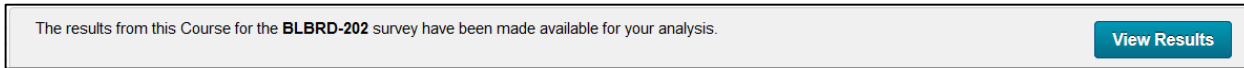


## How to View Course Survey Results in Blackboard

When results are released to instructors a banner appears in their course with a **View Results** button. To view survey results, enter the Blackboard course site and click the **View Results** button on the banner.

1. Log into Blackboard ([blackboard.matc.edu](http://blackboard.matc.edu))
2. Select the surveyed course e.g., FA2015-PSYCH-555-555
3. Click the **View Results** banner at the top of the course homepage



4. Select the "FA2014 Course Survey (FA2015)" response period.
5. Select questions to exclude from the analysis, if needed. To do this click the "*exclude questions from analysis?*" link.
6. In the **Compare Responses By** area, select **No Comparison Needed** to view each response period summary and the aggregated detailed question results -OR- select comparison criteria to view results parsed by that criteria.
7. Click **View Results**.
8. Click **Print Report** to generate a PDF version of the report that opens in a new window. You can save the PDF file or print it. If the survey has open entry questions, you can print the report with or without those questions.

## Viewing FA2014 Course Survey Results from Blackboard

Survey results are generated in a report. The top of the report summarizes the response period (FA2014) included in the report and how the results are compared. An overall summary of the response rate for the response periods appears next. A pie chart displays the percentages of positive and negative responses.

Detailed results for each question are provided. We have added points to question responses, so you can see the average for each response. For example, 1=Strongly Disagree and 5=Strongly Agree with 0=Not Applicable

Comments appear at the bottom of the report. Expand the section to read each response.

Click **Print Report** to generate a PDF version of the report that opens in a new window. You can save the PDF file or print it. If the survey has open entry questions, you can print the report with or without those questions.

