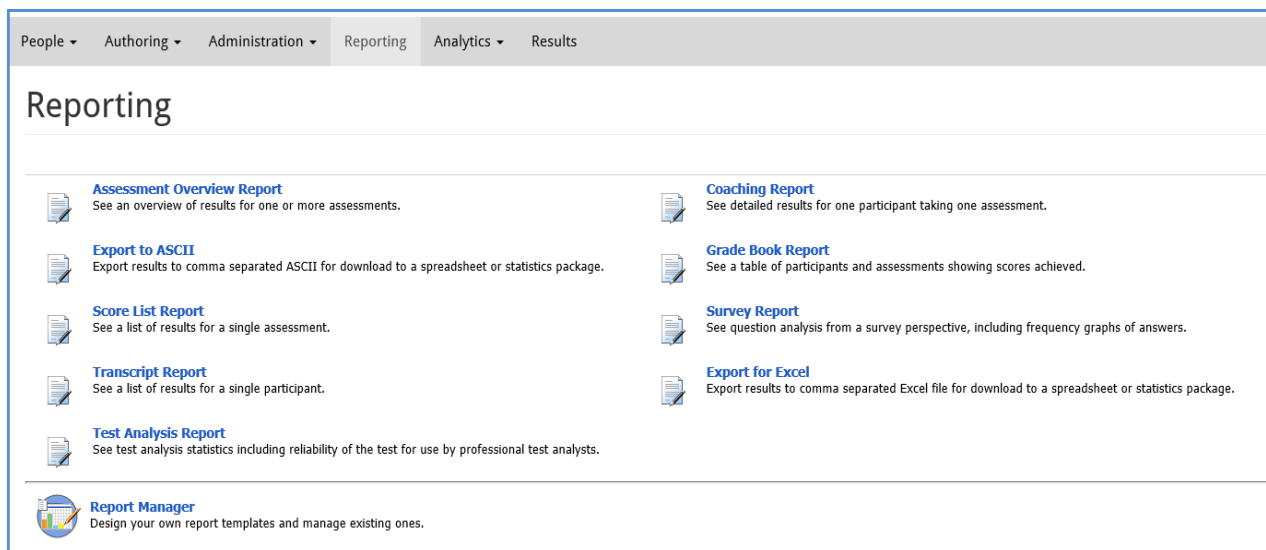


# QuestionMark Reports

## Test Analysis Report

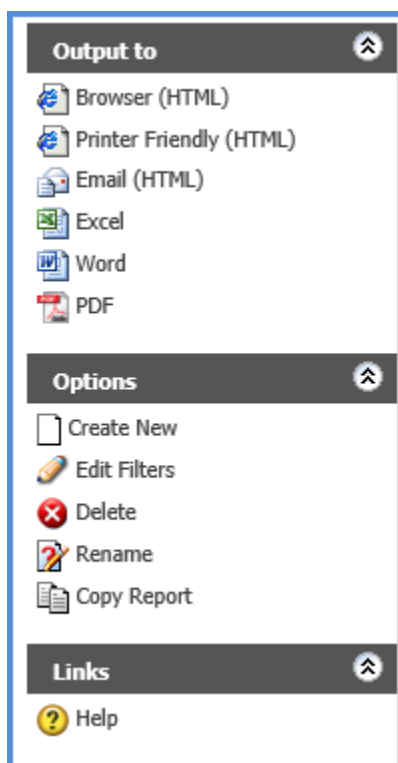
1. Click **Reporting** and click **Test Analysis Report** (see figure 1)

Figure 1: Reporting



2. From under **Options**, click **Create New** (see figure 2)

Figure 2: Output and Options



3. Click the button **Find Assessments** (see figure 3)

**Figure 3: Assessments**

Reporter > Test Analysis Report > Create Report Definition

Assessments | Special Fields | Dates | Groups | More Options

Select an Assessment  Find Assessments

Select a Schedule Name (optional)  Browse

Preferred Distribution Format

Browser (HTML)

Printer Friendly (HTML)

Email (HTML)

Excel

Word

PDF

Next >> Save Distribute Cancel

4. Enter part of the assessment name in the box next to **Assessment Name – Contains** (see figure 4) and click **Search**

**Figure 4: Assessment Name Contains**

Advanced | Simple

Assessment Name contains  **Enter part of the assessment name**

Search  **Click Search**

Select one of the following assessments.

5. Assessments containing the text you entered will appear below the grey bar (see figure 4). Click the assessment you want.
6. Figure 3 will show again but with your assessment name. Click the preferred distribution format, for example **Word** (see figure 3). Click **Next**
7. If you want to sort by First name, last name, etc. click the arrow next to **Select a filter** and choose (see figure 5).

**Figure 5: Select a filter**

Select a filter   Browse Add Special Filter

Remove

8. Click **Next** (note, you don't need to select a filter)
9. Choose if you want to filter by a particular date, or tick **Custom date** and specify the start and end date (see figure 6).

