

January 27, 2021

# Class Climate: Downloading Participation Reports

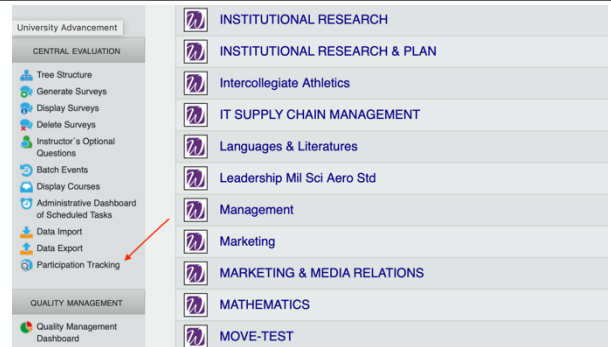
## OVERVIEW

This guide will walk you through the steps to download student participation reports available after the surveys close.

### Downloading Participation Report

**Step 1.** Log into the Class Climate server.

**Step 2.** Use the menu on the left to select “Participation Tracking”.



**Step 3.** Select your department name from the first selection box.

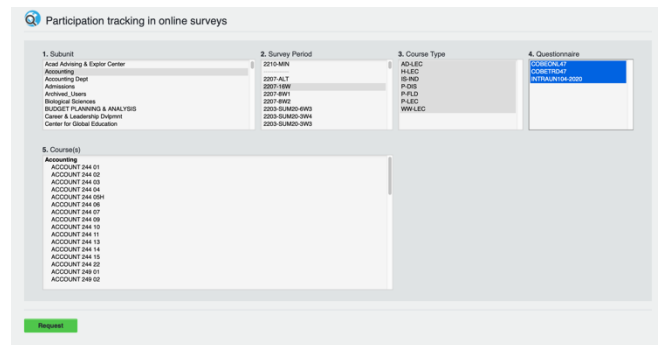
**Step 4.** Select the term you wish to display.

**Step 5.** Select the course type you wish to display (likely all).

**Step 6.** Select the questionnaire used (likely all).

**Step 7.** Select the course(s) you wish to include in the report (or all to include all courses).

**Step 8.** Click the green “Request” button.



**NOTE:** Hold down the CTRL key on your keyboard to select multiple options in each selection box, or click on the first option, hold Shift, and click on the last option to choose all.

**Step 9.** The report will be downloaded as a .csv file, which can be opened in Microsoft Excel. The report includes the course information, then two columns about password (which can be ignored). The next column is the student's email address and whether they completed the survey.

	A	B	C	D	E	F
1	Survey	PSWD (14-digit)	PSWD (5-digit)	Email	Participated	
2	ACCOUNT 244 01 (22072900R1030898)	99PJYI9MG586D	GPNDJ		No	
3	ACCOUNT 244 01 (22072900R1030898)	M4XP6QZLTW083F	T2VP6		No	
4	ACCOUNT 244 01 (22072900R1030898)	55HALV2FONV7EB	CG7JQ		No	
5	ACCOUNT 244 01 (22072900R1030898)	A1IBI9F8DUY748	HHECX		No	
6	ACCOUNT 244 01 (22072900R1030898)	O6B8KCNBLS86BF	VEHF2		Yes	
7	ACCOUNT 244 01 (22072900R1030898)	P7D65HX5E0684	WCABH		No	
8	ACCOUNT 244 01 (22072900R1030898)	77L9MEQVG7H6FF	EFJZA		No	
9	ACCOUNT 244 01 (22072900R1030898)	J1RDKLRTHL91C	QJQXK		Yes	
10	ACCOUNT 244 01 (22072900R1030898)	Q8FPDTGIUR9800	XVYM1		Yes	
11	ACCOUNT 244 01 (22072900R1030898)	Q8FEST3BNWH7E9	XK5FZ		Yes	

Need Additional Help?  
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