

# View Survey Submissions

To see detailed survey results by student:

1. Within the course, select the **Lessons** tab.
2. Select the survey containing the submissions you wish to view.
3. Select the **Utilities** link in the toolbar.
4. Select the **View, Grade or Delete Submissions** link. The **Submissions** screen appears.
5. Click the **View** button next to the student submission you wish to view. You are provided with a view of the student's survey submission.
6. When finished viewing, click the **Done** button.

**Note:** If you made the survey anonymous in the advanced survey settings, you may view individual responses, but will not be able to determine the userid of the person who submitted each. The **User ID** field will show **ANON-XXXXXXXXXX** to represent anonymous.

You can export the submission data to a text file by going to the survey and selecting the **Utilities** link in the toolbar, then **Export Submission and Grade Data**. The full procedure is described in the Export Survey Submission and Grade Data help topic.