

Downloading Survey Results



Blackboard Learn

Course evaluation survey results are available to instructors through courses in Blackboard for **a duration of one month**. During this time, instructors are strongly urged to download their results from each course for their records. Once results are made unavailable in Blackboard, instructors who have *not* saved their results must [contact Institutional Research](#) to request survey data.

SAVING RESULTS AS A PDF FILE

1. Using [GOOGLE CHROME](#) as your web browser, log into **BLACKBOARD** and access the **COURSE** containing the course evaluation survey results. If results are available in the course, click the **VIEW RESULTS** button that appears on the Announcements page.

The results from this Course for the **MATC Mid-Semester Course Survey** survey have been made available for your analysis.

2. On the “Analyze Results” page that appears, select your **RESPONSE PERIOD** and click the **VIEW RESULTS** button.

Analyze Survey Results

* Indicates a required field.

Cancel View Results

SURVEY INFORMATION

MATC Mid-Semester Course Survey

* Included Questions: 34 of 34 (exclude questions from analysis?)

* Response Periods:

<input checked="" type="checkbox"/>	FA2015: 8 Week Courses: 8/24-10/19/15 Sent to Courses	Closed Submissions Received: 3
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3. When your survey results appear, push **CTRL** and **P** on your keyboard to launch the print options screen. Under the **DESTINATION** setting, click the **CHANGE** button.

Print

Total: 6 sheets of paper

Print Cancel

Destination MM201-4

Change...

Survey Results

Survey Results for MATC Mid-Semester Course Survey

This course survey will evaluate 8 week courses. Close Print Report

Included Response Periods: FA2015: 8 Week Courses: 8/24-10/19/15
Compare Results By: No Grouping

Overall Summary

Total Survey Recipients: 9

Response Rate for FA2015: 8 Week Courses: 8/24-10/19/15

9 Recipients

100%

RECIPIENTS Responded Not Responded

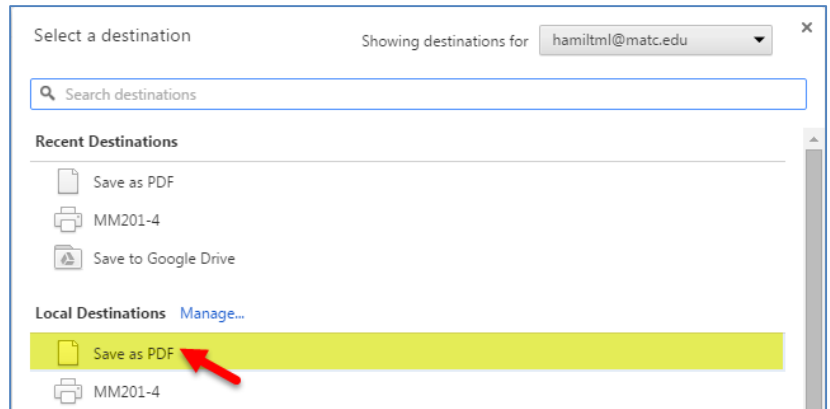
Question Response Summary

Positive Responses: 30%

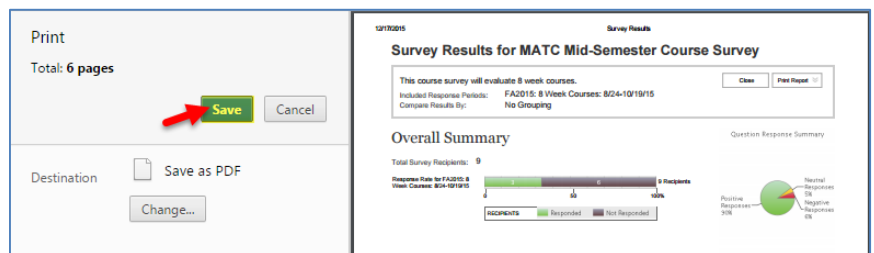
Neutral Responses: 5%

Negative Responses: 65%

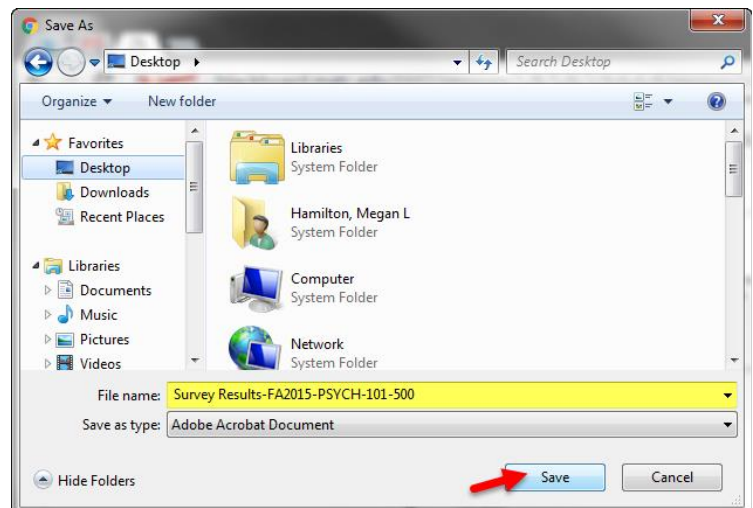
4. In the list of printing destinations that appear, select **SAVE AS PDF**.



5. You will be taken back to the print options page. Click the **SAVE** button.



6. In the **SAVE AS** window that appears, select the location on your computer or I:// drive to save the file. In the **FILE NAME** field, give the document a meaningful name. We recommend including the course number, section, and year in the name. When done, click the **SAVE** button.



7. The document will be saved to the location you specified as a .PDF file. You may view this file in [Adobe Reader](#).

