




School Survey

Compile reports guide



This guide explains the process of generating and compiling reports from the response data received for your surveys.

Choose from a number of options to generate reports that streamline your data into the most relevant and valuable finished product.



Australian Government
Department of Education



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ASSESSMENT AND
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Reports – options and authorised generation

You can generate a number of reports for surveys and modules, depending on your role. Select a summary version or a detailed report and output to several formats. Other reporting options are summarised below.

Report type	Periods / extent	Options	Summary	Detail	Standard report	Output format: XLS, DOC, PDF	Data extract	Jurisdiction		School	
								Jurisdictional Administrator	Survey Administrator	School Administrator	Survey Administrator
Survey	Single distribution		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Multi distribution	Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Module	Single year	Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Single year	School vs School	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Single year	School vs Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Multiple years	Aggregate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Module uptake by school	Aggregate	Yes	No	Yes	Not PDF	No	Yes	Yes	No	No

Generate a report

To generate a report, select the **Reports** menu, then the **Generate reports** option.

Select **Generate Reports** from the **Reports** menu to run a report.

School Survey | Sam Brown - Guide School | Logout

Home | Create | Library | Reports | Administration | Support | + Create survey

Our dashboard | Guide

Generate reports
View reports

Generate reports

Surveys

Survey title	Number of distributions	Report type
Parent opinion survey - homework review	3	Reports
Parent opinion survey - homework review year 7	3	Reports

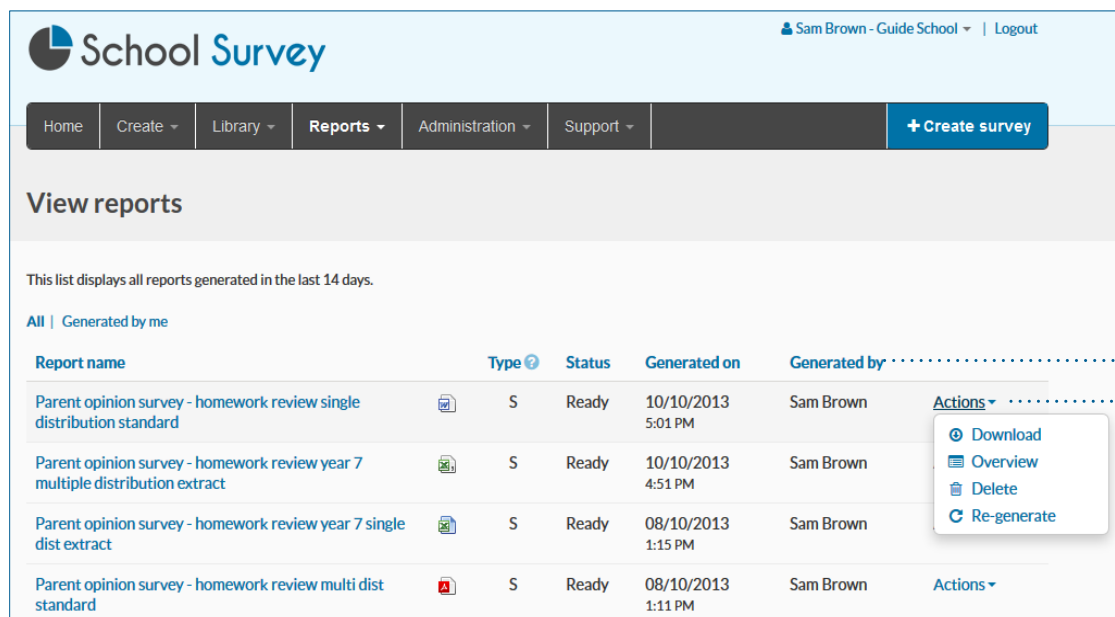
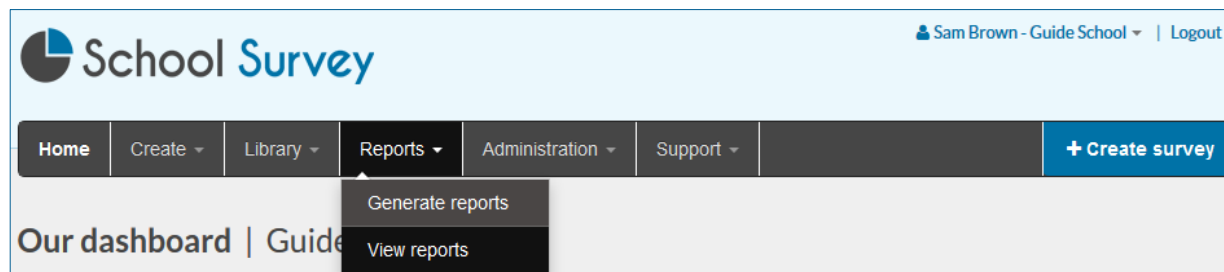
Single distribution
Multi distributions

From the **Reports** drop-down menu, select to run your report for either a **Single distribution** or **Multi distributions**.

