

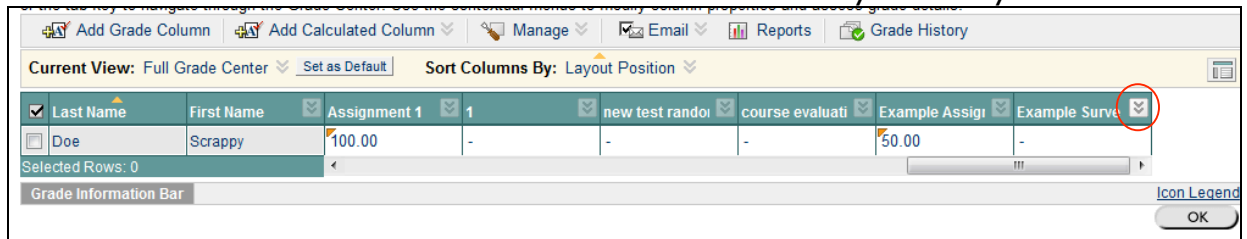
WHY WOULD YOU USE THIS FEATURE?

Instructors may view the results of Surveys which will show how students responded to questions on the survey by percentage.

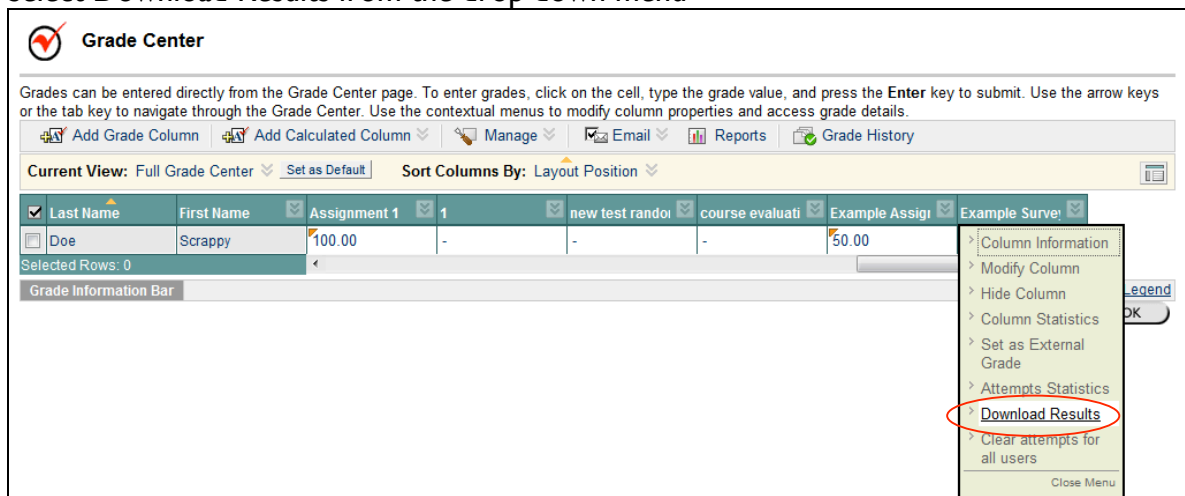
HOW TO USE THIS IN A BLACKBOARD CLASS

To Download Survey Results:

- 1) Access the Control Panel within your course
- 2) Click Grade Center
- 3) Click the Down Arrow next to the name of the column item for your survey




- 4) Select Download Results from the drop down menu



- 5) Select Download Options on the “Download Results” page:
 - a. Make sure “Tab” is selected
 - b. Select one of the following options for Format of results:
 - i. **By User:** will include all of the questions for a user in one row.
 - ii. **By Question and User:** will list each question for each user in a separate row. *Choose this option for surveys longer than 40 questions.*
 - c. Select one of the following options for Attempts to download:
 - i. **Only valid attempts:** Downloading *only valid attempts* will only use the attempt that is being graded. For example, if the grading option is Last attempt then only the last attempt will be provided.
 - ii. **All attempts:** for this item may be downloaded under *All attempts*.

- 6) Select the Click to download results link, located in the lower left-hand corner

 **Download Results**

Select the delimiter type for the downloaded results for this assessment. Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

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 only use 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

[Click to download results](#)

- 7) Click **Save** to save the file to your computer for review (be sure to note where you are saving the file, so that you will be able to find it later)
- 8) Click **OK** to return to the Grade Center
- 9) Use Microsoft Excel to open the saved Survey Results