

# How to View Advanced Progress Reports

[ProProfs Quiz Maker](#) provides advanced progress reports to give you a more detailed and comprehensive summary of your [quizzes](#) and overall account.

Quiz reports also help you maintain high completion rates among learners as you can quickly view the quizzes yet to be taken by learners and [send them friendly reminders](#).

**Advanced progress reports help you:**

1. **Keep a tab** on quiz statistics related to a particular user or a group
2. **Track** activities on a specific quiz you assign to learners
3. **Send** reminders to users who are not keeping pace with others

**Possible use-cases where advanced progress reports may come in handy:**

1. Tracking stats related to quizzes that are to be completed within a particular time frame
2. Analyzing the in-depth performance of a particular user or group before decision-making

**In this article, you'll learn:**

## 1. How to track all the activities

[A. Learner](#)

[B. Members of a Group](#)

## 2. How to access a grade book report

[A. Learner](#)

[B. Members of a Group](#)


## 3. How to access all activities taking place on your account

**How to Track All the Activities of a Learner and Members of a Group**

### A. Tracking Activities of a Learner

**Step 1:** From the ProProfs Quiz Maker dashboard,

- Go to '**Users.**' Here, you will find a list of registered users.

 [View help for this section](#)




[+ Create a Quiz](#)




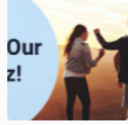




















Quizzes

Preview

Send

Reports 

Newest to Oldest 

	<p> <b>Onboarding &amp; Company Introduction</b></p> <p> Edit  Settings  Draft  Copy  Delete</p>			<p>0</p>	<p>Sep 22</p>
	<p> <b>Set time limit</b></p>			<p>0</p>	<p>Aug 29</p>
	<p> <b>Random Video Quiz</b></p>			<p>3</p>	<p>Aug 20</p>
	<p> <b>Save and resume</b></p>			<p>0</p>	<p>Aug 20</p>

- Click on the **name** of a user.

[My Classroom](#) > [Users](#)








 **Users**

 **Groups**

[+ New User](#)



SI

<input type="checkbox"/>  First Name	 Last Name	 Email	 ID	Quiz
<input type="checkbox"/>  P			-	
<input type="checkbox"/>  N			-	
<input type="checkbox"/>  C	-		-	

**Step 2:** On this screen, you will find detailed information about a particular user,

- Hover your cursor to **'Reports.'**
- From the dropdown, click on **'Quizzes Pending or Quizzes Taken.'**
- A new page opens.

[View help for this section](#)

Active Password Preview Email Reports Delete Add to Classroom ?

Email

ID or Username

Show More

Quizzes Groups

**Step 3:** Here, you can track all the activities of the user.

- From the **status** dropdown menu, you can view the following:

My Classroom > Users > Quizzes Status

Quizzes: All Status: All Quizzes (dropdown menu open showing: All Quizzes, Pending, Completed, Taken, Grade Book) Remind Down

Show 25 1 - 3 of 3

	Status	Quiz	Name
<input checked="" type="checkbox"/>	Pending	Quiz	testing xls
<input checked="" type="checkbox"/>	Pending	Quiz	Marketing RAU- licenta
<input type="checkbox"/>	✓	Quiz	What Avenger Superhero Are You?

1 -

- You can choose to **select** a particular assigned quiz from the '**Quizzes**' dropdown menu.

My Classroom > Users > [User Name] > Quizzes Status

Quizzes: All Status: All Quizzes Remind

testing xls  
Marketing RAU- licenta  
What Avenger Superhero Are You?

Show 25

	Status	Type	Quiz Name
<input checked="" type="checkbox"/>	Pending	Quiz	testing xls
<input checked="" type="checkbox"/>	Pending	Quiz	Marketing RAU- licenta
<input type="checkbox"/>	✓	Quiz	What Avenger Superhero Are You?

- If a quiz is **pending**, you can use the '**Remind**' button to send a reminder to the user to complete that quiz.

My Classroom > Users > [User Name] > Quizzes Status

Quizzes: All Status: All Quizzes Remind

Show 25

	Status	Type	Quiz Name
<input checked="" type="checkbox"/>	Pending	Quiz	testing xls
<input checked="" type="checkbox"/>	Pending	Quiz	Marketing RAU- licenta
<input type="checkbox"/>	✓	Quiz	What Avenger Superhero Are You?

Here's what a **reminder** would look like:

**Send Quiz Reminder**

You may use the pre-written message below, or type over it to write your own subject line and message.

