

## APOLLO – Compiling Poll Results

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

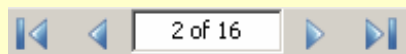
This tutorial may take up to 15 minutes to complete.

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/>

## Navigation options in this tutorial

Moving between slides



(bottom centre of screen)

or

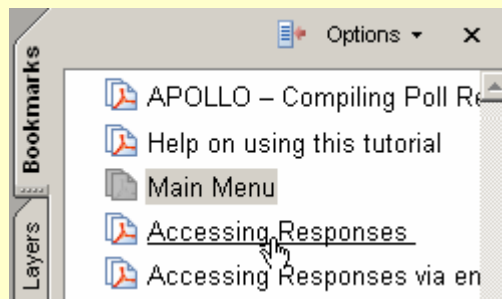


(top left of screen)

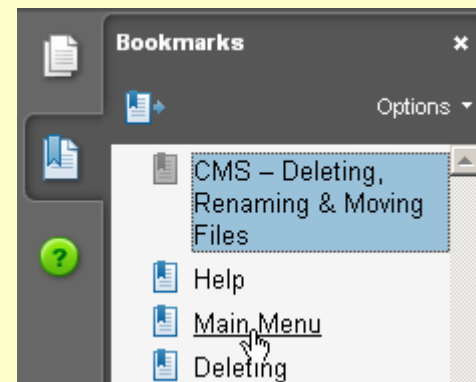
or

Page Down, Page Up,  
Home, End  
(on your keyboard)

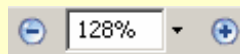
Viewing all slides  
or jumping to  
particular slides



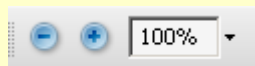
or



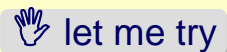
Zooming slides  
in and out



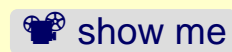
or



Learning more



or



(to do a simulation or exercise)

(to watch a video or demonstration)

Exiting (and  
returning to the  
list of tutorials)



(top right of screen)

## Main Menu

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**

## 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

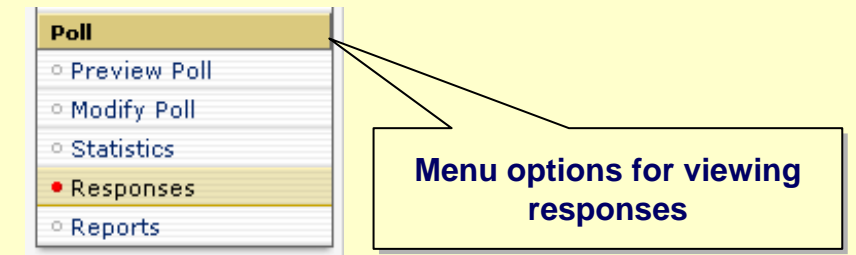
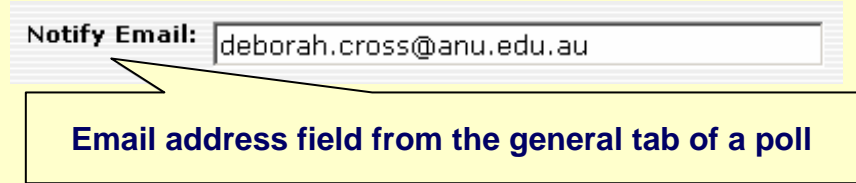
If you set up a notify email address (on the General Tab) when you built the poll, you will receive an email at that address each time someone responds to your poll.

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.



### Accessing Results via the Menu

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).

**APOLLO**

- Poll Areas
- Polls
- Reports/Exports
- Basic Authentication

Billboard ○

CRS ○

Campus Map ○

MAC Experts ○

**Reports/Exports**

Select Area: DOI Business Solutions Training

* _	Name ▲	Type	#Responses	Action
📦	Christmas Party Planning	Survey - restricted	15	🛡️ 📊 🗑️ 📄
📦	Feedback	Form - open	0	🛡️ 📊 🗑️ 📄

Callouts: Responses, Reports, Statistics, Search

Once you select an option from the menu (in this case Responses) more options will appear on the menu.

