

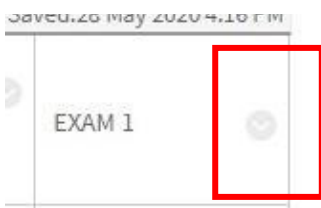


Downloading student answers from Grade Centre

Download student answers from a grade centre column

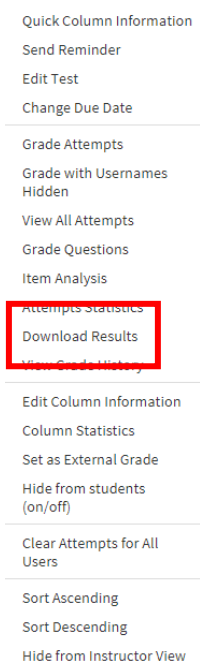
Step 1

In Grade Centre scroll to the column showing the test title. Click on the down arrow next to the test title.



Step 2

From the drop down menu click on **'Download results'**



Step 3

In the Download Results Page you will see options to format your download.

DOWNLOAD RESULTS

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 include only 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

Attempts to Download

Only Valid Attempts

All Attempts

CANCEL

CLICK TO DOWNLOAD RESULTS

a) Comma

Tab

Recommendation is to select Tab.

If Tab is selected files can be opened in Excel but must be saved as TXT files.

b) Select a download format.

By User – includes all the questions for a user in one row

By Question and User – Lists each question for user in a separate row (recommended for larger exams).

All Attempts - Will download all attempts if multiple attempts were permitted on the question.

Only valid attempts - Will download only the attempt that is to be marked.

Step 4

Click on Download results

Note: Due to the type of file it may cause messages to appear. If you see the message below click **Yes** to open.

