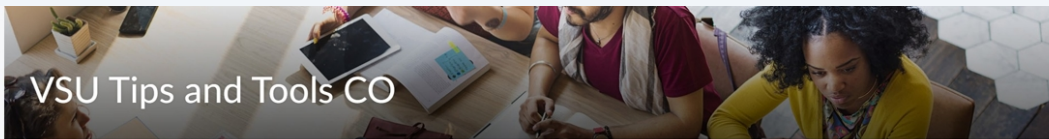


# Download Quiz Results to a CSV or Excel File

Steps to download completed student quizzes with responses to a CSV or Excel File.

## 1 Navigate to your course.



**Announcements** ▾

**Getting Started** ▾ ×

Posted Aug 3, 2020 10:51 AM

Welcome Students!

TO GET STARTED, Select the "Content" link in the navigation bar at the top of the page.

---

**Instructor** ▾ ×

Posted Jul 29, 2020 10:00 AM

To post an announcement to your students, select the down arrow to the right of "Announcement" (above) and select New Announcement.

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**Content Browser** ▾

Bookmarks Recently Visited

- Video Recordings >
- Module 1 >
- Module 2 >
- Module 3 >
- Module 4 >

---

**Calendar** ▾

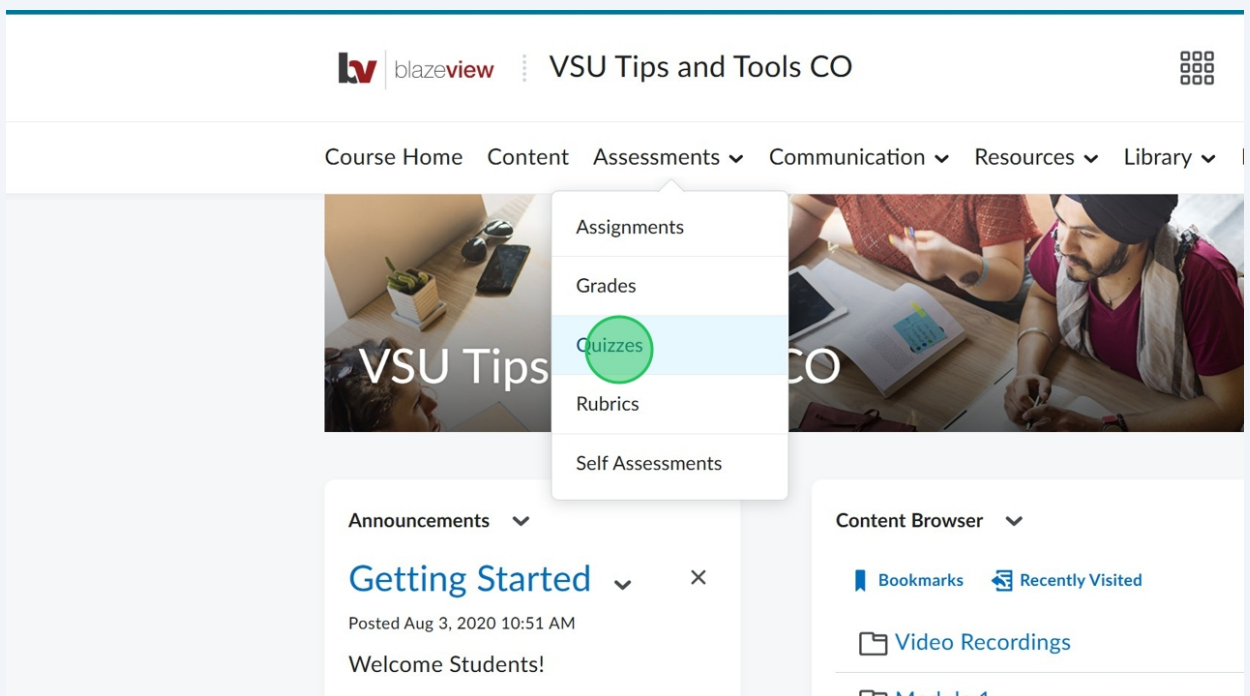
Thursday, February 20, 2025 ▶

Upcoming events ▾

2 Click "Assessments"



3 Click "Quizzes"



4 Click the dropdown menu icon next to the quiz you need.

The screenshot shows the 'Manage Quizzes' page with navigation tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'View: By Availability' dropdown is on the right. A 'Bulk Edit' link is visible. The main content is a table of quizzes:

<input type="checkbox"/>	Current Quizzes
<input type="checkbox"/>	Module 1 Quiz- Requires Respondus LockDown Browser ▾ 🔑
<input type="checkbox"/>	Module 1 Practice Quiz ▾ 🔑
<input type="checkbox"/>	Untitled ▾ 🔑

The dropdown arrow next to 'Module 1 Practice Quiz' is circled in green.

