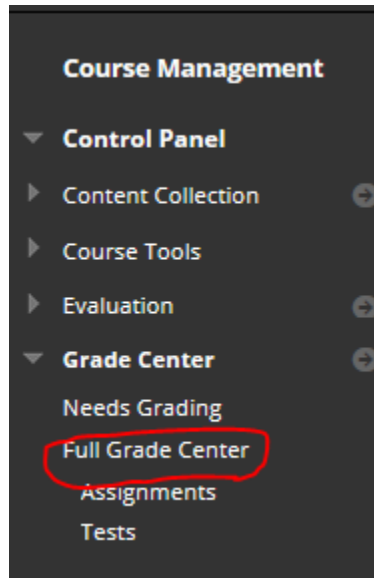


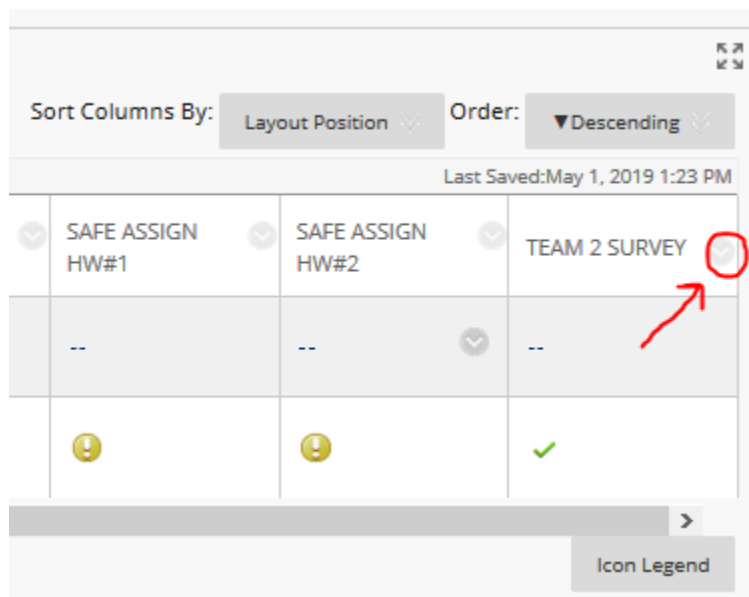
How to View Survey Results on Blackboard

Step 1) Log in to your course on Blackboard.

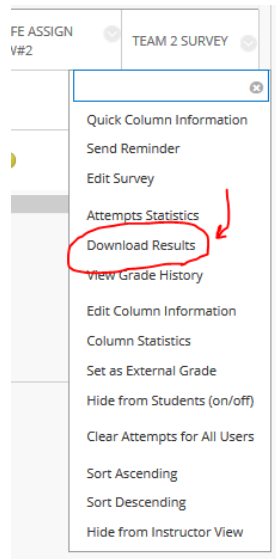
Step 2) Go to your Full Grade Center.



Step 3) find the column associated with your Survey and click the “down arrow” to the right of the column title circled in red below:



Step 4) A list will appear. Click “Download Results.”



Step 5) On the next page, do not change any settings, and click “Click to download results.”

Download Results

DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Comma

Tab

Question text and results will download for all question types. Unsupported question types will be noted.

Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.

All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

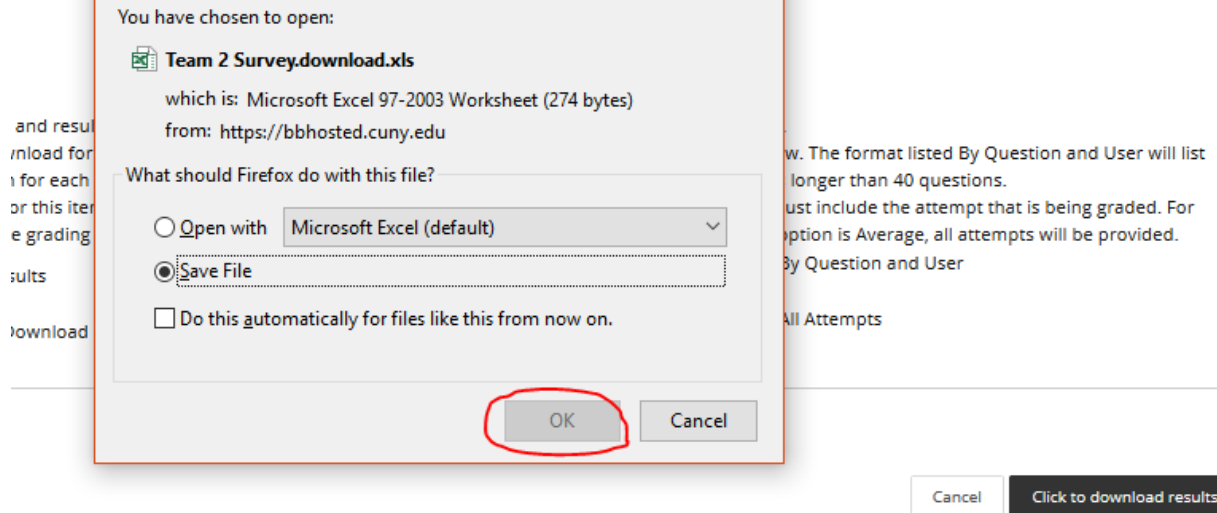
Format of Results By User By Question and User

Attempts to Download Only Valid Attempts All Attempts

Cancel **Click to download results**

Step 6) A window will pop up, choose to either save or open the file.

imiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files opened in Microsoft Excel must be saved as CSV files. CSV files are imported for use in Excel and must be saved as CSV files.



Step 7) Upon opening the file, you will see a warning message. Click "Yes" to view your survey results.

