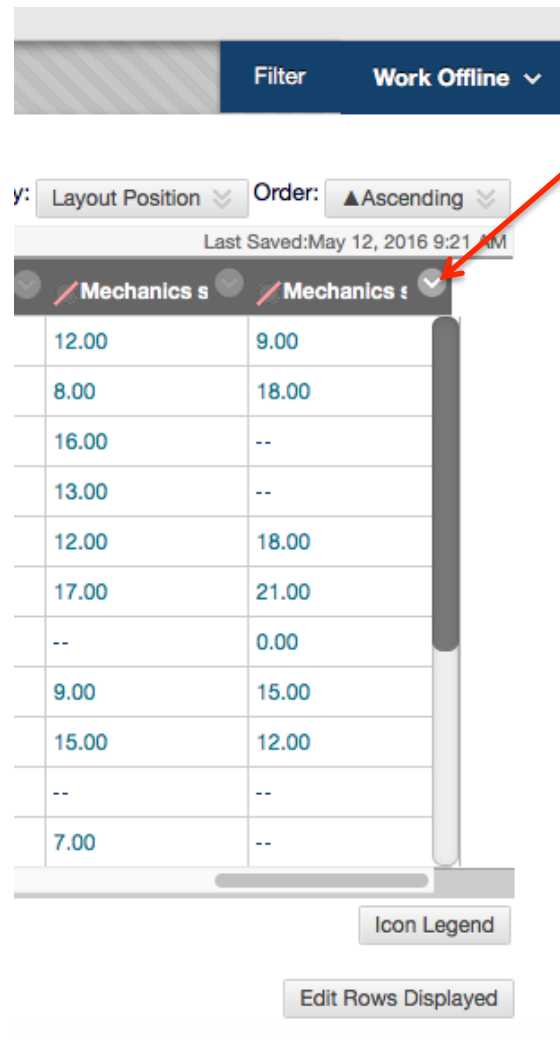
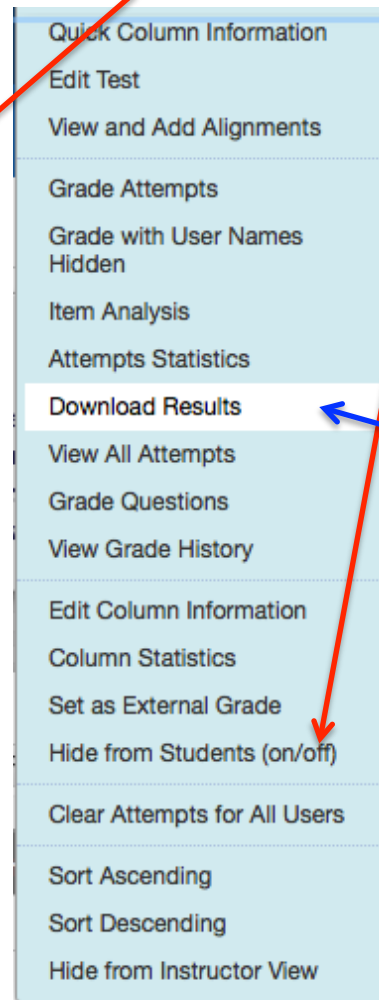


Go to Grade Center, select Full Grade Center.

Search for the column with the FCI grades. I called it Mechanics Survey, and you can see it below: I have two columns because 1 column was for the PRE-test (at the start of the semester), and the 2<sup>nd</sup> column is the post-test (at the end of the semester). Notice how my columns are hidden from students (the orange mark by the column name). You can easily achieve that: it's an option in the column **menu** (hide from students).



Mechanics s	Mechanics s
12.00	9.00
8.00	18.00
16.00	--
13.00	--
12.00	18.00
17.00	21.00
--	0.00
9.00	15.00
15.00	12.00
--	--
7.00	--



This is a column menu

But what you really need to do now is to download the **results per question**. Here's how to do it. Click on the same column menu as referred before, and select **Download Results**.

## Download Results

Choose exactly as shown below.  
Click on download.

Please send me this file: one at  
the start of the semester, one  
at the end. Thank you!

Cancel

Click to download results

### 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 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, all attempts will be provided.

Format of Results

☒ By User

☐ By Question and User

Attempts to Download

☒ Only Valid Attempts

☐ All Attempts

Click **Cancel** to go back.

Cancel

Click to download results