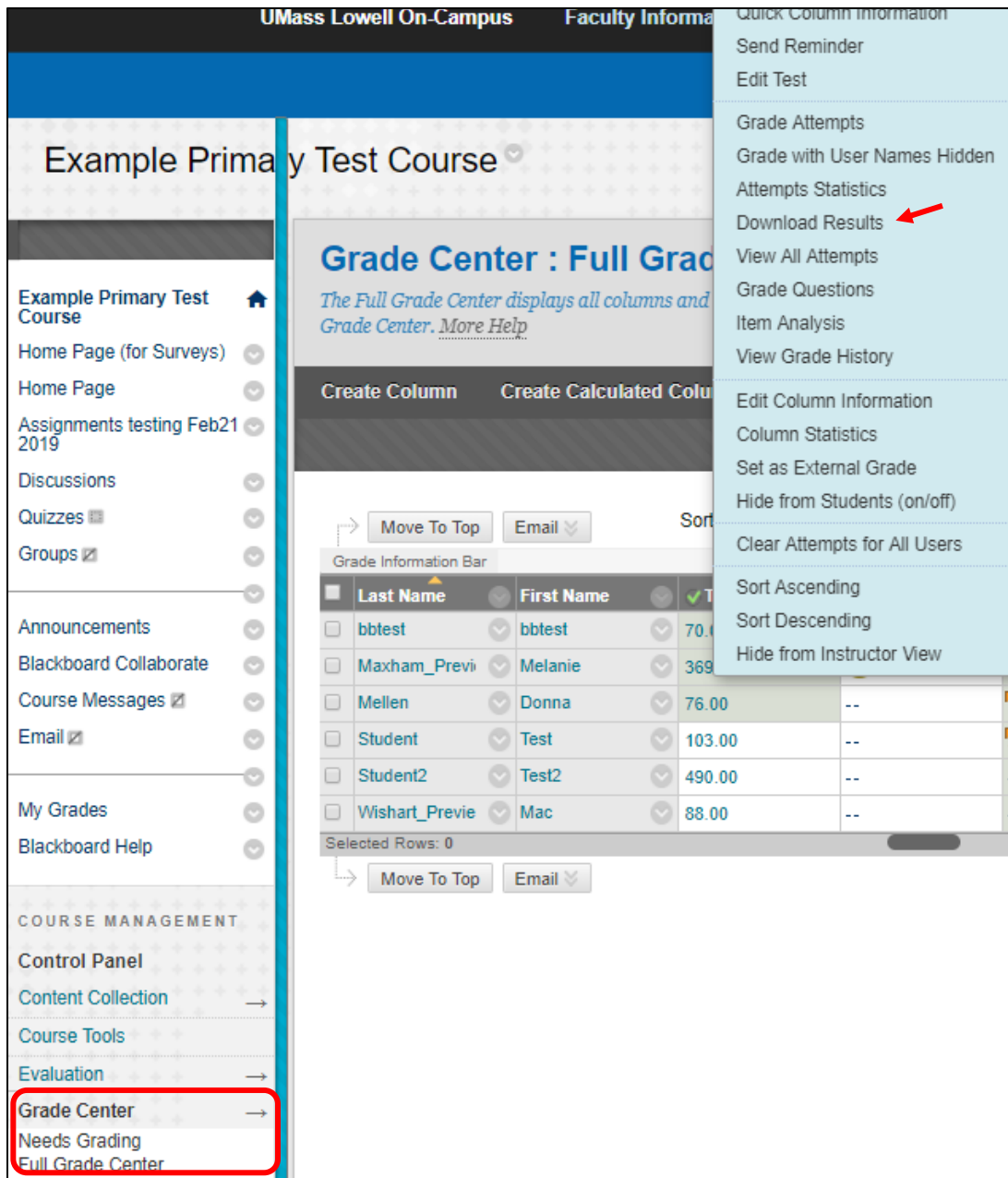


On-Campus Blackboard

Surveys: Download Results

Surveys in Blackboard are anonymous and results must be downloaded from the menu that can be accessed from the arrow to the right of the title of the grade column. Select Download Results.



The screenshot shows the Blackboard interface for a course titled "Example Primary Test Course". The main content area is the "Grade Center : Full Grade Center". A dropdown menu is open over the "Full Grade Center" title, with a red arrow pointing to the "Download Results" option. The menu includes options like "Send Reminder", "Edit Test", "Grade Attempts", "Download Results", "View All Attempts", "Grade Questions", "Item Analysis", "View Grade History", "Edit Column Information", "Column Statistics", "Set as External Grade", "Hide from Students (on/off)", "Clear Attempts for All Users", "Sort Ascending", "Sort Descending", and "Hide from Instructor View".

On the left sidebar, the "Grade Center" link is highlighted with a red box. Below it are "Needs Grading" and "Full Grade Center".

Last Name	First Name	Grade
bbtest	bbtest	70.00
Maxham_Previ	Melanie	369.00
Mellen	Donna	76.00
Student	Test	103.00
Student2	Test2	490.00
Wishart_Previ	Mac	88.00

To Download Results select by comma, By Question and User, and All Attempts. Users are anonymized.

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

All Attempts

Attempts to Download

Only Valid Attempts

Cancel **Click to download results**

A file will download that can be opened with Excel. In Chrome it will show up at the bottom left of your screen. In Firefox it will be accessible by clicking on the blue arrow at the top right next to your URL field.



For more information contact bbhelp@uml.edu or schedule a [consult](#).