


Creating Exports and Reports Based on Responses



Important: These features are only available if your school has the **Forms** and **Surveys** add-on or the **Interactive Classroom** add-on for Edline.


Teachers and other personnel with super user permissions will be able to create reports and export data based on the answers for **forms**, surveys, homework, quizzes, and interactive assignments. The exports will allow you to create a spreadsheet or web file of the data.

Open the Export/Reporting Section


- From the section of the web page containing the content, click the **Edit in list view**  icon to open the list of contents, and then click the **Edit** button next to the name of the assignment you want to create a report for to open the [Manage Form](#), [Manage Survey](#), [Manage Homework Hand-In](#), [Manage Quiz](#), or [Manage Interactive Assignment](#) page.

The **Export/Reporting** section will be available when users have submitted their responses.


Export / Reporting

 **Export Field Data**
format: CSV group: All Groups Combined

Export multiple rows of data for parents with multiple children. [More Info](#)

 **Choose Fields To Export...**

Generate:

Item Analysis
group: All Groups Combined
 **Go**

Export/Reporting Section

To Export Response Data

School personnel will be able to use this feature to view the responses for **forms**, surveys, homework, quizzes, and other assignments by exporting the data into a spreadsheet or XML file. You will be able to select exactly which questions to include in the data.

1. Click **Choose Fields to Export** to access the **Form** Export Fields page.
2. Select (check) the fields to export and click **Save and Return**.

3. Select either spreadsheet or web file to export by selecting **CSV** or **XML** from the **Format** field.
4. Select the group (school, class, sport, activity) to include in the export from the **Group** field.
5. Select **Export multiple rows of data for parents with multiple children** if you want to include a separate row for a parent's response based on each child. Clear this field to include only one row of responses.
6. Click **Export Field Data** to generate the export.
7. Click **Download Data to My Computer** when ready.

[Top](#)

To Download Attachments to Response Data

If an attachment has been added to a **form**, survey, homework, quiz, or other assignment, school personnel will be able to download the attachment.

1. Under the **Export/Reporting** section, select the group (school, class, sport, activity) to include in the export from the **Group** field.
2. Click **Export File Attachments** to generate the export.
3. Click **Download Data to My Computer** when ready.

[Top](#)

To Generate an Item Analysis Report from Response Data

School personnel will be able to view the percentage of responses for **forms**, surveys, homework, quizzes, and other assignments. You will be able to determine which response was selected and how often.

1. Under the **Export/Reporting** section, select the group (school, class, sport, activity) to include in the export from the **group** field in the **Generate** section.
2. Click **Go** to generate the report.

[Top](#)