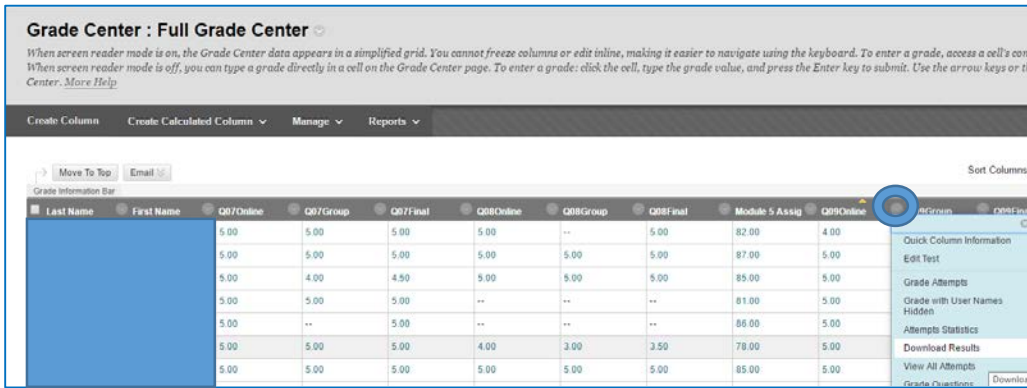


# Downloading and Exporting Blackboard Grade Center Item Results



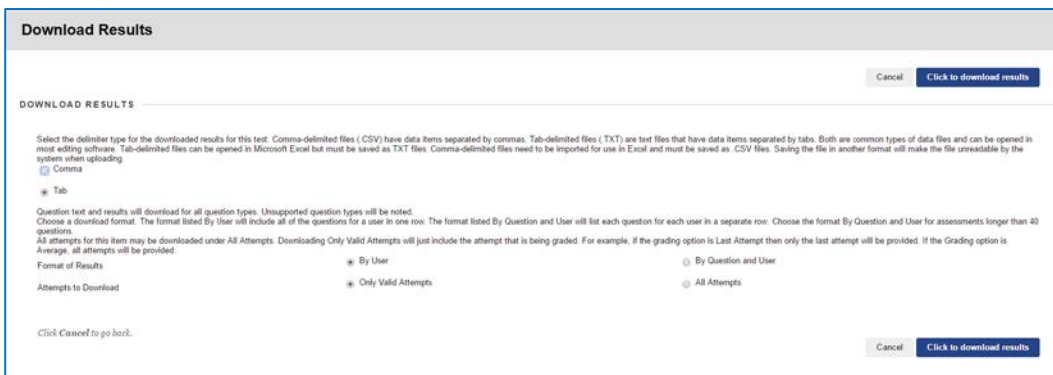
In the Grade Center, click on the options icon (grey circle) next to an item. Choose Download Results.

Choose Tab to create a Tab-delimited file. (.TXT) are text files that have data items separated by tabs. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files.

Question text and results will download for all question types. Unsupported question types will be noted.

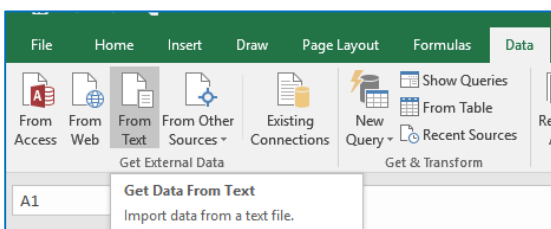
Choose a download format. The format listed "By User" will include all of the questions for a user in one row. The format listed "By Question and User" will list each question for each user in a separate row. For assessments longer than 40 questions, choose the format "By Question and User".

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 (average of all attempts), all attempts will be provided.

