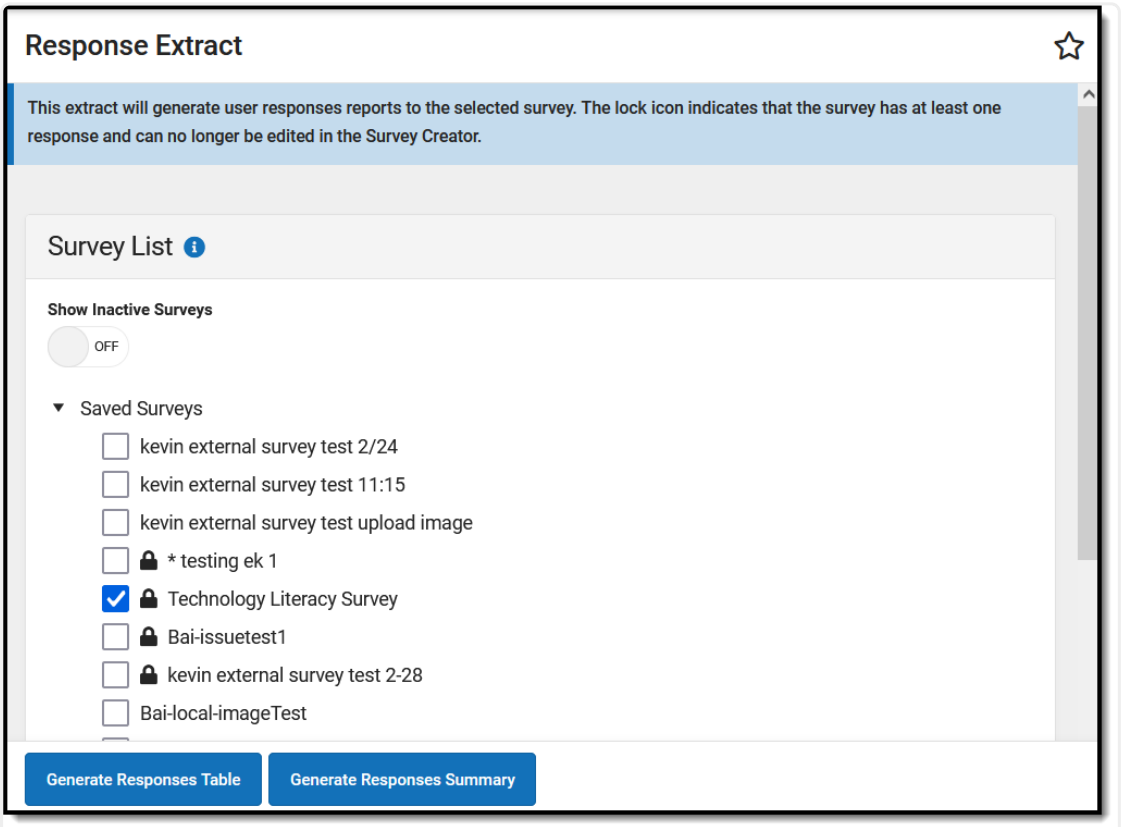
Response Extract (Surveys)

Last Modified on 07/15/2026 8:23 pm 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.



