



Guidelines to Download the Quiz Results from Blackboard Learn

1. Log into Bb Learn.
2. Go into the respective BBLearn course where you want to download the results for a quiz as an Instructor.
3. Click “**Tests**” under Control Panel -> Grade Center.

The screenshot displays the Blackboard Learn interface. On the left, the 'Introduction to Pharmacy' course navigation menu is visible. Under the 'Grade Center' section, the 'Tests' link is highlighted with a red arrow. The main content area shows the 'Assessments' page for the 'System Wide Assessment - 201220'. It includes a title bar, a navigation bar with 'Build Content', 'Assessments', 'Tools', and 'Publisher Content', and a section titled 'Instructions to Students' with a list of exam rules. At the bottom, a message states: 'HPH-1504-SWA- Requires Respondus LockDown Browser' and 'Availability: Item is no longer available. It was last available on Jun 17, 2013 11:30 AM.'



4. It will take you to the Grade Center and all the quizzes will available in this area for your review. Go to the respective column of your quiz and **click on the arrow** next to the Quiz title.

Grade Center : Tests

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

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Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved June 17, 2013 11:05 AM

Last Name	First Name	Username	Section	Last Access	Availability	HPH-1504-SWA
Abdelrahim Moham	Munira	h00249070	06B2HPR01	June 17, 2013	Available	7
Abdulrab Mohamed	Hamida	h00252691	06B2HPR01	June 18, 2013	Available	7
Abdulrahman Mohai	Noora	h00248897	06B2HPR01	June 17, 2013	Available	7
Ahmad Ali Ahmad Al	Hessa	h00248777	06B2HPR01	June 17, 2013	Available	7
Ali Amer Omar Ham	Asma	h00225322	06B3HPR01	June 17, 2013	Available	7
Aqil Abdulqader Ahn	Naima	h00248911	06B2HPR01	June 17, 2013	Available	7
Ayoub Abdallah Nua	Amna	h00249129	06B2HPR01	June 17, 2013	Available	7
Essa Rashed Al Mu	Shama	h00233501	06B3HPR01	June 17, 2013	Available	7
Ghanim Abdulla	Afra	h00225027	06B1HPR01	June 17, 2013	Unavailable	--
Hadi Sayed Hamza	Zainab	h00211331	06B3HPR01	June 17, 2013	Available	7
Hassan Murad AlMu	Marwa	h00227834	06B2HPR01	June 17, 2013	Available	7
Khadim Alhaj Almai	Maryam	h00249073	06B2HPR01	June 17, 2013	Available	7

Selected Rows: 0

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Icon Legend

5. Click “Download Results” from the listed options.

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Khadim Alhaj Almai	Maryam	h00249073	06B2HPR01	June 17, 2013	Available	7

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- Quick Column Information
- Edit Test
- Grade Attempts
- Grade Anonymously
- Item Analysis
- Attempts Statistics
- Download Results**
- View All Attempts
- Grade Questions
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column



6. Under Download Results options, choose options as identified below:

- “**Tab**” for the Delimiter field
- For the ‘Format of Results’ (field), select any one of the options: “**By User**” OR “**By Question and User**” based on how you want the output.
- For the ‘Attempts to Download’ (field), select “**Only Valid Attempts**”, so that you will get the latest attempt.

Grade Center > Download Results

Download Results

Cancel Click to download results

1. Download Results

NOTE: this will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first. 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

2. Click to download results

Click Click to download results to click to download results. Click Cancel to quit.

Cancel Click to download results



7. Now click “Click to download results”

Grade Center > Download Results

Download Results

Cancel Click to download results

1. Download Results

NOTE: this will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first. 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.

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Format of Results ☐ By User ☒ By Question and User

Attempts to Download ☒ Only Valid Attempts ☐ All Attempts

2. Click to download results

Click Click to download results to click to download results. Click Cancel to quit.

Cancel Click to download results

8. Browse the location and **save** the file to your computer.

Note: Stay on this screen until the download is completed and saved on your computer to avoid generation of incomplete records in the downloaded results.