

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Illustration of how to:

Pull a Survey Report

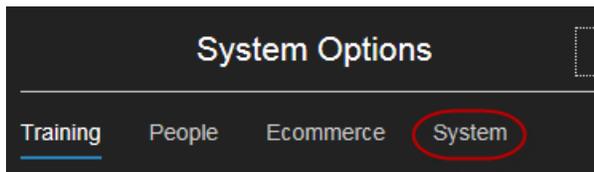
Step 1: Click on My Responsibilities



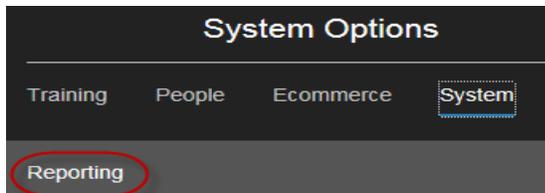
Step 2: Click on the area depicted by the red circle



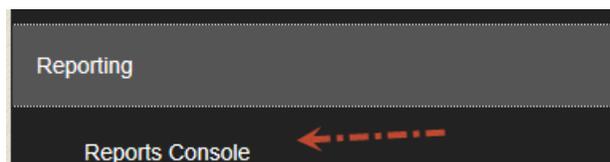
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



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Illustration of how to:

Pull a Survey Report

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

Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced S more specific search criteria for your search.

Search Text

Search Type

Step 6: Click on Survey Statistics Report

Survey Statistics
View results from completed surveys (both content and course surveys).

Step 7: Click select

Survey Statistics

Survey Statistics
No Rating Available



View results from completed surveys (both content and course surveys).

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Illustration of how to:

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

Survey Statistics

To perform a search for a survey, type keywords in the Search Text field. Select a search type from the menu to refine the results and then click Search. Click the survey for which you want to run a report, and click Select.

Search Text

Search Type

Step 9: Choose the survey you desire and click select

<input type="radio"/>			VDSS DOLP 2014 Conference Evaluation (11-17-14)	Content	None
<input type="radio"/>			VDSS DOLP 2014 Statewide Conference 2 (11 17 2014)	Content	None
<input type="radio"/>			VDSS Online CommonHelp Survey	Content	None
<input type="radio"/>			VDSS Standard Training Event Survey	Content	None
<input checked="" type="radio"/>			VDSS Training Evaluation	Content	None
<input type="radio"/>			VDSS: Standard E-Learning Survey (11/13/13)	Content	None
<input type="radio"/>			VDSS: Standard E-Learning Survey (Effective (2/5/14)	Content	None
<input type="radio"/>			VDSS: Standard E-Learning Survey (effective 2/7/2014)	Content	None

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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

Survey Statistics

Search Content

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search for more specific search criteria for your search.

Survey Title VDSS Training Evaluation

Search Text ads1000

Search Type All words

Section Start Date 7/1/2016 12:00 AM

Section End Date 10/13/2016 Midnight

Delivery Method Classroom

Search **Back**

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

Info	Title	Delivery Method
<input type="checkbox"/>	VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training	Classroom

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

+

Title: VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (Abingdon)

Code: Western

Number: 124

Dates: 7/26/2016 - 7/28/2016

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Illustration of how to:

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Step 13: Click select

Step 14: Click Run Report

Survey Statistics

Run Report

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Survey Title VDSS Training Evaluation

Content VDSS - ADS1000: Adult Services/Adult Protective Services New Worker Policy Training (#73)

Start Date 7/1/2016 12:00 AM

End Date 10/13/2016 Midnight

Run Report **Back**