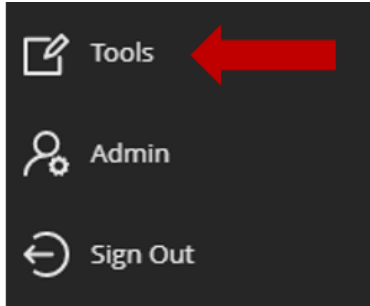


## How to Analyze Enterprise Survey Results

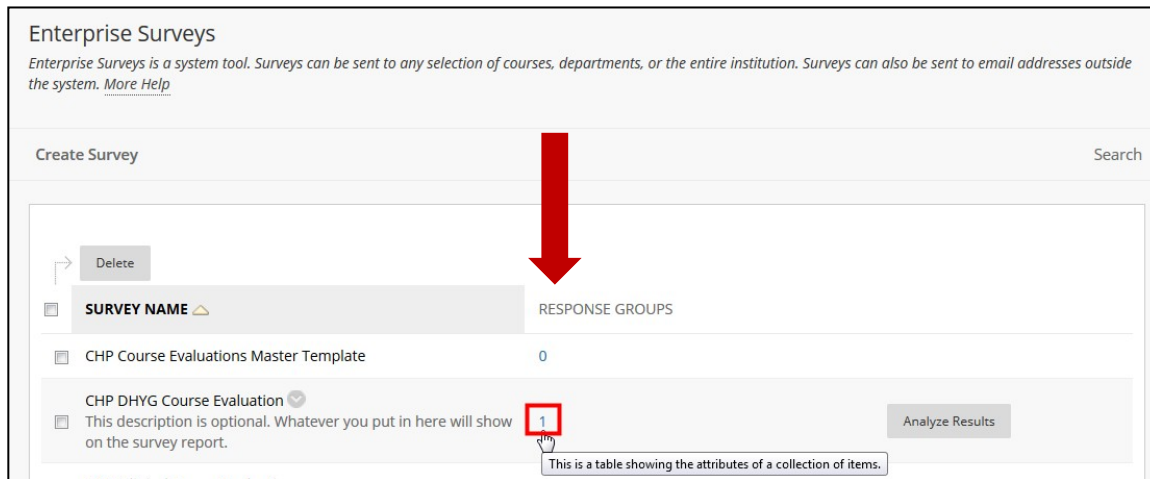
---

After you create a survey and deploy it you will be able to retrieve and analyze the results.

1. In the course menu, select **Tools**. Click on **Enterprise Surveys** to open the tool.



2. On the Enterprise Surveys page click the **number** to the right of your survey name. This will take you to the Response Periods page.



## How to Analyze Enterprise Survey Results

3. If necessary, enter search criteria to find your desired Response Period and click **Go**.

**Response Periods**  
*Create, edit, start, or end Deployments using this page. Deployments distribute Surveys to selected recipients at specific times. Redistribute Surveys by creating new Deployments instead of creating new Surveys. Each Deployment can target different sets of recipients, display customized messages to recipients, and send automatic reminders to recipients who have not responded. After a Deployment has ended, it cannot be restarted. To view submissions for a Deployment, click the number beside **Submissions Received** in the **Responses** column.*

Create Response Period Preview Survey

Search Name  Contains  Status Any

RESPONSE PERIOD	STATUS	RESPONSES	ACTION
<input type="checkbox"/> CHP DHYG 1234 001 Fall 2018 Started: April 10, 2018 11:10 AM Ended: April 10, 2018 2:29 PM	Closed	Total Recipients:6 Submissions Received: 4	No action is available.

Displaying 1 to 1 of 1 items

4. Hover your mouse over the desired Response Period and click the chevron (⌵) for the options menu. Select **Analyze Results**.

**Response Periods**  
*Create, edit, start, or end Deployments using this page. Deployments distribute Surveys to selected recipients at specific times. Redistribute Surveys by creating new Deployments instead of creating new Surveys. Each Deployment can target different sets of recipients, display customized messages to recipients, and send automatic reminders to recipients who have not responded. After a Deployment has ended, it cannot be restarted. To view submissions for a Deployment, click the number beside **Submissions Received** in the **Responses** column.*

Create Response Period

Search Name

RESPONSE PERIOD	STATUS	RESPONSES	ACTION
<input checked="" type="checkbox"/> CHP DHYG 1234 001 Fall 2018 Started: April 10, 2018 11:10 AM Ended: April 10, 2018 2:29 PM	Closed		<input type="button" value="Send Reminder"/> <input type="button" value="Delete"/> <input type="button" value="Analyze Results"/> <input type="button" value="Export Submission Data"/>

Context menu options: Edit Response Period, Send Reminder, Manage Submissions, **Analyze Results**, Export Submission Data, Copy, Delete

# How to Analyze Enterprise Survey Results

5. On the Analyze Survey Results page click **View Results**.

## Analyze Survey Results

\* Indicates a required field.

