

# Quiz - Response report

	First name / Last name	ID number	Email address	Department	State	Grade/100.00	Response 1	Response 2	Response 3
<input type="checkbox"/>	SS Sandbox Student 2 Review attempt		sdstudent2@invalid.noemail		Finished	100.00	✓ Xuzhou ; Suzhou; Nanjing	✓ beijing	✓ True
<input type="checkbox"/>	SS Sandbox Student 3 Review attempt		sdstudent3@invalid.noemail		Finished	45.00	✗ Xuzhou	✓ beijing	✗ False

An example of the response report

## Overview:

This guide will show you how to locate, filter, and download response reports within the Quiz activity.

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### Step 1: Access the Quiz activity

In your module area/course, click the link of the Quiz activity.

▼ Topic 5

Example Quiz

Receive a grade

Opened: Wednesday, 8 November 2023, 1:31 PM

### Step 2: Locate the "Responses" link

1. Click the "Results" tab on the menu
2. Click the "Responses" in the dropdown list

## Example Quiz

Quiz Settings Questions Results Question bank More ▾

Grades

Grades

Responses

Statistics

STACK response analysis

Marks per section

Manual grading

Manual grading by student

Download essay submissions

Archive

Quiz exporting

Attempts: 3

### in the report

enrolled users who have attempted the quiz

In progress  Overdue  Finished  Never submitted

that have been regraded / are marked as needing regrading

### Display options

Page size

30

## Step 3: The response report

You will see the response report like the example below:

You will be able to see how the student did in the whole attempt or in different questions by clicking on the links in blue.

	First name / Last name	ID number	Email address	Department	State	Grade/100.00	Response 1	Response 2	Response 3
<input type="checkbox"/>	SS Sandbox Student 2	sdstudent2@invalid.noemail		Finished	100.00	<input checked="" type="checkbox"/> Xuzhou ; Suzhou; Nanjing	<input checked="" type="checkbox"/> beijing	<input checked="" type="checkbox"/> True	
<input type="checkbox"/>	SS Sandbox Student 3	sdstudent3@invalid.noemail		Finished	45.00	<input checked="" type="checkbox"/> Xuzhou	<input checked="" type="checkbox"/> beijing	<input checked="" type="checkbox"/> False	

## Step 4: Filter the report

You can choose what to include in the report and the display options by changing the settings, and then click "show report".

### What to include in the report

Attempts from

enrolled users who have attempted the quiz

Attempts that are

In progress  Overdue  Finished  Never submitted

### Display options

Page size

30

Show the

question text  response  right answer

Show report

Only one attempt per user allowed on this quiz.

You can locate a particular student's response by selecting the initial letter or his/her First name and/or Surname.

First name	All	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z
Last name	All	A B C D E F G H I J K L M	N O P Q R S T U V W X Y Z

## Step 5: Download the report

You can download the report in different formats by selecting the formats and click "Download"/

Download table data as

Comma separated values (.csv)

Comma separated values (.csv)  
Microsoft Excel (.xlsx)  
HTML table  
Javascript Object Notation (.json)  
OpenDocument (.ods)  
Portable Document Format (.pdf)

Other guides you may also interested:

1. Manual grading by student
2. Manual grading
3. How to change the max grade of a quiz/How to change the mark for each questions

Online URL: <https://knowledgebase.xitlu.edu.cn/article/quiz-response-report-63.html>