



## HOW TO DOWNLOAD SURVEY RESULTS USING ARUCC'S SURVEY TOOL

1. To view the results online.
  - Locate the survey under the “Current Survey’s” page.
  - Click “Survey Results” under the survey title.
  - Choose your report using the drop down on the right side.
  - View the results online.
  
2. To download your results to an Excel file.
  - Locate the survey under the “Current Survey’s” page.
  - Click “Survey Results” under the survey title.
  - At the bottom of the page you will see Export Survey and 2 links. One to download survey. The other to download Survey Results. Click “Download Survey Results”.
  - A CSV file will be created. A dialog box will pop up to ask if you want to open it in Excel or Save it. Choose “Save File” and save it to your computer. A file named “responses.csv” will be saved to your Downloads folder on your C-Drive.
  - Open Microsoft Excel to a blank document.
  - You will want to import a text file. Go to the “Data” tab and search for the option to “Get External Data from Text”. This might be different on a Mac.
  - Select the “responses.csv” file that was downloaded from the website and click Import. That should open a “Text Import Wizard” in Excel.
  - Choose the “Delimited” option and click Next.
  - Uncheck the “Tab” delimiter and check “Other”.
  - The Delimiter that is programmed is the Tilde sign or ~. Enter the Tilde sign in the Other option box.
  - That should organize the data into proper columns. Click Finish and OK to import the data into the existing worksheet that you had open.
  - Save your Excel file.

If you have any additional questions about how to use ARUCC's Survey Tool, please email [info@arucc.ca](mailto:info@arucc.ca).