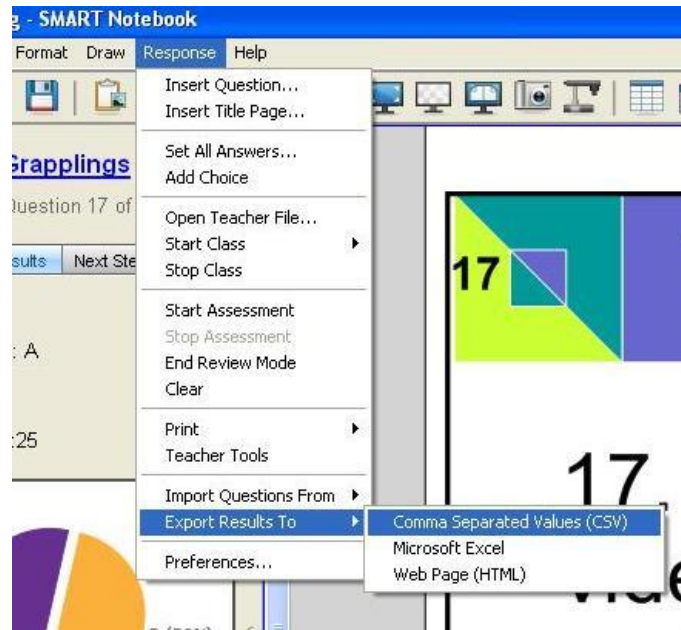


Saving data for a question-by-question assessment

If you want to save data from a Response quiz and you are not using a title, you need to export in a specific way, otherwise you could lose all your data. You must export your data before clearing quiz results or closing the file.

How to export the results of a question-by-question assessment

- Stop the assessment
- Choose **“Response”** from the top menu bar in Smart Notebook
- Go down to **“Export Results To”** and then across to **“Comma Separated Values”** and click it
It is important to note: **if you export to Excel, no data will be saved.**



- Choose where to save the results
- During the saving process, you will be asked how you'd like student information to display on the CSV file.
 - Choose to have the first and last names of students separated.
 - Include any other relevant information you would like in the file.

You can also Export Results to Web Page (HTML), which provides a different, static format with a summary at the end.

(Additionally, you can save the Notebook file with a different name, but it will only save the last assessment given.)