

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.

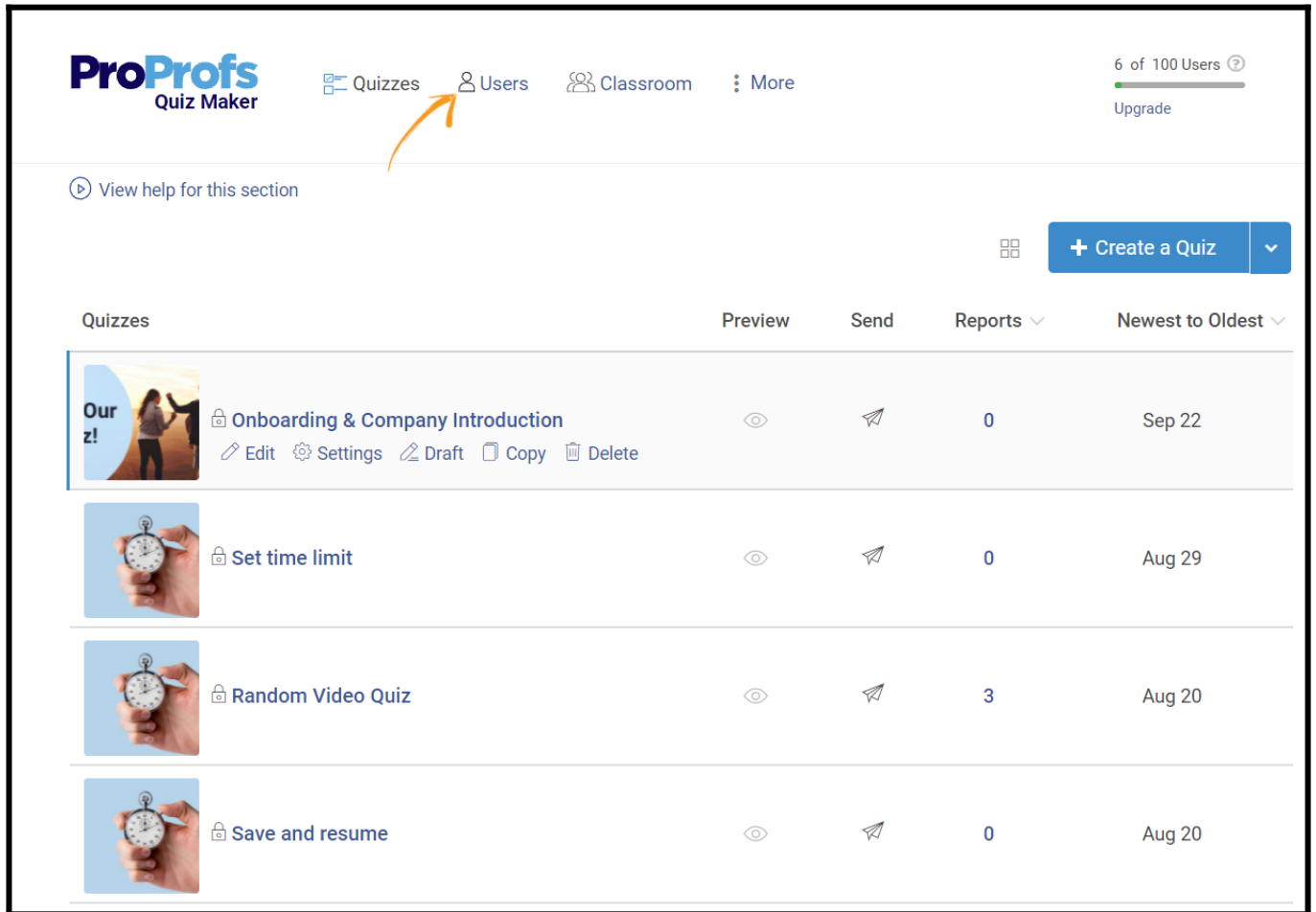



ProProfs Quiz Maker

Quizzes Users Classroom More

6 of 100 Users Upgrade

View help for this section

+ Create a Quiz

Quizzes	Preview	Send	Reports	Newest to Oldest
 Onboarding & Company Introduction Edit Settings Draft Copy Delete			0	Sep 22
 Set time limit			0	Aug 29
 Random Video Quiz			3	Aug 20
 Save and resume			0	Aug 20