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### SURVEY INFORMATION

**CHP DHYG Course Evaluation**

★ Included Questions: 1 of 1 (exclude questions from analysis?)

★ Response Periods:

<input checked="" type="checkbox"/>	CHP DHYG 1234 001 Fall 2018 <i>Sent to Courses and Organizations</i>	Closed <i>Submissions Received: 4</i>
-------------------------------------	---	--

★ Compare Responses By:

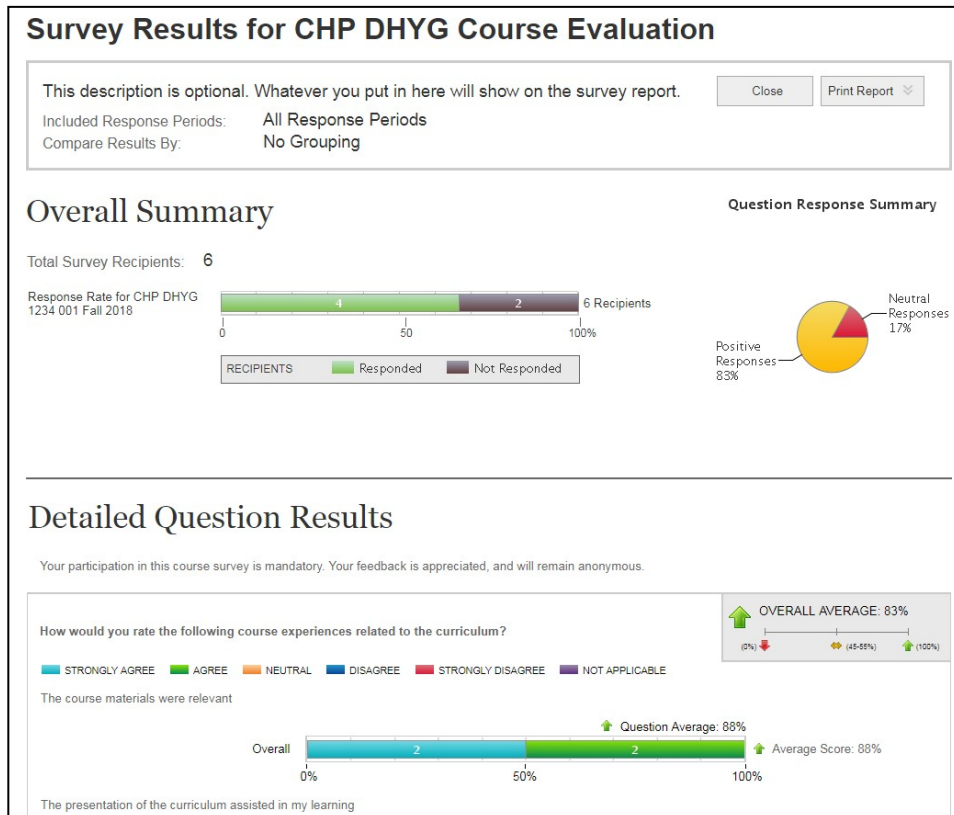
- No Comparison Needed
- Response Periods
- Courses and Organizations
- Specified Survey Question

↓

Click View Results to view results. Click Cancel to quit.

Cancel
View Results

6. You should now be able to see the **Survey Results**.



# How to Analyze Enterprise Survey Results

7. If you need to save and/or send a report as a PDF file, use the **Print Report** feature.

### Survey Results for CHP DHYG Course Evaluation

This description is optional. Whatever you put in here will show on the survey report.

Included Response Periods: All Response Periods  
Compare Results By: No Grouping

Close    Print Report

Printable View  
Printable View with Comments

---

### Overall Summary

Total Survey Recipients: 6

Response Rate for CHP DHYG 1234 001 Fall 2018

RECIPIENTS	Responded	Not Responded
6	4	2

### Question Response Summary

Response Type	Percentage
Positive Responses	83%
Neutral Responses	17%

**Note: Printable View with Comments will include students' comments from the open response questions.**