**APOLLO**

- Poll Areas
- Polls
- Reports/Exports
- Basic Authentication
- Poll**
- Preview Poll
- Modify Poll
- Statistics
- Responses
- Reports



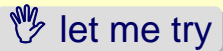
## Let Me Try – Accessing Results

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



**APOLLO**

- Poll Areas
- Polls
- Reports/Exports
- Basic Authentication

**Poll**

- Preview Poll
- Modify Poll
- Statistics
- Responses
- Reports

## 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).

The screenshot shows the 'Responses' page for a poll. The sidebar menu on the left includes options like 'Admin', 'Personal Details', 'HORUS', 'National Institutes', 'Training', 'Parking', and 'APOLLO'. Under 'APOLLO', the 'Poll' section is expanded, showing 'Responses' as the selected option. The main content area displays the poll title 'Christmas Party Planning' and a 'Responses: 15' indicator. A table lists individual responses with columns for 'Key', 'Date', 'User ID', and 'Action'. Callout boxes point to various UI elements: 'Search/Filter responses' (top right), 'View Statistics' (chart icon), 'Export page to CSV' (CSV icon), 'View Reports' (reports icon), 'View Response' (magnifying glass icon), and 'Delete Response' (trash icon).

Key	Date	User ID	Action
85456	15/12/2006	u8609303	[View] [Delete]
85430	14/12/2006	u4120756	[View] [Delete]
85393	14/12/2006	U9518756	[View] [Delete]
85388	14/12/2006	u8808913	[View] [Delete]
85382	14/12/2006	u9400122	[View] [Delete]
85367	14/12/2006	u4051189	[View] [Delete]
85354	14/12/2006	u9607247	[View] [Delete]
85349	14/12/2006	u4263719	[View] [Delete]

## 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 ✘

ANUBIS » Apollo » Reports/Exports » Responses » View Response

### View Response

Area: DOIBST  
 Christmas Party Planning    

**Response Key:** 85456 [Next >](#) Return to the list of responses

**User ID:** u8609303 View the next response

**Initiated:** 15/12/2006 8:26:34 AM

**Submitted (elapsed time):** 15/12/2006 8:29:51 AM (0 hrs, 3 mins, 17 secs)

**IP Number:** 203.174.26.228

**UserAgent:** Mozilla/4.0 (compatible; MSIE 6.0; Windows 98)

**1** **2**


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

Please tell us about yourself

**Q1.\*** What college do you work for?  
 if Other

**Q2.** Sex?  
 Female  Male

[<< Previous](#) [Next >>](#)

 **Delete**

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.

The screenshot displays the following information and controls:

- Response Key:** 77385 [Next >](#)
- Initiated:** 26/09/2006 9:30:18 AM
- Submitted (elapsed time):** 26/09/2006 9:32:01 AM (0 hrs, 1 min, 43 secs)
- IP Number:** 130.74.8.205
- UserAgent:** Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.0; .NET CLR 1.1.4322; InfoPath.1)
- Current Status:** **Feedback closed**
- Comments/History:** A scrollable text area containing:
  - Submitted by user. [26/09/2006 09:32 AM]
  - 
  - See DOI Helpdesk incident 060926-000014 [26/09/2006 10:01 AM][Adrian
  - 
  - \*\* Status Change: Feedback closed. [26/09/2006 10:01 AM][Adrian Thom
  -
- Add Comments:** An empty text input field.
- Change Status to:** A dropdown menu currently showing "1. User Contacted".
- Save:** A button with a floppy disk icon.

Yellow callout boxes with blue text identify the following elements:

- Previous comments:** Points to the scrollable history area.
- Status values:** Points to the dropdown menu.
- Add comments box:** Points to the empty text input field.

