# Civil Rights Data Collection (CRDC) Generate Survey Results

Last Modified on 10/30/2026 9:29 am CDT

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## CRDC workflow

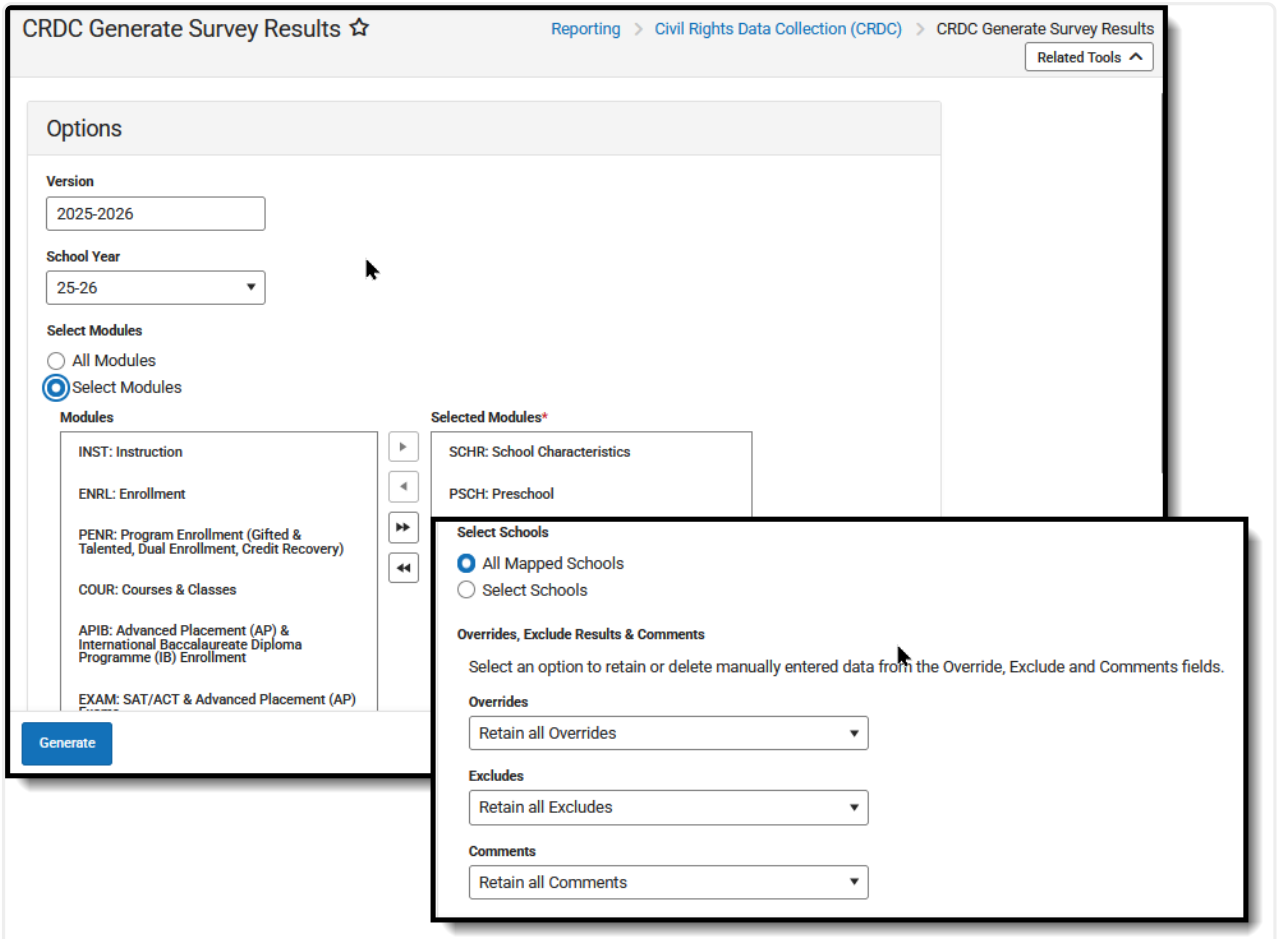
Follow these links to access articles addressing each step of the CRDC Submission process.

| | |
|---|---|
| **Step 1:** Review getting started guide<br>**Step 2:** Create Ad hoc filters<br>**Step 3:** Complete mapping (CRDC Setup tool) | **Step 4: Generate Survey Results**<br>**Step 5:** Answer questions (CRDC Maintain Survey Results tool)<br>**Step 6:** Generate CRDC Submission Flat File |

The Civil Rights Data Collection (CRDC) Setup tool allows districts to generate survey results based on the CRDC Category Mappings for the current reporting period (2025-2026).

