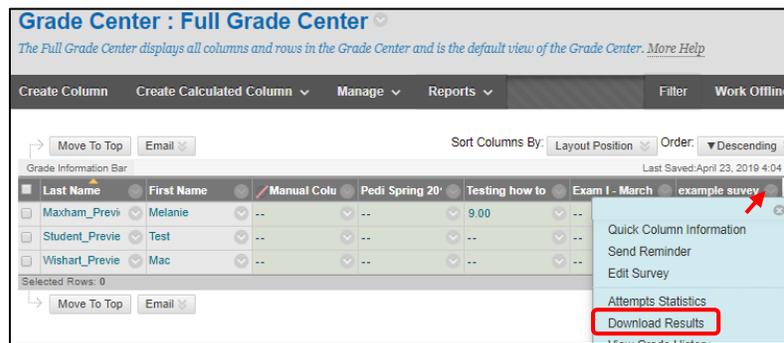


On-Campus Blackboard

Surveys: Download Results and Import to Excel

Survey results can be automatically separated into columns by comma if they are imported into Excel in a specific way. In the Full Grade Center, at the top of the survey column, click on the arrow to the right of the title and **select Download Results** from the options menu.



Select by Comma and select By Question and User and All Attempts, then select Click to 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
 All Attempts

Attempts to Download
 Only Valid Attempts
 All Attempts

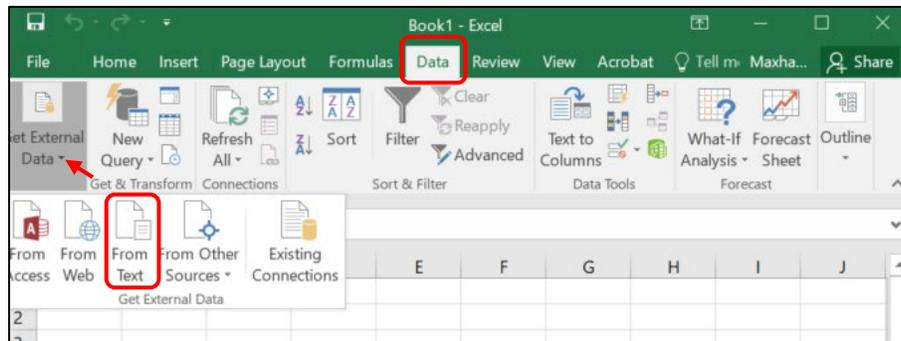
The resulting file will be titled download, and can be found on your computer in Downloads. This file shown was downloaded six times.



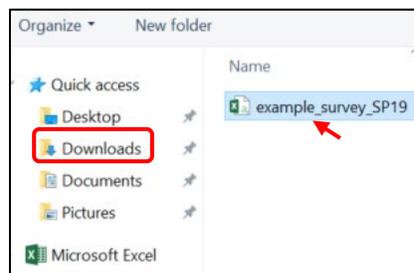
If you double click to open it, the data may not be separated into columns by comma.

The next steps will demonstrate how to import the data as separated into separate columns by comma.

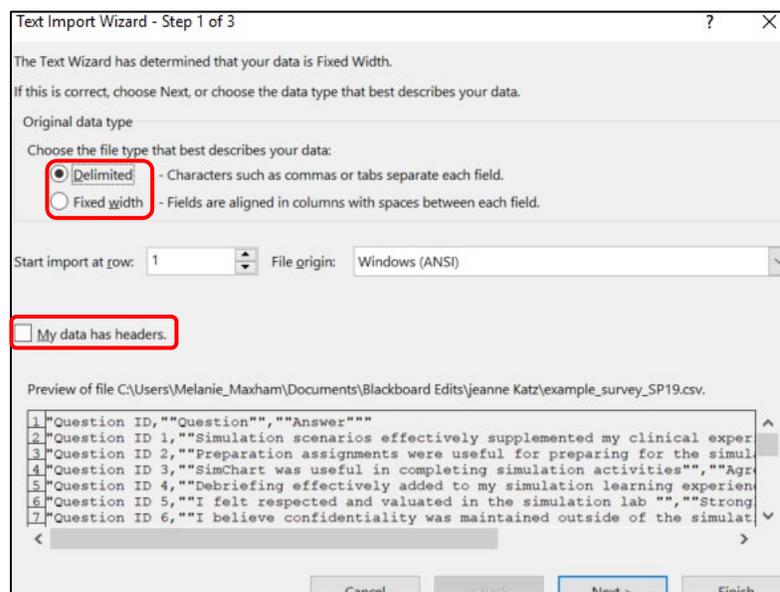
Open a New spreadsheet in Excel and select the Data tab, then select Get External Data, From Text



