In this tutorial you will learn to receive and collate responses to polls. This tutorial covers:

1. Accessing poll results
2. Viewing individual responses
3. Viewing statistics
4. Viewing reports
5. Exporting data

This tutorial may take up to 15 minutes to complete.

This tutorial does not have any prerequisites, but it can be helpful to complete **Getting Started in APOLLO, Setting Poll Attributes** and **Testing & Releasing Polls** to get an idea of how polls are designed and built.

All tutorials are available from [http://apollo.anu.edu.au/](http://apollo.anu.edu.au/)
Navigation options in this tutorial

Moving between slides
- (bottom centre of screen)
- (top left of screen)
- Page Down, Page Up, Home, End (on your keyboard)

Viewing all slides or jumping to particular slides

Zooming slides in and out

Learning more
- let me try
  (to do a simulation or exercise)
- show me
  (to watch a video or demonstration)

Exiting (and returning to the list of tutorials)
- (top right of screen)
Select **Bookmarks** (left) to see links to all topics in this tutorial. The main topics in this tutorial are:

1. Review (1 slide)
2. Accessing Results (5 slides and an exercise)
3. Responses (5 slides and an exercise)
4. Statistics (5 slides and an exercise)
5. Search (4 slides and an exercise)
6. Reports [includes exporting data] (4 slides and an exercise)
7. Other Options (2 slides)
Review

If you completed other APOLLO tutorials, you will have learned:

In the tutorial **Getting Started in APOLLO** you learned to log into ANUBIS and use APOLLO to create polls for various purposes (Ballot, Exam, Form, Survey).

In the tutorial **Setting Poll Attributes** you learned to build polls using APOLLO and set all the values on the tabs within a Poll.

In the tutorial **Testing & Releasing Polls** you learned to test a poll via Preview or via Releasing it and to Reset the start date of a poll to make changes or to remove test responses.
Accessing Results

APOLLO results will be grouped in three main ways:

1. Responses – shows all **individual** responses to a poll and allows you to view them one by one*
2. Statistics – shows counts and graphs for **all** responses to a poll
3. Reports – specialised reports and export options for poll responses

*Note: if your poll is a Ballot there will be no individual responses, only statistics and reports.

There are two ways to start viewing results:

1. Via Email notifications
2. Using the **Reports/Exports** menu option in APOLLO
Accessing Results via Email

If you set up a notify email address (on the General Tab) when you built the poll, you will receive an email at that address each time someone responds to your poll.

There is a link within the email you can select to take you straight to viewing that response (if you aren't logged into APOLLO you will be prompted to do so before viewing the response).

Once you have opened the response you will be able to see the menu options for viewing results:
- Preview Poll
- Modify Poll
- Statistics
- Responses
- Reports

Responses will be highlighted because you are currently viewing an individual response.
You can also log into APOLLO and choose the Reports/Exports option directly from the menu. This will list all the polls you have access to view results for. You can then select the buttons for Responses, Statistics, Search or Reports (more details on this soon).

Once you select an option from the menu (in this case Responses) more options will appear on the menu.
Let Me Try – Accessing Results

Let's practice accessing results.

In this exercise you will:
1. View a response via email
2. Access the results option on the APOLLO menu

Select the Let Me Try button below to get started.
Responses

The Responses menu option will list all the responses in your poll. There are a number of options on this screen. Each of the column headings can be clicked on to sort the responses by that column (*note*: there will be additional columns if you have completed the Reports tab when creating/modifying the poll).
Viewing Individual Responses

If you choose to view an individual's response, it will appear in much the same way as when the respondent completed it, except that you will have some additional information at the top about when the user submitted the response (and who they were if it was a Restricted type of poll).

Note: if your poll was an exam the response will also show green ticks for correct responses and red crosses for incorrect responses.

**Q1.** Does 2 + 2 = 5?
- Yes
- No ✔

**Q2.** Is the sky blue?
- Yes
- No ×

**Section 1. Personal Details** (Questions marked * are mandatory)

Please tell us about yourself

**Q1.** What college do you work for?
- College of Arts and Social Sciences
- if Other

**Q2.** Sex?
- Female
- Male
Viewing Individual Responses (continued)

If the poll is a form, you will also have a chance to enter a comment and change the status of the form, then Save it. The possible status values of a Form are set up when a poll is first created – sometimes there are email notification addresses associated with each status.
Let Me Try – Viewing Individual Responses

Let’s practice viewing individual responses.

