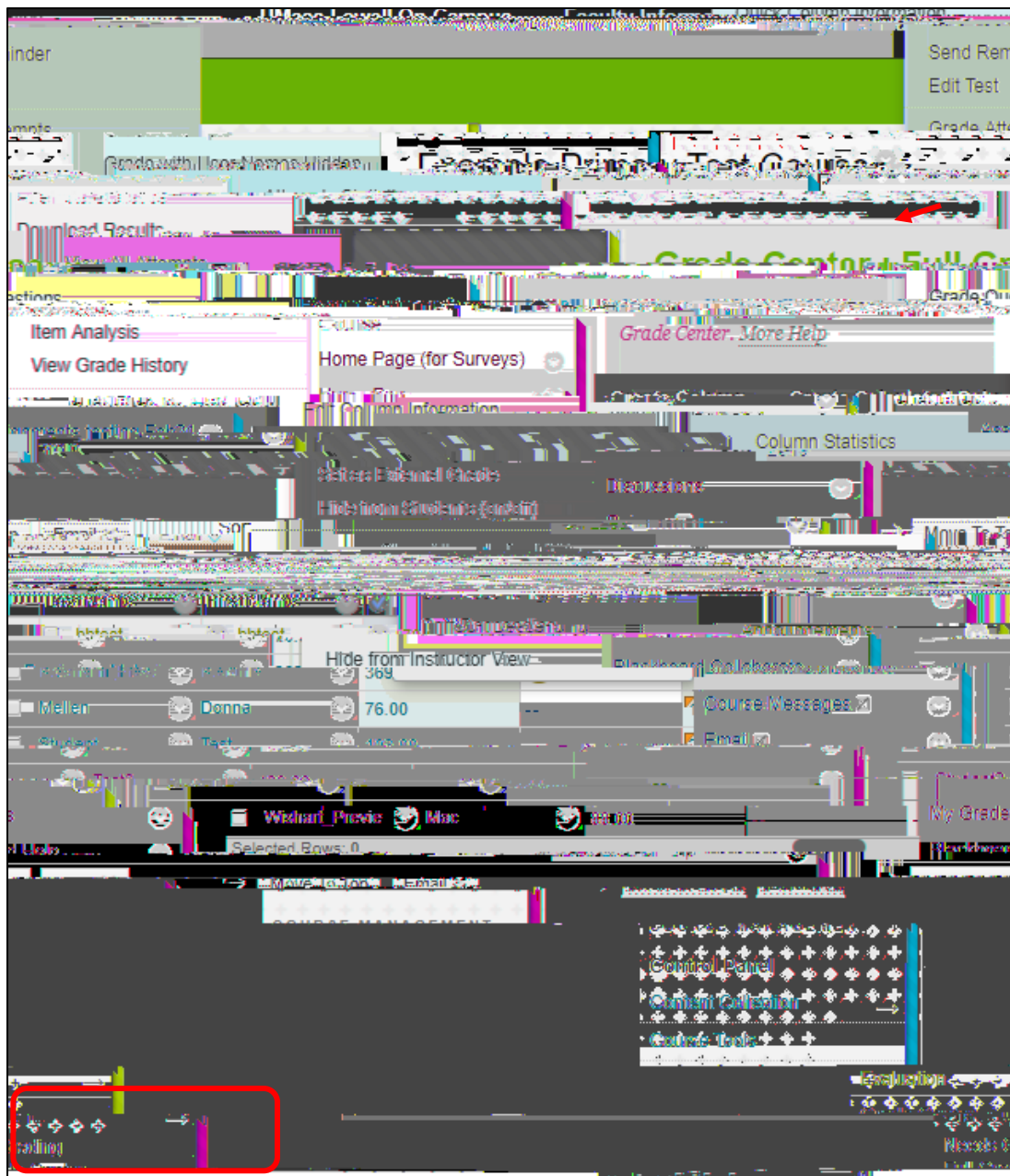




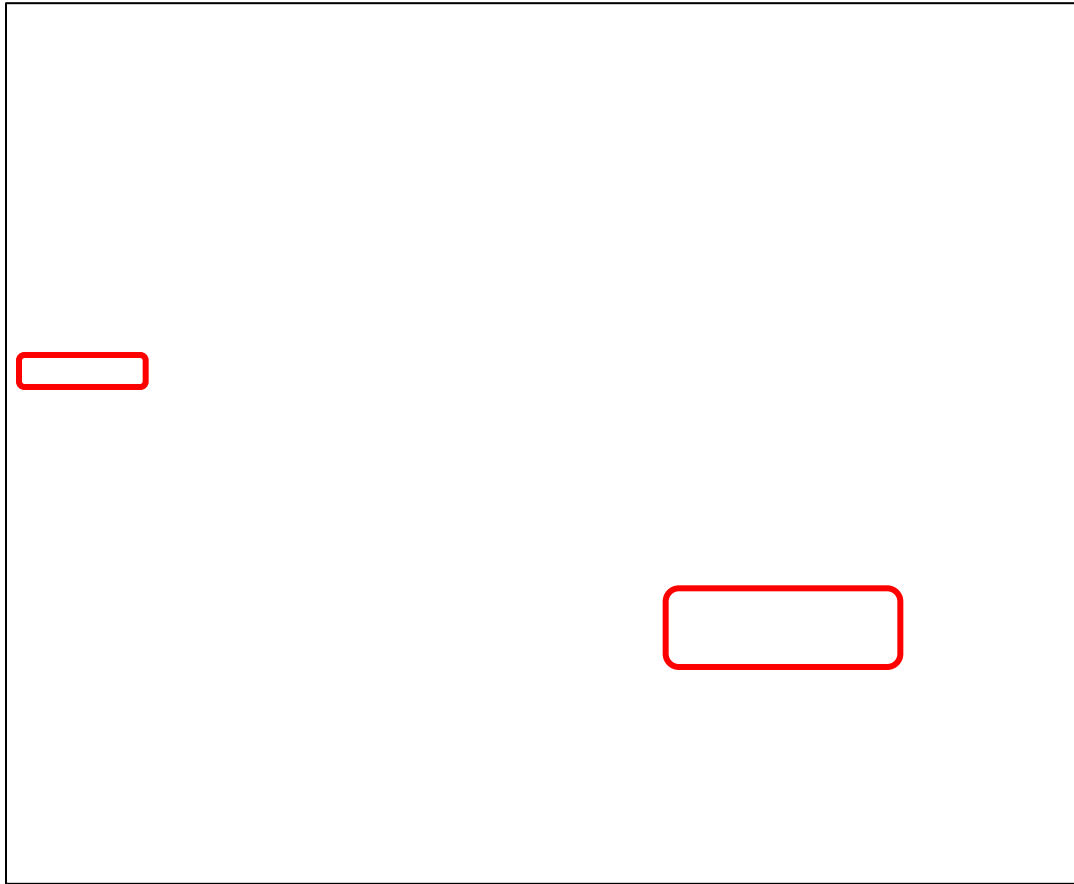
## Surveys: Download Results

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.

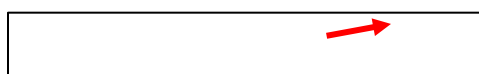


The screenshot displays the Blackboard interface for a course. At the top, there are navigation tabs for 'Index', 'Send Rem', 'Edit Test', and 'Grade Att'. Below these, a green banner reads 'Grade Center - Full Gr'. A red arrow points to the 'Download Results' option in a dropdown menu. Other menu options include 'Item Analysis', 'View Grade History', 'Home Page (for Surveys)', 'Grade Center - More Help', 'Column Statistics', and 'Hide from Instructor View'. The main area shows a table of student names and their scores, with a '76.00' score visible. At the bottom, there is a 'Control Panel' and 'Course Tools' section. A red box highlights the 'Download Results' option in the dropdown menu.

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



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 [itbhelp@uml.edu](mailto:itbhelp@uml.edu) or schedule a [consult](#).