

VIEW ULEARN SURVEY RESULTS

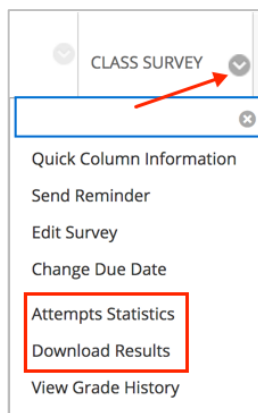
When you've created and deployed a survey in your course, you can view the survey results in the grade center. A green check mark will appear in a student's cell once they have completed the survey.

Instructions

1. On the left menu, click on **Grade Center** and then **Full Grade Center**.
2. Locate the survey column you wish you access results for. You will see green checkmarks next to students who completed the survey. If a student did not complete the survey, you will see a double dash in their column.



3. To access the results, click the down arrow next to the title of the survey column name. If you wish to view the results on one page, click **Attempts Statistics**. To download the results click on **Download Results**.



4. When downloading results, choose options as desired. When ready, select **Click to download results**.

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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

Attempts to Download
 Only Valid Attempts
 All Attempts

Cancel Click to download results

5. The survey will download as a .CSV file to your Downloads folder or your computer may prompt you to open it Excel.

