

Downloading Test/Survey Results



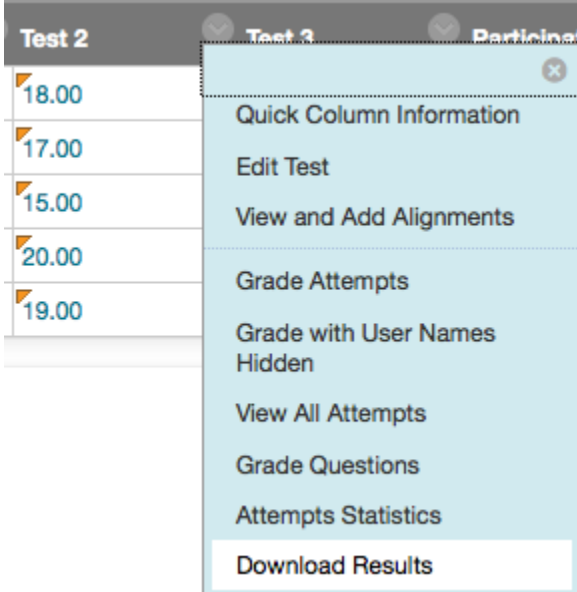
- [Topic Overview](#)
- [Steps](#)
- [Sources and Relevant Links](#)

Topic Overview

Instructors can download test or survey results from the Blackboard Grade Center and view the results in Excel.

Steps

1. In your Blackboard course, go to **Grade Center > Full Grade Center**.
2. Locate the test or survey column for which you would like to download results.
3. Click on the **dropdown arrow** next to the column name, and click **Download Results**.



4. Specify the download format and select "**Click to download results**"
 - a. If you would like the results to be displayed in Excel, make sure you have selected "**Comma**" for the delimiter type.
5. Your results will be downloaded to your computer.

Sources and Relevant Links

[Creating Tests](#)