

May 26, 2015

# Class Climate: Downloading Survey Reports

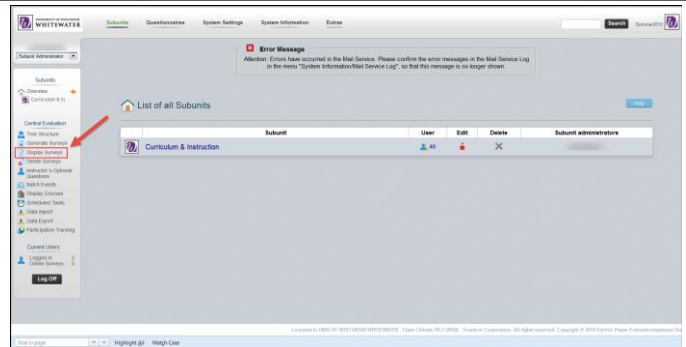
## OVERVIEW

This guide will walk you through the steps to download survey reports available after the end of classes.

### Viewing/Printing One Survey Report

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

**Step 2.** Use the menu on the left to select “Display Surveys”.



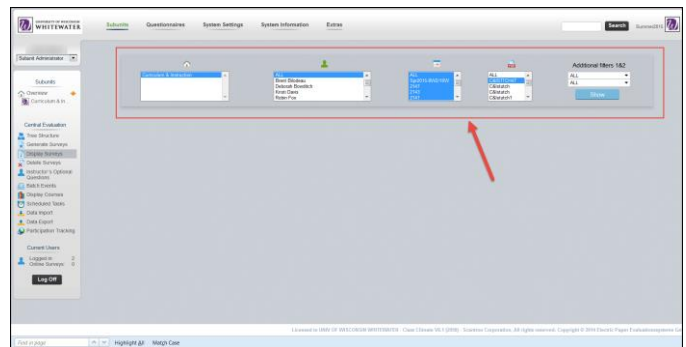
**Step 3.** Select your department name from the first selection box.

**Step 4.** Select the name(s) of all users you wish to display.

**Step 5.** Select the term you wish to display.

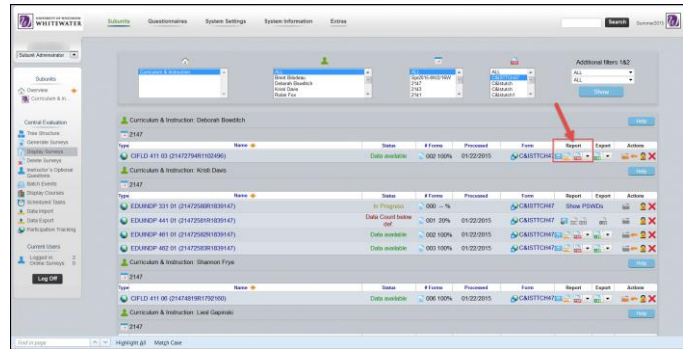
**Step 6.** Select the questionnaire used.

**Step 7.** Click the **Show** button to display surveys.



**NOTE:** Hold down the CTRL key on your keyboard to select multiple options in each selection box.

**Step 8.** Locate the class you wish to view, then select the report type under the “Report” column (Typically PDF).

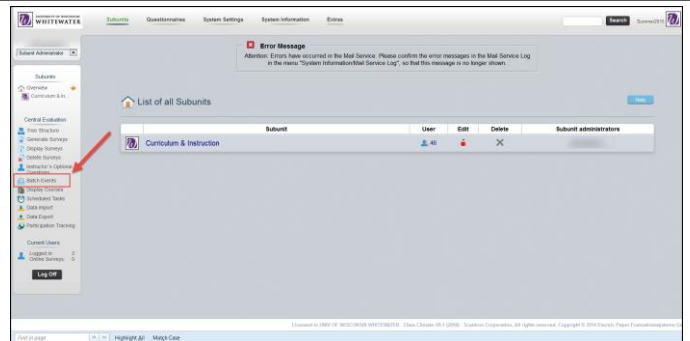


**Step 9.** Click the  button, then select “Standard: Class Climate PDF Report”.



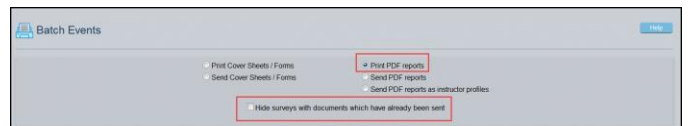
## Download ALL Survey Reports

**Step 1.** Log into the Class Climate server.  
**Step 2.** Use the menu on the left to select “Batch Events”.

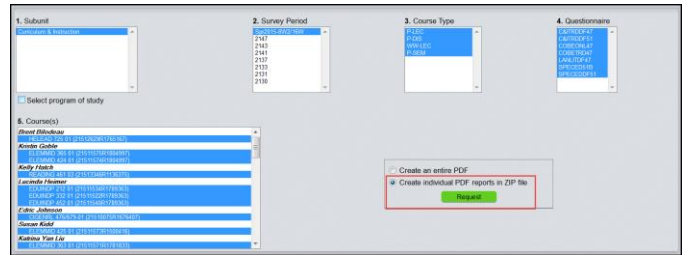


**Step 3.** Select “Print PDF Reports” from the top menu.

**Step 4.** Uncheck the “Hide surveys with documents which have already been sent” checkbox.



- Step 5.** Select your department name from the “Subunit” selection box.
- Step 6.** Select the survey period you wish to download reports for.
- Step 7.** Select the course type. You may select more than one course type by pressing the CTRL button, then the other course type names.
- Step 8.** Select the questionnaire(s). You may select more than one questionnaire by pressing the CTRL button, then the other questionnaire names.
- Step 9.** Select one or ALL of the courses you wish to download.
- Step 10.** Select “Create Individual PDF reports in ZIP file.”
- Step 11.** Click the **Request** file to download reports for the selected options.



**Need Additional Help?**  
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