**Note:** Results for the SCHR: School Characteristics module must be generated at least once for a given school prior to independently generating results for other modules.

## Generate Survey Results




*Use the Generate Survey Results tool to generate survey results based on mappings.*

## Editor field descriptions

| Field | Definition | |
|---|---|---|
| **Version** | Current reporting period is 2025-2026. | |
| **School Year** | Allows the user to select the school year in which results will be generated. | |
| **Select Modules** | Allows the user to select specific modules or all modules in which to generate results. | |
| **Select Schools** | Allows users to select specific schools or all schools in which to generate results. | |
| **Overrides** | Allows users to select an option to retain or delete manually entered data in Override fields. | |
| | **Retain all Overrides** | All Overrides are saved. |

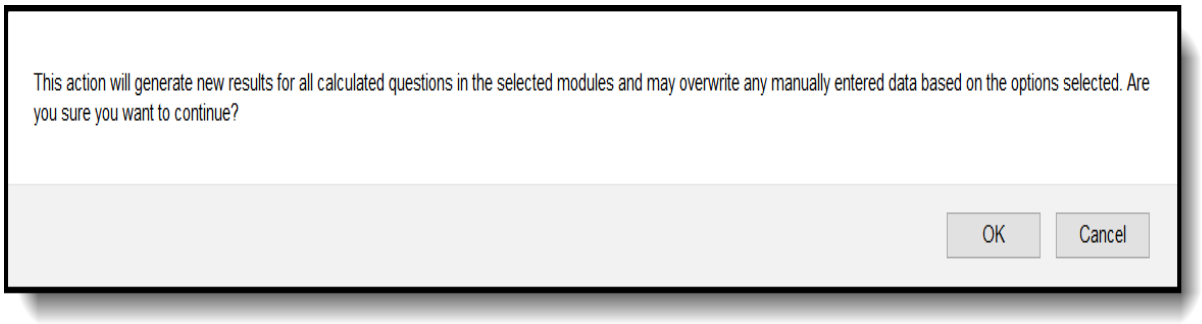
| Field | Definition | |
|---|---|---|
| | **Delete Overrides from calculated results only** | Overrides for questions in which the results were calculated by Campus will be removed. Overrides for questions in which the results were not entered by Campus are not affected. |
| | **Delete Overrides from non-calculated results only** | Overrides for questions in which the results were not calculated by Campus will be removed. Overrides for questions in which the results were calculated by Campus are not affected. |
| | **Delete all Overrides** | All Overrides will be removed. |
| **Excludes** | Allows users to select an option to retain or delete manually entered data in Exclude fields. | |
| | **Retain all Excludes** | All Excludes are saved. |
| | **Delete all Excludes** | All Excludes will be removed. |
| **Comments** | Allows users to select an option to retain or delete manually entered data in Comments fields. | |
| | **Retain all Comments** | All Comments are saved. |
| | **Delete Comments from calculated results only** | Comments for questions in which the results were calculated by Campus will be removed. Comments for questions in which the results were not entered by Campus are not affected. |
| | **Delete Comments from non-calculated results only** | Overrides for questions in which the results were not calculated by Campus will be removed. Comments for questions in which the results were calculated by Campus are not affected. |
| | **Delete all Comments** | All Comments will be removed. |
| **Generate** | Generates the CRDC Survey Results. A message is sent to the user's Process Inbox when results are finished generating. | |

## Generate CRDC Survey Results:

1. Results will be generated for the current **Version** (2025-2026).
2. Select the **School Year** in which results will be generated.
3. Select **All Modules** to generate results for all category modules or **Select Modules** to generate results for specific modules.

Users must generate the School Characteristics module first in order to get results for other modules, as the tool bases several questions' results off of the grade levels in which students are enrolled.

4. Select **All Schools** to generate results for all schools or **Select Schools** to generate results for specific schools.
5. Select an option to retain or delete **Overrides**.
6. Select an option to retain or delete **Excludes.**
7. Select an option to retain or delete **Comments.**
8. Click **Generate.**
9. A warning message displays. Depending on the selections made in the Overrides, Excludes, and Comments fields, any manually entered data may be overwritten. Click **OK** to continue generating results.




10. A message is sent to the user's Process Inbox once results have been generated.
11. To view and maintain survey results, refer to the Maintain CRDC Survey Results article for additional information.

# Tool Rights

In order to use the Generate Survey Results tool, users must have rights to the tool within their own district.

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**Read** - User can view CRDC survey results
**Write** - User can generate CRDC results
**Add** - User can generate CRDC results
**Delete** - User can generate CRDC results

For more information about Tool Rights and how they function, see this Tool Rights article.