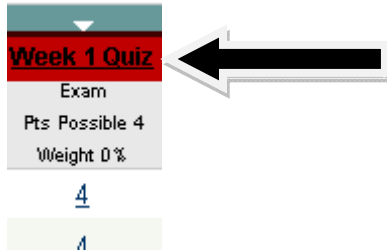


## Download Quiz Results

1. Click **Control Panel**
2. Click **Gradebook**
3. Click the name of the quiz/exam in the spreadsheet you want to retrieve results from



4. Click **Download Results**
5. Select the appropriate options on the next screen
  - a. Leave '**Tab**' selected if you would like an **Excel spreadsheet**
6. Click the '**Click to download results**' link in the bottom left

### Download Results

Select the delimiter type for the downloaded results for this assessment. Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

- 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 only use 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  
**Attempts to download**  
 Only valid attempts  
 All attempts

[Click to download results](#)

OK

7. Click **Save** and select the file location (Remember this location)
8. Click **Save** to save the file
9. Click **OK** in Blackboard to return to the **Items Options** page
10. Click **OK** to return to the **Gradebook View Spreadsheet**