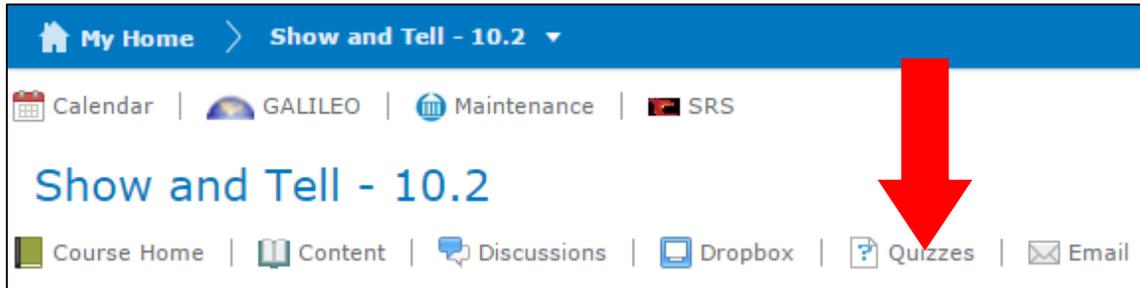


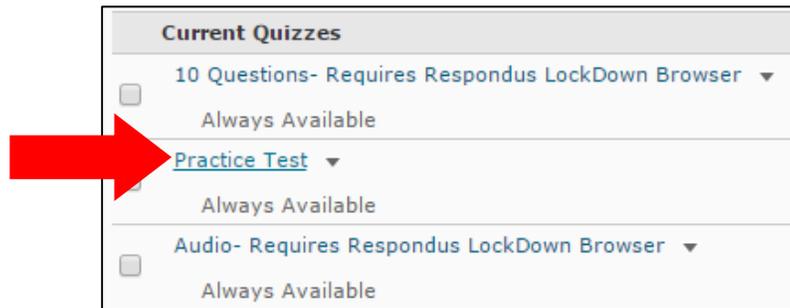
## How to Generate and View Quiz Reports

1. Login to GeorgiaView.
2. Go into the course where you want to generate and/or view the report.
3. Click on the Quizzes tab from the top menu bar.

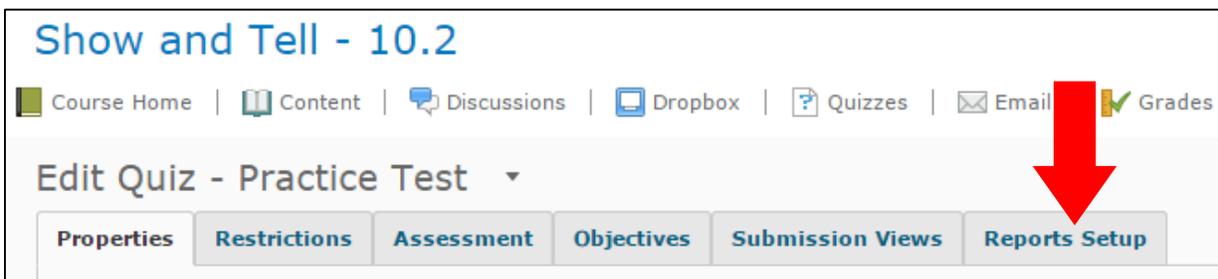


### Generate Reports

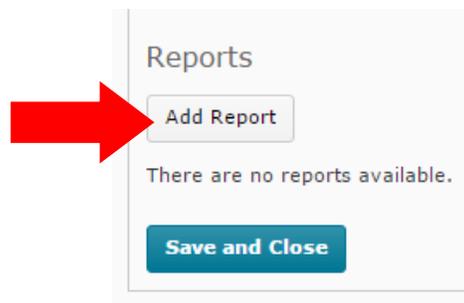
4. Click on the name of the quiz of which you would like to generate/view reports.



5. Select the Reports Setup tab.



6. Click on Add Report.



7. Give the report a name by typing in the Report Name box.
8. Under Report Type, choose the statistics you want in your report.  
**Note: The report must be in 1 of 5 categories: Question Statistics, Question Details, Users Statistics, Attempt Details, or User Attempts. You may choose which specific statistics to choose but they must be from a single category.**
  - a. If you would like more information on a particular statistic and what it shows, click the question mark icon next to it.

**Report Type**

Question Statistics

Display class average ?

Display score distribution ?

Include bonus questions ?

Show Out Of value ?

Display Standard Deviation ?

Display Point Biserial ?

Display Discrimination Index ?



