**Pull a Survey Report**

Step 1: Click on My Responsibilities

![Step 1: My Responsibilities](image1)

Step 2: Click on the area depicted by the red circle

![Step 2: Red Circle](image2)

Step 3: Click on System

![Step 3: System](image3)

Step 4: Click on Reporting

![Step 4: Reporting](image4)

Step 4: Click on Reports Console

![Step 4: Reports Console](image5)
Pull a Survey Report

Step 5: Type in survey for the Search Text and then click search

Step 6: Click on Survey Statistics Report

Step 7: Click select
Pull a Survey Report

Step 8: Type in the search term for the survey you desire

Step 9: Choose the survey you desire and click select
**Pull a Survey Report**

Step 10: Populate the search text with the course number or search term you desire, type in appropriate start and end dates, select the appropriate delivery method and then click search.

Step 11: Click on the plus sign beside the populated course.

Step 12: Put a check in the box or boxes beside the sections for which you desire data.
Pull a Survey Report

Step 13: Click select

Step 14: Click Run Report