Downloading Survey Results

**Faculty Support
eLearning**

TEACHING
LEARNING
COMMUNITY

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.

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

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.

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4. In the list of printing destinations that appear, select **SAVE AS PDF**.
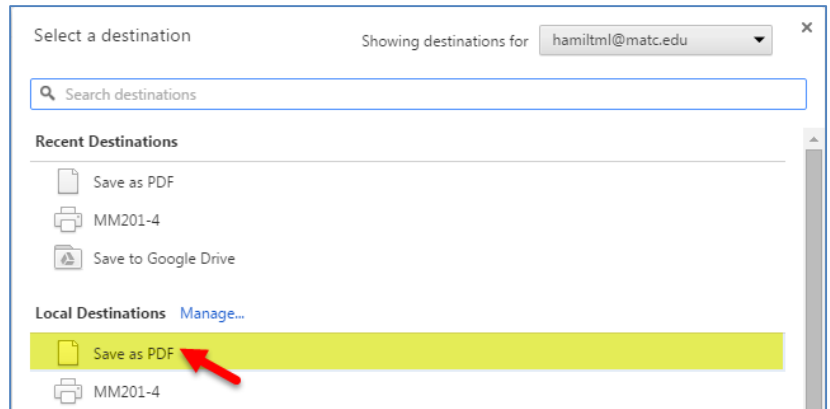
5. You will be taken back to the print options page. Click the **SAVE** button.
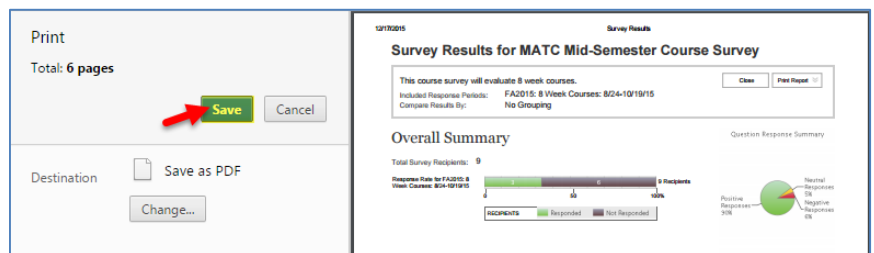
6. In the **SAVE AS** window that appears, select the location on your computer or I:// drive to save the file. In the **FILE NAME** field, give the document a meaningful name. We recommend including the course number, section, and year in the name. When done, click the **SAVE** button.
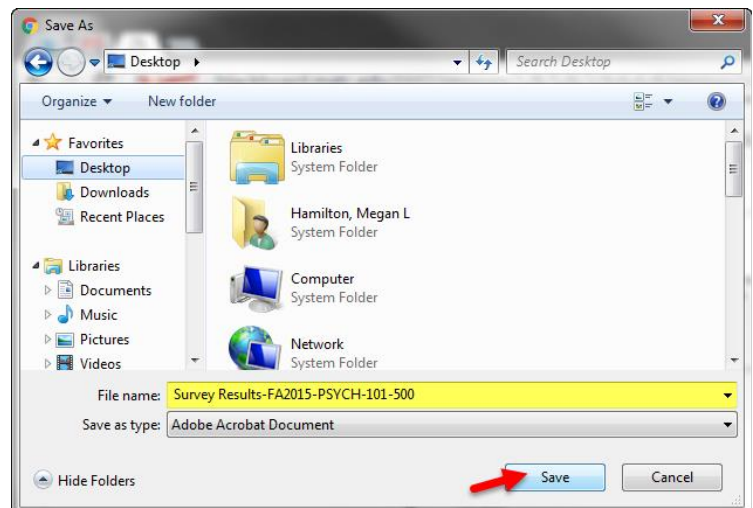
7. The document will be saved to the location you specified as a .PDF file. You may view this file in Adobe Reader.