



I hope this information will be useful to you and your department. If you have any questions, please feel free to contact me.

Aloha,

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***Here are some specific Instructions for ...***

### **Filtering**

Let's say you're the ICS Department chair and you want to see ONLY the comments from ICS majors. Here's what you'd do after opening the results link: Click on the "Add Filter" button; click on the "Add +" button; in the "Select Question" box, click on the arrow and select "Your Major Department"; in the "with choice" box, click on the arrow and select "International Cultural Studies." Now click on the "Update" button, and you will see only the responses from ICS majors.

### **Reporting Individual Frequencies**

You want to report the frequencies of responses to a certain question (or questions) in a table. Simply right-click on the frequency graph you want; select "Export to Microsoft Excel" and the frequencies will automatically be pasted into a spreadsheet which you can then format and paste into a Word document or Power Point presentation.

### **Downloading data files**

Let's say you want to compare how student's from various geographic regions respond to certain questions on the survey and you know how to do your own analysis in Excel, SPSS or some other statistical program. You just need to download a data file. Here's how to do it: Click on the "Export" button in the top right corner; choose the export format (you can download the file as a spreadsheet with the exact text or numerical responses, as an html file or as a database). You can click the "View Sample" button to see how each file is formatted. Then click on the "Next" button, enter your email address, and click on the "Send Results" button. You should receive the file automatically by email within a few minutes after your request is sent.