In this exercise you will:
1. View a response via email
2. View a response via the APOLLO menu
3. Process a form response

Select the Let Me Try button below to get started.
Statistics

The statistics option groups all the responses and gives you a count. You can view a graph of the responses at the bottom of each question.

Textual answers (where the respondent types an answer rather than choosing from a list) only show how many responses there are, not what the actual responses were. You need to select the individual response or the Reports option to see textual answers.

There will be more on viewing textual responses later.

If your poll was an exam green ticks will appear alongside correct responses and red crosses alongside incorrect responses.
Statistics Filtering

You can also filter responses using the R and S buttons. R filters individual responses and S filters statistics.

Filter Responses

Selecting R will list all responses that answered in the same way (i.e., Show me all responses from people who selected College of Science). You can then view each response.

Selecting statistics will show statistics for the responses listed in this filter.

There was only one respondent who chose College of Science.

View shows the response.

Selecting delete will turn the filter off and list all responses instead.

Responses: 15
Filtered Where: Q1. What college do you work for? IS "College of Science"
Filtered Response Count: 1

<table>
<thead>
<tr>
<th>Key</th>
<th>Date</th>
<th>User ID</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>85332</td>
<td>14/12/2006</td>
<td>a233233</td>
<td></td>
</tr>
</tbody>
</table>
Statistics Filtering (continued)

Filter Statistics
Selecting \( \chi \) will filter the statistics screen to only show counts where the respondent has selected that answer (eg. Show me counts for all responses from College of Law).

You can then browse the statistics for all answers for responses in that category (ie. selected College of Law).

Selecting delete will turn the filter off and list all statistics instead.
Let Me Try – Viewing Statistics

Let's practice viewing statistics.

In this exercise you will:
1. View statistics
2. Filter statistics
3. Filter responses
4. Turn filters off

Select the Let Me Try button below to get started.
Search

Search is only available from the search icon and not from the APOLLO menu.

The Search icon appears when you select Reports/Exports from the menu and at the top of the screen when you are viewing Responses and Statistics.

The Search option allows you to search for particular responses and to apply multiple filters (like the filters available on the Statistics screen).
Search (continued)

The Search option allows you to search for particular responses and to apply multiple filters. In the example below we are searching for all responses from females in the College of Business and Economics.

There are many filter options – use the online help to learn about them all.

You can search for Responses or Statistics

You can apply more than one filter

Delete will remove a filter from your search
Let Me Try – Search

Let's practice searching.

In this exercise you will:
1. Search for responses
2. Search for statistics
3. Apply multiple filters
4. Turn filters off

Select the Let Me Try button below to get started.
Reports

The Reports menu option allows you to export the responses in other formats, or to see text based responses not viewable on the Statistics screen.

The Reports option is available on the menu or as a button on the Reports/Exports page or at the top of each screen.
Each of the options is explained on the reporting screen. The Export options give you a file that you can either view or save locally.

- Export as Comma Separated Values – a format most spreadsheet packages can use
- Export to SPSS – a specialised statistical analysis package
- Export to XML – both the poll and its responses are saved in XML format which can be used later for recovery if the poll needs to be rebuilt
- Displays all the responses in Other & Comments fields
- Displays all the responses in textual fields (text boxes and text areas)

When viewing Others & Comments or Textual Answers, you can select the red + and – icons to display and hide information.

```
Q1. What college do you work for?
   - Others:
     1. [85333] CIS
     2. [85341] CIS
     3. [85349] CIS
     4. [85354] Not sure I am in
     5. [85388] Administration
```
Let Me Try – Reports

Let's practice exporting and viewing textual information.

In this exercise you will:
   1. View Others & Comments
   2. Export responses to CSV

Select the Let Me Try button below to get started.
Other Options
Other Options

While viewing responses, statistics and reports you might come across additional options. Holding your mouse over the button will tell you what that option does. For example:

- **When viewing the list of responses, the CSV button will export that list in CSV format.**

- **When viewing a particular response, the RTF button will export that response in RTF format (Rich Text Format can be used in word processing packages).**

- **When viewing statistics, the CSV button will export all poll statistics in CSV format.**
The End

You have finished the Compiling Poll Results tutorial.

In this tutorial you learned:
   1. How to access results
   2. How to view individual responses
   3. How to view statistics
   4. How to search responses
   5. How to view reports and export data

You can close this tutorial by closing this window (select the X in the top right corner).