5 Click "Grade"

The screenshot shows a context menu for a quiz. The menu items are:

- Hide from Users
- Preview
- Delete
- Copy
- Grade
- Setup Reports
- View Reports
- Statistics
- Attempt Logs

The 'Grade' option is highlighted in light blue and circled in green.

6 Click the checkbox at the top of the table to select all student attempts OR

Export to CSV   Export to Excel   Attempt Logs   More Actions ▾

Users   Attempts   Questions

View By: User ▾   Apply

Search For...   Show Search Options

Reset   Publish   Retract Feedback

<input type="checkbox"/>	First Name ▲	Last Name	Completed	Score	Grade		S
<input type="checkbox"/>	elearning Student1						
<input type="checkbox"/>	attempt 1		Oct 28, 2024 2:34 PM	70 / 100	70 %	Published: Oct 2	
	overall grade (highest attempt)			70 / 100	70 %		
<input type="checkbox"/>	Ima Blazer						
<input type="checkbox"/>	attempt 1		Mar 19, 2021 12:36 PM	10 / 100	10 %	Published: Mar :	
<input type="checkbox"/>	attempt 2		Mar 19, 2021 12:38 PM	70 / 100	70 %	Published: Mar :	

7 Click relevant checkboxes to select individual students or attempts.

Export to CSV   Export to Excel   Attempt Logs   More Actions ▾

Users   Attempts   Questions

View By: User ▾   Apply

Search For...   Show Search Options

Reset   Publish   Retract Feedback

<input checked="" type="checkbox"/>	First Name ▲	Last Name	Completed	Score	Grade		S
<input checked="" type="checkbox"/>	elearning Student1						
<input type="checkbox"/>	attempt 1		Oct 28, 2024 2:34 PM	70 / 100	70 %	Published: Oct 2	
	overall grade (highest attempt)			70 / 100	70 %		
<input checked="" type="checkbox"/>	Ima Blazer						
<input type="checkbox"/>	attempt 1		Mar 19, 2021 12:36 PM	10 / 100	10 %	Published: Mar :	
<input checked="" type="checkbox"/>	attempt 2		Mar 19, 2021 12:38 PM	70 / 100	70 %	Published: Mar :	
	overall grade (highest attempt)			70 / 100	70 %		

8

Click either the "Export to CSV" or "Export to Excel" button.

Manage Quizzes > Module 1 Practice Quiz

## Grade Quiz - Module 1 Practice Quiz ▾

**Export to CSV** **Export to Excel** Attempt Logs More Actions ▾

Users Attempts Questions

View By: User ▾ Apply

Search For... 🔍 [Show Search Options](#)

[Reset](#) [Publish](#) [Retract Feedback](#)

<input checked="" type="checkbox"/>	First Name ▲ Last Name	Completed	Score	Grade
<input type="checkbox"/>	elearning Student1			
<input type="checkbox"/>	attempt 1	Oct 28, 2024 2:34 PM	70 / 100	70 %

9

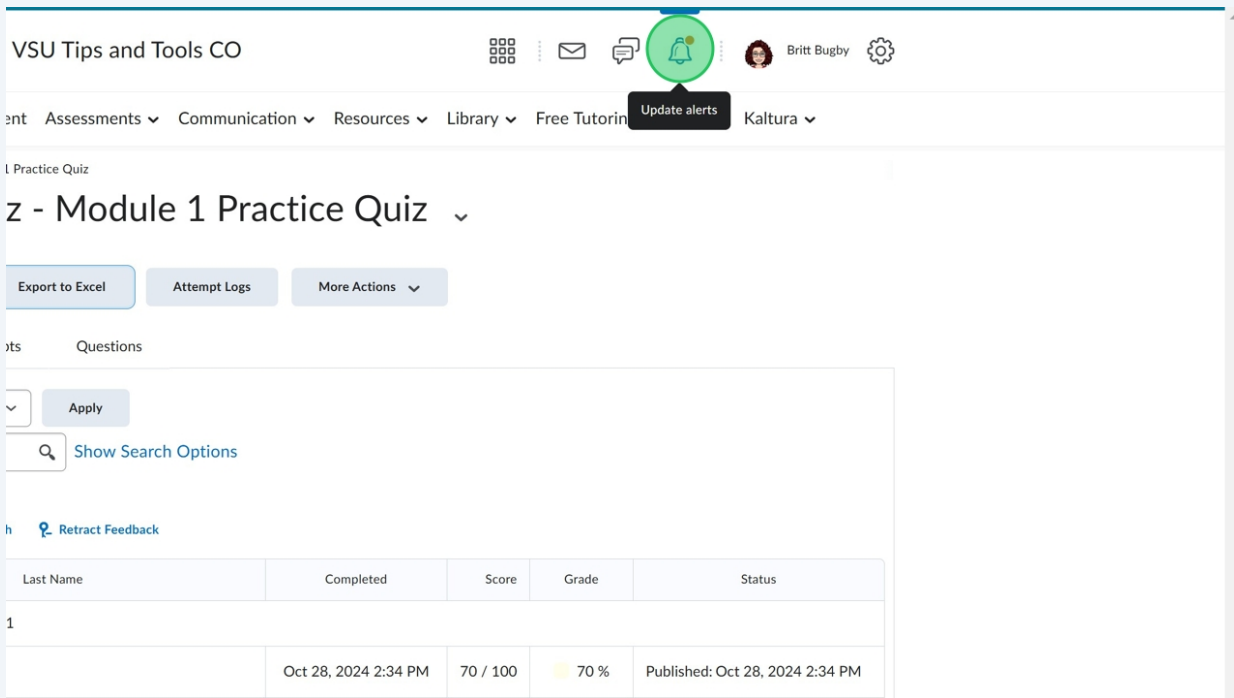
Click "Close"