To:

Subject:

☒ Use classroom link ☐ Use quiz link

Message:

**Send**

## B. Tracking Activities of Members of a Group

**Step 1:** From the ProProfs Quiz Maker dashboard,

- Go to '**Users.**'
- Click on '**Groups.**'

 View help for this section




**+ Create a Quiz**



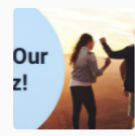




















Quizzes

Preview

Send

Reports 

Newest to Oldest 

	<p> <b>Onboarding &amp; Company Introduction</b></p> <p> Edit  Settings  Draft  Copy  Delete</p>	<p></p>	<p></p>	<p>0</p>	<p>Sep 22</p>
	<p> <b>Set time limit</b></p>	<p></p>	<p></p>	<p>0</p>	<p>Aug 29</p>
	<p> <b>Random Video Quiz</b></p>	<p></p>	<p></p>	<p>3</p>	<p>Aug 20</p>
	<p> <b>Save and resume</b></p>	<p></p>	<p></p>	<p>0</p>	<p>Aug 20</p>

**Step 2:** Select a **group** to view from the **left-hand side panel**. You can also **search** for a group in the search bar.

My Classroom > Groups


 Users


 **Groups**


**+ New Group**




713 Groups

Search for a group


 140 Users

 5 Users

 2 Users



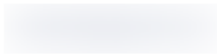
   **Settings**

Description

**Users**  **Quizzes** **Group Ad**

**+ Users** Search for a user

☐ **Name** ☐ **Email/ID**

☐   

**Step 3:** Now, you will see group details on your screen.

- Hover your cursor to the **'Reports'** button.
- From the dropdown, click on **'Quizzes Pending or Quizzes Taken.'**
- A new tab opens.

## roups

The screenshot shows the ProProfs interface for a group. In the top right navigation bar, there are buttons for 'Settings', 'Email', and 'Reports'. The 'Reports' button is highlighted with an orange arrow. A dropdown menu is open from the 'Reports' button, showing three options: 'Quizzes Pending' (with a red circle icon), 'Quizzes Taken' (with a green checkmark icon), and 'Grade Book' (with a grey circle icon). The 'Quizzes Pending' and 'Quizzes Taken' options are highlighted with an orange border. Below the navigation bar, there is a search bar and a table with columns: 'Name', 'Email/ID', 'Last Login', and 'Registration'. The table contains one row with a user named 'G' who logged in on 'Sep 16, 3:24 AM' and registered on 'Sep 13'.

**Step 4: Similar** to tracking a **learner's activities**, you can follow the **progress** of members of this **group**.

- From the **status** dropdown menu, you can view the following:

The screenshot shows the 'Quizzes Status' page in ProProfs. At the top, there is a breadcrumb trail: 'My Classroom > Groups > [Group Name] > Quizzes Status'. Below this, there is a search bar and a table. The table has columns: 'Status', 'First Name', 'Last Name', 'Id', 'Email', 'Type', 'Quiz Name', and 'Address'. The table contains three rows, all with 'Pending' status and 'Quiz' type. The quiz names are 'password quiz 3', 'xssasa', and 'Document structure'. A 'Status' dropdown menu is open, showing options: 'All Quizzes', 'Pending', 'Completed', 'Taken', and 'Grade Book'. An orange arrow points to the 'Status' dropdown menu. There is also a 'Remind' button next to the 'Status' dropdown.

- You can choose to **select** a particular assigned quiz from the '**Quizzes**' dropdown menu.

My Classroom > Groups > Quizzes Status

Quizzes: All Status: All Quizzes Remind

Show 25

<input type="checkbox"/>	Status	First Name	Last Name	Id	Email	Type	Quiz Name
<input checked="" type="checkbox"/>	Pending		N/A	N/A		Quiz	Document structure
<input checked="" type="checkbox"/>	Pending		N/A	N/A		Quiz	Essay quiz
<input checked="" type="checkbox"/>	Pending		N/A	N/A		Quiz	Partial Grading with practice mode

- Also, you can send a **reminder** to every group member who has not yet completed a quiz using the '**Remind**' button.

Send Quiz Reminder

You may edit subject and message below.

From:

To:

Subject:

☒ Use classroom link ☐ Use quiz link

Message:

Send



## How to Access the Grade Book Report of a Learner or a Group

The **Grade Book** shows a **detailed view** of quiz grades related to a learner or a group of learners. For instance, the **total points** and **average score** of group members for all quizzes. The report helps you understand the **performance** and **progress** of learners over time.