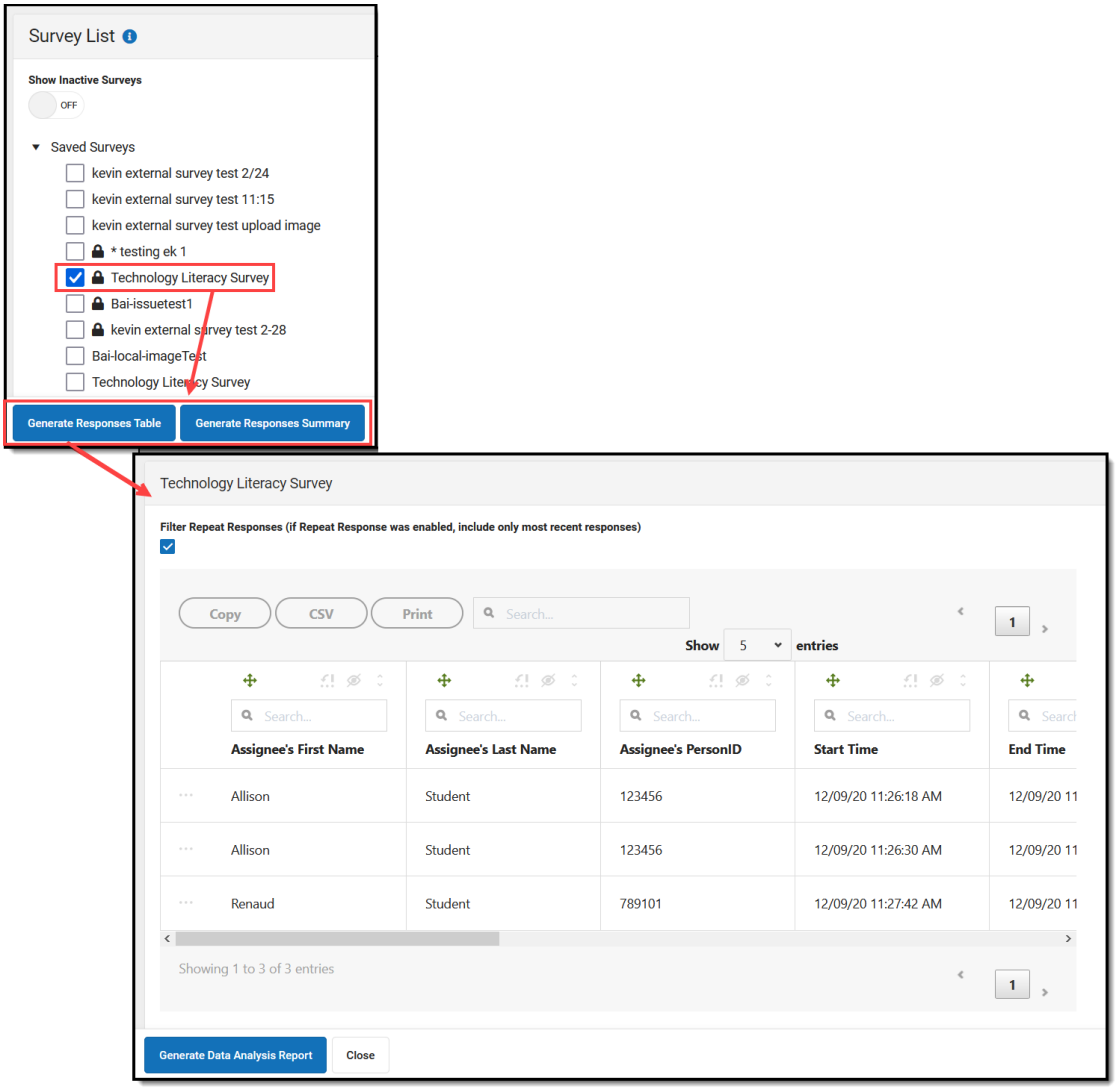
Response Extract

See the Response Extract Tool Rights article for information on available tool rights.

Generate survey responses in a table

To view survey responses:

1. Mark the checkbox next to the desired survey
2. Click the **Generate Responses Table** button.
3. 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.

Response table field descriptions

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.

