

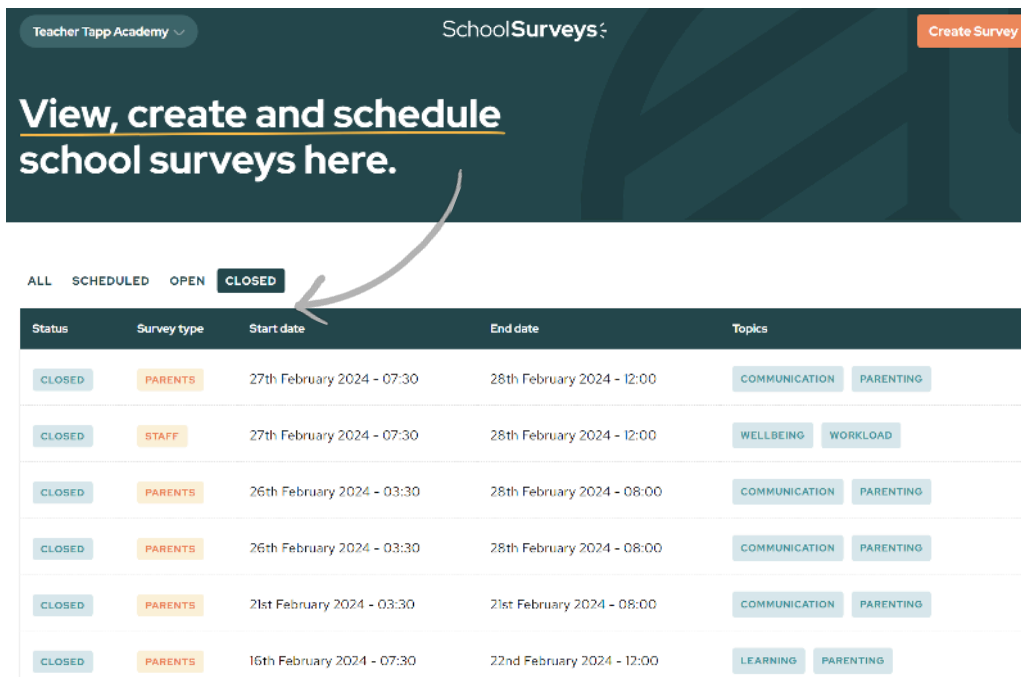
Receiving your results

Once your survey has closed, individual school accounts will receive an email within one hour with your report attached. All leaders who have set up their account on the portal will receive a copy of the report. For trusts, all reports will be sent to you by email the following working day.

If you need to download a report at a later date, you can do so in the portal. You can also download a .csv file from the portal, should you wish to look at individual responses more closely. Please follow the instructions below to do so.

First, login to the portal.

Here you will see all the surveys your team has created. Click the **closed** button to see all completed surveys.



The screenshot shows the School Surveys portal interface. At the top, there is a header with 'Teacher Tapp Academy' on the left, 'SchoolSurveys' in the center, and a 'Create Survey' button on the right. Below the header is a large banner with the text 'View, create and schedule school surveys here.' A grey arrow points from this text to the 'CLOSED' filter button in the survey list below.

The survey list has the following columns: Status, Survey type, Start date, End date, and Topics. The 'CLOSED' filter is selected, and the list shows six completed surveys.

Status	Survey type	Start date	End date	Topics
CLOSED	PARENTS	27th February 2024 - 07:30	28th February 2024 - 12:00	COMMUNICATION PARENTING
CLOSED	STAFF	27th February 2024 - 07:30	28th February 2024 - 12:00	WELLBEING WORKLOAD
CLOSED	PARENTS	26th February 2024 - 03:30	28th February 2024 - 08:00	COMMUNICATION PARENTING
CLOSED	PARENTS	26th February 2024 - 03:30	28th February 2024 - 08:00	COMMUNICATION PARENTING
CLOSED	PARENTS	21st February 2024 - 03:30	21st February 2024 - 08:00	COMMUNICATION PARENTING
CLOSED	PARENTS	16th February 2024 - 07:30	22nd February 2024 - 12:00	LEARNING PARENTING

Click on the survey for which you would like to download the report or csv file. On the right hand side of the page, you will see a button which says **Download PDF Results** and another saying **Download CSV**. Simply click on the button and your download will begin.

SUMMARY

Survey type

PARENTS

Status

CLOSED

Total Responses

1

[Download PDF Results](#)

[Download CSV](#)

Please note: if your survey had 0 participants, there will be no report or csv file available to download!