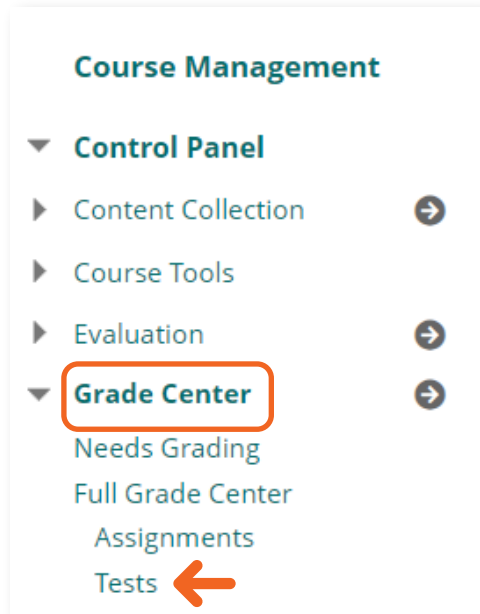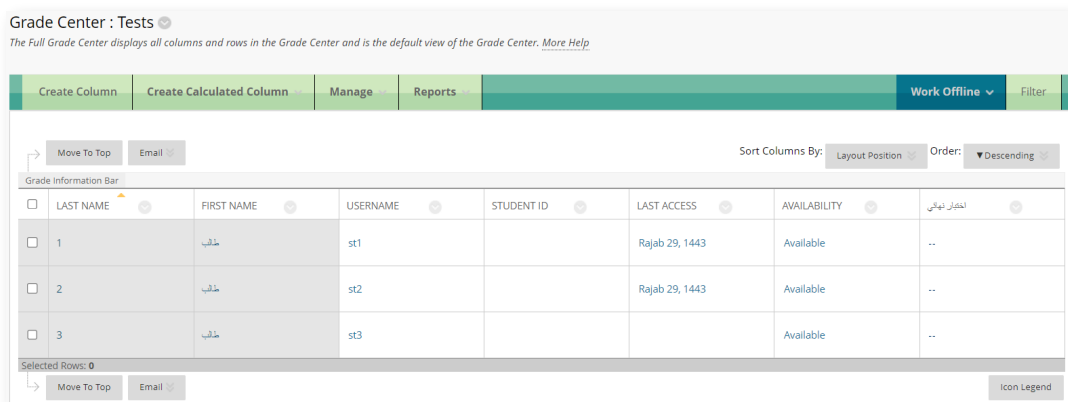# Download The Test results for all students

You can save all students' answers in one file **(.csv)** by following these steps:
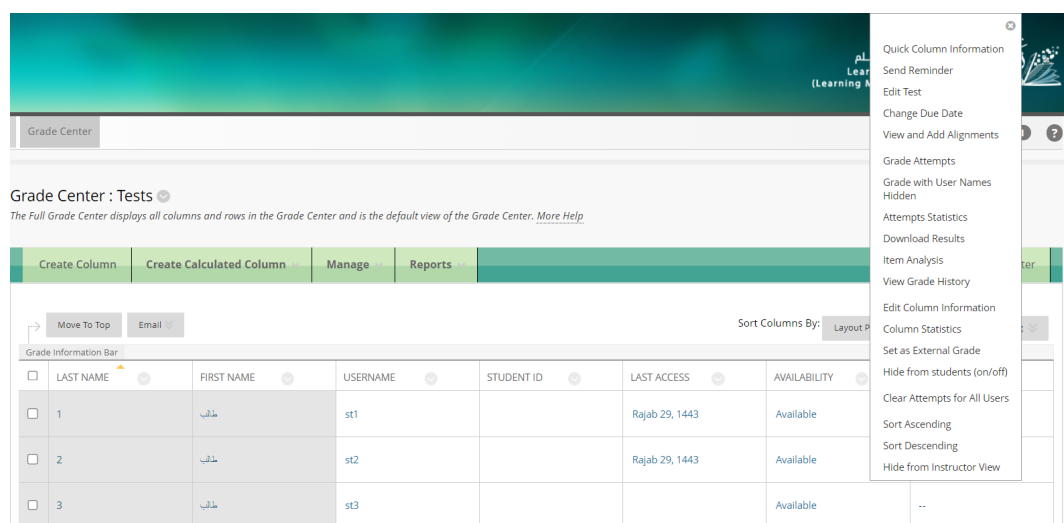
1 From the Course Management menu, click Grade Center, then click Tests.

Course Management

▼ **Control Panel**

▶ Content Collection ➡

▶ Course Tools

▶ Evaluation ➡

▼ **Grade Center** ➡

  Needs Grading

  Full Grade Center

   Assignments

   Tests ⬅

2 Go to the test column for which you want to download test results.

Grade Center : Tests
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

| Create Column | Create Calculated Column | Manage | Reports | | Work Offline ⌄ | Filter |

Move To Top | Email ⌄   Sort Columns By: Layout Position | Order: ▼ Descending
Grade Information Bar

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	اختبار نهائي
☐	1	طالب	st1		Rajab 29, 1443	Available	--
☐	2	طالب	st2		Rajab 29, 1443	Available	--
☐	3	طالب	st3			Available	--

Selected Rows: 0
Move To Top | Email ⌄   Icon Legend

3 Click on the arrowhead and choose **Download Results.**

Grade Center

Grade Center : Tests
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

| Create Column | Create Calculated Column | Manage | Reports |

Move To Top | Email ⌄   Sort Columns By: Layout P
Grade Information Bar

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY
☐	1	طالب	st1		Rajab 29, 1443	Available
☐	2	طالب	st2		Rajab 29, 1443	Available
☐	3	طالب	st3			Available	--

Quick Column Information
Send Reminder
Edit Test
Change Due Date
View and Add Alignments
Grade Attempts
Grade with User Names Hidden
Attempts Statistics
Download Results
Item Analysis
View Grade History
Edit Column Information
Column Statistics
Set as External Grade
Hide from students (on/off)
Clear Attempts for All Users
Sort Ascending
Sort Descending
Hide from Instructor View

4 From the Download Results section, choose **By Question and User**, and **All Attempts**, then **click on Click to download results**.

DOWNLOAD RESULTS ⬅

NOTE: This will ONLY download the results in the current view. If you want to download ALL the results for this item, go to Full Grade Center first.
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

Cancel | Click to download results