Administrators and instructors may review quiz results by four methods:

- Open the individual user profile and view the summary as well as individual questions and results.
- Run the report “User Quiz Data” for a particular quiz, item, user, and/or date.
- Run the report “Quiz Item Analysis” to analyze individual quiz questions.
- Run the report “Quiz Results Analysis” to view pass/fail rates and average scores for each quiz.

**Review Individual User Profile**

1. Log in to Knowledge Link and click the **Learning Administration** page.
2. Click **Users**, search for the user, and open the user’s profile.
3. Under **Assigned Items**, locate the item that contains the quiz, then click **Object Details**.
4. Click the link for the quiz iteration you want to review.
5. On this screen, you may review the quiz summary as well as individual questions. To view question results, scroll down and click the question link.
6. The individual question results are displayed. To review additional questions, click **Return To Quiz Iteration Record** and repeat step 5.
Quiz Reports

1. Log in to Knowledge Link and click the Learning Administration page.
2. Click Reports, then click the Reports tab (if it is not already selected). Then in the search box, type the word “quiz” and press Enter.

3. For the User Quiz Data Report:
   a) Click User Quiz Data > User Quiz Data (CSV).
   b) Click the blue filter button to filter by quiz. You may also filter by user and (optionally) select initial access date, last access date, and completion date or evaluation status.
   c) When filters have been set, click Run Report. A new window will open and the report will be generated.

   TIP: Change the ID and Name search options to “Contains” and type text that would be found in the quiz ID and/or name, then click Search. Select the quiz(zes) to include, click Add to Filter, then click Submit Filter.
d) Report results will include:

- User ID
- User Name
- Item Type ID
- Item ID
- Item Revision Date
- Item Revision Number
- Object Title
- Quiz ID
- Iteration Locale
- Quiz Name
- Iteration
- Initial Access Date
- Last Access Date
- Finished
- Completed
- Completion Date
- Questions Asked
- Questions Answered
- Questions Correct
- Passing Percentage
- Score (%)
- Evaluation
- Question Number
- Answered
- Answered Correctly
- Question Text
- Correct Answer
- User Choice

4. For the Quiz Item Analysis report:
   a) Click Quiz Item Analysis > Quiz Item Analysis (CSV).
   b) Click the blue filter button to filter by quiz. (Same options as shown in step 3.)
   c) When the filter has been set, click Run Report. A new window will open and the report will be generated.
   d) Report results will include:

- Quiz ID
- Locale
- Quiz Name
- Total Users
- Locale Users
- Question ID
- Question Number
- Question Version
- Question Text
- Question Responses
- Correct Question Responses
- Question Type
- Answer Choice
- Answer Choice Type
- Answer Responses
5. For the Quiz Results Analysis report:
   a) Log in to Knowledge Link and click the **Learning Administration** page.
   b) Click **Reports**, and search by keyword “quiz.”
   c) Click **Quiz Results Analysis > Quiz Results Analysis (CSV)**.
   d) Click the blue filter button to filter by quiz. (Same options as shown in step 3.)

![Quiz Results Analysis (CSV)](image)

   e) When the filter has been set, click **Run Report**. A new window will open and the report will be generated.
   f) Report results will include:

   - Quiz ID
   - Locale ID
   - Quiz Name
   - Total Unique Users
   - Total Attempts
   - Total Attempts In Progress
   - Total Attempts Finished
   - Total Attempts Passed
   - Total Attempts Failed
   - Average Score
   - Minimum Score
   - Maximum Score

**NOTE:** This report contains duplicate rows: one for Locale ID = “English” and one for Locale ID = “ALL.”
We only use the Locale ID “English” so you can remove rows for Locale ID “ALL” in order to see unique rows.