

# Downloading Survey Results

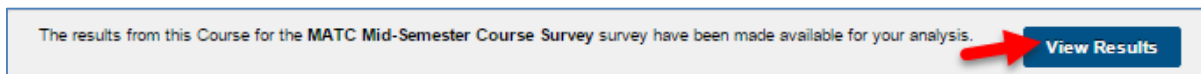


## Blackboard Learn

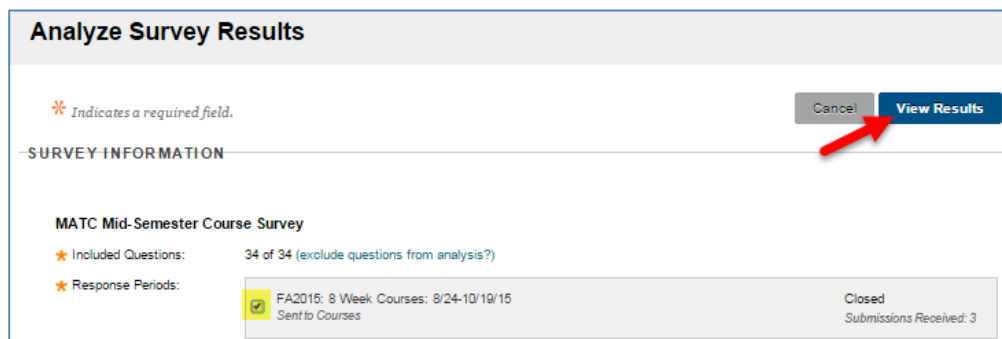
When semester courses are deleted from Blackboard one year after the semester ends, instructors will permanently lose access to survey results posted to those courses. Because survey results cannot be restored or retrieved once deleted, instructors are strongly encouraged to download their course evaluation survey results from each of their courses for their own records.

### SAVING RESULTS AS A PDF FILE

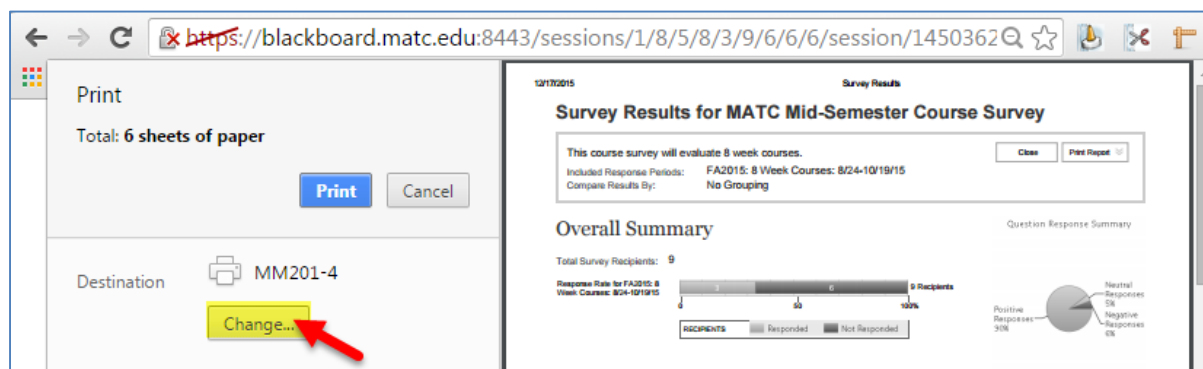
1. Using [GOOGLE CHROME](#) as your web browser, log into **BLACKBOARD** and access the **COURSE** containing the course evaluation survey results. If results are available in the course, click the **VIEW RESULTS** button that appears on the Announcements page.



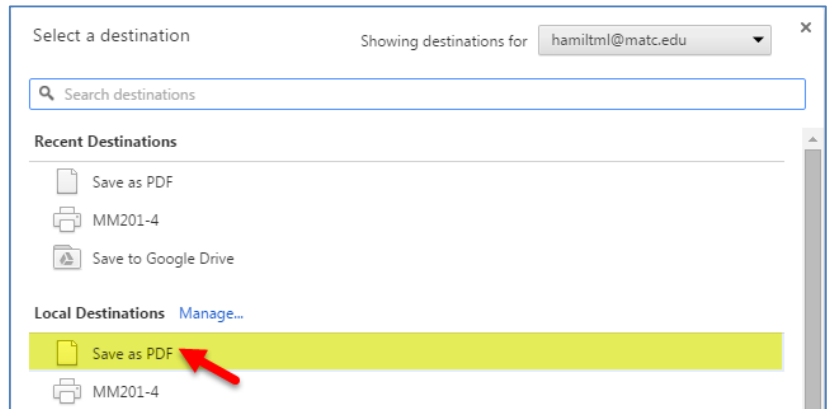
2. On the “Analyze Results” page that appears, select your **RESPONSE PERIOD** and click the **VIEW RESULTS** button.



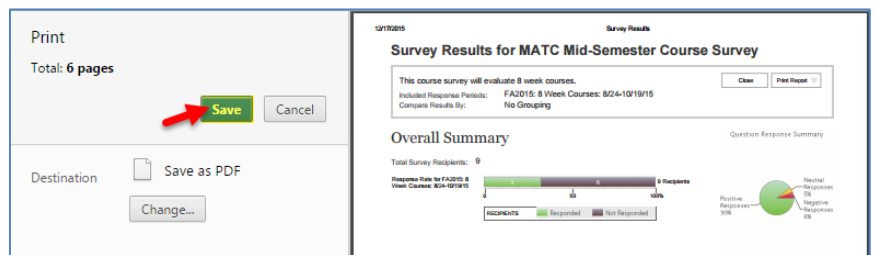
3. When your survey results appear, push **CTRL** and **P** on your keyboard to launch the print options screen. Under the **DESTINATION** setting, click the **CHANGE** button.



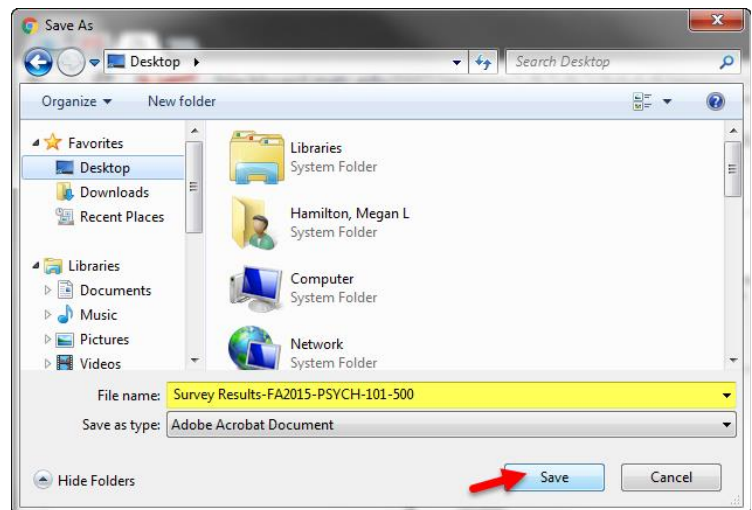
4. In the list of printing destinations that appear, select **SAVE AS PDF**.



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](#).

