

Viewing and Downloading Survey Results in Blackboard

Viewing results

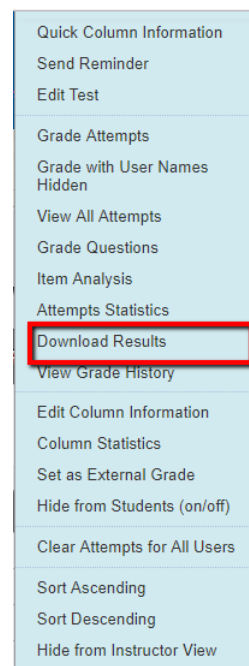
Survey results can be viewed and downloaded from the within the **Grade Center**. Instructors can view a record showing which students have completed their survey. In the Grade Center column for the survey, a **checkmark** appears for a student who completes a survey, an **attempt in progress** icon appears when a student is in the process of completing a survey, and a **dash** appears for a student who has not taken a survey. Instructors can also see cumulative results for question responses from the **Assessment Statistics** page.

Instructors can also copy content in bulk from one course to another using Blackboard’s **Course Copy** tool. **Course Copy** can copy all surveys and question pools at once. Surveys can also be shared by colleagues using the **export/import** feature in the **Survey Manager**. (If you only want to copy one survey or pool, use the **Export/Import** tool in the Survey Manager.)

Downloading Results

You can download the results of a survey into MS Excel (.XLS) and then open the file in SPSS or use the CVS (comma-separated values) if you do not have Excel.

1. In the **Grade Center**, click the arrow button to the right of the column title and select the **Download Results** link from menu.
2. Choose to download the type of file for download. By default, files are set to download as Tab-delimited files (.XLS) which can be opened directly in MS Excel, whereas comma-delimited (.CSV) files need to be imported into Excel. Comma-delimited files (.CSV) can be opened in most editing software as well.
3. Select how you want the results to be presented upon download, i.e., By User, By Question and User. (See examples below.)
4. Select to download all attempts—if an instructor has opted to have the student take the test multiple times, then each instance of the test will be downloaded.
5. **Submit** and **save**.



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

Click Cancel to go back.

Cancel [Click to download results](#)

The **Download Results** page that appears, will allow you to select how you want the data items to be formatted.

Format of results:

By User: Displays all questions for a user in one row. (Shows **only valid attempts**.)

A	B	C	D	E
1	Ques Question 1	Answer 1	Que Question 2	
2	Ques <!--RsQ_001-->How do you feel about the Internet in general?	I find it useful, but don't love it	Que <!--RsQ_002-->With respect to the Internet in gene	
3	Ques <!--RsQ_001-->How do you feel about the Internet in general?	I just love it	Que <!--RsQ_002-->With respect to the Internet in gene	

By Question and User: Displays each question for a user in a separate row. (Shows **only valid attempts**.)

A	B
1	Question ID Question
2	Question ID 1 <!--RsQ_001-->How do you feel about the Internet in general?
3	Question ID 2 <!--RsQ_002-->With respect to the Internet in general,
4	Question ID 3 <!--RsQ_005-->I have used and am at least somewhat familiar with the following features of a Bb course web site. using a Bb course web site, I cons
5	Question ID 4 <!--RsQ_006-->Overall, when it comes to using a Bb course web site, I cons
6	Question ID 5 <!--RsQ_025-->Enter any additional comments you may have about the use of technology for teaching and learning
7	Question ID 1 <!--RsQ_001-->How do you feel about the Internet in general?
8	Question ID 2 <!--RsQ_002-->With respect to the Internet in general,
9	Question ID 3 <!--RsQ_005-->I have used and am at least somewhat familiar with the following features of a Bb course web site. using a Bb course web site, I cons
10	Question ID 4 <!--RsQ_006-->Overall, when it comes to using a Bb course web site, I cons
11	Question ID 5 <!--RsQ_025-->Enter any additional comments you may have about the use of technology for teaching and learning

Only valid attempts

Will only show the last or valid attempt by a user when the instructor has allowed multiple attempts. The two pictures above show valid attempts only.

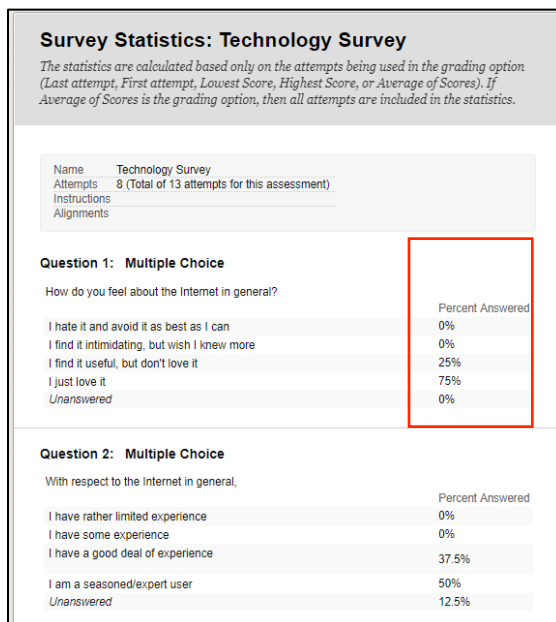
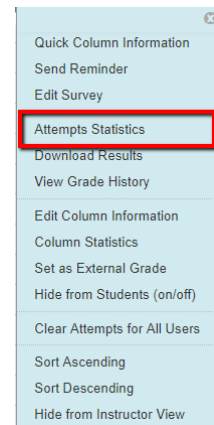
All attempts

Selecting **All Attempts** will display all attempts by a user in separate rows.

View a summary of class responses

Instructors cannot view individual student answers, but they can view the aggregated results.

1. In the **Grade Center**, click the arrow button to the right of the column title. Then, select **Attempts Statistics**.
2. The **Assessment Statistics** page that appears shows how many times the survey has been taken, and a breakdown of answers for each question in the survey. Instructors can view aggregated results for question responses in percentages for true/false, multiple answer, multiple choice, Likert-opinion scale or multiple answer type questions. For questions requiring a typed out answer, like **Essay** or **Short Answer**, each individual response will be displayed.



(The picture above illustrates the results for objective type questions.)

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358.