

# Quiz - Response report

<input type="checkbox"/>	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:

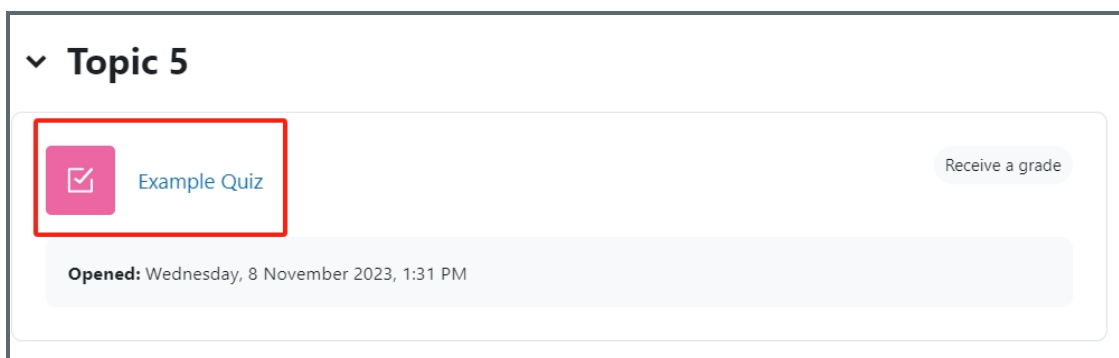
This guide will show you how to locate, filter, and download response reports within the Quiz activity.

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### Step 1: Access the Quiz activity

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



### 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

Show only attempts

▼ **Display options**

Page size

### 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.

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

Attempts that are  In progress  Overdue  Finished  Never submitted

▼ **Display options**

Page size

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"/

The screenshot shows a user interface for downloading a report. A dropdown menu is open, showing the following options: Comma separated values (.csv), Microsoft Excel (.xlsx), HTML table, Javascript Object Notation (.json), OpenDocument (.ods), and Portable Document Format (.pdf). The 'Download' button is highlighted with a red box. The background shows a table with columns for 'First name / Last name', 'Address', and 'Depa'.

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.xjtlu.edu.cn/article/quiz-response-report-63.html>