

How to pull winners from a drawing

Article Number

000089120

Information

If you want to pull random participants from an incentive drawing that we have set up in Baseline, here are two ways to select your winners:

To pull random winners in a drawing using Excel:

1. Go to the Results page by clicking 'View Results' under the 'Results' section on your project dashboard.
2. Export your data into Excel by clicking the Excel button next to 'Detail'. Be sure that "Include All Open Ended" is checked.
3. In the empty column to the left of your data, assign a random number to each student by using the Random Number formula: "=RAND()"
4. Drag the formula down the column to create random numbers for each participant.
5. Select the first row of your data (the titles of the columns) then select the "Sort & Filter" button on the left side of the Home Ribbon
6. Select "Add Filter" from the list of options.
7. Sort the Random Column by smallest to largest
8. This will randomly shuffle the respondents list. Select however number of winners you need from the top of the list!

Baseline Campus Labs X Student Community Ser X

Secure | https://baseline.campuslabs.com/app/ClientWeb/Results.aspx?ProjectId=118390

Baseline

Home Community **Projects** Rubrics Panels Benchmarks

Project Results

[← Project Dashboard](#)

Student Community Service Needs Assessment - Drawing

Administration Type: Web
 Date Created: 1/7/2013 11:47:01 AM
 Date Range: 3/6/2018 12:00:00 AM - 3/6/2018 11:59:00 PM
 Total Respondents: 105

Results **Identified Respondents** Add/Remove Questions

Frequency **Graph** Cross Tab

Q1. To be entered into a Drawing for an iPod, please provide the following information. Your information will not be linked to your previous survey answers.

Count	Respondent %	Response %	Name	Responses
105	100.00%	50.00%	Name	1 Responses
105	100.00%	50.00%	Email	1 Responses
105 Respondents				
212 Responses				

Questions Per Page: 10

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Reports

Reports Available

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