

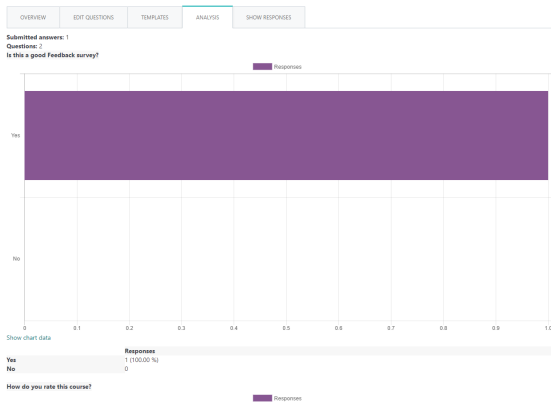
Analysing responses

(The video above is taken from the [Feedback and choice activities](#) course in the Totara Academy).

When viewing responses to a feedback activity there are a number of different ways you can view these. Either via the **Analysis** tab (all answers combined) or via the **Show responses** tab (which shows each user's answers).

Viewing analysis

The **Analysis** tab will show you how many time each answer was left, this might be as a graph (if there were set answers) or as a list of responses for each question if the answers were free text.



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The Totara Academy has a whole course dedicated to using [Feedback and choice activities](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.

Show responses

The **Show responses** tab gives you a detailed list of what each individual respondent submitted. If the feedback was carried out anonymously then you will see 'Response number: X' instead of the user's name.

If you have editing rights on the course then you can view and delete individual responses, as well as download the table of responses. Responses can be downloaded in the following formats:

- Comma separated values (.csv)
- Microsoft Excel (.xlsx)
- HTML table
- Javascript Object Notation (.json)
- Open Document (.ods)

Anonymous entries (1)

Download table data as: Comma separated values (.csv) Download


| Response number | Is this a good feedback survey? | How do you rate this course? |
|--------------------|---------------------------------|------------------------------|
| Response number: 1 | Yes | Good |

Show non-respondents

Unless the responses are set to anonymous, there will also be a **Show non-respondents** tab where the trainer or Feedback activity administrator can select some or all enrolled course users who have not yet completed the feedback and send them a reminder message.

Users may be able to control when or how they receive this message, depending on the configuration of **Messaging Outputs** on your particular site.

Non respondents students (1)

| User picture | First name / Surname | Status | Select |
|---|----------------------|-------------|--------------------------|
|  | Demo User | Not started | <input type="checkbox"/> |

Select all Deselect all

send message

Subject

Rich text editor content area

HTML format

send