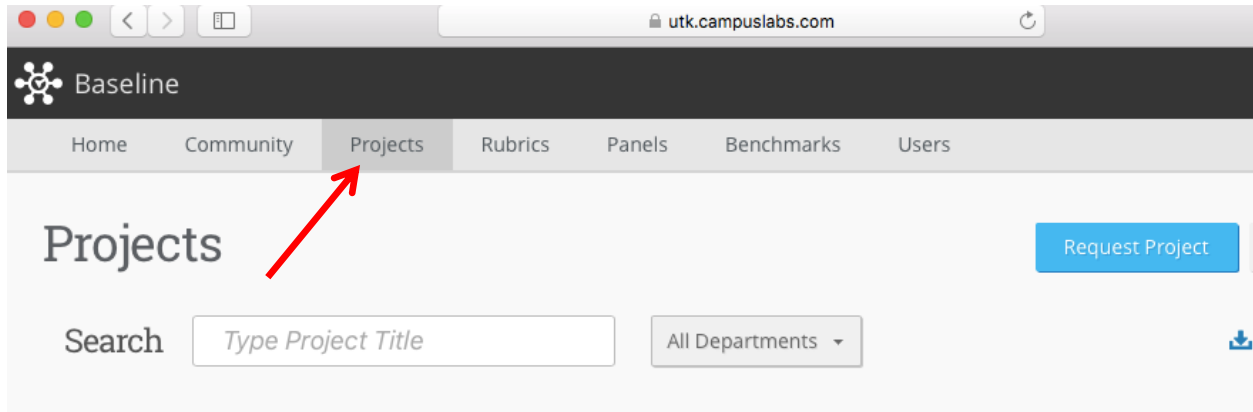**Viewing data & creating reports from surveys administered through CampusLabs Baseline**

http://baselinesupport.campuslabs.com/hc/en-us/articles/204305725-What-reports-are-available-to-me-

1. Log in to Campus Labs and go to the Projects page, here:
   https://utk.campuslabs.com/app/ClientWeb/projects.aspx

2. You will see your "**Active**" projects listed at the top of the page, with "**Scheduled**" projects and "**Closed**" projects listed below.
   - You will be able to review live results as they come in active projects, and final results in closed projects.
3. Click on the project for which you would like to view results and/or create a report.

4. You can then view the results of each question on the survey in three forms: Frequency, Graph, and Cross Tab
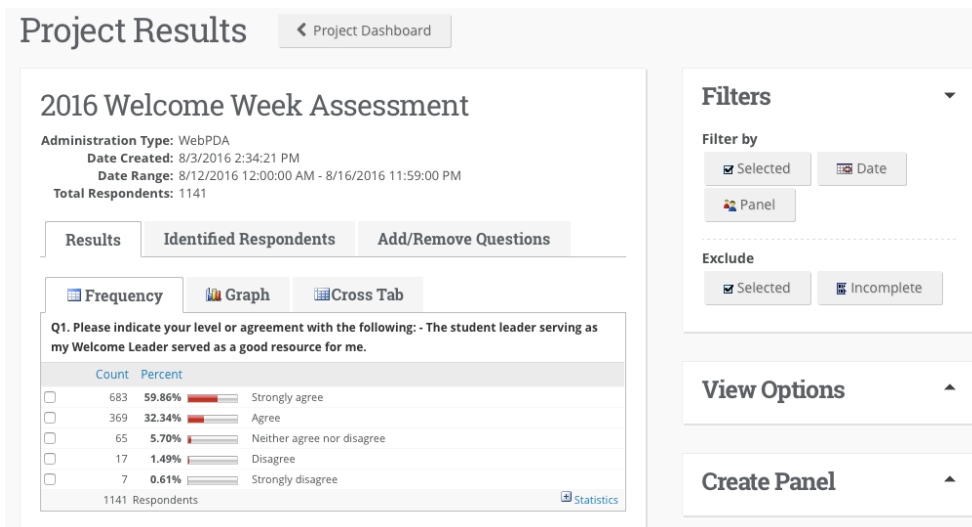
- **Frequency:** (default mode) you will see the number of students who selected each answer option, and percentage of students who answered each answer option out of the total number of respondents
  - all answer options for that question are shown in the same window

