



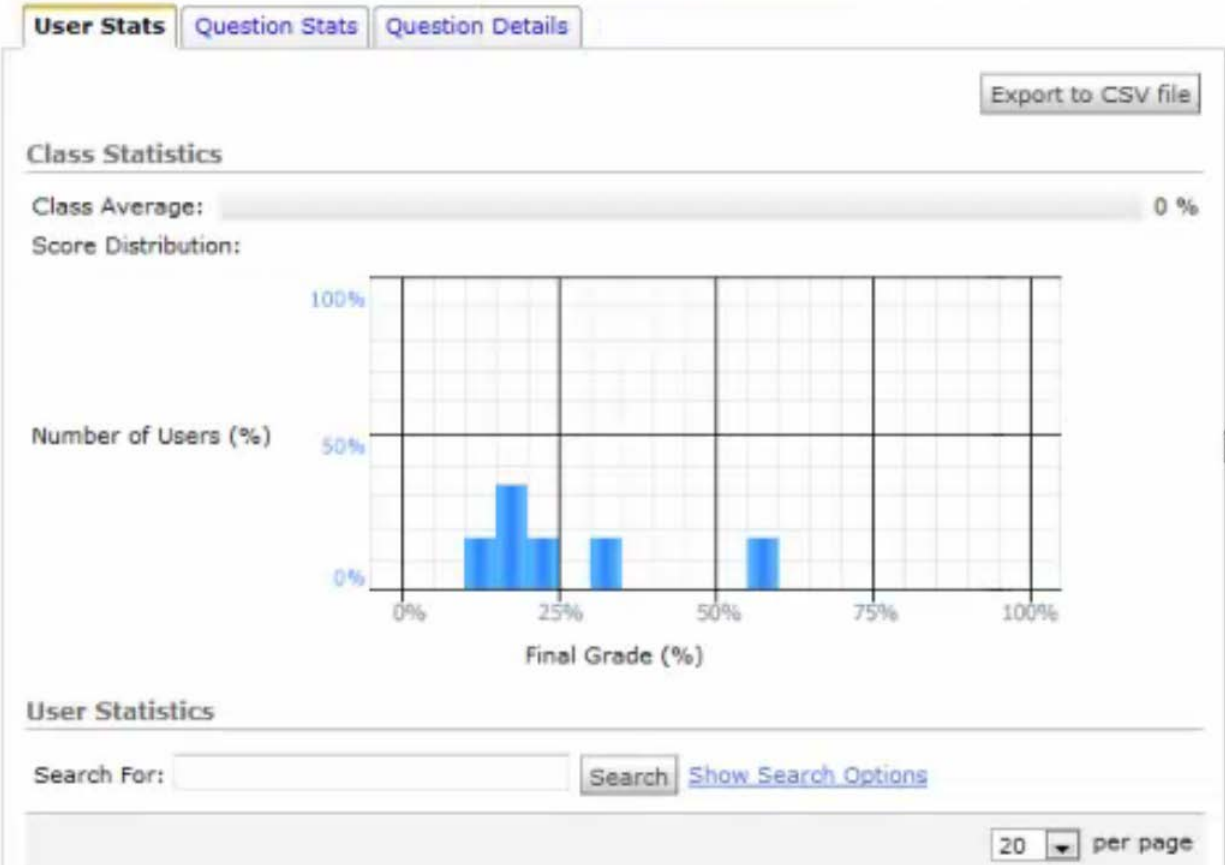
## Report Tab for Quizzes

In this tutorial we will learn how to create reports for quizzes. Reports are useful if you are planning to share the details of the quizzes with other users enrolled in your course such as the help desk manager, department head, and guest observer.



If you are interested in creating a report for yourself or for the teaching assistant you don't need to use the report setup because the reports are accessible to these users through quiz statistics.





## Step 1. Navigating to New Report

**Exam 2 - Edit**

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**Reports**

[Add Report](#)

1A. In order to create reports, first go to the report setup tab for a selected quiz.

1B. Here you will not see any reports yet so click on add report.

## Step 2. Setting up New Reports

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+ Report Name:

Report Type

Question

Display class average ?

Display score distribution ?

Include bonus questions ?

Show Out Of value ?

2A. A new screen will appear displaying multiple options available to modify your report. First you need to enter a report

## Go Back to Reports

+ Report Name: Exam 2

Report Type:

2B. Next choose the report type. You can pick from question statistics, question details, users statistics, attempt details, and user attempts. For each of these types there is a variety of options to choose from as well. You can choose any of these options for your report type.

### Question Statistics

- Display class average ?
- Display score distribution ?
- Include bonus questions ?
- Show Out Of value ?

