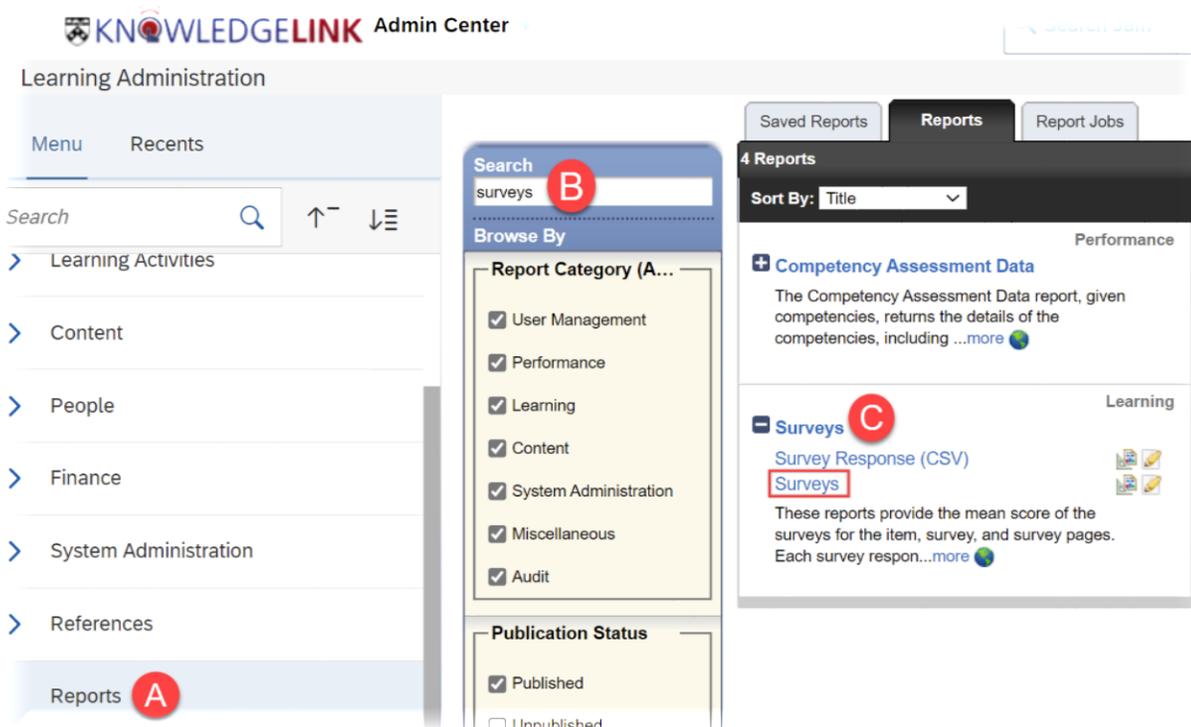




This job aid will walk you through the process that can be used to run a survey report on one or multiple classes

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.



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:

Report Header:

Report Footer:

Report Destination:

Report Format:

Item: Type:

ID:

User:

Class: **A**

B. Enter the **Class ID**.

C. Click on **Search**.

Create Filter

Surveys

Create the filter (Classes) using the search below. Please note that the case insensitive search could take a long time.

Search

Case sensitive search: Yes No

Search All Locales: Yes No

Class Type: Item class type Resource Block Type Both

Class ID: **B**

Item/Resource Block ID:

Description:

Title:

Start Date After: (MM/DD/YYYY)

Start Date Before: (MM/DD/YYYY)

Status: Active Not Active Both

Items: Type:

ID:

Add/Remove Criteria

C

Note: if the class is not longer active, select "Both" for "Item Status"

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:

Report Header:

Report Footer:

Report Destination:

Report Format:

Item: 

User: 

Class: 

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

Create Filter

Surveys

Create the filter (Items) using the search below. Please note that the case insensitive search could take a long time.

Search

Case sensitive search: Yes No

Search All Locales: Yes No

Item Types: 

Item ID: 

Revision Date: (MM/DD/YYYY)

Item Title: 

Item Status: Active Not Active Both

Item Classification: 

Curricula: 

Programs: 

Add/Remove Criteria 



Note: click on the "Starts With" drop down to change how the filter is used.

Note: if the item is not longer active, select "Both" for "Item Status"

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

Filter: 1 Items C Submit Filter

Select Item from List

As you select entities to include in your filter, they will appear in the Filter List and return to your base search criteria

[<< Search Again](#) Note: if the results did not return what you are looking for, click "Search Again"

B Add to Filter Reset

Records per Page: 25 Page: 1 2 «Previous Next» (49 total records) Page 1 of 2 Go
Select All / Deselect All

Item ID	Title	Select
COURSE HS.10001.COURSE.VAD4PROV (Rev 1 - 9/6/2019 02:56 PM Eastern Time)	Ventricular Assist Device (VAD) Education for Providers	<input type="checkbox"/>
COURSE HS.10001.COURSE.VADComp (Rev 1 - 5/1/2017 10:45 AM Eastern Time)	VAD Competent Day	<input type="checkbox"/>
COURSE HS.10001.COURSE.VADTrained (Rev 1 - 5/1/2017 11:01 AM Eastern Time)	Ventricular Assist Device (VAD) Education for Nurses	A <input checked="" type="checkbox"/>

- D. Click **Run Report**.

Surveys | Browse | Help |

Run Surveys

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

Item: [1 Selected] ▼ ▼

User: ▼

Class: ▼

From History Record Date:

To History Record Date:

Survey ID: ▼

Survey Status: Active Not Active Both

D Run Report Schedule Job Save Report Reset