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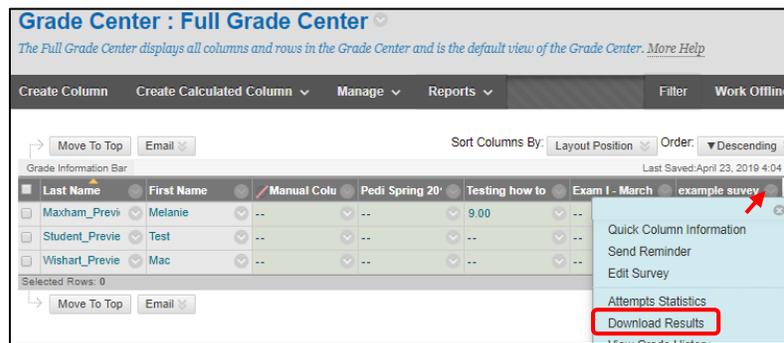
Select by Comma and select By Question and User and All Attempts, then select Click to download results.

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
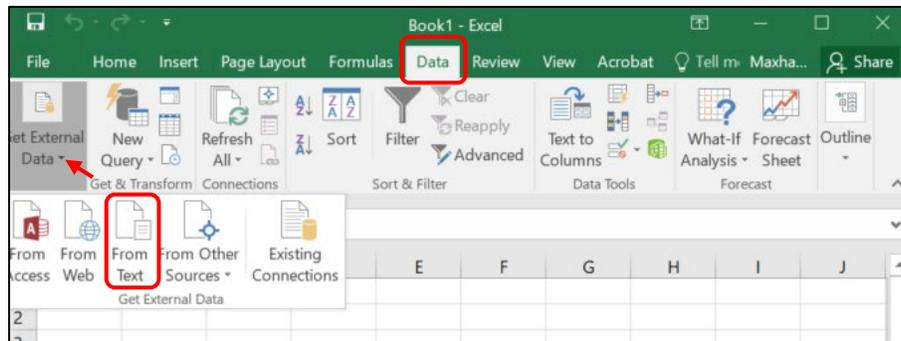
Select the file from Downloads or where you saved the downloaded results on your computer. Shown here is the file having been opened with Excel and saved again as a CSV file with a new name, example_survey_SP19.
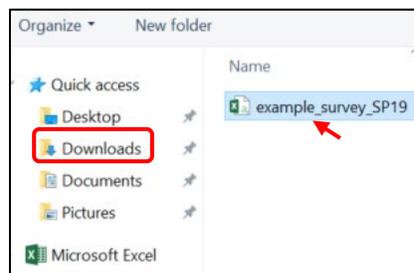
A Text Import Wizard window will open giving you options; select Delimited and My data has headers, then click Next.
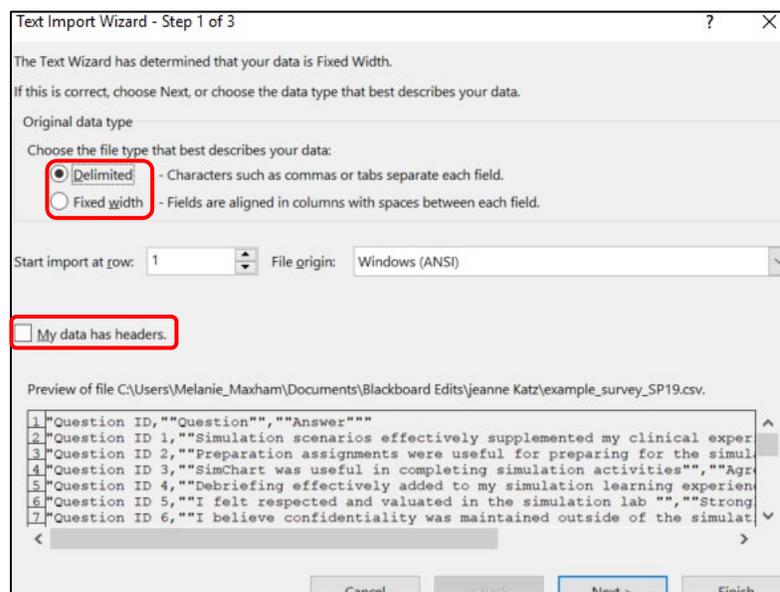
Select the Comma as the delimiter and **use the drop down list next to Text qualifier to select the comma**. The data will change in the preview user indicating a separate column for each section between commas. Click Next.