### A. Accessing the Grade Book of a Learner

**Step 1:** From your ProProfs Quiz Maker dashboard,

- Go to **'Users.'**
- **Select** a user from the list.

My Classroom › Users


 **Users**  **Groups**

+ New User		Search			
<input type="checkbox"/>	First Name	Last Name	Email	ID	Quiz
<input type="checkbox"/>				-	
<input type="checkbox"/>				-	
<input type="checkbox"/>				-	


**Step 2:** On this screen, you will find detailed information about a particular user,

- Hover your cursor to **'Reports.'**
- From the dropdown, click on **'Grade book.'**
- A new page opens.

[View help for this section](#)

← M 

[Active](#) ▾
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[Email](#)
[Reports](#) ▾
 [Delete](#)
[Add to Classroom](#) ?

Email 

ID or Username

[Show More](#) ▾

[Quizzes](#)
[Groups](#)

*Note: An orange arrow points to the 'Reports' dropdown menu, and an orange box highlights the 'Grade Book' option within it.*

**Step 3:** You will see a **detailed report** of quizzes assigned to the selected user on this page.

My Classroom > Users > M > Grade Book

Status: Grade Book ▾

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Search  Show 25 ▾ 1 - 1 of 1 rows

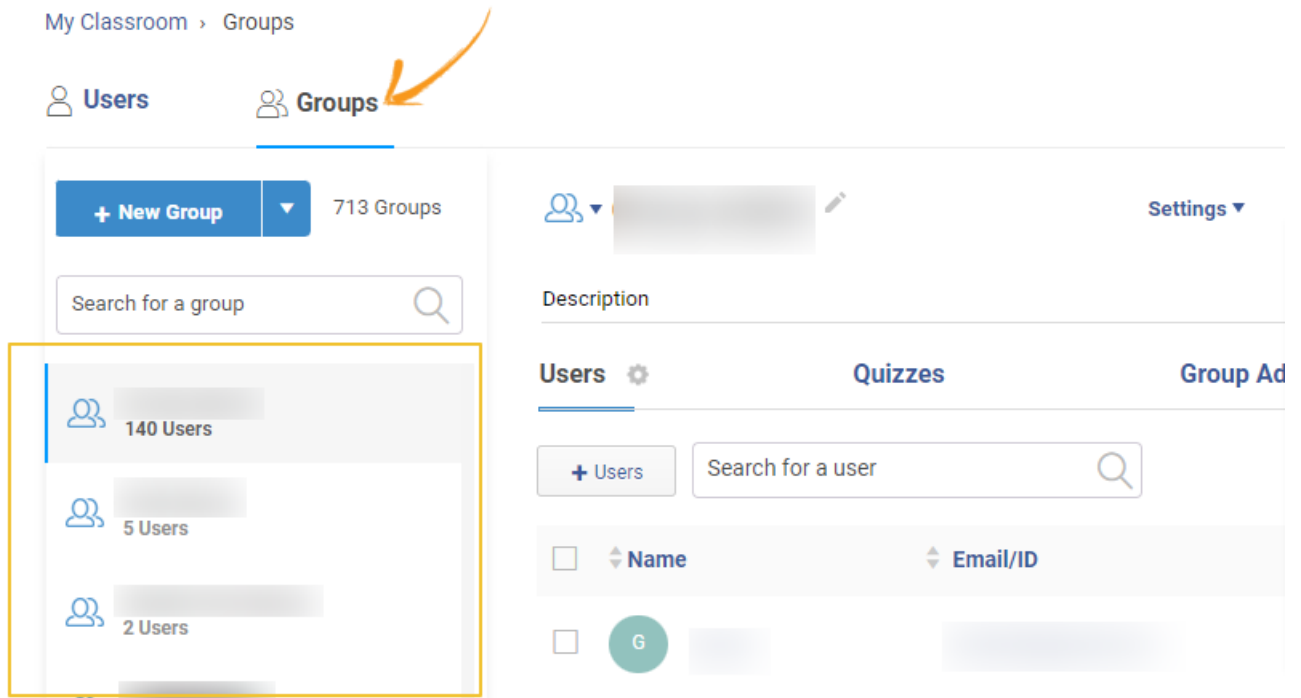
Name	Email	ID	Total Points	Average Score (%)	testing xls Point Score (%)	Marketing RAU- licenta Point Score (%)	What Avenger Superhero Are You? Point Score (%)	Driving Skills Quiz Template Point Score (%)	My first quiz Point Score (%)	Untitled Quiz Point Score (%)
<span>M</span>	<input type="text"/>	N/A	160	30 %	- -	- -	- -	- -	- -	- -

