

## Downloading/Printing Moodle Statistical Test Results

Moodle Statistics offer a variety of test/quiz and question bank results in text, graph and table formats.

**Accessing Statistics:** There are two ways to open statistics.

First way:

- **Login to Moodle**
- **Locate and Open the course**
- In Administration>Course Administration, **click Grades**
- **Scroll through the gradebook** until you reach the item you wish to view stats on, **Click on the item's title.** (*When the page opens, you will be viewing the Grades and question results of each student who took the test*)
- In Administration> Results, **click Statistics.** This report gives a statistical analysis of the quiz, and the questions within it.

Second way:

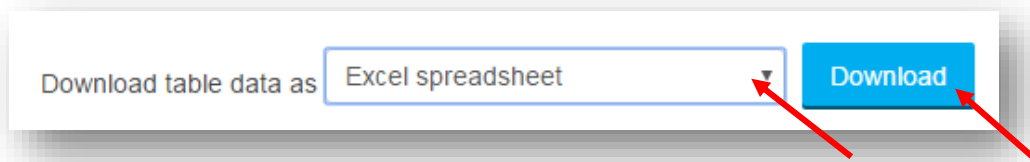
- **Login to Moodle**
- **Locate and Open the course**
- **Turn Editing on**
- On the Course Page, **scroll down and locate the name of the Test/Quiz you wish to review.** Then, **Click Edit>Edit Settings to the right of that item.**
- In Administration>Quiz Administration, **click Results** (*When the page opens, you will be viewing the Grades and question results of each student who took the test*)
- In Quiz Administration> Results, **click Statistics.** This report gives a statistical analysis of the quiz, and the questions within it.

## Most Common Statistic Downloads for Record-Keeping

### Individual Student Grades and Overall Class Average:

Located In Administration>Quiz Administration, **click Results>Grades**

- **Scroll down the page until you see "Download table data as" options field and blue "Download" Button**

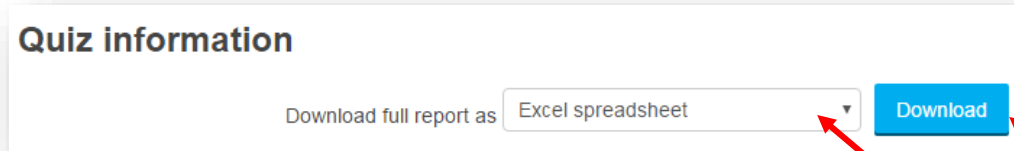


- **Change the table data options to "Excel spreadsheet", then click "Download"**
- From your Downloads folder, **open your new excel spreadsheet**
- **Click the yellow "Enable Editing" bar** at the top of the page
- **Left-click to highlight columns and and right click to hide columns you do not need to see in the print-out**
- **Change Print>Scaling settings to "Fit all columns on pne page" then print**

### Overall Test Statistics:

Located in Administration>Quiz Administration, click **Results>Statistics**

- Scroll down until you see the Quiz Information “Download full report as” field and blue “Download” Button



**Quiz information**


Download full report as

- Change the report type to “Excel spreadsheet”, then click “Download”
- From your Downloads folder, **open your new excel spreadsheet**
- Click the yellow “Enable Editing” bar at the top of the page
- Left-click to highlight columns and and right click to hide columns you do not need to see in the print-out

**PLEASE NOTE:** *Instead of a Download, you can use your Snipping Tool to take a “Snip” of the Quiz Information. Then, Save and Print as a jpeg file.*

*Need Snipping Help?*

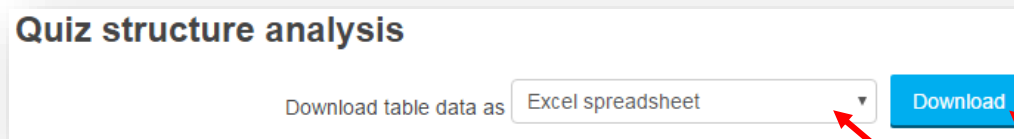
*If you are using a MAC, select COMMAND-SHIFT-4 to save the selection on your screen to the Desktop*

*If you are using Windows, click the Start button.  In the search box, type ‘Snipping Tool’, and then, in the list of results, click “Snipping Tool” to open the tool, grab the selected area on your screen. Save the Snip as a jpeg file.*

### Test Question Statistics:

Located in Administration>Quiz Administration, click **Results>Statistics**

- Scroll down until you see the Quiz Structure Analysis “Download table data as” field and blue “Download” Button



**Quiz structure analysis**

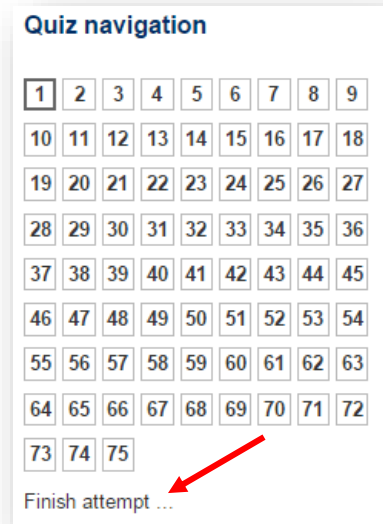
Download table data as

- Change the report type to “Excel spreadsheet”, then click “Download”
- From your Downloads folder, **open your new excel spreadsheet**
- Click the yellow “Enable Editing” bar at the top of the page
- Left-click to highlight the columns and and right click to hide columns you do not need to see in the print-out. *Please note, this download will create multiple tabs. Only print the information you need.*
- Change Print>Scaling settings to “Fit all columns on one page” then print

### Print-out of Test Questions:

Located in Administration>Quiz Administration, click **Preview**

- On the left side under the Quiz navigation, Click **“Finish Attempt...”**
- **Scroll to the bottom of the “Summary of Attempt” Page and click the blue “Submit all and finish” button**
- Click **“Submit all and Finish”** in the confirmation pop up box.
- On the left side under the Quiz navigation, Click **“Show all Questions on one page”**
- **Right-click on the page and select “Print”**
- **Print the test questions two-sided.**



### Whole or Partial Gradebook:

Located in Administration>Course Administration, click **Grades**

- In Administration>Grade Administration, click **Export**
- In Administration>Grade Administration>Export, click **Excel Spreadsheet**
- **On the “Export to Excel spreadsheet” page, scroll down and click “Select all/none”** (This will uncheck all items in the Gradebook)
- **Click the triangle** to view the “Export format options”
- **Check the Grade export display type** (most commonly used is Percentage). **Make any other necessary setting Changes.**
- **Scroll up and check the specific items you would like displayed in the report.**
- **Scroll down and click the blue “Download” button**
- From your Downloads folder, **open your new excel spreadsheet**
- **Click the yellow “Enable Editing” bar** at the top of the page
- **Left-click to highlight the columns and and right click to hide columns you do not need to see in the print-out.**
- **Change Print>Scaling settings to “Fit all columns on pne page”** then print

