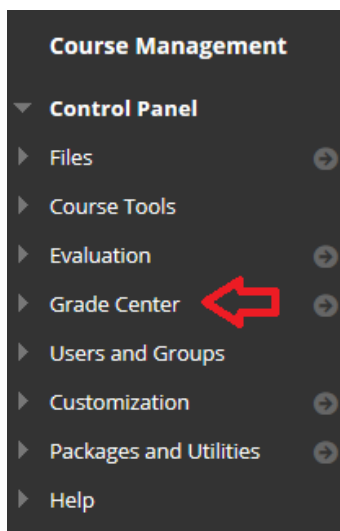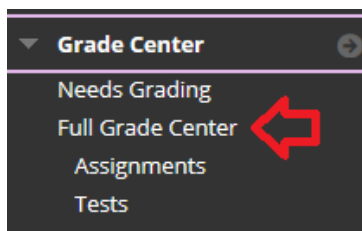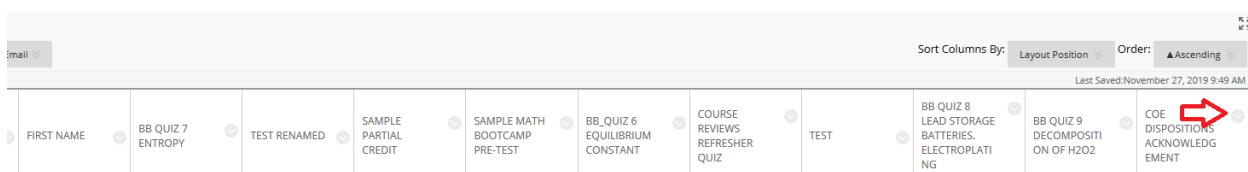## Downloading DAQ Results

1. Once your students have completed the DAQ, you can download the results and submit them to the College of Education.
2. Under the Course Management menu, select the "Grade Center" option.

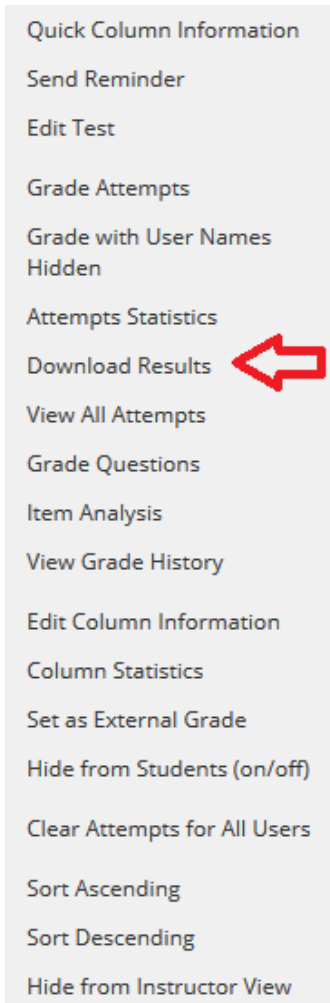3. Then, select the "Full Grade Center" option from the drop-down menu.

4. At the Full Grade Center screen, scroll to the right until you reach the "COE Dispositions Acknowledgement" column. Then, select the chevron to the right of the "COE Dispositions Acknowledgement" title.

6. From the resulting drop-down menu, select the "Download Results" option.

Quick Column Information

Send Reminder

Edit Test

Grade Attempts

Grade with User Names Hidden

Attempts Statistics

Download Results

View All Attempts

Grade Questions

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

7. At the "Download Results" screen, leave all the default settings as is and select the "Click to download results" button to proceed.

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 |

Cancel   Click to download results

9.   Depending upon your browser, a pop-up screen may appear. If so, select the "Save File" option, and then select the "OK" button to proceed. With other browsers (e.g., Chrome) a file named "download" may automatically be saved to the Downloads folder on your computer.

10.   Save or rename the file in the following format:
_LastName_CourseRubricNumber_SectionNumber.xls (example: Lane_EDUC3100_01.xls)_

11.   *The Once the file has been downloaded, you send the result file as an attached document to the COE Planning and Assessment office at CoeAssessment@uhcl.edu.*

Opening COE Dispositions Acknowledgement.download.xls   ×

You have chosen to open:

🟩 **COE Dispositions Acknowledgement.download.xls**

   which is: Microsoft Excel 97-2003 Worksheet (1.3 KB)
   from: https://blackboard.uhcl.edu

What should Firefox do with this file?

○ _O_pen with | Microsoft Excel (default)   ⌄ |

⦿ _S_ave File ⬅

☐ Do this _a_utomatically for files like this from now on.

                    ⇨ | OK | | Cancel |