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

My Classroom > Users

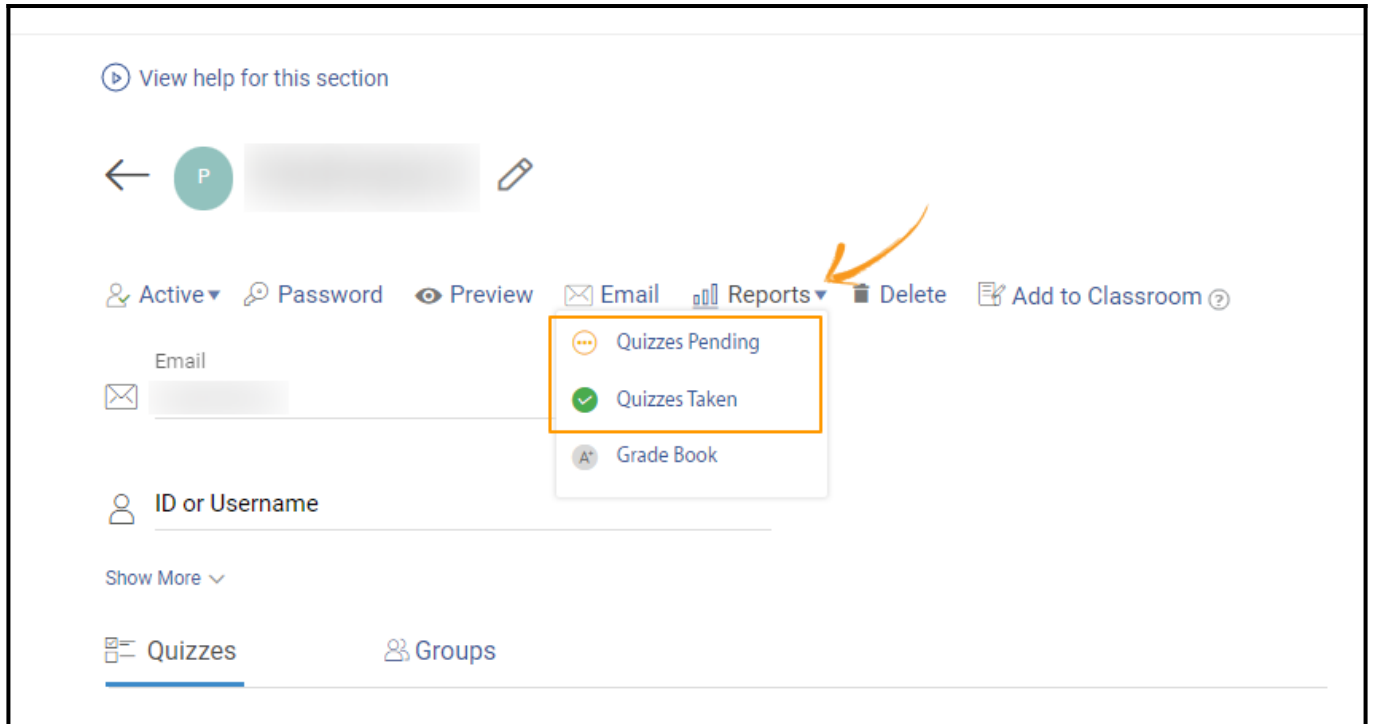
Users Groups

+ New User Search

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

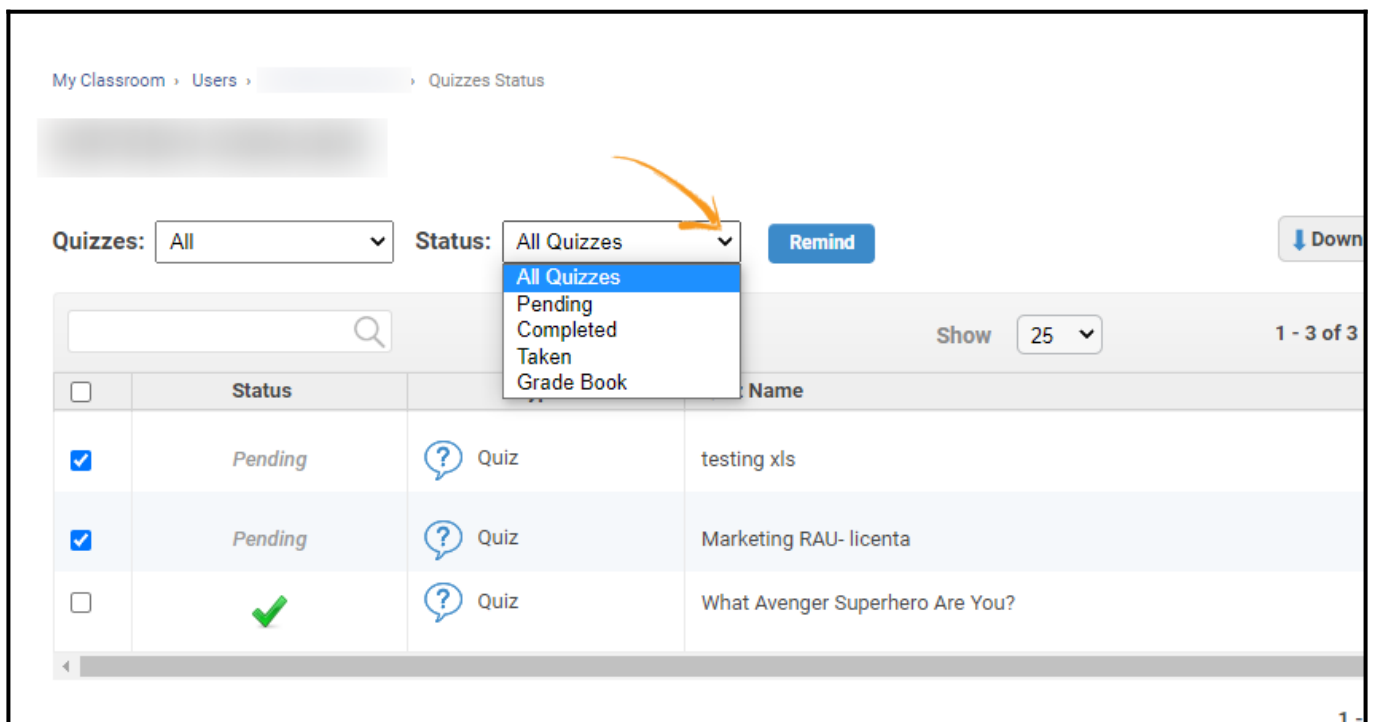
Step 2: On this screen, you will find detailed information about a particular user,

