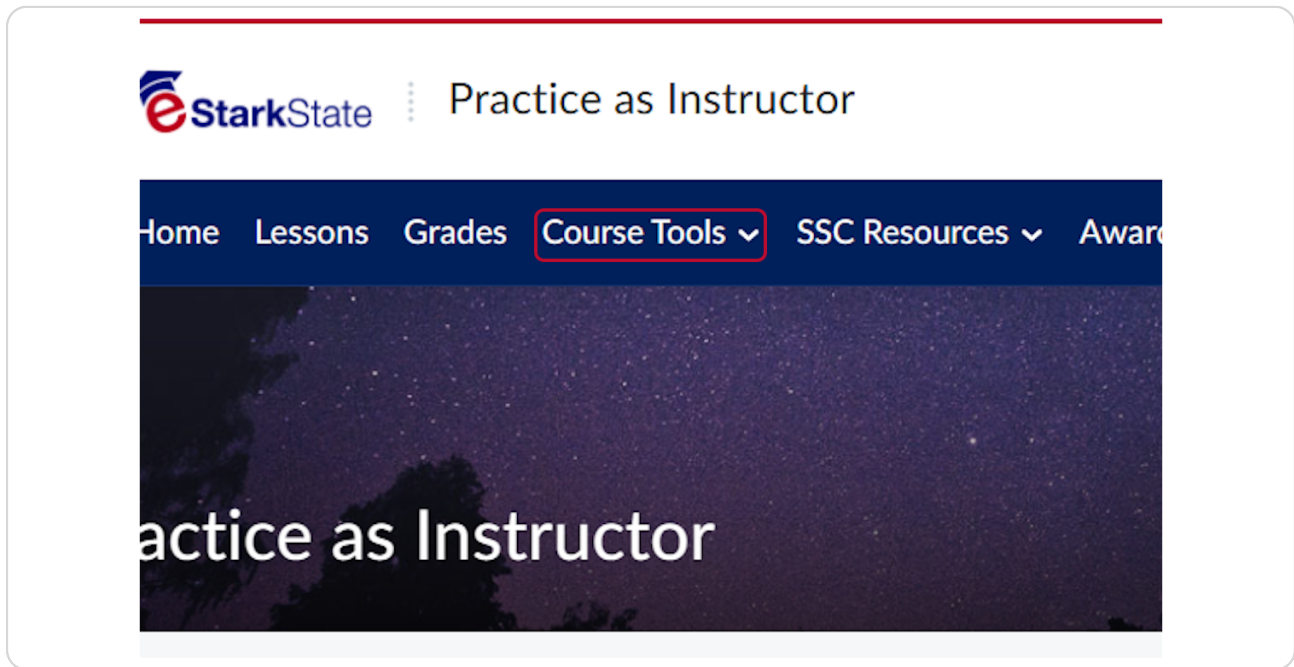


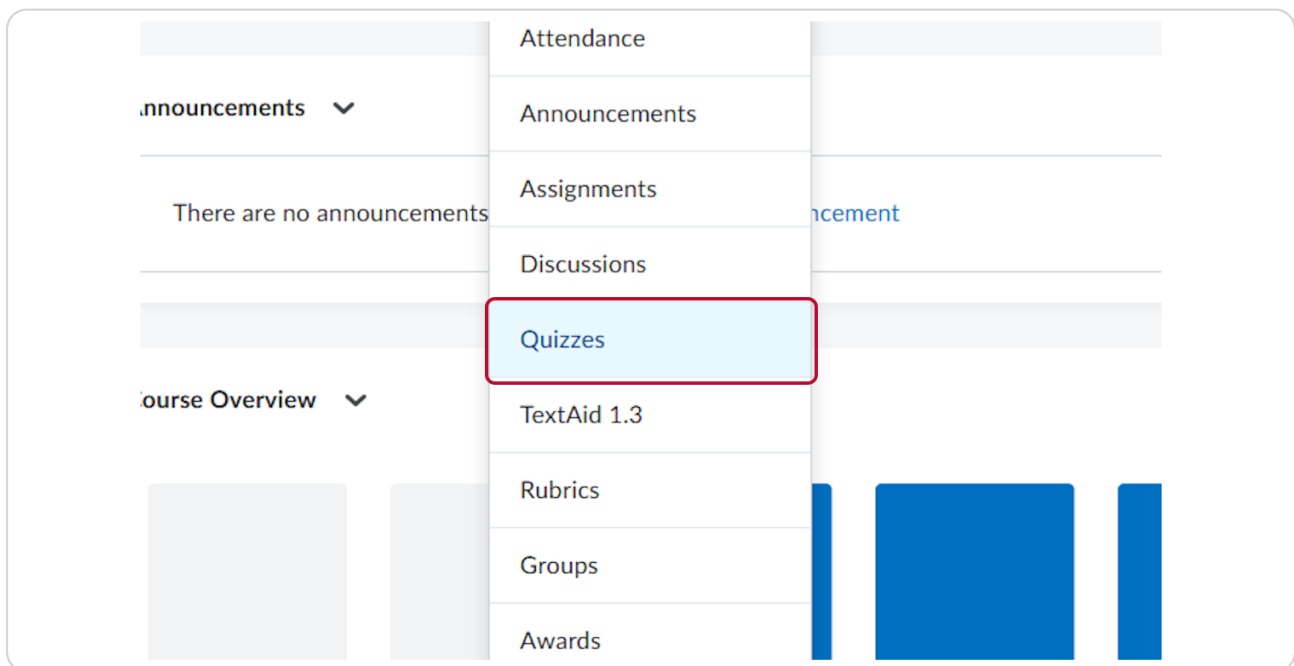
STEP 1

Click on Course Tools



STEP 2

Click on Quizzes




STEP 3

Click on the V for the Quiz you want to review



on Aug 31, 2025 11:59 PM

duction to Web Design and Development Quiz - Requires Respondus L

Design & User Experience Quiz 

on Oct 12, 2025 11:59 PM

able on Sep 2, 2025 12:01 AM until Oct 12, 2025 11:59 PM

al Library Lessons Quiz  

STEP 4

Click on Grade

Preview

Print

Delete

Copy

Grade


Setup Reports

View Reports

Statistics

nt Quizzes

Test - Requires Respondus Lock

Here Quiz 

on Aug 31, 2025 11:59 PM


duction to Web Design and Deve

pondus LockDown Browser + 1


STEP 5


Check Select the student's


We suggest selecting all rows, so you see everything


Search For...

Show Search Options

 Publish

 Retract Feedback

 Reopen

 Delete

<input checked="" type="checkbox"/>	Learner ▲
<input checked="" type="checkbox"/>	Test Learner1
<input checked="" type="checkbox"/>	attempt 1
	...

STEP 6

Click on Export to Excel

[Course Home](#) [Lessons](#) [Grades](#) [Course Tools](#) ▾

[Manage Quizzes](#) > Web Design & User Experience Quiz

Grade Quiz - Web Design & User Experience

[Export to CSV](#) [Export to Excel](#) [Manage Exemptions](#) [Attempt Quiz](#)

[Users](#) [Attempts](#) [Questions](#)

View By: User ▾ [Apply](#)

[Show Search Options](#)