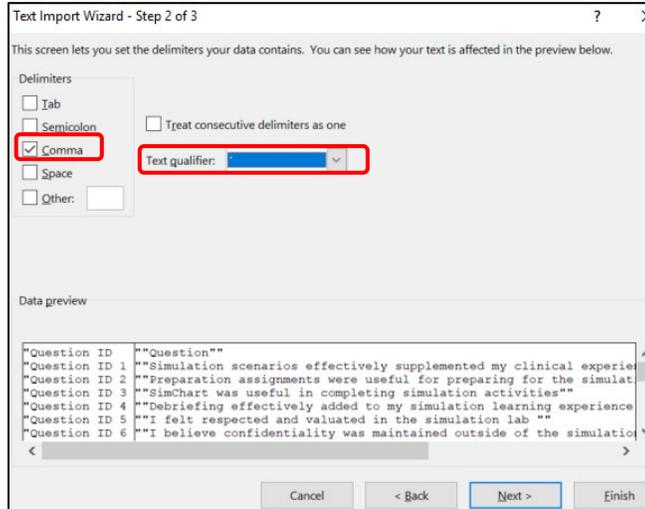
Select the file from Downloads or where you saved the downloaded results on your computer. Shown here is the file having been opened with Excel and saved again as a CSV file with a new name, example_survey_SP19.



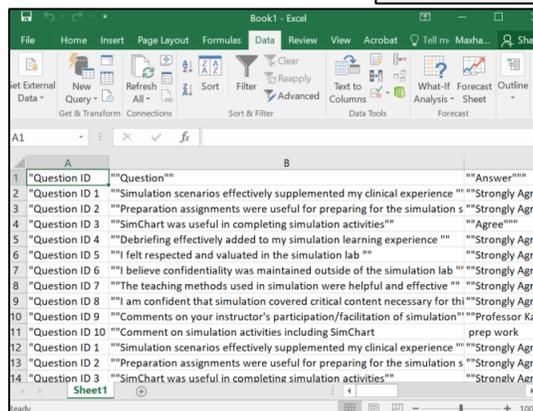
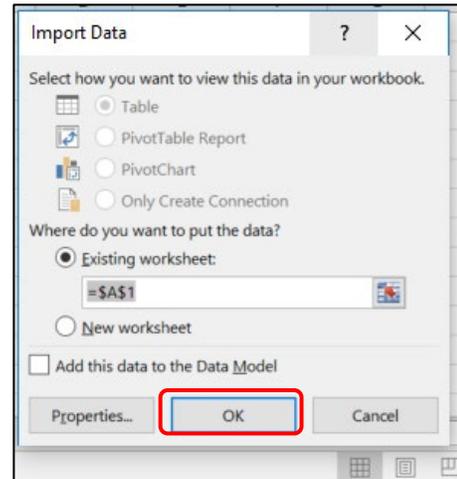
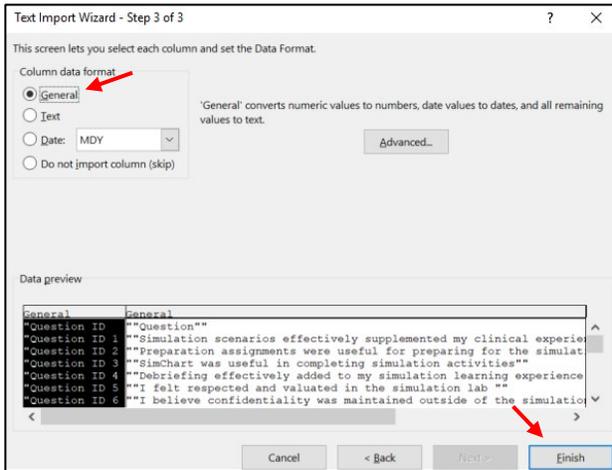
A Text Import Wizard window will open giving you options; select Delimited and My data has headers, then click Next.



Select the **Comma** as the delimiter and use the drop down list next to **Text qualifier** to select the comma. The data will change in the preview user indicating a separate column for each section between commas. Click Next.



Click **Finish** and **OK** on the next two options because they are, by default, correct.



Save the results. The data separated by commas will now appear in separate columns.

For more information email bbhelp@uml.edu or schedule a [consult](#).