

How to download quiz results to your computer

1) Log into Blackboard, and go to your course Grade Center

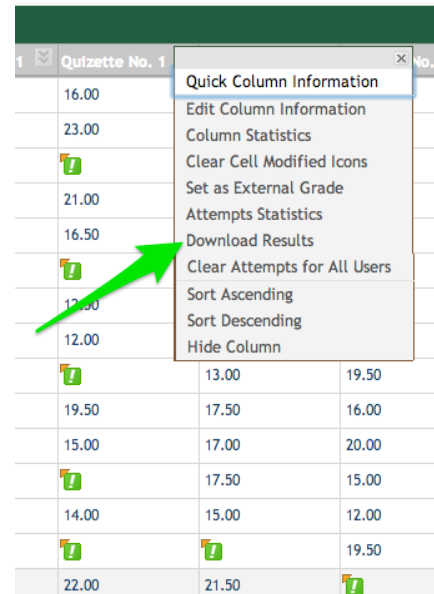
2) Identify the quiz from which you want the results, click the chevron, choose Download Results

3) Review the download options.

Format: Question text and results will download for all question types. Unsupported question types (like Hotspot questions) 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.



1. 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 (.XLS) have data items separated 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 Microsoft Excel. CSV comma-delimited files need to be imported for use in Excel.

Comma

Tab

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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

2. CLICK TO DOWNLOAD RESULTS

4) Click the button to download your results.

5) Repeat for each set of quiz results you want to preserve.

