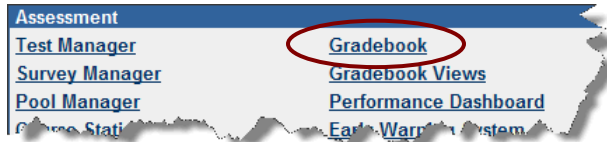


How do I Download Survey Results to an Excel Spreadsheet?

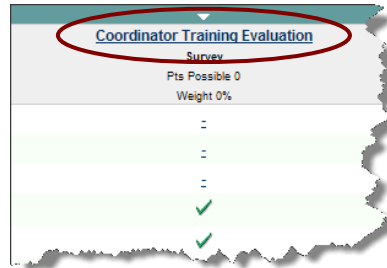
Survey results can either be exported into an Excel spreadsheet or printed from Blackboard. This tipsheet will walk you through downloading your survey results.

1. While in your Blackboard Course, click  Control Panel.

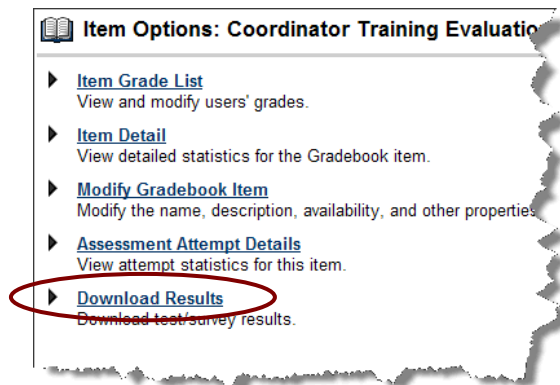
2. Click **Gradebook**.



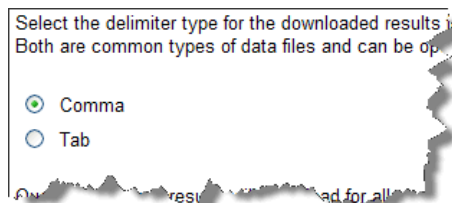
3. Click on the **title of the survey**.



4. Click **Download Results**.



5. Select the **type of delimiter** you would like used to separate the data.



Blackboard

Downloading Survey Results

6. Select the **format of the results**.

Format of results
Attempts to download

By User
 Only valid attempts

By Question and User
 All attempts

7. Select which **attempts you would like to download**.

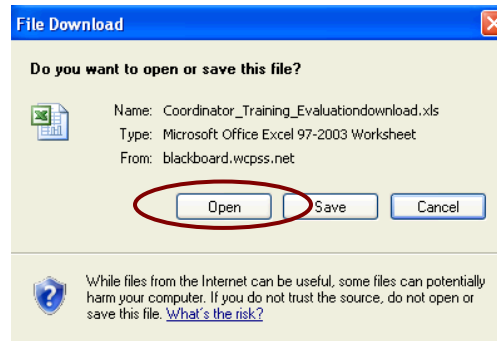
Format of results
Attempts to download

By User
 Only valid attempts

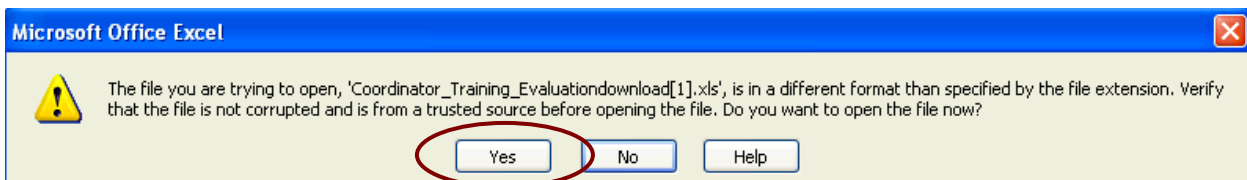
By Question and User
 All attempts

8. Click on the link [Click to download results](#).

9. Click to view spreadsheet.



10. If you receive the following message, click .



You are now ready to view and manipulate the results as needed.