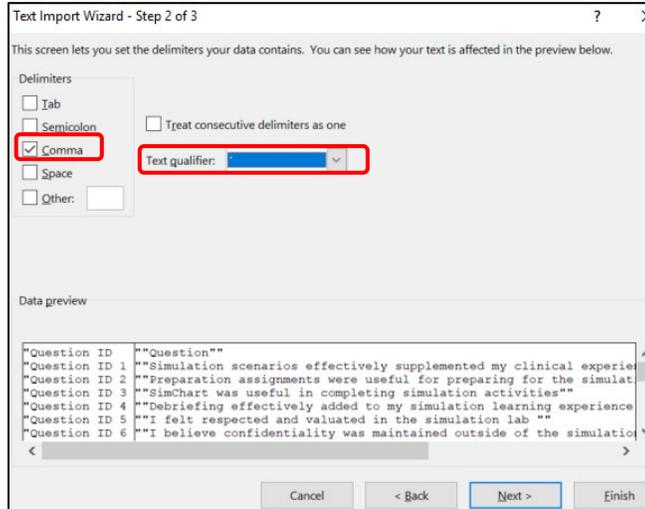
Click Finish and OK on the next two options because they are, by default, correct.
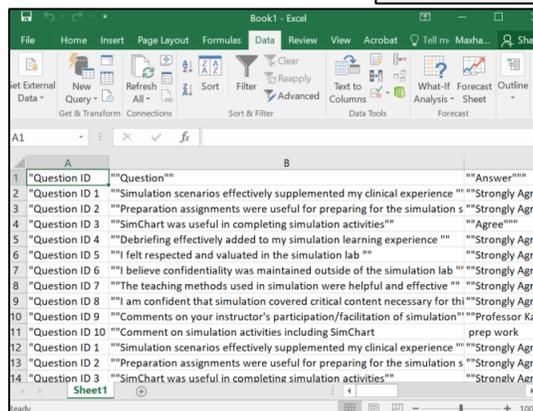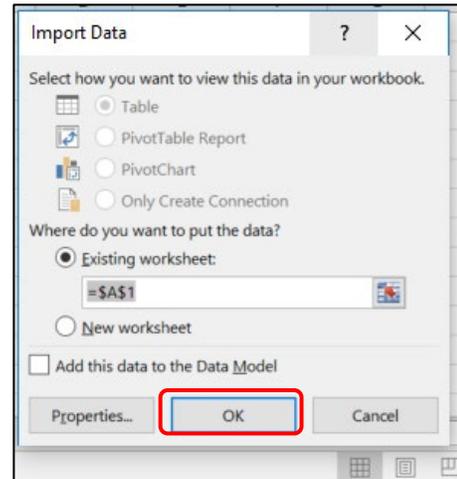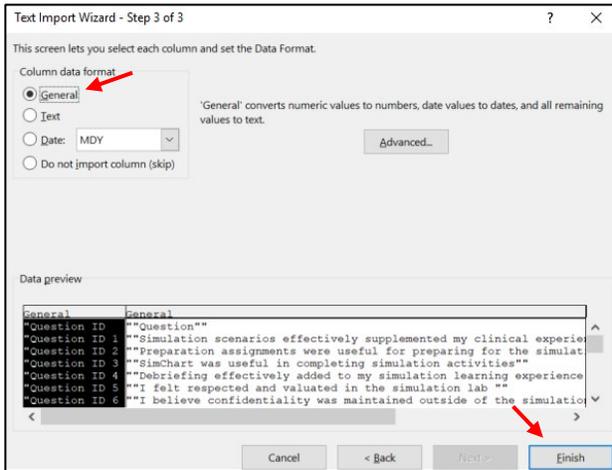
Save the results. The data separated by commas will now appear in separate columns.

For more information email bbhelp@uml.edu or schedule a consult.