

View Response Options

To view student responses, open the questionnaire link. Click on the button labeled **View All Responses** or select from the report options listed under the **admin gear** (Figure 1). (These options do not appear until at least one response has been submitted.)

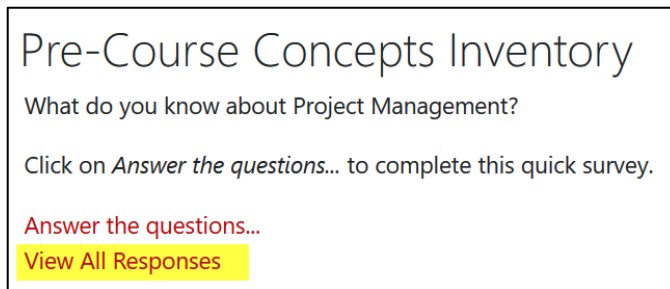
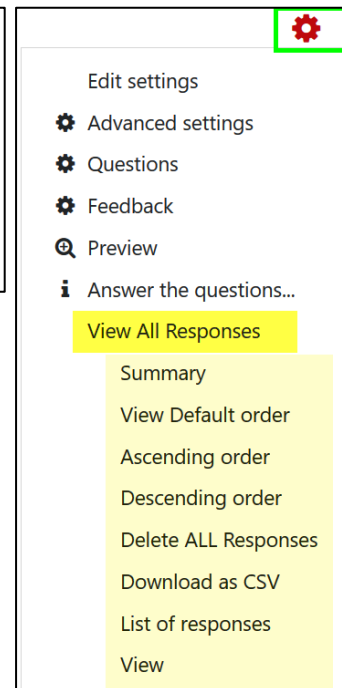


Figure 1: View Response Options



The **summary** view of all student responses includes a graphical representation like the one shown below in Figure 2. Click on the **List of responses** tab to access links to each individual submission.

In the summary view shown here, the **Default order** reflects the order in which the choices appear in the questionnaire. Select **Ascending** or **Descending order** to display the choice that received the least or most responses first.

From this page, you can also **Delete ALL Responses** or **Download** all responses as a .CSV file that opens in Excel.

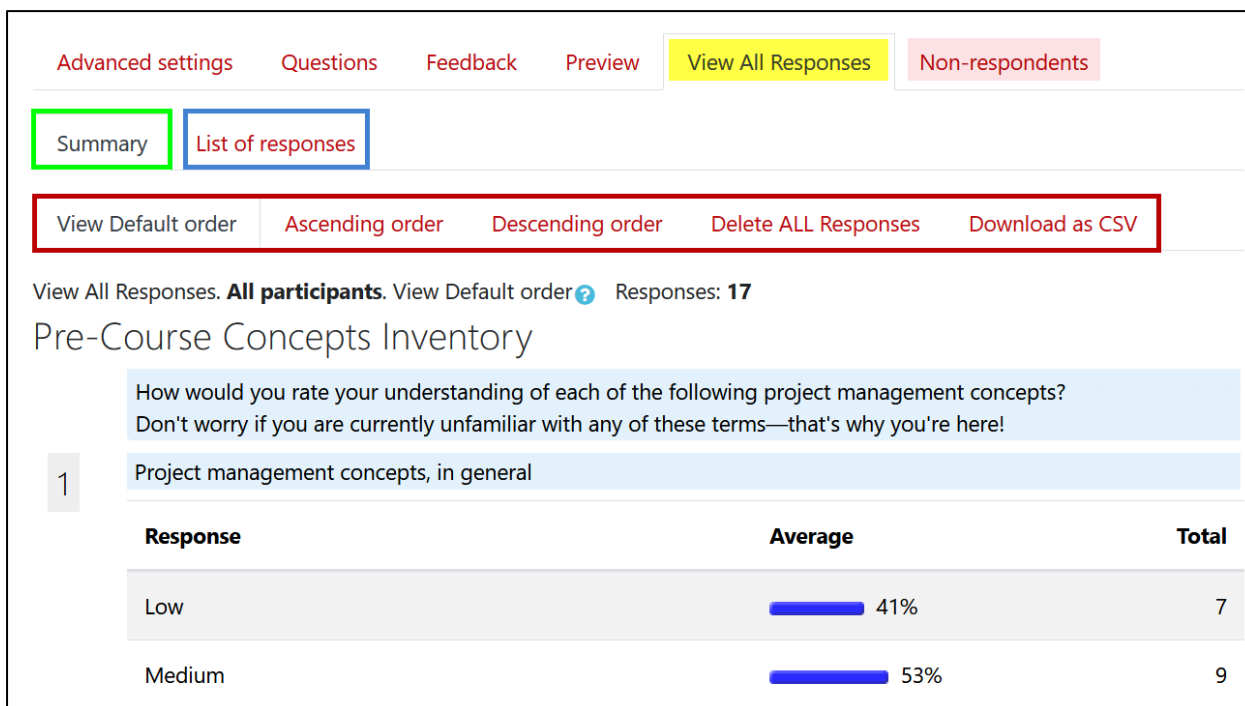


Figure 2: View Results Summary

View Individual Responses

View individual responses by clicking on the **List of responses** link (Figure 2). Click on a student's name or a submission number to review an individual's responses.

Questionnaire Responses

Use the controls provided to navigate through the responses. Clicking on **Print this Response** will open a printer-friendly window for the current response.

To return to the summary review of all responses, click on the **Summary** tab at the top of the page.

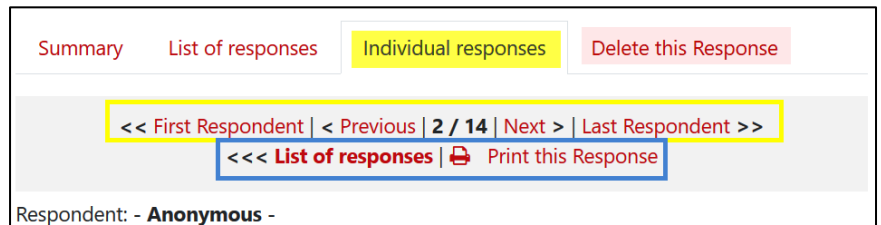


Figure 3: Navigate Individual Responses

View Non-respondents

For questionnaires submitted with student names, clicking on the **Non-respondents** tab (Figure 2) will display a list of students who have not yet responded to the questionnaire. For both identified and anonymous submissions, you can contact students who have not responded to a questionnaire from this page. Click on the **Select all** button or check boxes on the right to select individual students. Draft a reminder message and click on **Send**. Messages will be sent to student email accounts.