STEP 7

Click on Close

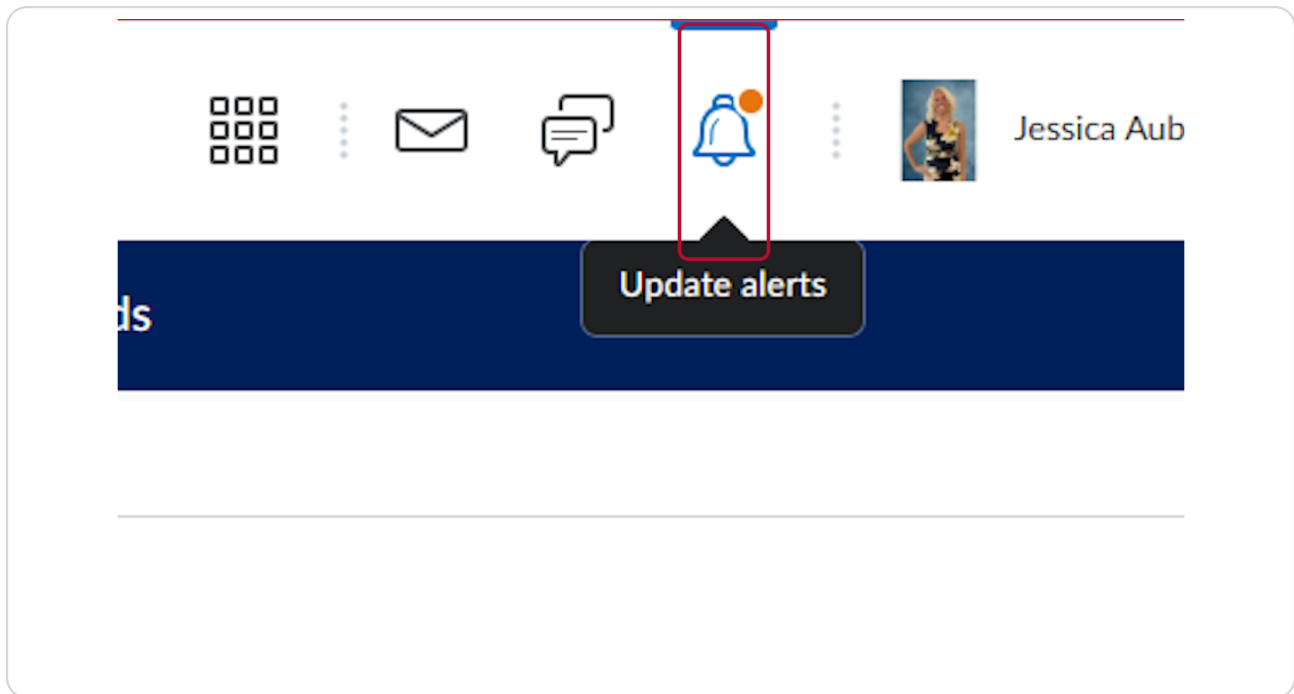
Your report is being generated

You will receive a notification in Brightspace when your file is ready to be downloaded.

[Close](#)

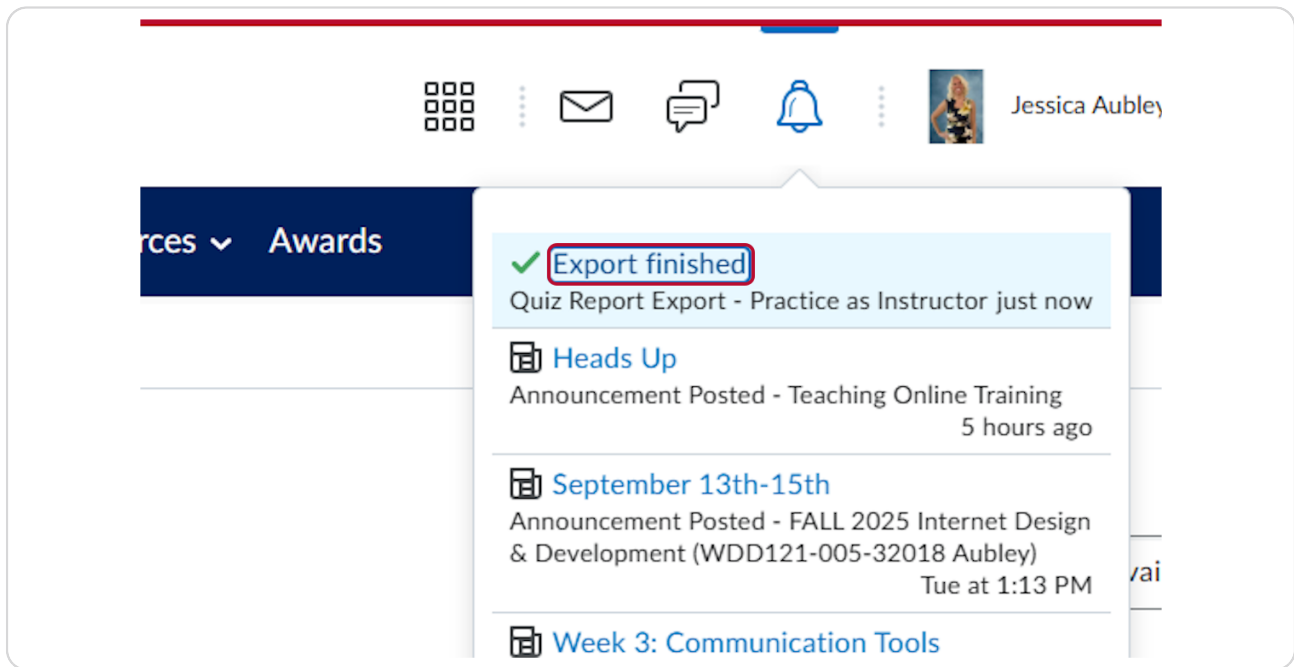
STEP 8

Once the report is completed, you will see an orange dot by the Update Alerts, click on the Update Alerts



STEP 9

Click on Export finished



STEP 10

Click on Click here to download the export file

