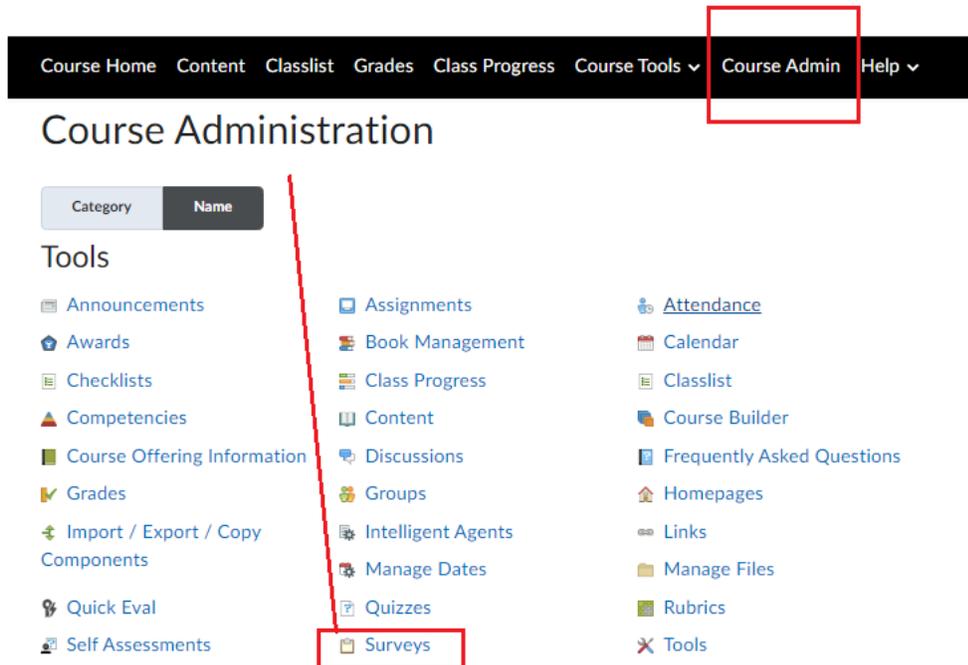


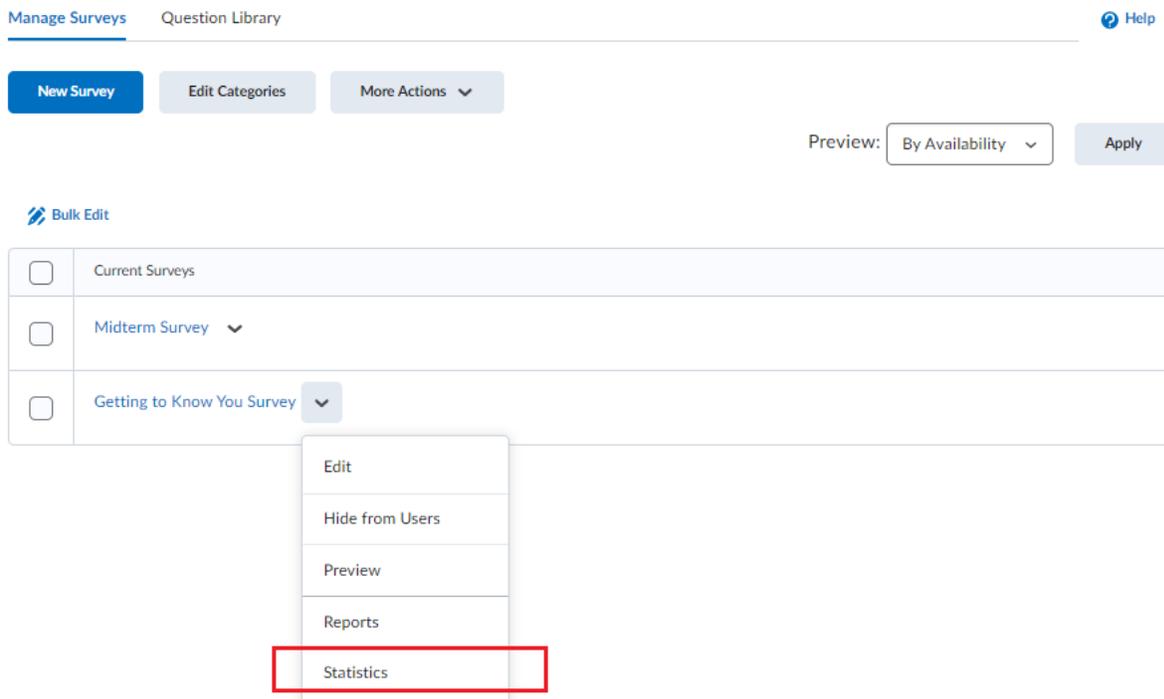
Viewing Survey Results in Brightspace

To see survey results

1. Go to **Course Admin**, then **Surveys**.



2. You will see all the surveys created.
Use the pulldown next to the Getting to Know You Survey to select **Statistics** as shown.



3. You will see each student's attempt and can view them individually by clicking on each attempt.

The screenshot shows the 'Attempts' tab with the following search filters:

- View By: User
- Search For: [Search Box]
- Search In: First Name, Last Name, Org Defined ID
- Restrict to: Users who have completed an attempt

| <input type="checkbox"/> | Last Name, First Name, Id | Completed |
|--------------------------|-----------------------------|----------------------|
| <input type="checkbox"/> | Student, Ima | |
| <input type="checkbox"/> | attempt 1 | Aug 24, 2022 1:27 PM |
| | completion summary | |
| <input type="checkbox"/> | Student, Ima Another | |
| <input type="checkbox"/> | attempt 1 | Aug 23, 2022 8:53 PM |
| | completion summary | |

Alternatively, you can see the responses collectively, changing the pool to All users as shown below.

Manage Surveys > Results

Results - Getting to Know You Survey

The 'Restrict to' dropdown menu is open, showing the following options:

- Users who have completed an attempt
- All users**
- Users who have not taken an attempt
- Users who have completed an attempt
- Users with attempts in progress

4. Go the Attempts tab to see who completed the survey. Click on Last Name to sort by last name.

The screenshot shows the 'Attempts' tab in a Brightspace interface. The 'View By' dropdown is set to 'User'. The 'Search In' section has checkboxes for 'First Name', 'Last Name', and 'Org Defined ID', all of which are checked. The 'Restrict to' dropdown is set to 'Attempts that have been completed'. Below the filters is a table with the following data:

| <input type="checkbox"/> | Attempt | First Name, Last Name, Id | Completed ▾ |
|--------------------------|-----------|---------------------------|----------------------|
| <input type="checkbox"/> | attempt 1 | Abe Lincoln | Aug 29, 2022 1:51 PM |
| <input type="checkbox"/> | attempt 1 | George Washington | Aug 24, 2022 1:27 PM |
| <input type="checkbox"/> | attempt 1 | Tom Jefferson | Aug 24, 2022 8:12 AM |

For additional information on how to see the responses students are giving, please see:

https://www.pfw.edu/offices/celt/brightspace/Track_Survey_Submissions_to_Give_Credit_to_Students.pdf