## Your report is being generated

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

Close

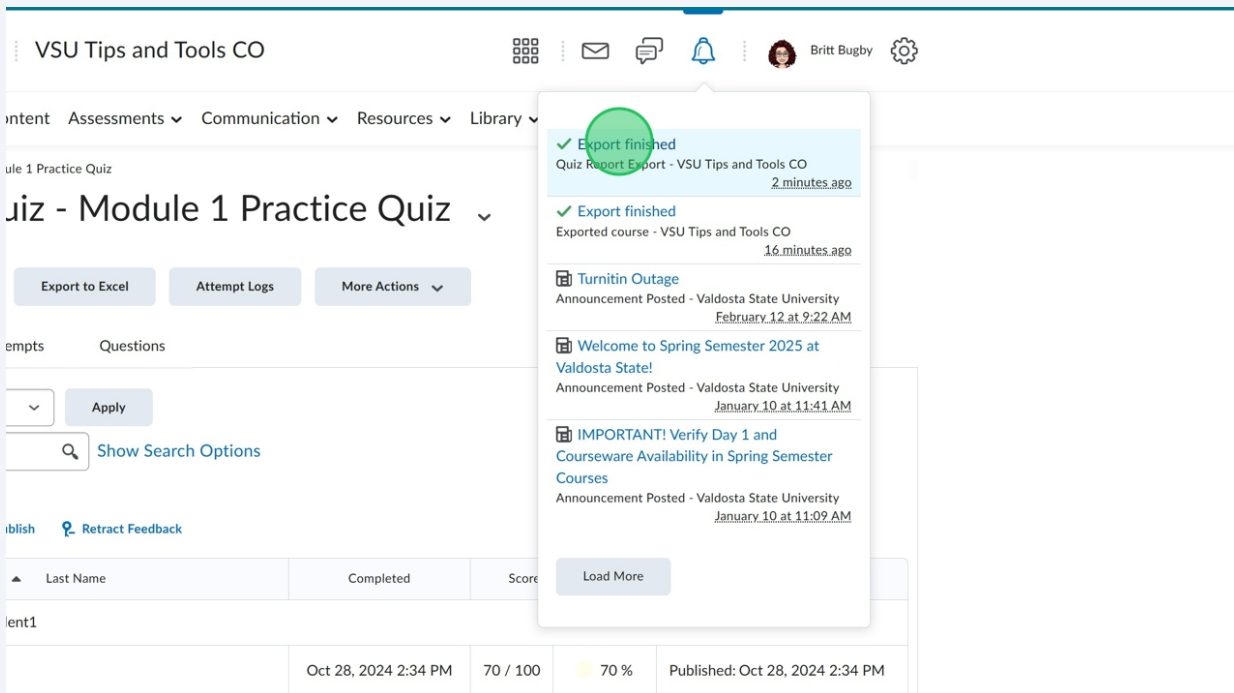
10 When your Notification icon shows the orange dot, click it.



The screenshot shows the top navigation bar of a course page titled "VSU Tips and Tools CO". The user is logged in as "Britt Bugby". A notification icon with an orange dot is highlighted with a green circle and a tooltip that says "Update alerts". Below the navigation bar, there are tabs for "Assessments", "Communication", "Resources", "Library", "Free Tutoring", and "Kaltura". The main content area shows a "Practice Quiz" titled "z - Module 1 Practice Quiz". There are buttons for "Export to Excel", "Attempt Logs", and "More Actions". Below these are tabs for "Attempts" and "Questions". A search bar with "Show Search Options" is visible. At the bottom, there is a table with columns: "Last Name", "Completed", "Score", "Grade", and "Status".