## 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



**APOLLO**

- Poll Areas
- Polls
- Reports/Exports
- Basic Authentication

**Poll**

- Preview Poll
- Modify Poll
- **Statistics**
- Responses
- Reports

**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.

**Section 1. Personal Details** (Questions marked \* are mandatory)  
 Please tell us about yourself

**Q1.\*** What college do you work for? (Select List)

answered   didn't answer	15 (100.00%)	0 (0.00%)
College of Arts and Social Sciences	1 (6.67%)	
College of Asia and the Pacific	0 (0.00%)	
College of Business and Economics	1 (6.67%)	
College of Engineering and Computer Science	3 (20.00%)	
College of Law	1 (6.67%)	
College of Medicine and Health Sciences	3 (20.00%)	
College of Science	1 (6.67%)	
Other (please specify) ...if	5 (33.33%)	[5]
Other		

**Responses (%)**

College	Count	Percentage
College of Arts and Social Sciences	1	6.67%
College of Asia and the Pacific	0	0.00%
College of Business and Economics	1	6.67%
College of Engineering and Computer Science	3	20.00%
College of Law	1	6.67%
College of Medicine and Health Sciences	3	20.00%
College of Science	1	6.67%
Other (please specify)	5	33.33%

**Q1.** Does 2 + 2 = 5?

answered   didn't answer	1 (100.00%)	0 (0.00%)
Yes	0 (0.00%)	
No	1 (100.00%)	





**Annotations:**

- 15 people answered in total** (points to the total count for Q1)
- A textual response field** (points to the 'Other' input field)
- 1 selected College of Law** (points to the 'College of Law' row)
- Toggles the graph to display or hide** (points to the graph icon)




### Statistics Filtering

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



















 filters individual  responses and  filters  statistics.

### Filter Responses






Selecting  will list all **responses** that answered in the same way (ie. Show me all responses from people who selected College of Science).


You can then view each response.



Q1.\* What college do you work for? (Select List)

<i>answered</i>   <i>didn't answer</i>	15 (100.00%)     0 (0.00%)  
College of Arts and Social Sciences	1 (6.67%)  
College of Asia and the Pacific	0 (0.00%)
College of Business and Economics	1 (6.67%)  
College of Engineering and Computer Science	3 (20.00%)  
College of Law	1 (6.67%)  
College of Medicine and Health Sciences	3 (20.00%)  
College of Science	1 (6.67%)  
Other (please specify) ...if	
Other <input type="text"/>	5 (33.33%) [5]  

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

 Christmas Party Planning    

Responses: 15  
 Filtered Where: Q1. What college do you work for? IS "College of Science"  
 **Selecting delete will turn the filter off and list all responses instead**  
 Filtered Response Count: 1


Key	Date	User ID	Action
85332	14/12/2006	a233233	 

There was only one respondent who chose College of Science

View shows the response

## Statistics Filtering (continued)






### Filter Statistics


Selecting  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).

ANUBIS » Apollo » Reports/Exports » Statistics

Area: DOIBST

 Christmas Party Planning    

**Responses:** 15 [15] [15]  
**Opened:** Thursday, 14 December 2006 10:00:00 AM  
**Closed:** Friday, 15 December 2006 12:00:00 PM  
**Time Open:** 1 day 2 hrs  
**Filtered Where:** Q1. What college do you work for? IS "College of Law"  


**Selecting delete will turn the filter off and list all statistics instead**

**Filtered Response Count:** 1







---

1 2

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

Please tell us about yourself

**Q1.\*** What college do you work for? *(Select List)*

<i>answered</i>   <i>didn't answer</i>	
	1 (100.00%)     0 (0.00%)  
College of Arts and Social Sciences	0 (0.00%)
College of Asia and the Pacific	0 (0.00%)
College of Business and Economics	0 (0.00%)
College of Engineering and Computer Science	0 (0.00%)
College of Law	1 (100.00%)  
College of Medicine and Health Sciences	0 (0.00%)
College of Science	0 (0.00%)
Other (please specify) ...if	
Other <input type="text"/>	0 (0.00%) [0]

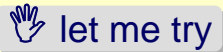
## Let Me Try – Viewing Statistics

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

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).