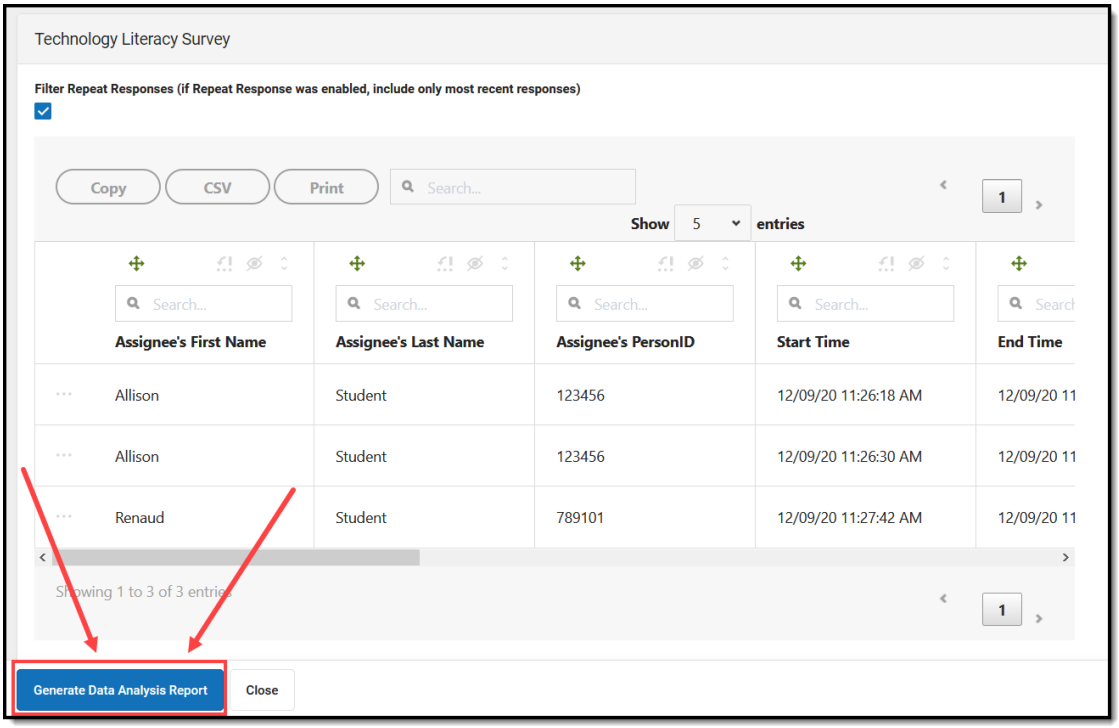
Feature	Description
Print 	Allows you to print the extract or save the extract as a PDF.
Search 	Allows you to filter data based on search criteria.
Move Column	Allows you to drag and move a column to a different position in the data table.
Move Column to be First Column	Clicking this button moves the column to the first position 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 column 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

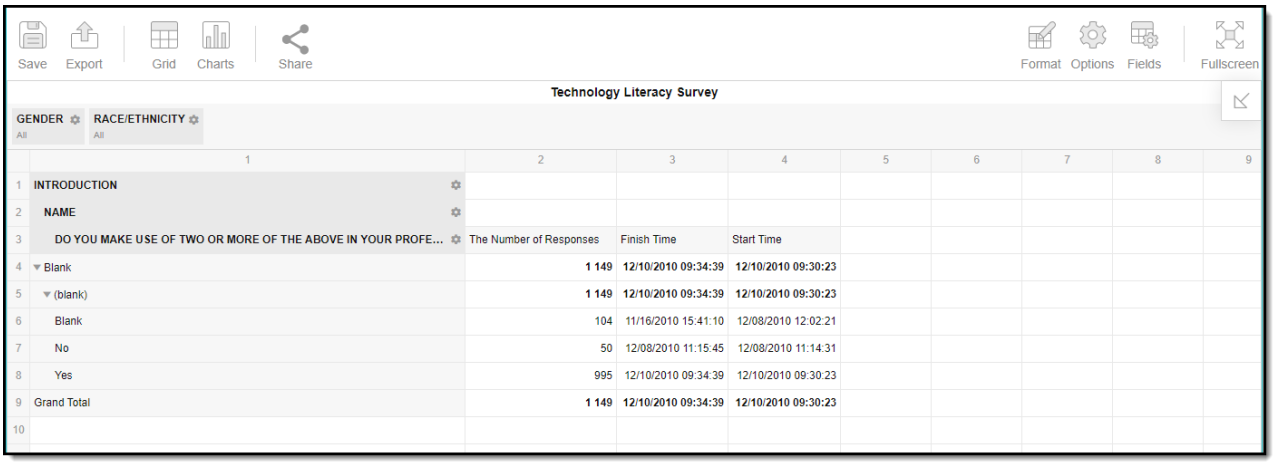
To convert Response Extract data into a Data Analysis pivot table, click the **Generate Data Analysis Report** button.