1 - 1 of 1 rows

**Note:** You can access the grade book from the status dropdown menu when you are tracking activities.

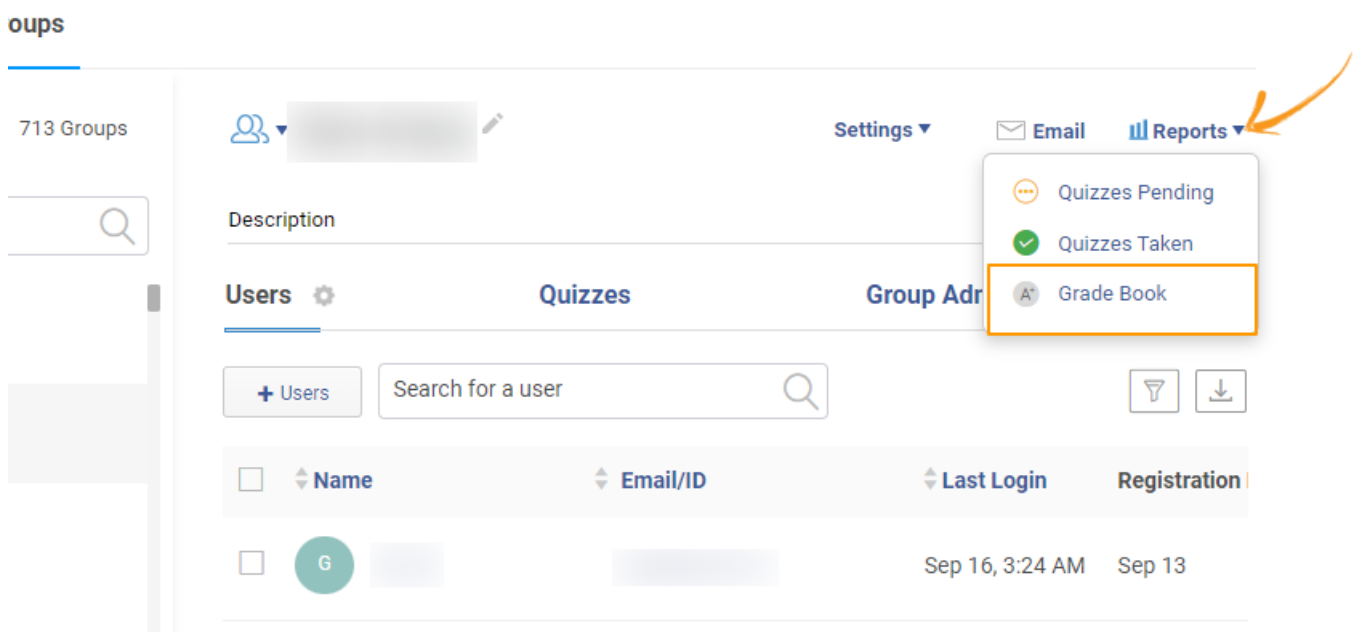
## B. Accessing the Grade Book of a Group

**Step 1:** Follow the **first two steps** mentioned in **tracking the activities of members of a particular group**.



## Step 2:

- Hover your cursor to the '**Reports**' button.
- From the dropdown, click on '**Grade book.**'
- A new tab opens.



**Step 3:** Here's what the **grade book** for a group will look like:

My Classroom > Groups > > Grade Book

Filter By: Average score per person Status: Grade Book

Download

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Show 25
1 - 5 of 5 rows

First Name	Last Name	Email	ID	Country	Phone	Total Points	Average Score (%)	How to Be Likeable Quiz Point Score (%)	Untitled Quiz qqq Point Score (%)	Untitled Quiz Point Score (%)
				-	-	-	-	- -	- -	- -
				-	-	-	-	- -	- -	- -
				-	-	-	-	- -	- -	- -
				-	-	-	-	- -	- -	- -
				-		-	-	- -	- -	- -

1 - 5 of 5 rows

You can use a **filter** to sort your grade book data:

My Classroom > Groups > > Grade Book

Filter By: Average score per person Status: Grade Book

Average score per person  
Average score per person  
Best attempt per person

Show 25

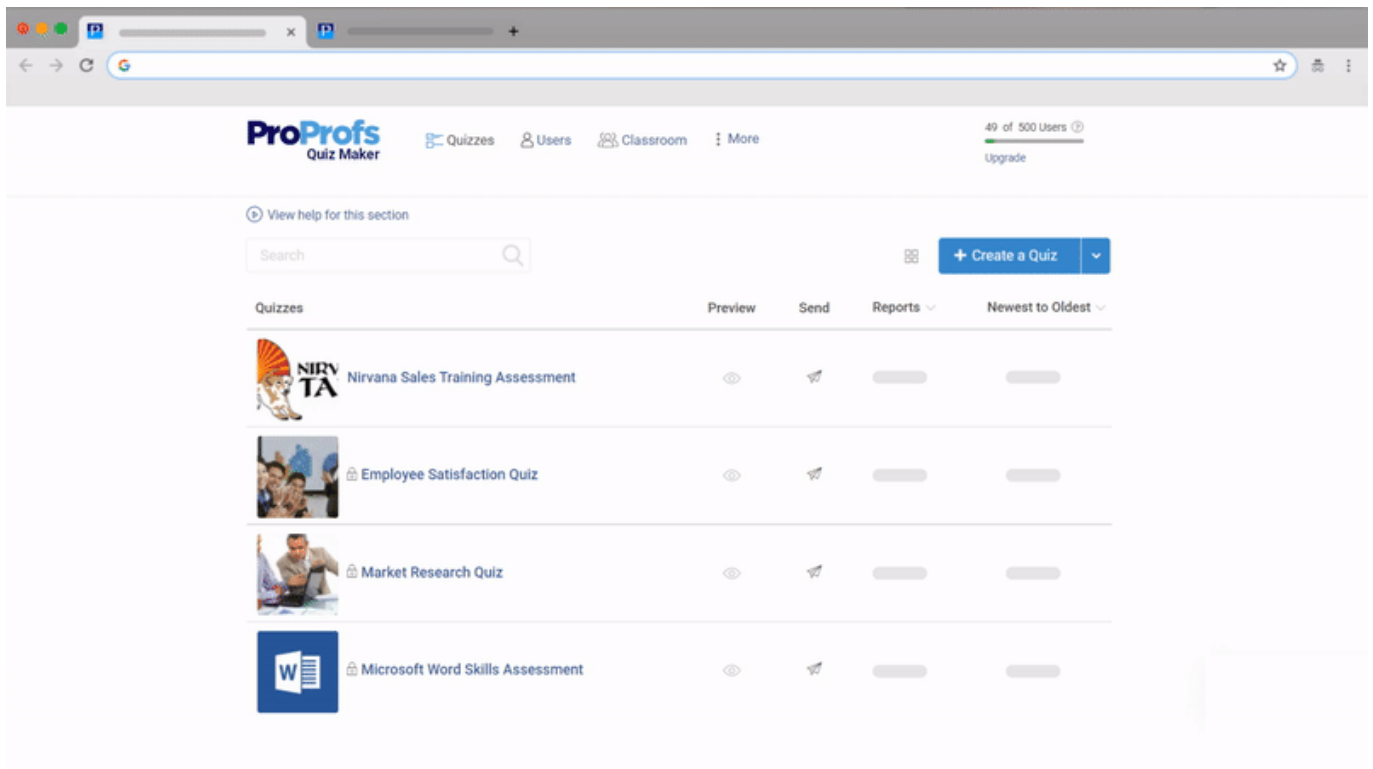
First Name	Last Name	Email	ID	Country	Phone	Total Points	Average Score (%)
				-	-	-	-
				-	-	-	-
				-	-	-	-

**Note:** You can access the grade book from the status dropdown menu when you are tracking activities.

## How to Access All Activities Related to Your Account

This report shows you all the **activity** in your account based on a **timeline** - day, week, months. You can **view details** of the most recent quizzes taken by learners and additional information such

as **when** a user took the quiz, the **time taken** by a learner to complete the quiz, the **total score** of a learner for the quiz, **IP address**, and **more**.



*That is all about advanced progress reports in the ProProfs Quiz Maker.*

### Related Articles:

- [How to Customize and Brand a Quiz Certificate](#)
- [How to Make a Quiz Available Within a Certain IP Address Range](#)
- [How to Change Quiz Date & Time Settings](#)