9. Under Release, choose to release the report immediately or at a certain date and time.

**Release**

immediately

*United States - New York*

10. Under Release Report To, check the box next to instructor.

**Release Report To**

**Role**

Administrator

Instructor

Student

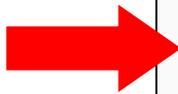
ITS Support

Demo Student

Teaching Assistant

IT Help Desk User

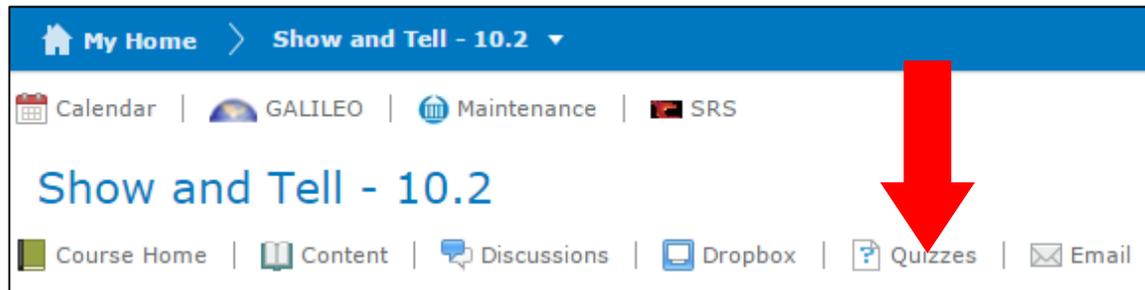
SP16-2 Instructor



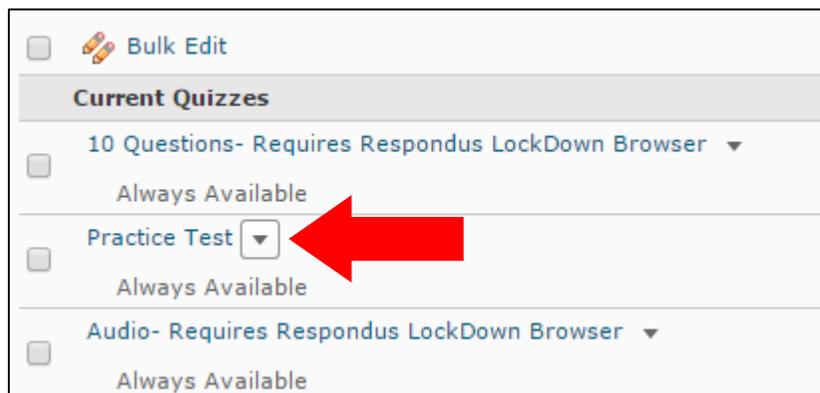
11. Click Save.

## **View Reports**

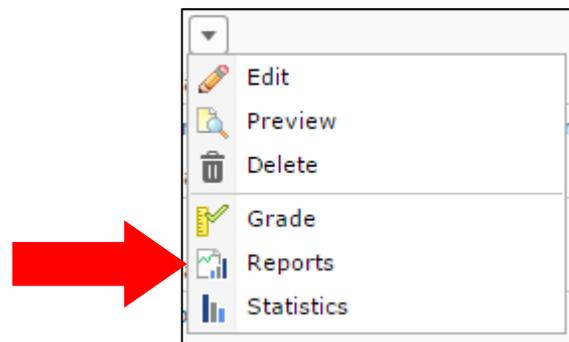
1. Click on the Quizzes tab from the top menu bar.



2. Select the arrow beside the name of the quiz for which you would like to view a report.

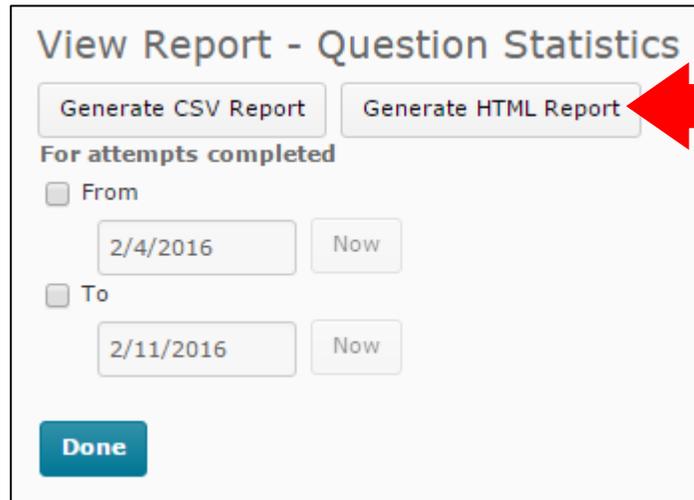


3. Choose Reports from the drop-down menu that appears.



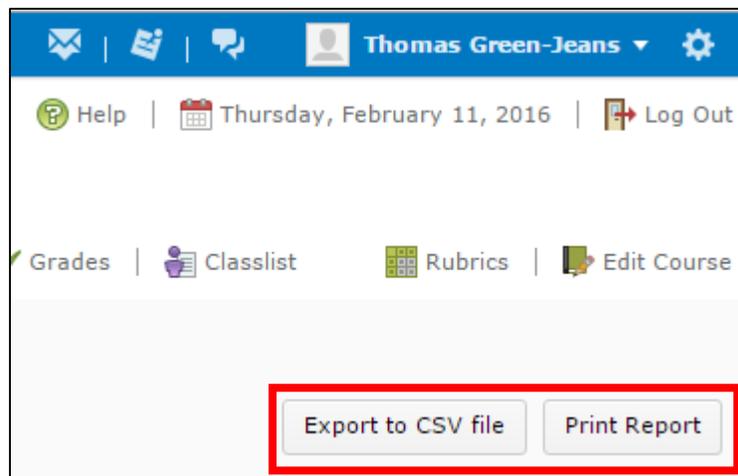
4. Click on the name of the report you wish to view.

5. Select Generate HTML Report.



The screenshot shows a web interface titled "View Report - Question Statistics". At the top, there are two buttons: "Generate CSV Report" and "Generate HTML Report". A red arrow points to the "Generate HTML Report" button. Below these buttons, the text "For attempts completed" is followed by two sections: "From" and "To". Each section has a date input field (containing "2/4/2016" and "2/11/2016" respectively) and a "Now" button. At the bottom left, there is a blue "Done" button.

6. After viewing the report, you have the option to print it or export it as a .csv file by clicking on the appropriate buttons in the top right-hand corner.



The screenshot shows a user interface with a blue header bar. The header bar contains icons for mail, calendar, chat, and a user profile for "Thomas Green-Jeans" with a settings gear icon. Below the header bar, there is a navigation bar with "Help", "Thursday, February 11, 2016", and "Log Out". Below the navigation bar, there are four menu items: "Grades", "Classlist", "Rubrics", and "Edit Course". At the bottom right, there are two buttons: "Export to CSV file" and "Print Report", which are highlighted with a red rectangular box.