

# Viewing Survey Results

Accessing Tk20

Log in with your Odin and password at [www.tk20.pdx.edu](http://www.tk20.pdx.edu)

TK20 Menu Navigation

Surveys

## Follow these steps

→ Click on the name of the survey you wish to open

- ◆ Since the survey was likely sent from *\*your\** account (administrator probably logged in as you to send the survey), ***you have the power to change or even delete the survey!*** Do NOT do this

The screenshot shows the Tk20 interface for viewing surveys. The left sidebar contains a menu with options like HOME, DOCUMENT ROOM, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, PORTFOLIOS, SURVEYS, MY SURVEYS, and Folders. The main content area is titled 'MY SURVEYS' and features a '+ Create New Survey' button. Below this is a table of surveys. The 'Survey Title' column header is circled in blue. The table contains one survey entry: 'Counseling ETC Pre-Survey' with a 'Standard' survey type, 'COUN 509' course, 'In Progress' status, and 'Johnson, R' as the sender.

Survey Title	Survey Type	User Groups/Individuals	Courses	Status	Sent By
Counseling ETC Pre-Survey	Standard		COUN 509	In Progress	Johnson, R

→ Click on the Recipients tab and then click on a student name

The screenshot shows the 'COUNSELING ETC PRE-SURVEY' interface. The 'Recipients' tab is highlighted in a blue circle. Below the navigation tabs, there is a table with the following columns: Name, Status, Email Send Date, Reminder Send Date(s), and Update Date. The table contains several rows of data, with the third row's name highlighted in a blue circle.

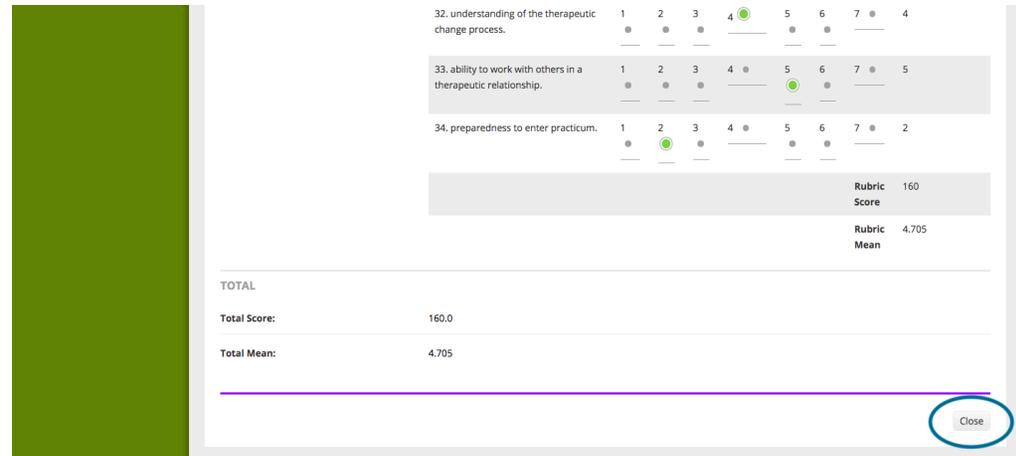
Name	Status	Email Send Date	Reminder Send Date(s)	Update Date
[Redacted]	Complete			01/08/2019
[Redacted]	Pending			
[Redacted]	Pending			
[Redacted]	Complete			01/08/2019
[Redacted]	Complete Late			01/11/2019
[Redacted]	Complete Late			03/20/2019
[Redacted]	Pending			
[Redacted]	Pending			
[Redacted]	Complete Late			01/15/2019

→ Scroll down to view student's survey results

The screenshot shows the survey results for 'APRIL DODSON'. The survey is titled 'PSU ETC PROGRAM EVALUATION SURVEY'. The 'Counseling Track' is 'Marriage/Family'. The 'What is your date of birth?' is '06/07/1979'. The 'With which ethnic group do you most identify?' is 'White'. The 'RATE YOUR CURRENT LEVEL OF:' section contains a table with the following data:

	Low	2	3	Medium	5	6	High	Score/Comment
1. self-awareness related to your inner thoughts.	1 ●	2 ●	3 ●	4 ●	5 ●	6 ●	7 ●	6
2. self-awareness related to your feelings/emotions.	1 ●	2 ●	3 ●	4 ●	5 ●	6 ●	7 ●	6
3. self-awareness related to your body and physical sense of self.	1 ●	2 ●	3 ●	4 ●	5 ●	6 ●	7 ●	5

→ Click Close in the bottom-right corner when you are done viewing the student's results



→ Use the Reports tab if desired to view various reports on student progress as well as aggregate results

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Surveys > My Surveys > Counseling ETC Pre-Survey

Help Desk Request Support

COUNSELING ETC PRE-SURVEY

Basic Information Survey Form Reports Recipients

Report Title

- People who have pending Counseling ETC Pre-Survey
- People who have completed Counseling ETC Pre-Survey
- Counseling ETC Pre-Survey Aggregated Results
- Displayed Results

Update Cancel

https://www.tk20.pdx.edu/campustool/highered/k12\_surveysAction.do?action=k12\_surveys\_surveys&title=5361f68332879a9916827c47971d22#field%25A0Experience

## Notes

Grab and slide the bar in the center of the split-screen assessment page to enlarge either side  
Contact [help-coe-tech@pdx.edu](mailto:help-coe-tech@pdx.edu) for further support as needed