### Question Details

- Display difficulty for each question ?
- Include text responses ?
- Include bonus questions ?
- Display private comments from sections ?

### Users Statistics

- Display class average ?
- Display score distribution ?
- Display Org Defined ID ?

### Attempt Details

- Display Org Defined ID ?
- Display attempt duration ?

### User Attempts

- Display Org Defined ID ?

+ Report Name: Exam 2

Report Type

Question Statistics

Display class average ?

Display score distribution ?

Include bonus questions ?

Show Out Of value ?

2C. If you choose question statistics it will display information about the questions in the quiz.

2D. You can choose to display the class average, score distribution, bonus questions, and out of value score.

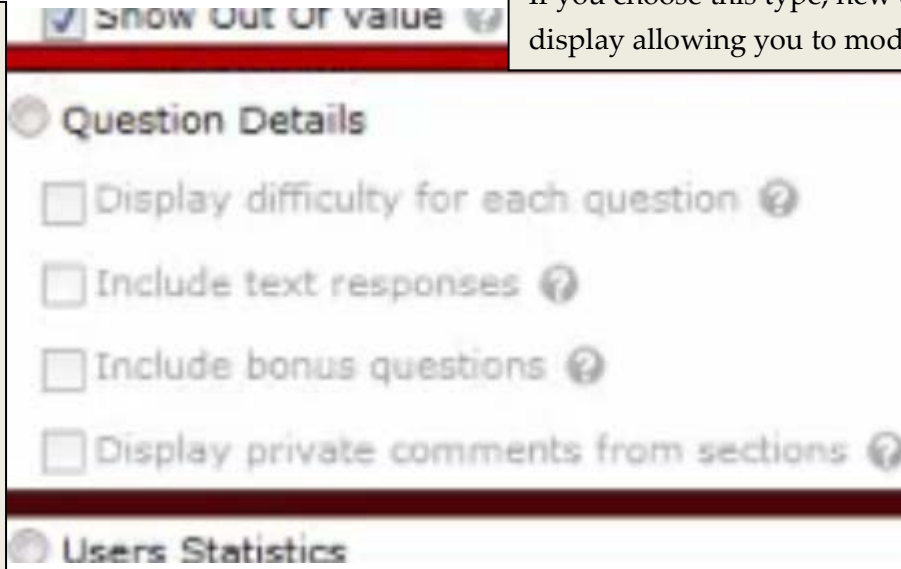
2E. The bonus question option will display stats about any bonus questions you included in the quiz.



**2G.** You can display the difficulty for each question, include text responses (which will display long answer responses), you can include bonus questions in your report, and display private comments from sections.

**2F.** The next report type is question details. If you choose this type, new options will display allowing you to modify that type.

**2H.** When you display private comments it will show the comments entered in the create/edit section in the report. It is not recommended to release a report to people taking the quiz with this information.



**Users Statistics**

Display class average ?

Display score distribution ?

Display Org Defined ID. ?

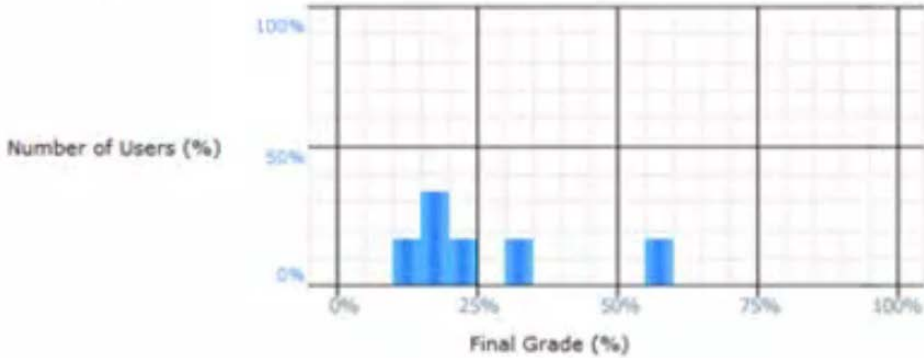
2I. If you choose the users statistics report type you can choose to display the class average, score distribution, or org defined ID.

Report Users Statistics

Class Statistics

Class Average:  0 %

Score Distribution:



User Statistics

Search For:   [Show Search Options](#)

20 per page

First Name ▲, Last Name, Id	%
[Redacted]	19.23 %
[Redacted]	57.69 %
[Redacted]	30.77 %
[Redacted]	11.54 %
[Redacted]	23.08 %
[Redacted]	15.38 %

20 per page

Display Org Defined ID ?