Last Name	Completed	Score	Grade	Status
1	Oct 28, 2024 2:34 PM	70 / 100	70 %	Published: Oct 28, 2024 2:34 PM

11 Click "Export finished"



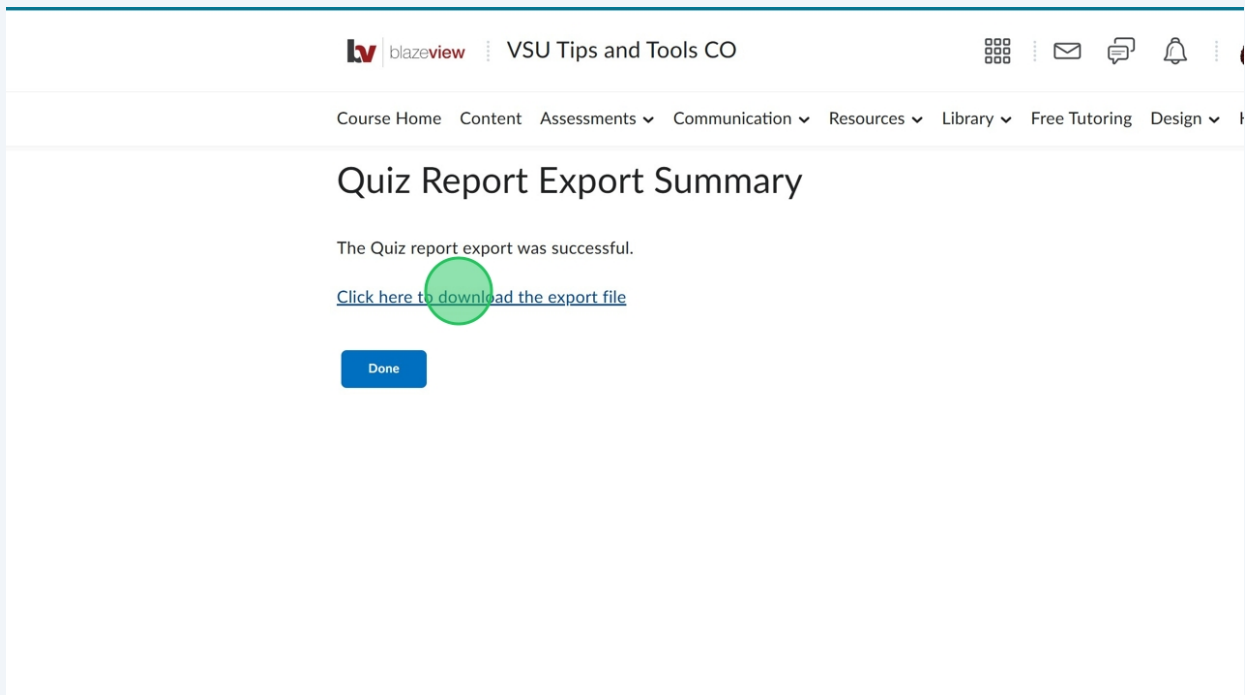
The screenshot shows the same course page as above, but with the notification icon clicked. A dropdown menu is open, displaying a list of notifications. The first two notifications are "Export finished" messages, with the first one highlighted by a green circle. The other notifications include "Turnitin Outage", "Welcome to Spring Semester 2025 at Valdosta State!", and "IMPORTANT! Verify Day 1 and Courseware Availability in Spring Semester Courses". A "Load More" button is at the bottom of the dropdown.

- ✓ Export finished  
Quiz Report Export - VSU Tips and Tools CO  
2 minutes ago
- ✓ Export finished  
Exported course - VSU Tips and Tools CO  
16 minutes ago
- 📄 Turnitin Outage  
Announcement Posted - Valdosta State University  
February 12 at 9:22 AM
- 📄 Welcome to Spring Semester 2025 at Valdosta State!  
Announcement Posted - Valdosta State University  
January 10 at 11:41 AM
- 📄 IMPORTANT! Verify Day 1 and Courseware Availability in Spring Semester Courses  
Announcement Posted - Valdosta State University  
January 10 at 11:09 AM

Load More

12

Click "Click here to download the export file" and save the file to your computer or OneDrive.



The screenshot shows a web interface for a course. At the top, there is a navigation bar with the Blazeview logo and the text "VSU Tips and Tools CO". Below this is a secondary navigation bar with links for "Course Home", "Content", "Assessments", "Communication", "Resources", "Library", "Free Tutoring", and "Design". The main content area is titled "Quiz Report Export Summary". Below the title, a message states "The Quiz report export was successful." followed by a blue hyperlink "Click here to download the export file". A green circle highlights the word "download" in the link. At the bottom of the message, there is a blue button labeled "Done".