


Reviewing Responses for Forms, Surveys, Homework, Quizzes, and Other Assignments




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


Teachers and other staff with super user permissions will be able to view the answers for **forms**, surveys, homework, quizzes, and interactive assignments. You can view the status of responses by different groups, review the individual user responses to questions, and determine who has not responded to a **form** or other assignment and then email them. The permission to view responses is only available to school personnel.

Open the Responses 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 review the responses for to open the [Manage Form](#), [Manage Survey](#), [Manage Homework Hand-In](#), [Manage Quiz](#), or [Manage Interactive Assignment](#) page.


The **Response** section will list the number of responses received.

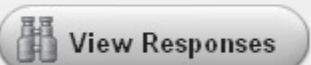

Responses



Group:
 Biology 1 & 2 P (284)  [View Status by Group](#)

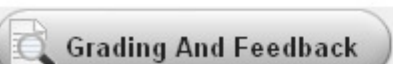
There is 1 submitted response and 0 draft responses.

This homework hand-in can be accessed and completed by submitters.


☒ In all locations


☒ Include Grading and Feedback (if any)



☒ In all locations



Responses Section – Sample from Homework Hand-In

To Review the Responses

School personnel with the appropriate permissions will be able to use this feature to view the responses for **forms** and surveys, and teachers will be able to view the responses for homework, quizzes, and other assignments that they have created.

1. Click **View Responses** to access the **Form** Response List page.
2. Click on the name of user you want to view to access the Document View page. If the document has been multi-posted, use the **Group** drop-down menu to select the desired group of responses to view.
3. Click **Done** when finished.

[Top](#)

To View the Status of Responses by Groups (Schools, Classes, Sports, Activities)

For multi-posted **forms** and surveys, school personnel will be able to view response statistics, such as the number of users who have submitted responses. Teachers will be able to view the status of which classes have submitted their homework, quizzes, and other assignments.

- Click **View Status by Group** link to access the Status Summary dialog box.

[Top](#)

To View the Status of Responses by Users

School personnel will be able to view the status of which users within a group (school, classes, sports, activities) have submitted their **forms**, surveys, homework, quizzes, and other assignments. Use this feature to determine which users should be reminded to submit their responses.

- Click **Response Status by User** to access the User List page which displays who did or did not submit a response, or to see who has completed a draft response.

[Top](#)

Related Links:

- [Sending Reminder Emails](#)
- [Displaying Grades and Feedback](#)
- [Creating Exports and Reports](#)