### Attempt Details

Display Org Defined ID ?

Display attempt duration ?

### User Attempts

Report Attempt Details

20 08/04/16

Attempt 1

Final Score: 0  
Written: Jul 18, 2011 11:26 AM - Jul 18, 2011 11:28 AM  
Time Limit: 0:03:00 (enforced)  
Time Spent: 0:02:00

Section/Question

Created by Respondus

Question 1

Difficulty: 1 Score: 0 / 1 (0%)

Which of the following sets contains the "Five Civilized Tribes"?

- 1) Alabama, Kentucky, Mississippi, Georgia and Tennessee.
- 2) Choctaw, Chickasaw, Cree, Comanche and Seminole.
- 3) Hohawk, Oneida, Onondaga, Seneca and Cayuga.
- 4) Cherokee, Choctaw, Chickasaw, Creek and Seminole.

Question 2

Difficulty: 1 Score: 1 / 1 (100%)

In the 1830's, what was the forced removal of the Cherokee called?

- 1) Jefferson's Revenge.
- 2) The Death March.
- 3) The Long Walk.
- 4) The Trail of Tears.
- 5) Road of Sorrow.

Question 3

Difficulty: 1 Score: 0 / 1 (0%)

Display attempt duration ?

### User Attempts


Display Org Defined ID ?

2K. The final option is users attempts and this will only allow you to show the org defined ID.

### Report User Attempts

20  per page

Attempt	Started	Completed	Score	%
1	Jul 18, 2011 11:40 AM	Jul 18, 2011 11:41 AM	5 / 26	(19.23 %)
1	Jul 18, 2011 11:22 AM	Jul 18, 2011 11:25 AM	15 / 26	(57.69 %)
1	Jul 18, 2011 11:26 AM	Jul 18, 2011 11:28 AM	8 / 26	(30.77 %)
1	Jul 19, 2011 4:21 PM	Jul 19, 2011 4:23 PM	3 / 26	(11.54 %)
1	Jul 18, 2011 11:29 AM	Jul 18, 2011 11:35 AM	6 / 26	(23.08 %)
1	Jul 18, 2011 11:36 AM	Jul 18, 2011 11:38 AM	4 / 26	(15.38 %)

20  per page

## Step 3. Releasing Reports

Note that you can create multiple reports for the same quiz to provide different information. For example you can create one report and see which questions students found more difficult and focus on the information the question asked about. You could create another report just to see the statistics of the quiz to decide whether or not to focus more on a section of the course.

**3A.** You can also create separate reports for separate people and choose to release them at different times, whether immediately or on a specified date. If you create two similar reports you can release one to yourself immediately and the other to your students on a specified date.

Release:  immediately

7/25/2011 11:37 AM Now

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today

nin(non-casc)  
nin(cascade)

**3B.** We do not recommend you to share the reports with your students unless you have a good reason. Reports may reveal information about other students' performance.

## Release Report To

### Role

Central Admin

Temp DOME (casc)

Temp DOME (non-casc)

Univ Admin(non-casc)

Univ Admin(cascade)

Help Desk Manager

Help Desk Pro Staff

Dept Head

Univ Instructor

Univ Tchg Asst

Univ Student

Tech Fellow (non-ca)

K12Student

Univ Student - Incom

Course Mapping

Guest Observer

Guest Participant

3C. To choose who to release the report to go to the last section on your page, you will see numerous roles to decide who to release the report to.

3D. To choose a role, mark the checkbox. Doing this allows you to share the report with that person.



Quiz List



Edit



Grade



Reports



Stats



Preview

Go Back to Reports

Report Name: Exam 2

Report Type: Question Statistics



3E. When you have finished, click save report at the top of the page.

Save Report

Quiz List Edit Grade Reports

Properties Restrictions Attempts Objectives Su

### Reports


<a href="#">Exam 2</a> <b>Report Type:</b> User Attempts <b>Release:</b> immediately


