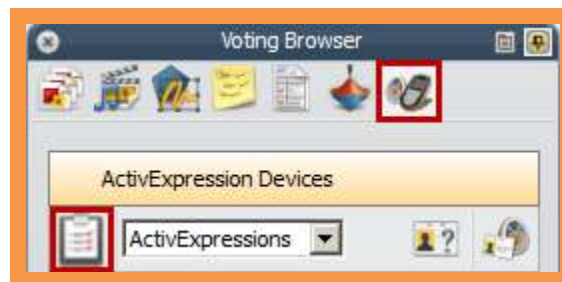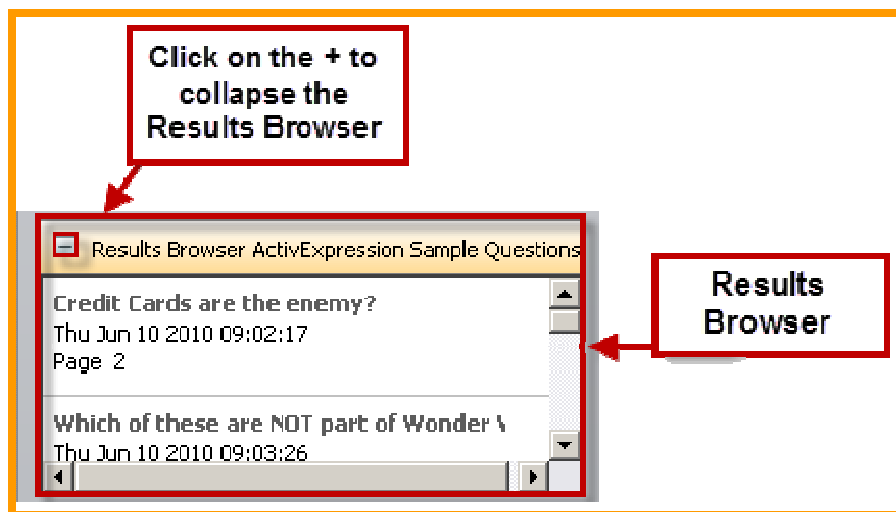# Exporting Test Results to MS Excel

ActivInspire allows the user to export the results from any voting session; express poll, prepared questions, and self-paced questions, to Microsoft Excel.

To export results, complete the following steps:

1. Click on the Voting Browser Icon.

2. Select the voting device.

3. Click on the plus to collapse the Results Browser.

ActivInspire

The Results Browser includes the following information:

- List of each question asked throughout the flipchart
- Date and time each question was asked
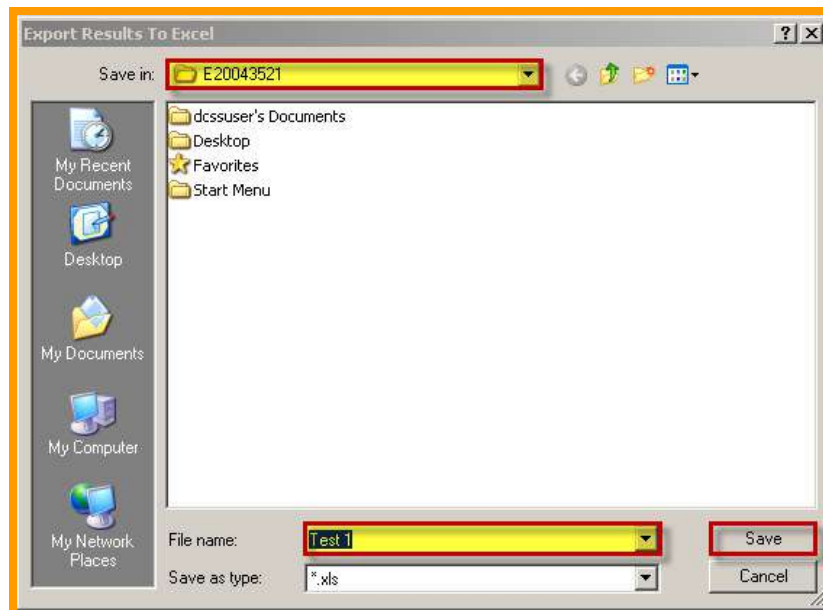- Flipchart page number the question reside