Reports/Exports				
Select Area: <input type="text" value="DOI Business Solutions Training"/>				
*	Name ▲	Type	#Responses	Action
	<b>Christmas Party Planning</b>	Survey - restricted	15	
	<b>Feedback</b>	Form - open	0	

Search

ANUBIS >> Apollo >> Reports/Exports >> Responses  
 Area: DOIBST  
**Christmas Party Planning**

Search

**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.

**Search Responses/Statistics**

Search: Responses ▼ You can search for Responses or Statistics

Response Key:

Submitted After:  📅

Submitted Before:  📅

User ID:

IP Address:

User Agent (browser):

**Response Filters**

	Question		Answer	Action
	Q1. What college do you work for?	IS	3. College of Business and Economics	🗑️
<b>AND</b>	Q2. Sex?	IS	1. Female	🗑️
And <span style="border: 1px solid gray; padding: 2px;">▼</span>	Q1. What college do you work for? <span style="border: 1px solid gray; padding: 2px;">▼</span>	IS <span style="border: 1px solid gray; padding: 2px;">▼</span>	1. College of Arts and S... <span style="border: 1px solid gray; padding: 2px;">▼</span>	+

🗑️ +

🔍 Search
Cancel

**Delete will remove a filter from your search**

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

**You can apply more than one filter**

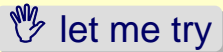
## Let Me Try – Search

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.**



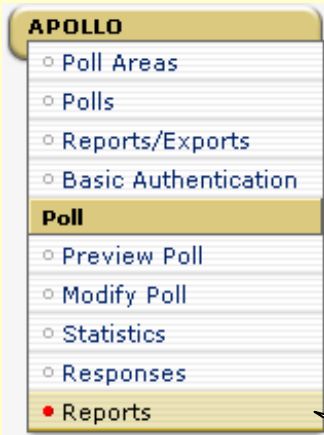
## Reports



## 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.



Reports

The screenshot shows the Reports/Exports page. At the top, there is a dropdown menu for 'Select Area' with 'DOI Business Solutions Training' selected. Below this is a table with the following data:

*	Name	Type	#Responses	Action
	Christmas Party Planning	Survey - restricted	15	
	Feedback	Form - open	0	







Reports



Reports

Reports (continued)

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.

 Poll to CSV	Export as Comma Separated Values – a format most spreadsheet packages can use
 SPSS Commands	Export to SPSS – a specialised statistical analysis package
 SPSS Data	
 Others & Comments	Displays all the responses in Other & Comments fields
 Textual Answers	Displays all the responses in textual fields (text boxes and text areas)
 Poll to XML	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

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

Others and Comments + all - all

- Q1. What college do you work for?

- Others:

- 1. [85335] CIS
- 2. [85341] CIS
- 3. [85349] CIS
- 4. [85354] Not sure I am in
- 5. [85388] Administration

Others and Comments + all - all

- Q1. What college do you work for?

+ Others:

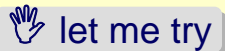
## Let Me Try – Reports

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:

Area: **DOIBST**  
**Christmas Party Planning**

**Responses: 15**

Export Response List to CSV Text File

<a href="#">Key</a>	<a href="#">Date</a>	<a href="#">User ID</a>
85456	15/12/2006	u8609303

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

### View Response

Area: **DOIBST**  
**Christmas Party Planning**

**Response Key: 85456** [Next >](#)

**User ID:** u8609303

**Initiated:** 15/12/2006 8:26:34 AM

Export Response to RTF (Rich Text Format) Text File

**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).**

Area: **DOIBST**  
**Christmas Party Planning**

**Responses: 15 [15] [15]**

**Opened:** Thursday, 14 December 2006 10:00:00 AM

Export Statistics to CSV Text File

**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).