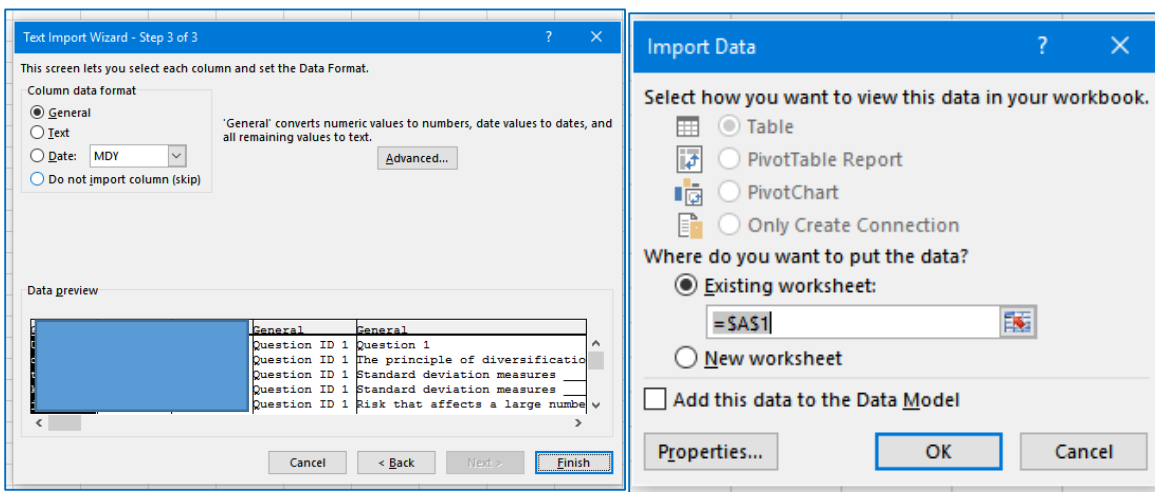
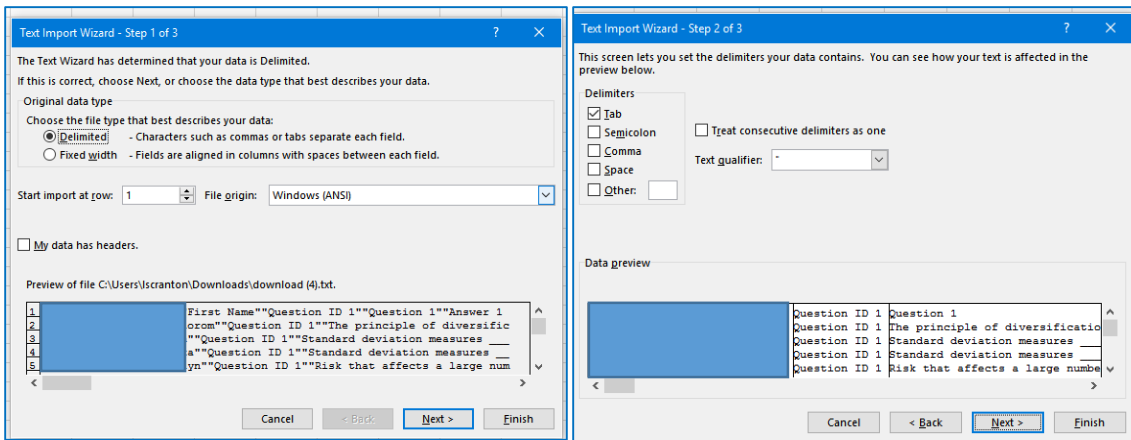


Click to Download Results. If you have to choose a program to open the .txt file, choose NotePad (for PC) or TextEdit (for Mac). Save the file on your computer with an appropriate name.

Open new Excel Workbook. Under the Data tab choose From Text then choose the file you saved on your computer and click Import.



The default choices as set in the Text Import Wizard for Steps 1-3 (1 - Delimited; 2 - Tab; 3 - General) are appropriate. In Step 1, you may want to select the box next to My data has headers. Select Existing worksheet on the Import Data screen, and then click OK.



Review the data import in Excel.

Question ID	Question	Answer	Possible Points	Auto Score	Manual Score	Question ID
Question ID 1	Question 1	Answer 1	1	1	1	Question ID 2
Question ID 1	The principle of diversification tells us that:	spreading an investment across many diverse assets will eliminate some of the risk.	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	Risk that affects a large number of assets, each to a greater or lesser degree, is called ____ systematic	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	The principle of diversification tells us that:	spreading an investment across many diverse assets will eliminate some of the risk.	1	1	1	Question ID 2
Question ID 1	The percentage of a portfolio's total value invested in a particular asset is called that asset's portfolio weight.	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	Risk that affects a large number of assets, each to a greater or lesser degree, is called ____ systematic	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	The principle of diversification tells us that:	spreading an investment across many diverse assets will eliminate some of the risk.	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	Standard deviation measures ____ risk.	total	1	1	1	Question ID 2
Question ID 1	A portfolio is:	a group of assets, such as stocks and bonds, held as a collective unit by an investor.	1	1	1	Question ID 2
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Question ID 1	The principle of diversification tells us that:	spreading an investment across many diverse assets will eliminate some of the risk.	1	1	1	Question ID 2
Question ID 1	The percentage of a portfolio's total value invested in a particular asset is called that asset's portfolio weight.	total	1	1	1	Question ID 2

For more information about Downloading and Exporting Grade Center Items, please go to: Bb Test and Survey Results [https://en-us.help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/100\\_Test\\_and\\_Survey\\_Results#Download\\_results](https://en-us.help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/100_Test_and_Survey_Results#Download_results)

For more information on Item Analysis go to: Item Analysis [https://en-us.help.blackboard.com/Learn/Instructor/Tests\\_Pools\\_Surveys/120\\_Item\\_Analysis](https://en-us.help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/120_Item_Analysis)

Contact for additional assistance using any UNH system:  
 Lisa Scranton [lscranton@newhaven.edu](mailto:lscranton@newhaven.edu) 203.932.7485  
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