

To View Results of Surveys

- Click on the Course Quiz/Survey icon
- Click on Designer View tab
- Click on the Detail button associated with the survey.
- If you receive a “no results available, table is out of date” message, click OK. Then click Update Table under the Options for Manage Columns.
- You will see the results listed. Click on the Summary link above each question to see the question and the summary of the anonymous student responses.

To then download the results to Excel:

- Click on Export Survey to Disk
- Save the file to your computer (it will automatically be saved as a text file)
- Open MS Excel on your computer
- In Excel, open the text file you saved. (Note: you will need to change “Files of Type:” to “All Files” to be able to select the text file.)
- When prompted, select Delimited and click Next.
- Select the Delimiter as “Tab” and click Next.
- Make sure Column Data Format is set to General. Click Finish.
- The results will now be displayed in Excel. You will find that the first few rows on the spreadsheet can be deleted.
- You can then view the questions listed (by the title of the question in WebCT, not the full question) with answers provided in each column. (Note that for multiple choice questions, “1” in Excel equals “a” in WebCT [2=b, 3=c, etc.]