**Figure 6: Date Filter**

The screenshot shows the 'Dates' tab in a software interface. Under the 'Filter By' section, the 'All dates' radio button is selected. Below this, there are options for 'From the last' (0 Months and 0 Days) and 'Custom date'. The 'Custom date' section has 'From' date set to 9 October 2018 and 'To' date set to 10 October 2018. At the bottom, there are buttons for '<< Back', 'Next >>', 'Save', 'Distribute', and 'Cancel'.

10. Click **Next** and choose your group (you will only see the groups you have access to (see figure 7). Click the **Add** button and **Next** (see figure 7)

**Figure 7: Choose Group**

The screenshot shows the 'Groups' tab in a software interface. There is a search bar at the top. Below it, 'Root groups per page' is set to 25. Under 'Group(s) Available', a list of groups is shown, with '0 Dummy Groups -DO NOT USE MODULE CODES AS' selected. Under 'Group(s) Selected', a list shows '0 Dummy Groups -DO NOT USE MODULE CODES AS FOLDERS'. A callout box with the text 'Select your group and click the Add button' has arrows pointing to the selected group in the 'Available' list and the 'Add >>' button. At the bottom, there are buttons for '<< Back', 'Next >>', 'Save', 'Distribute', and 'Cancel'.

11. Choose from the options shown in Figure 8
12. Click **Save** or **Distribute**
13. If you click **Save**, you will be prompted for a name for the report and it will be saved within QuestionMark and it will appear the next time you go to Test Analysis Reports
14. **Distribute** will allow you to save the report to your computer or open it
15. If you have saved the report to Questionmark reports, the next time you select it, you can choose to distribute it as a spreadsheet, PDF, etc. (see figure 3)

**Figure 8: Participant Options**

Assessments Special Fields Dates Groups More Options

**If not all participants have finished the assessment**

Report only on participants who finished

Report only on participants who submitted at least part of the assessment

**If participants answer assessment more than once**

Use all results

Use latest result from each participant

Use first result from each participant

<< Back Save Distribute Cancel

## Score List Report

1. Click **Reporting** and click **Score List Report** (see figure 1)
2. Click the arrow next to **Select report template** and choose a report (see figure 9 with CAD Report selected).

**Figure 9: Score List Report**

Main Page Groups Participants Special Fields Dates

**Score List Report - Screen 1 of 5**

Choose a report template and an assessment, then press View Report.  
To filter data, choose a filter, or use the wizard tabs.

Select report template CAD Report Edit...

Select assessment Browse

Select filter Do not use filter

Next >> View Report Help

3. Click the **Browse** button (see figure 9) and in the space next to **Assessment Name contains**, enter part of the name of the assessment (see figure 10). Click **Search**

**Figure 10**

Simple Advanced Click on the "Advanced" tab to reveal more search options.

Assessment Name contains sept Search Display All

4. Select your assessment from those shown. This will bring you back to Figure 9, with your assessment shown. Click **Next**

- You can choose to filter on Groups (see figure 11)

**Figure 11: Filter on Groups**

The screenshot shows a web interface for a 'Score List Report' (Screen 2 of 5). At the top, there are navigation tabs: 'Main Page', 'Groups', 'Participants', 'Special Fields', and 'Dates'. Below the tabs, the 'Filter on group(s)' section has a dropdown menu set to 'All groups', with 'Add group' and 'Remove group' buttons. The 'Limit results per page' section has a dropdown set to '250' and a note: 'Limits number of records per page (0 - show all)'. The 'Filter by status' section has a dropdown set to 'Any status' and a note: 'Filter on a specific status'. At the bottom, there are navigation buttons: '<< Back', 'Next >>', 'Filter', 'View Report', and 'Help'.

- If you click **Next**, you can filter on **Participants**. Click **Next** again to filter on **dates**
- Click **View Report**. Figure 12 will display.

**Figure 12: Report**

The screenshot shows a table with the following columns: Coaching report, Participant, Date/time started, Date/time finished, Total score, Percentage score, Time taken, First Name, and Surname. The table contains three rows of data, with the first two rows highlighted in orange. Annotations with arrows point to specific parts of the table: 'Click to more detail on each student' points to the 'Coaching report' column; 'Student number will appear here' points to the 'Participant' column; and 'Student name will show here' points to the 'First Name' and 'Surname' columns.

Coaching report	Participant	Date/time started	Date/time finished	Total score	Percentage score	Time taken	First Name	Surname
		October 9, 2018 - 14:16	October 9, 2018 - 14:17	6	100%	0:00:39		
		October 9, 2018 - 14:17	October 9, 2018 - 14:18	0	0%	0:00:29		
Average score				3	50%			

- To see more details for a particular student, click their Coaching report, on the left (see figure 12).