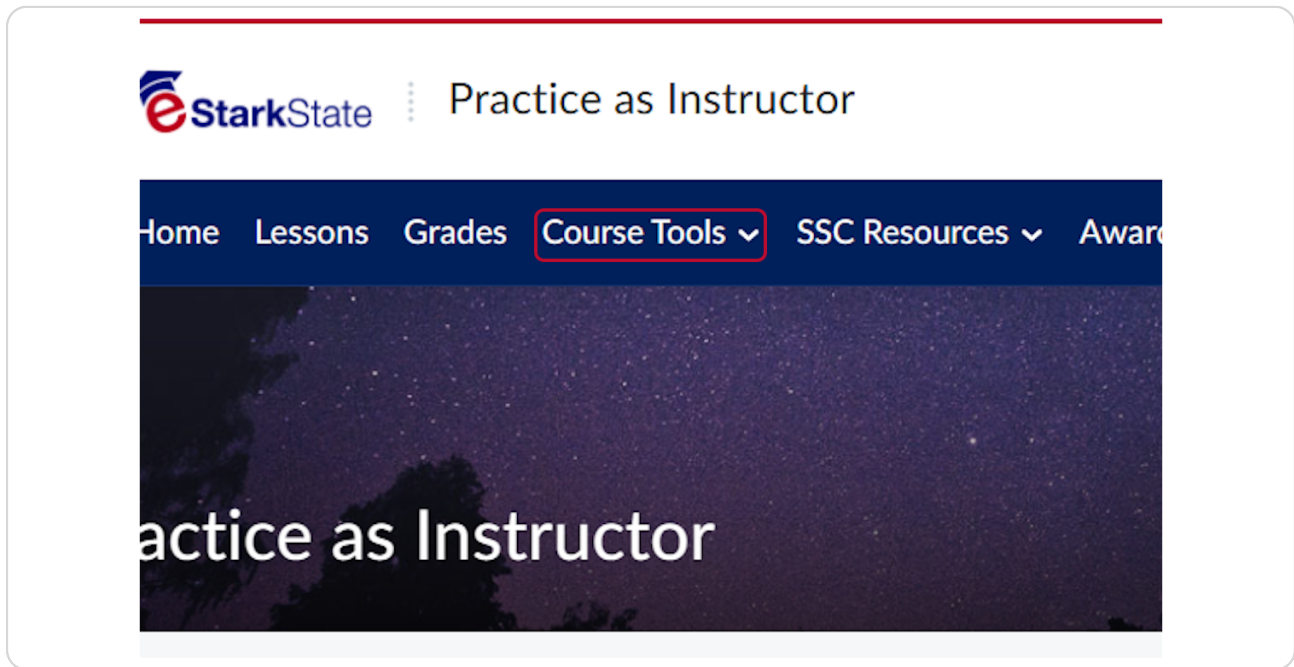**STEP 1**

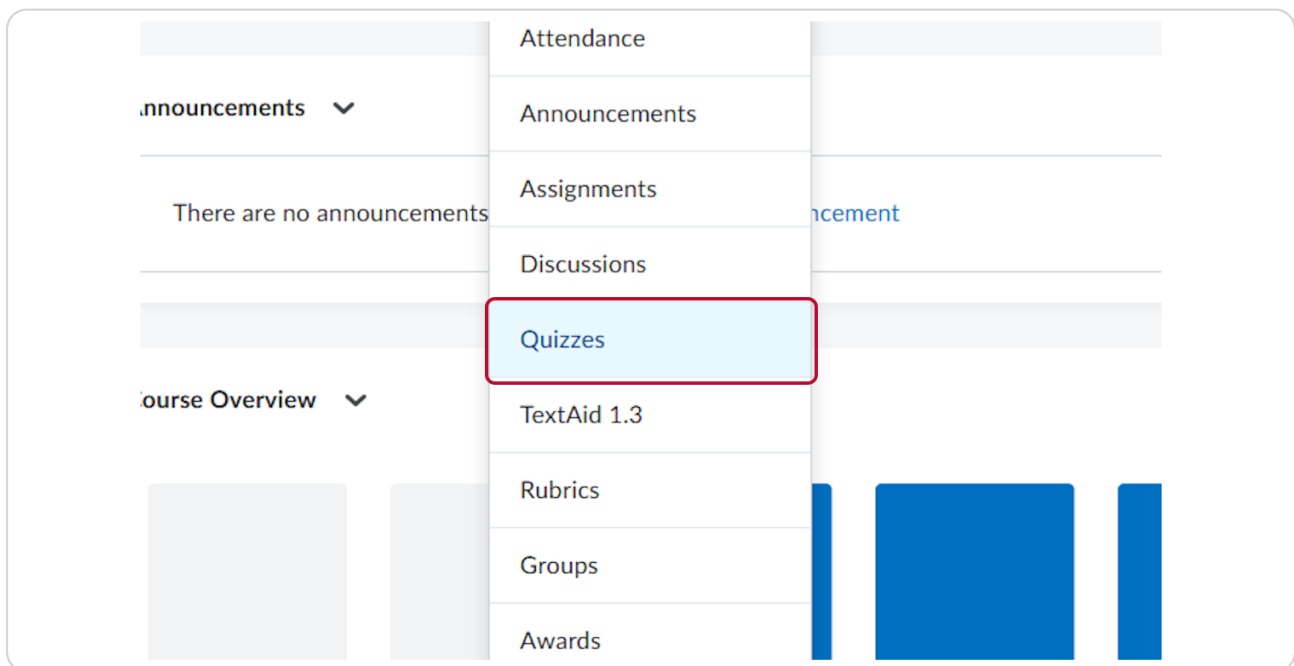## Click on Course Tools

STEP 2

Click on Quizzes

Click on the V for the Quiz you want to review

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Design & User Experience Quiz ⌄

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STEP 4

Click on Grade

Preview

Print

Delete

Copy

Grade

Setup Reports

View Reports

Statistics

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Test - Requires Respondus Lockl