2016 Welcome Week Assessment

Administration Type: WebPDA
Date Created: 8/3/2016 2:34:21 PM
Date Range: 8/12/2016 12:00:00 AM - 8/16/2016 11:59:00 PM
Total Respondents: 1141

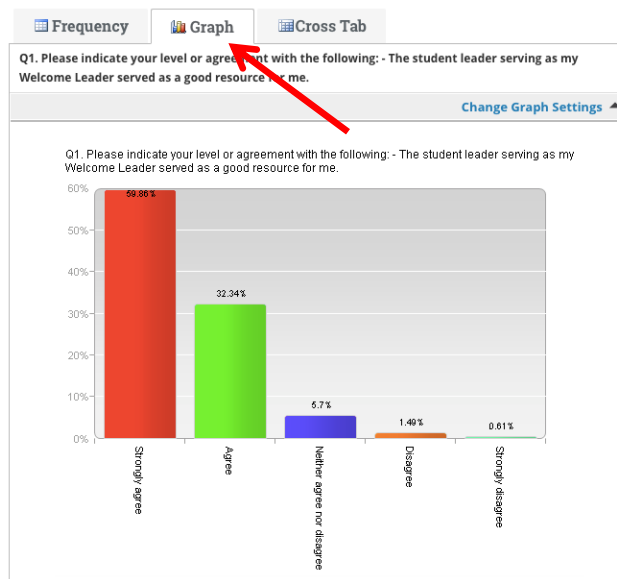| Results | Identified Respondents | Add/Remove Questions |

| Frequency | Graph | Cross Tab |

Q1. Please indicate your level or agreement with the following: - The student leader serving as my Welcome Leader served as a good resource for me.

	Count	Percent	
	683	59.86%	Strongly agree
	369	32.34%	Agree
	65	5.70%	Neither agree nor disagree
	17	1.49%	Disagree
	7	0.61%	Strongly disagree
	1141	Respondents	Statistics

- **Graph**: you will see your data for that specific question in graph form; click "Change Graph Settings" at the top right corner to choose a different type of graph, such as
  - Chart Type (e.g., Bar, Pie, Area) Chart Values (Count, Percent, Mean), and other visual settings.

| Frequency | Graph | Cross Tab |

Q1. Please indicate your level or agreement with the following: - The student leader serving as my Welcome Leader served as a good resource for me.

Change Graph Settings ▲

Q1. Please indicate your level or agreement with the following: - The student leader serving as my Welcome Leader served as a good resource for me.

- **Cross Tab:** you will be able to choose a second question to view the combined number and percentage of students who responded to both questions (the question you are on, and the second question you choose)
    - o Example: you could see how many freshman males or sophomore females there are, or you could see the frequency breakdown of satisfaction ratings based on class year.

Frequency	Graph	Cross Tab

Q1. Please indicate your level or agreement with the following: - The student leader serving as my Welcome good resource for me.

Summary View		Strongly agree		Agree		Neither agree nor disagree		Disagree		Strong
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Cou
✗ Q2. Please indicate your level or agreement with the following: - The student leader serving as my Welcome Leader demonstrated knowledge of UT.	Strongly agree	644	94.29 %	145	39.30 %	8	12.31 %	2	11.76 %	
	Agree	39	5.71 %	214	57.99 %	36	55.38 %	7	41.18 %	
	Neither agree nor disagree	0	0.00 %	10	2.71 %	20	30.77 %	4	23.53 %	
	Disagree	0	0.00 %	0	0.00 %	1	1.54 %	4	23.53 %	
	Strongly disagree	0	0.00 %	0	0.00 %	0	0.00 %	0	0.00 %	
	Total	683	100.00 %	369	100.00 %	65	100.00 %	17	100.00 %	