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

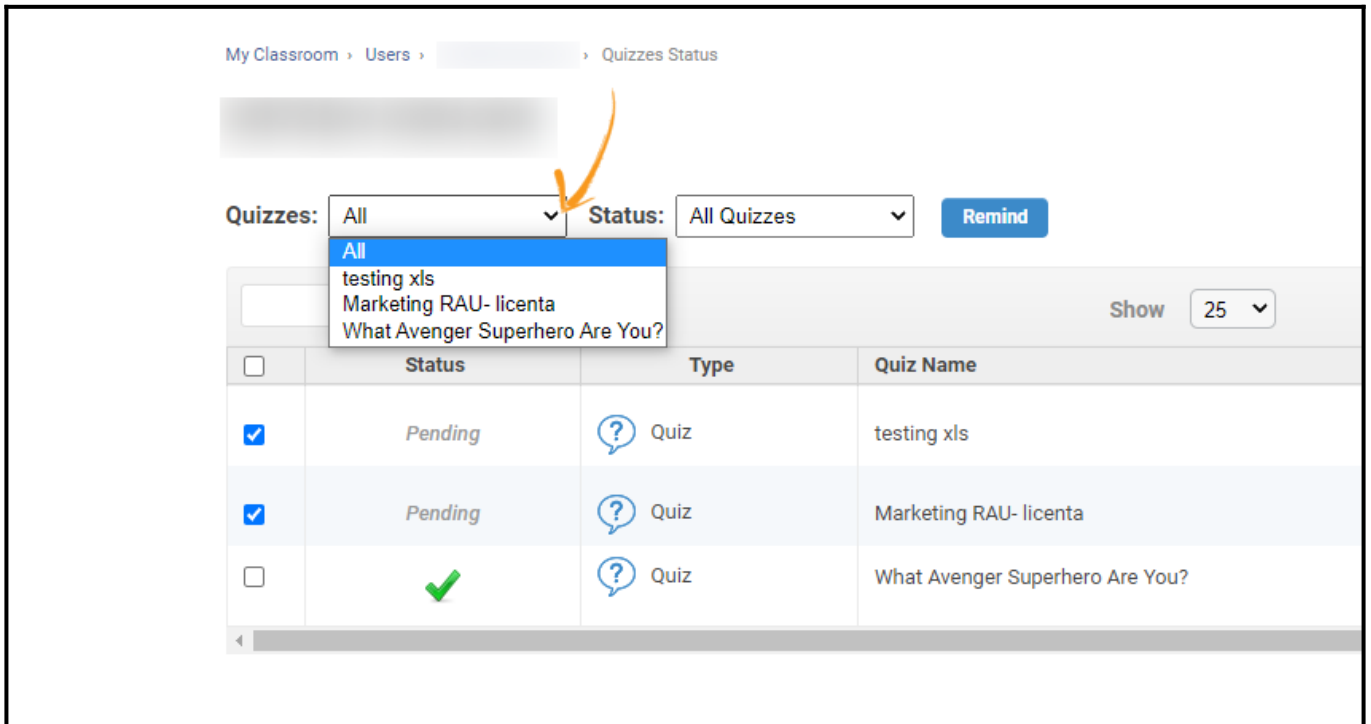


Step 3: Here, you can track all the activities of the user.

