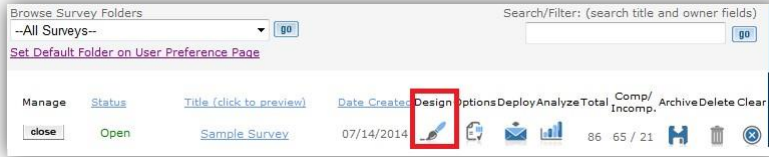


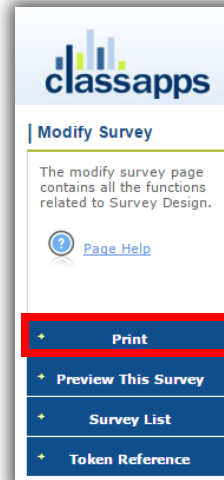
# Exporting Select Survey Data

## Exporting a Survey from Select Survey

1. Log into [survey.lilt.ilstu.edu](http://survey.lilt.ilstu.edu) using your ULID and ULID Password.
2. Click on the **Design** link next to your survey.

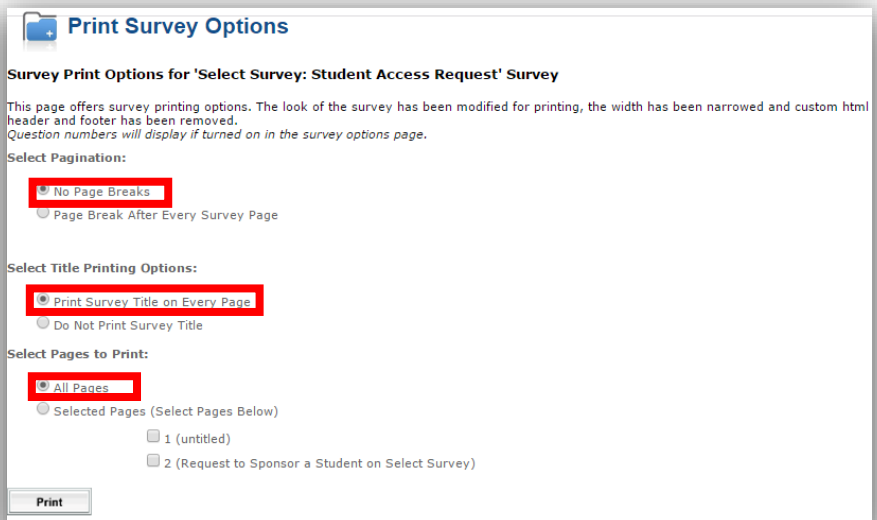


3. In the left column, click the blue **Print** button.



4. You may then change the printing options for your survey, but we recommend using the default settings (**No Page Breaks, Print Survey Title on Every Page, and All Pages**).

5. Click **Print**.
6. Once the window containing your survey appears, click **CTRL + P** for Windows or **CMD + P** for Mac. A printing dialogue box will appear so you are able to print your document or save it as a PDF. Save the files in accordance with the steps approved in your IRB protocol, if applicable.



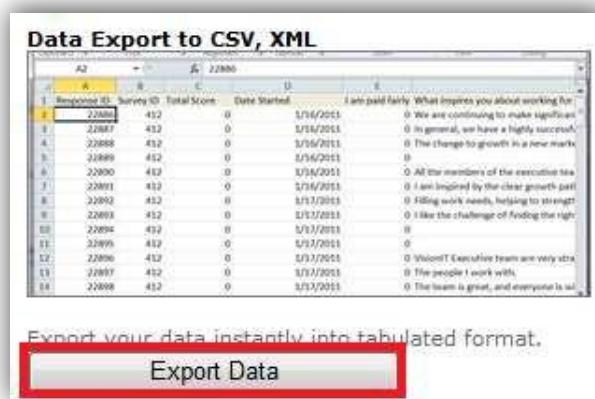
# Exporting Select Survey Data

## Exporting Results from Select Survey

1. Log into [survey.iilt.ilstu.edu](http://survey.iilt.ilstu.edu) using your credentials.
2. Click on the **Analyze** link of your survey.



3. Click **Export Data**. If you are familiar with the remaining process, do as you usually would. Otherwise, continue to the next step.



4. Select **CSV (Excel)** under the heading **Export Format**.
5. Under the heading **Export Format** select **SPSS Format Extended**.
6. Check all the boxes under the heading **Response Data**.
7. Under the heading **Scores for Assigned Points**, check **Add Sum Total**, and/or check **Export Assigned Point Values** if you assigned points to response options and want to see the number values exported instead of the response option text.
8. Under the headings **User Data**, **Email List Data**, and **Hidden Fields**, check all the boxes.
9. Click **Export**.
10. Repeat steps 4 through 9 using **SPSS Format Condensed** in step 5.
11. Open the downloaded files.
12. Save the files in accordance with the steps approved in your IRB protocol, if applicable.