**Instructions: Student Questionnaire Data Analysis Process**

**In Microsoft Forms** open the student survey then go to the ‘*Responses’* tab



Click on the drop down arrow next to the Excel Icon saying ‘*Next Steps\_ Student Survey’*

Select ‘*Download a copy*.’ This creates a file in your ‘*Downloads’* folder called ‘*Next Steps\_ Student Survey.*’

**Go to Transform Data View**, download and open the Excel Spreadsheet provided in the toolkit called ‘*Student Survey Analysis’*

**In this excel spreadsheet**, go to the ‘*Responses’* sheet (bottom left tab)

Go to the ‘*Data’* menu (top menu bar) and select ‘*Get Data’* then ‘*From File’* then ‘*From Excel Workbook’*

Browse to your ‘*Downloads’* folder

Select the excel file ‘*Next Steps\_ Student Survey’* that you downloaded previously and click ‘*Import’*

A Navigator screen will open. Highlight ‘*Sheet 1*’

Click the drop down arrow next to the command ‘*Load*’ and select ‘*Load to’*

In the dialogue box that opens, check the button ‘Existing workbook’ and click ‘OK’

This will import all your students’ response data into the sheet named ‘Responses’ Go to the ‘Data Analysis’ sheet (bottom tab) to see your analysed data.