Note: Percentages reported are percent responses.
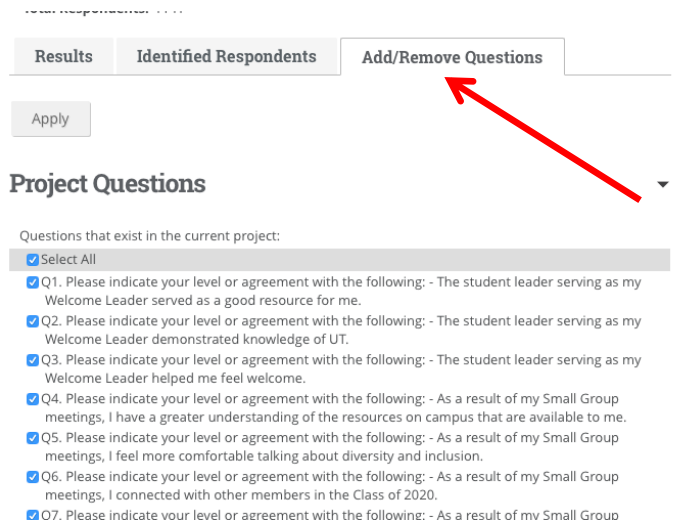Add Question:
Select Question

Basic features in viewing results:

1. **Filter** – (top right box of your Project Results window) this will eliminate that amount/type of data you see based on specific criteria
    - *Filter based on selected answers to questions*: You can choose to only view answers of those who selected one specific answer (i.e. if you only want to see how First-Year students responded, you would filter based on the respondents who identified themselves as first-year students on a demographic question)
    - *Filter based on data range for when responses were logged*: You can choose to only view the responses that have been given in the last week, or any specific period of time.

Filters ▾

Filter by
☑ Selected   Date
Panel

Exclude
☑ Selected   Incomplete
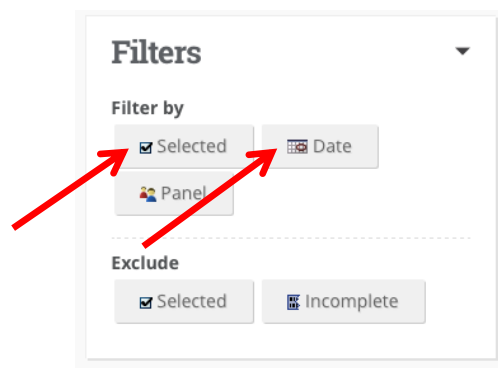
2. **Add/Remove Questions** – (two tabs to the right of the "Results" tab) In this tab, you can choose which questions are visible in your results (i.e. to only see questions relevant to a specific question).

3. **Saved Views** – (second to top right box on your Project Results window) If you customize the way you are viewing your data (with filters, or removed questions), you can save this "view" to access it later without having to re-apply the customizations.
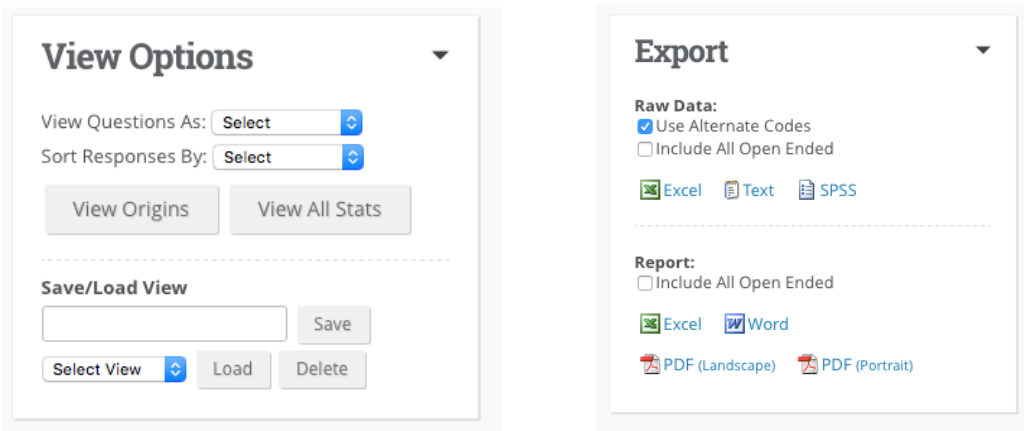
Exporting a Report

On the bottom right box of your Project Results window:

1. Click on the format in which you would like to export raw data for further analysis (Excel, Text, or SPSS)

OR

2. Click on the format in which you would like to export a report of the data (Excel, Word, PDF Landscape, or PDF portrait)