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



Generate responses summary

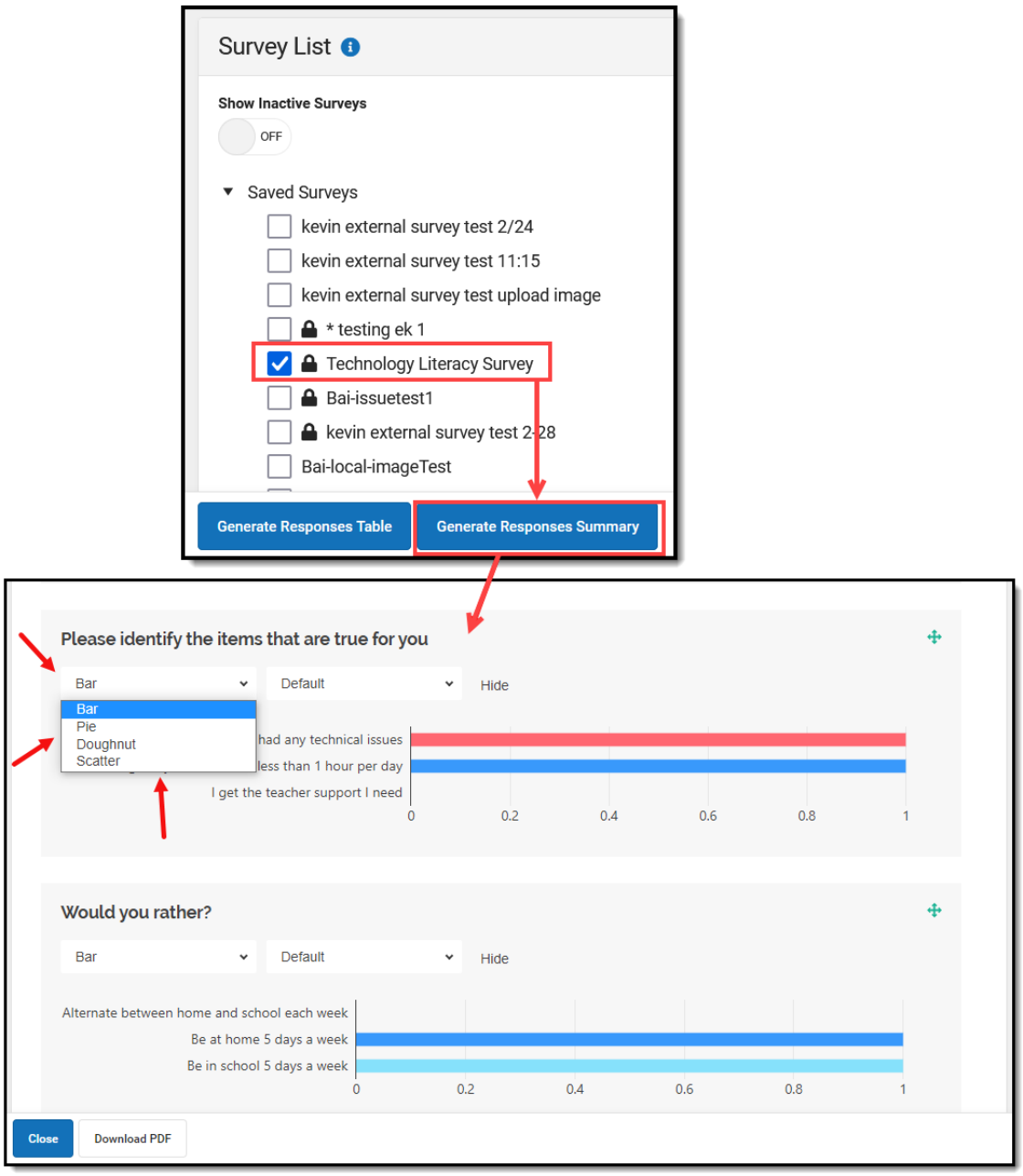
1. To view a summary of survey responses, mark the checkbox next to the desired survey.
2. Click the **Generate Responses Summary** button.

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.