View a report

To view a list of previously generated reports, select the **View reports** option.

Select **View Reports** from the **Reports** menu to display the list of surveys for which you can run a report.



Select a column header to change the sort order.

From the **Actions** drop-down menu, select to **Download**, see an **Overview**, **Delete** or **Re-generate** the report.

The **Overview** option displays a pop-up with a summary of the features that are displayed in the report.

Re-generating a report will display updated response data (as at today) using the same options.

Select the Word, Excel, CSV or PDF icon located next to the **Report name** to view a pop-up summary of the report.

The **Type** column indicates **S** (survey), **M** (module) or **A** (administrative).

The **Status** column indicates when a report is **Ready** or if it is **Pending**.
Note: On rare occasions, an **Error** may be indicated in the report generation process. If this occurs, please generate your report again.

The **Generated on** and **Generated by** columns display date and user information.

Report parameters

School Survey reports are adaptable in a number of ways. Select from the range of options to produce the report that best suits your needs.

Reports - single distribution

Parent opinion survey - homework review

[Back to reports](#)

Output type

Standard report Data extract

Survey distribution list

Select distributions *

Parent opinion survey - homework review - years 7 to 9

Report content

Summary version Detailed version

Data to be included

N/A responses

Question order

Sequential By category

Output format

PDF XLS DOC

Please note: Submitted responses can take up to 10 minutes to appear in reports.

Select either a **Standard report** or a **Data extract** (spreadsheet).

Select the **distribution** from the drop-down list.

Select **Summary version** or **Detailed version**.

Select the **Data to be included**.

Select the **Question order**.

Select the **Output format**.

Select the **Generate report** button.

Reports - multi distributions

Parent opinion survey - homework review

[Back to reports](#)

Output type

Standard report Data extract

Survey distribution list

Select distributions *

Parent opinion survey - homework review - 25/09/2013 12:20 PM

Parent opinion survey - homework review - year 10

Parent opinion survey - homework review - years 7 to 9

Data to be included

Open text responses

'Other' responses

Data displayed

Actual choice text Adjusted numeric value

Output format

XLS CSV

Please note: Submitted responses can take up to 10 minutes to appear in reports.

Select either a **Standard report** or a **Data extract** (spreadsheet).

Select **up to three distributions** from the list.

Select the **Data to be included**.

Select how the **Data will be displayed**.

Select the **Output format**.

Select the **Generate report** button.

Generated report email

After you select to generate a report, an email will be sent to you with a link to your report. The email also contains a link to the **Reports** section of School Survey.

Dear Sam Brown,

Your requested report from the School Survey system in relation to Parent opinion survey - homework review multiple distribution standard can be downloaded by selecting this link:

<http://nsoss-v3.esa.edu.au/reports/59b8b277-2076-4307-bb61-711b15fd58be>

You can view currently generated reports by selecting this link:

<http://nsoss-v3.esa.edu.au/reports>

(Please note: Reports will be removed 14 days from the generated date.)

The report was generated using the follow attributes.

Attribute	Value
Distributions	Parent opinion survey - homework review - year 10 Parent opinion survey - homework review - years 7 to 9
Graphs	Yes
N/A responses	No
Open text response	No
Order of question	Sequential
'Other' response	No
Question overview information	Yes
Output format	PDF

Regards,
School Survey Administrator

Select the first link to download the report in your chosen format. A new window of the **View reports** page of School Survey will launch, allowing you to open or save your report.

Select the second link to visit the **Reports** section of School Survey where you can select to open any report from the list.

Note: Selecting a link will launch a new window of the School Survey website. Be sure to close any other tabs for School Survey in your browser before performing any actions.

Your report will be presented similar to this example.

Overview

Survey title	Parent opinion survey - homework review
Report title	Multi distributions
Organisation name	Guide School
Generation time & date	12:02PM - 14 Oct 2013
Generated by	Sam Brown

Distributions included

Id	Report label	Distribution names	Respondents	
			Survey	Manual
148	Parents year 10	Parent opinion survey - homework review - year 10	1	0
148	Parents years 7 to 9	Parent opinion survey - homework review - years 7 to 9	0	0

Question overview information

Question overview information	Yes
N/A responses	No
Open text responses	No
'Other' responses	No
Order of questions	By category
Graphs	Yes
Distribution list	Yes

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Parent opinion survey - homework review

Category: None

2. Do you agree with the recent changes to our homework policy?

Question overview

Mandatory	Yes
Type	Single response multiple choice

	Parents year 10	Parents years 7 to 9
Answered	1	-
Not answered	-	-

	Yes		No	
	Num	%	Num	%
Parents year 10	1	100%	-	-
Parents years 7 to 9	-	-	-	-