How to Run a Survey Report

KN@WLEDGE**LINK**

This job aid will walk you through the process that can be used to run a survey report on one or multiple classes

Search for the Report

- 1. In the Learning Admin tab:
 - A. Click **Reports**.
 - B. Type **"Surveys"** into the search bar and click enter.
 - C. Click Surveys.
 - i. The output of **"Surveys"** will be a PDF summary of survey data.

Learning Administration			
Menu Recents	Search	Saved Reports Reports Reports	rt Jobs
Search Q ↑¯ ↓≣	surveys B	Sort By: Title V	Performance
> Learning Activities	Report Category (A	Competency Assessment Data	onomanoo
> Content	User Management	The Competency Assessment Data report competencies, returns the details of the competencies, includingmore	t, given
> People	Learning		Learning
> Finance	 Content System Administration 	Survey Response (CSV) Surveys	
> System Administration	 Miscellaneous Audit 	surveys for the item, survey, and survey p Each survey responmore	ages.
> References	Publication Status		
Reports A	Published		

KNOWLEDGELINK Admin Center

Search by Class

- 2. In Surveys
 - A. To search for a class, click the **blue filter button** next to Class.

Surveys	
> Run Report	
Run Surveys	
Report Title:	Surveys
Report Header:	
Report Footer:	
Report Destination:	Browser 🗸
Report Format:	HTML V
Item:	Exact V Type: V
	ID:
User:	Exact V
Class:	Exact ~

- B. Enter the Class ID.
- C. Click on Search.

Create Filter	-	>
Surveys	0	
Create the filter (Classes) using the	search below. Please note that the case insensitive search could take a long time.	
Search		
	Search Submit Criteria Reset	
Case sensitive search:	○ Yes ● No	
Search All Locales:	○ Yes ◉ No	
Class Type:	O Item class type O Resource Block Type Both	
Class ID:	Starts With V	
Item/Resource Block ID:	Starts With V	
Description:	Starts With V	
Title:	Starts With	
Start Date After: (MM/DD/YYYY)	4/8/2022	
Start Date Before: (MM/DD/YYYY)	Note: if the class is not longer active, select "Both"	
Status:	Active O Not Active O Both for "Item Status"	
Items:	Exact V Type:	
Add/Remove Criteria 😌	C Search Submit Criteria Reset	

3. Skip to Section: Add Class or Item to Your Filter on Page 4

Search by Item

- 4. In Surveys
 - A. To search for an item, click the **blue filter button** next to ID.

Surveys	
> Run Report	
Run Surveys	
Report Title:	Surveys
Report Header:	
Report Footer:	
Report Destination:	Browser 🗸
Report Format:	HTML V
,	
Item:	Exact V Type:
	ID:
User:	Exact 🗸
Class:	Exact 🗸

- B. Enter the Item ID and/or Item Title.
- C. Click Search.

create Filter	-	
Surveys		1.
Create the filter (Items) using the	e search below. Please note that the case insensitive se	earch ciuld take a long time.
Search		Ĵ
Case sensitive search:	○ Yes ● No	Note: click on the "Starts • With" drop down to change
Search All Locales:	O Yes No	how the filter is used.
Item Types:	Starts With	
Item ID:	Starts With	
Revision Date: (MM/DD/YYYY)	(*****	B
Item Title:	Starts With 🗸	
Item Status:	Active ○ Not Active ○ Both Active Act	Note: if the item is not longer
Item Classification:	Starts With V	active, select "Both" for "Item Status"
Curricula:	Starts With 🗸	
Programs:	Starts With V	

Add Class or Item to Your Filter

- 5. After you have clicked **Search** for an item or class:
 - A. Select the **check box** to the right for all that apply.
 - B. Click Add to Filter.
 - C. Click Submit Filter.

Create Filter		-		
Surveys				0
			Filter: 1 Items C Subr	mit Filter
Select Item from Lis	t		Ventricular Assist Device (VAD) Educat	ion for 🖨
As you select entities to includ and return to your base search	e in your filter, they n criteria	will appear in the Filter List	COURSE HS.10001.COURSE.VADTra (Rev 1 - 5/1/2017 11:01 AM Eastern Time)	ined)
<< Search Again	Note: if the results d eturn what you are i for, click "Search A	lid not looking gain"	B Add to Filter	Reset
Records per Page 25 💙 Pag	e: 1 2 «Previous N	ext» (49 total records)	Page 1 Select Al	of 2. Go
Item ID		Title		Select
COURSE HS.10001.COUR (Rev 1 - 9/6/2019 02:56 PM E	SE.VAD4PROV astern Time)	Ventricular Assist Devi	ce (VAD) Education for Providers	
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D. Click Run Report.

eport Reset