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Check Select the student's

We suggest selecting all rows, so you see everything

STEP 6

Click on Export to Excel

STEP 7

<u>Click on Close</u>

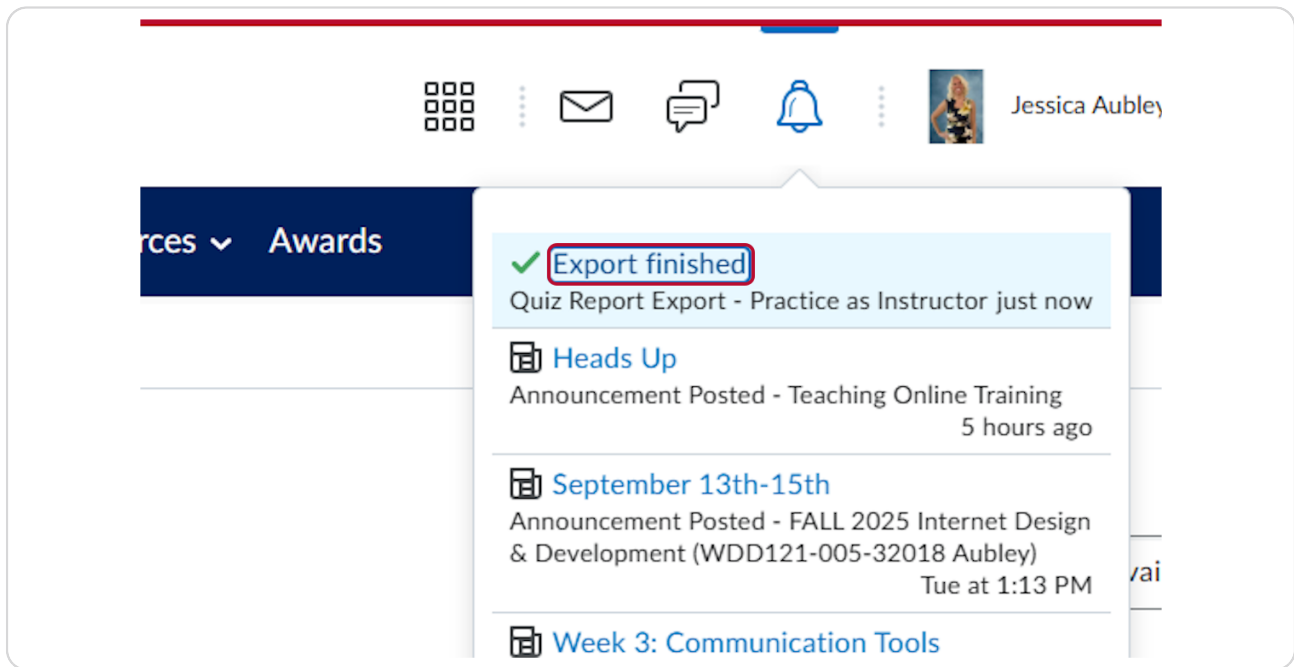**Once