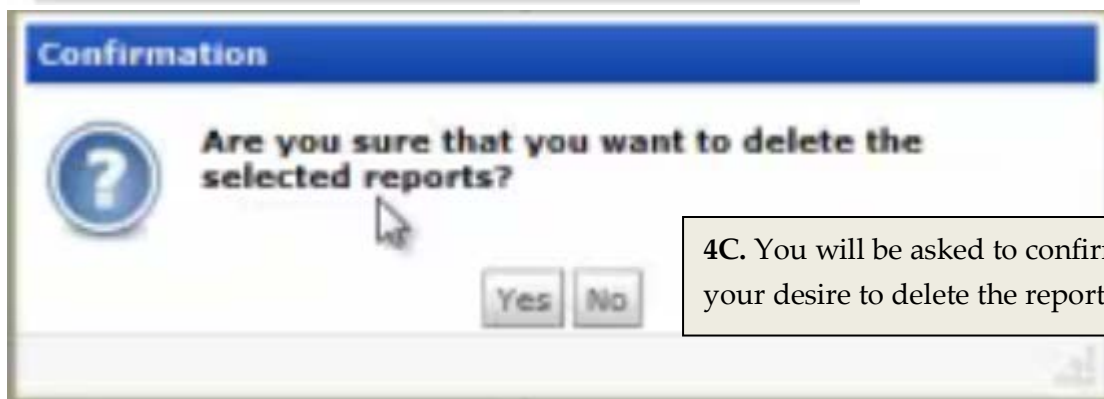
3F. You will be taken back to the reports tab and will see the report you just created. You will see information on its type and when it is to be released.

# Step 4 Deleting and Generating Reports

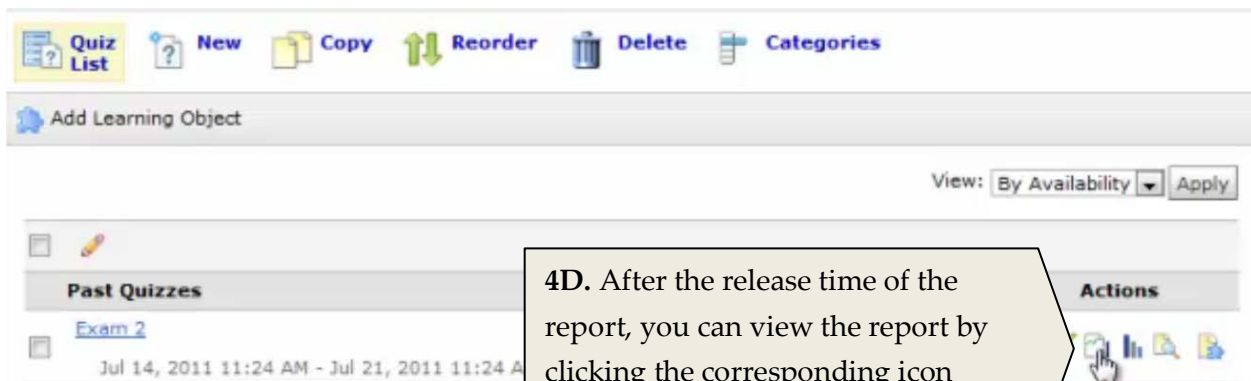
4A. Now you can also delete a report by selecting the checkbox of the report



4B. and then clicking the trash can icon.



4C. You will be asked to confirm your desire to delete the report.



4D. After the release time of the report, you can view the report by clicking the corresponding icon under actions for the specified quiz.



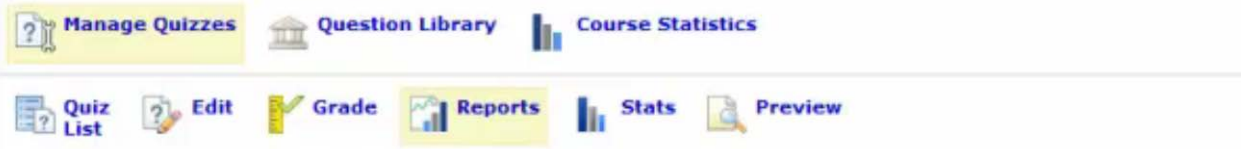
## Reports

Exam 2

4E. Select a report to view.

Report Type: User Attempts  
View Report  
Release: Immediately

### Exam 2 - Generate Report



Go Back to Reports Generate CSV Report Generate HTML Report

Exam 2

For attempts completed:  From  
7/18/2011   
United States - Chicago  
 To  
7/25/2011   
United States - Chicago

4F. Then choose the data range for attempts completed in a period of time . If you do not choose a data range, the report will be generated for all the attempts during the semester of that particular quiz.

### Exam 2 - Generate Report

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Exam 2

For attempts completed:  From

United States - Chicago

To

United States - Chicago

Exam 2

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Attempt	Started	Completed	Score	%
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1	Jul 18, 2011 11:36 AM	Jul 18, 2011 11:38 AM	4 / 26	(15.38 %)

20 per page

4G. Then choose to generate a CSV report or HTML report.

4H. The CSV report will be an Excel file that you can save to your computer for further analysis and the HTML report will bring you to a new screen displaying the report on your web browser.

In this tutorial we have learned how to create reports to monitor the quizzes in your course.