4. Click the Export button. This will open the Export Results to Excel Dialog Box.

    Export

5. Click on the drop-down arrow and select the folder where you want to save the exported file.

6. Type the desired filename in the filename field.

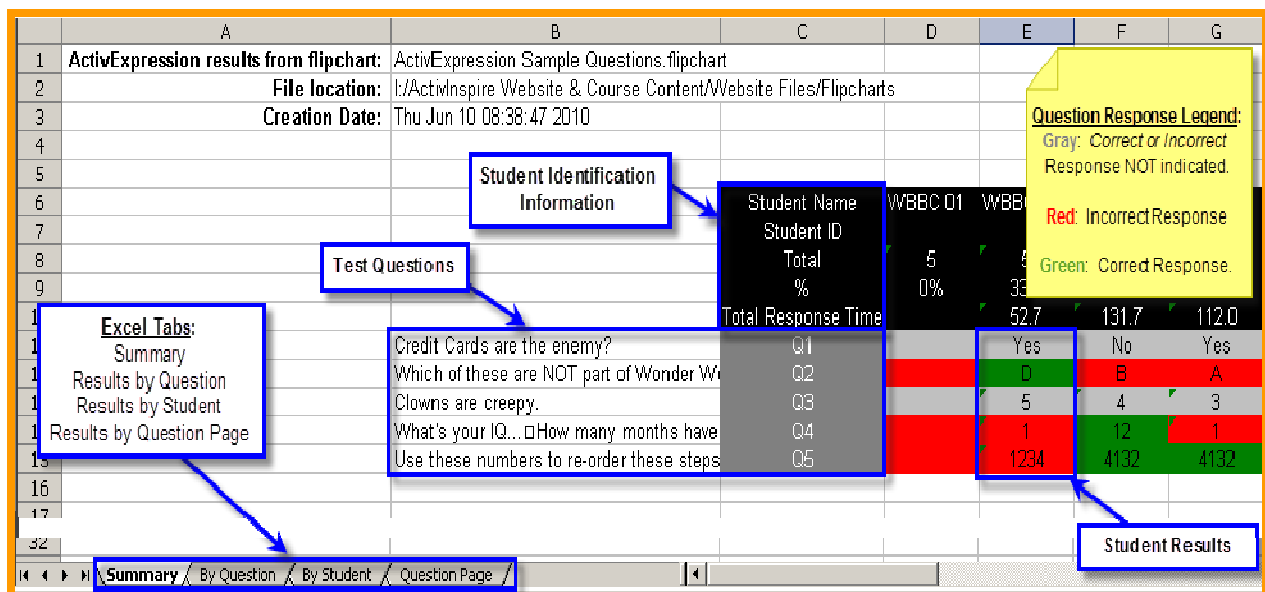7. Click Save. Your Excel file will open automatically.

Test Results in Microsoft Excel

Student test results are exported and displayed in MS Excel in four different ways:

- Summary
- By Question
- By Student
- By Question Page

Each Excel tab represents test results in the aforementioned formats.

Devices that include specific identification information (i.e. device name, number, etc.) will appear highlighted in black. This allows the teacher to analyze student data easily (student name, total questions answered, percentage correct and total response time).

The student responses are, also, color coded as follows:

- **Gray**: Correct/Incorrect Responses not indicated
- **Red**: Incorrect Response
- **Green**: Correct Response
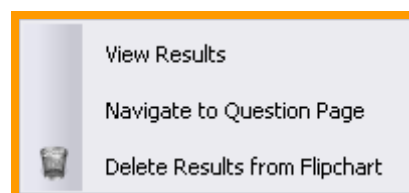
More About the Results Browser

The Results Browser allows you to review the voting results generated for each question. You may retrieve results after a session has ended, display the results in different formats, paste one or more result graph into the current flipchart page, and/or export results to an Excel spreadsheet for further analysis.

To view question results, navigate to the question page, or delete the results from the flipchart, complete the following steps:

1. Click on the plus (+) to collapse the Results Browser.
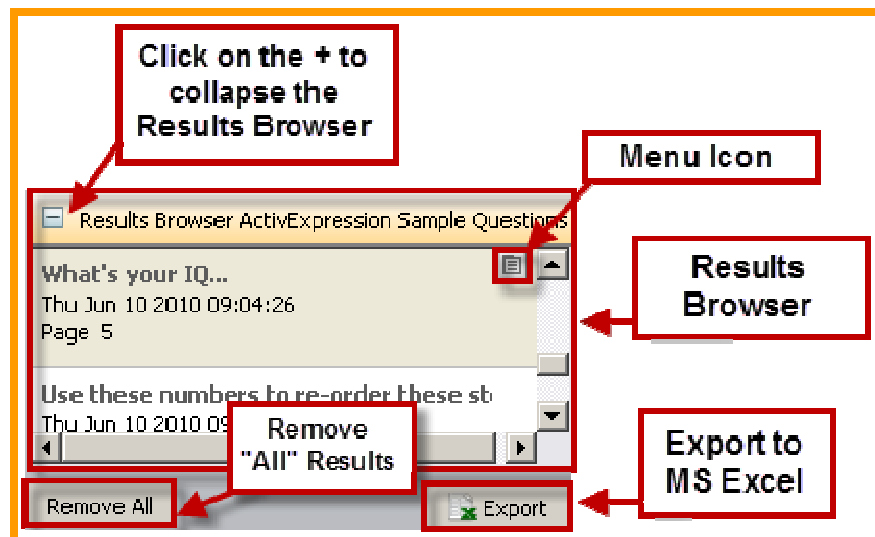
2. Click on the Menu icon and make appropriate selection. The menu icon provides three options:

    a. View Results

    b. Navigate to Question Page, and

    c. Delete Results from flipchart.

Removing All Results from the Results Browser

To remove all test results from the Results Browser, complete the following steps.

1. Click on the plus (+) to collapse the Results Browser.

2. Click on the Remove All button.

Remove All