

Export Survey Results

Once the survey has been completed you can export the survey results in one download or view the surveys one by one.

1. Open the survey on ANGEL
2. Click on the Submissions link under the survey title

There are three different items to look for in the Submission menu

1. If this is a survey that was converted from ANGEL 7.3, there will be a link for Legacy Utilities. This link will lead you to the results that existed before the survey was converted to ANGEL 7.4. (This conversion happened in December 2009.)
 - a. Click on the Legacy Utilities link
 - b. Choose Export Response Statistics, Export Submission and Grade Data or Response Summary
 - c. Choose to save as File Format CSV, uncheck Quoted Values, and click Export
 - d. Choose to Save the file
 - e. This file can then be opened in Excel
2. If you would like to View or Delete individual submissions, click on the View, Grade, or Delete Submissions link.
 - a. Next to each survey submission you have the option to view, grade or delete the submission.
3. If you need to see all survey results you can either Export Response Statistics or Export Submission Data.
 - a. Export Response Statistics creates a summary of all of the survey results
 - b. Export Submission Data exports each survey
 - c. For either option Choose CSV in the File Format drop down menu
 - d. Uncheck Quoted Value and press Export
 - e. You can choose to save the file or open it directly in Excel

To Delete Previous Submissions to an ANGEL survey

We strongly suggest that you back up the course or group that your survey exists in before you delete submissions.

1. To back up your course or group go to the Manage tab
2. Click on Backup and Restore in the Data Management nugget
3. In the "Click here to create a new backup" statement, click on the word here to begin the back up
4. ANGEL will begin creating the backup. When it is complete you can continue on to delete your submissions
5. Return to the survey
6. Under the survey title, click on Delete
7. Click Delete All Submissions
8. Press OK if you are sure you would like to delete all submission data from this survey.