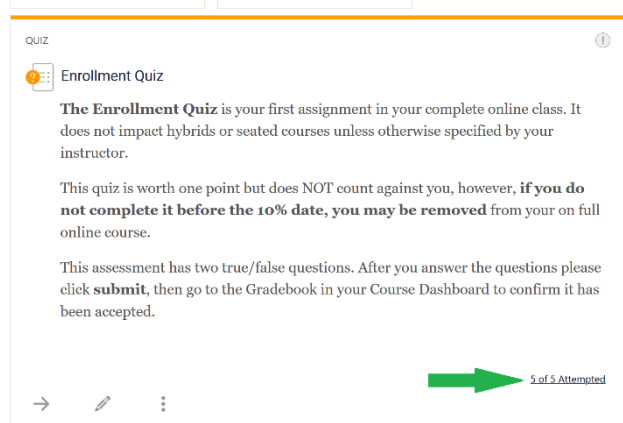


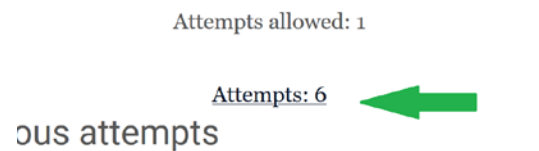
Open LMS Census Report

“Enrollment Quiz” Results Report

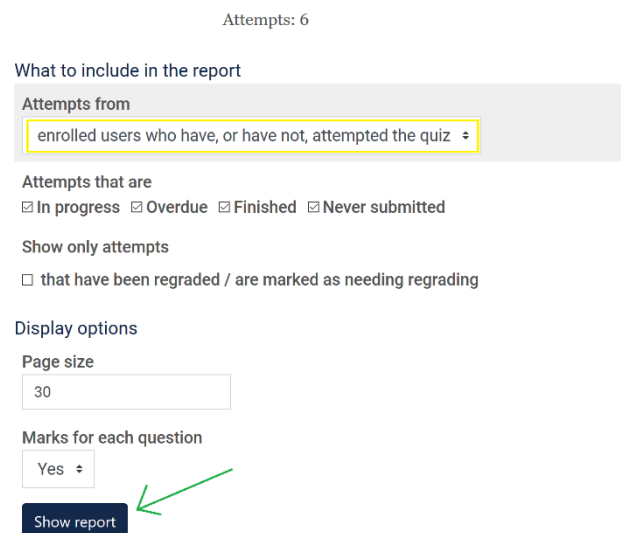
1. Open web browser
2. Log in and access your course
3. Click on Attempts on the Enrollment Quiz



4. Next, click on the **Attempts** link

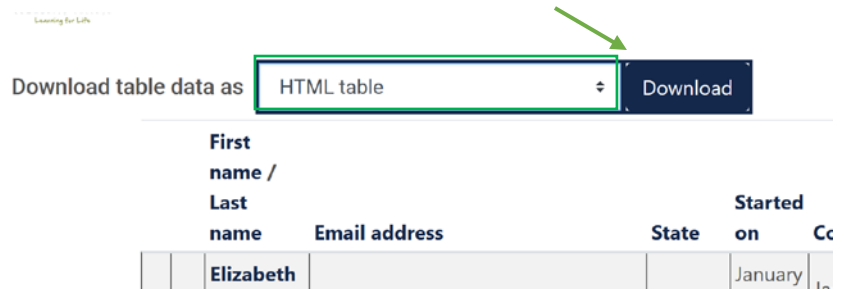


5. The Quiz results screen will appear...
Change the following report options:
 1. What to include in the report:
 - Attempts from to: **enrolled users who have, have not, attempted the quiz**
 2. Display options:
 - Page Size: *adjust for the number of students*
 3. Click the Show Report button



6. Click on Lastname to sort the names in ascending (A-Z) order
7. Download table data as: select 'HTML table' from the drop down menu

8. Click the Download button

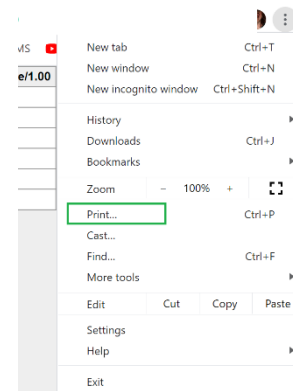


9. Open the file, if prompted. It may look similar to the image below

Last name	First name	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q. 1 /0.50	Q. 2 /0.50
			Finished	January 6 2020 12:27 PM	January 6 2020 12:27 PM	17 secs	1.00	0.50	0.50
			Finished	January 6 2020 1:24 PM	January 6 2020 1:25 PM	19 secs	1.00	0.50	0.50
			Finished	January 6 2020 10:22 AM	January 6 2020 10:23 AM	37 secs	1.00	0.50	0.50
			Finished	January 6 2020 10:06 AM	January 6 2020 10:06 AM	16 secs	1.00	0.50	0.50
			Finished	January 14 2020 2:48 PM	January 14 2020 2:48 PM	15 secs	1.00	0.50	0.50
Overall average							1.00	0.50	0.50

- If you are not prompted where to save the file, it may automatically be saved to your **c:\downloads** folder
- To view the file:
 - In Firefox, click on the 'download' arrow in the right corner then click the file name
 - In Chrome, the file should be in the bottom left corner of your screen

10. After the file opens, click in the browser menu in the upper right corner and choose **Print**



11. Change the Orientation to Landscape, if needed, for better readability

12. Click the Print button in the Print Preview Screen

13. Submit the report per the Registrar's instructions