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How To Download Test or Survey Results

1. Click on the ⬇ icon for the test and choose the **Download Results** option.
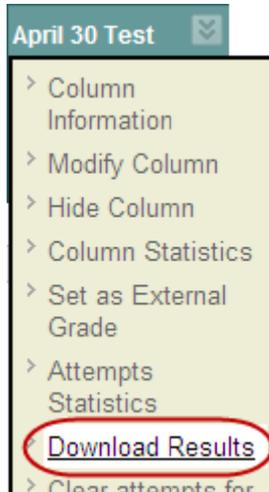
2. Next choose Comma or Tab delimiter type.
3. Choose the **Format of Results** from the following options:
   - By User: will include all of the questions for a user in one row
   - By Question and User: will list each question for each user in a separate row (recommended)
4. Choose the **Attempts to Download** from the following options:
   - Only Valid Attempts: will only use the attempt that is being graded. For e.g. 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.
   - All Attempts: will download all attempts for that assessment.
5. Finally, choose the **Click to download results** option to save a copy of the results to your personal computer.

Tip:

Bb 8.0 provides more flexibility in the question types it can download, such as Essay type answers can now be downloaded similar to true/false answers.