

Questionnaire reports are not located in the typical Reports area. See the directions below for how to run these reports.

1. Search for your survey

1. Go to the Learning Admin area
2. Select Learning
3. Click Questionnaire Survey
4. Search for your survey
 - In this example, I'm searching for the survey we made for the KL Developers meeting. (Contains "KLdevelopers")

The screenshot shows the Knowledge Link Learning Admin interface. At the top, there is a navigation bar with icons for Home, Users, Performance, Learning (highlighted with a '2'), Content, Commerce, and System Admin. Below the navigation bar is a search bar with the placeholder text "Enter Keywords or Command" and a "Go" button. On the left side, there is a sidebar menu with various options: Items, Scheduled Offerings, Classes, Group Instances, Catalogs, Programs, Curricula, Requirements, Questionnaire Surveys (highlighted with a '3'), Content Network, and Instructors. The main content area is titled "Questionnaire Surveys" and contains a search form. The search form includes a "Search" label, a "Case sensitive search:" section with radio buttons for "Yes" and "No" (with "No" selected), and several input fields: "Survey ID:" with a dropdown menu set to "Contains" and a text box containing "kldevelopers"; "Survey Name:" with a dropdown menu set to "Starts With" and an empty text box; "Domains:" with a dropdown menu set to "Starts With" and an empty text box; "Status:" with radio buttons for "Active" (selected), "Not Active", and "Both"; and "Items:" with a dropdown menu set to "Exact", a "Type:" dropdown menu, and an "ID:" text box. At the bottom of the search form, there is an "Add/Remove Criteria" link and a "Search" button (highlighted with a '4').

2. Select your survey

Field Chooser

Survey ID ▲	Survey Name	Domains
UP.91028.SURVEY.KLDevelopers	Knowledge Link Developers Meetings	UNIV

3. Select Item Usage and click Edit

Summary

Item Usage 1

Notifications

Options

Questions

Name: Knowledge Link Developers Meetings

View Item for the Survey

View the Item Usage for the Survey

[Edit](#)

Item	Assigned	Completions	Percentage	Mean Score
COURSE UP.91028.ITEM.KLDev02132018 (Rev 1 - 1/8/2018 09:44 AM Eastern Time)	11	4	36.36	4.7

2 [Edit](#)

4. Run your report!

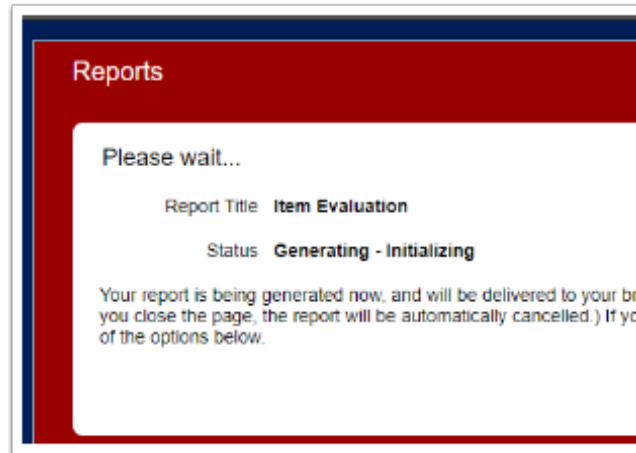
Update the Item Usage for the Survey

[Run Report](#)

Item	Assigned	Completions	Percentage
COURSE UP.91028.ITEM.KLDev02132018 (Rev 1 - 1/8/2018 09:44 AM Eastern Time)	11	4	36.36

[Run Report](#)

5. Remember to leave your tab open so the report will download



6. Now print or save the report as a PDF