the report is completed, you will see an orange dot by the Update Alerts, click on the Update Alerts**
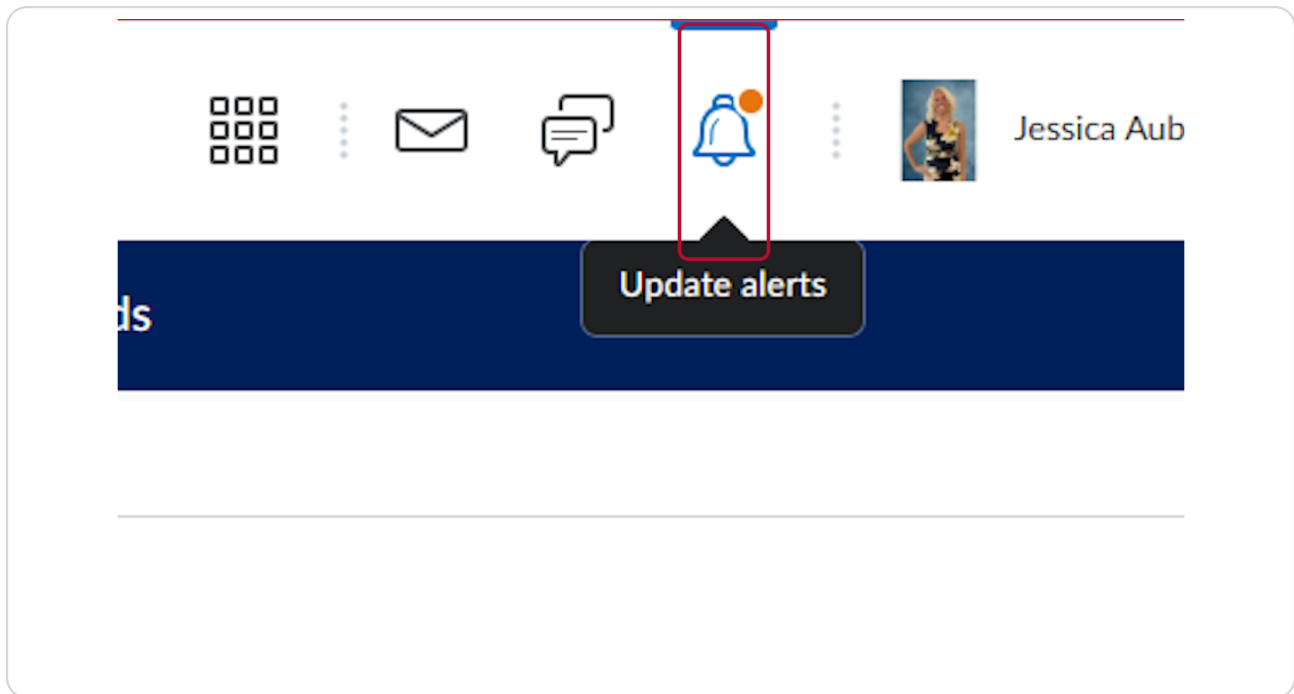
STEP 9

Click on Export finished

STEP 10

Click on Click here to download the export file