

This guide was developed as a training tool for exporting data from SurveyMonkey for analysis in the format of your choice. This document can be adapted for your organizational use.

This tutorial will walk you through how to export your survey data collected through SurveyMonkey.

Follow these steps to export data:

- Log in to your SurveyMonkey account.
- Identify the survey you wish to export data from by selecting it from your survey list.
- Select the “Analyze Results” option that appears below the survey title. It is the far-right option in the list.
- Once you are on the Analyze Results page, look to the left-hand side. You will see a menu with several different options for filtering, comparing, and showing your data.
- Scroll down on this left-hand side menu until you see the option for “Exports.”
- Once selected, an option to “Export All” will appear below the Exports tab. Select “Export all.”
- Once you select “Export all,” three options will appear. Select “All Individual Responses” so you receive separate data points for each survey taken.
- Once you select “All Individual Responses”, a window will appear that looks like the screenshot below:

Export Survey Data

SUMMARY DATA **ALL RESPONSES D**

FILE FORMAT: XLS (selected), XLS+, SPSS, PDF

DATA VIEW: Current View, Original View (No rules applied)

RESPONSES: All individual responses

PAPER SIZE: Letter (8.5" x 11")

Start each response on a new page

FILE NAME: Responses_All_180320.pdf

CANCEL EXPORT

- Select the file format you desire from the File Format options and change the file if you wish. Leave all other items like they are, and press export.
- To find the file from SurveyMonkey on your computer, note where you saved the database before pressing save so you can easily find the file to email. Most computers will default to saving to the desktop (but this is not guaranteed).