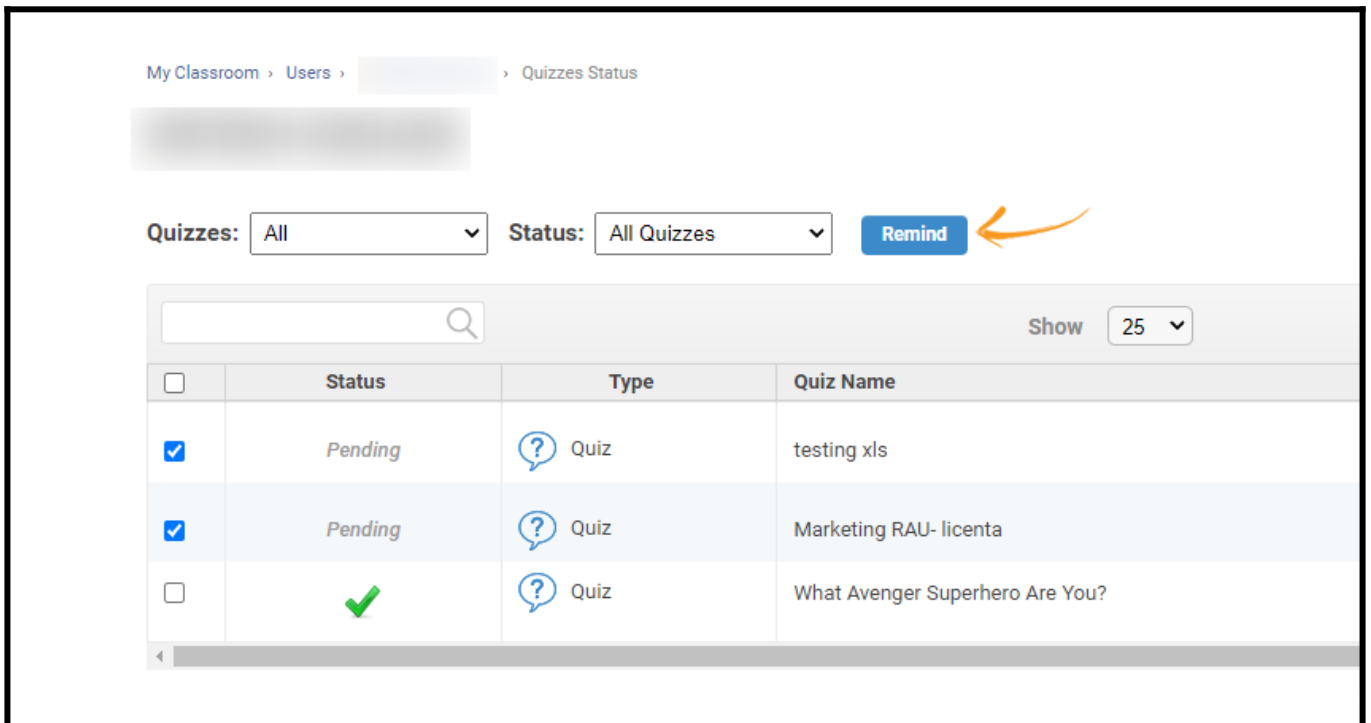
- From the **status** dropdown menu, you can view the following:



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



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



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

The screenshot shows a 'Send Quiz Reminder' modal window. At the top, it says 'You may use the pre-written message below, or type over it to write your own subject line and message.' Below this are two input fields: 'To:' and 'Subject:'. The 'Subject:' field contains the text 'Reminder: You have Quizzes pending completion'. There are two radio buttons: 'Use classroom link' (selected) and 'Use quiz link'. Below these is a 'Message:' field containing the text 'You have not completed your assignments. Please complete at your earliest convenience:' followed by the URL 'http://www.proprofs.com/classroom/1452023/0'. At the bottom left is a blue 'Send' button, which is pointed to by an orange arrow. The background shows a dark sidebar with a 'Quiz' button and a quiz titled 'What Avenger Superhero Are You?'. A phone icon and the number '(855) 776-7763' are visible in the top right of the background.

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:

B. Tracking Activities of Members of a Group

Step 1: From the ProProfs Quiz Maker dashboard,

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

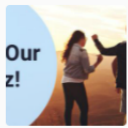











ProProfs Quiz Maker

Quizzes Users Classroom More

6 of 100 Users Upgrade

View help for this section

+ Create a Quiz

Quizzes	Preview	Send	Reports	Newest to Oldest
 Onboarding & Company Introduction Edit Settings Draft Copy Delete			0	Sep 22
 Set time limit			0	Aug 29
 Random Video Quiz			3	Aug 20
 Save and resume			0	Aug 20

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

Description

Users Quizzes Group Ad

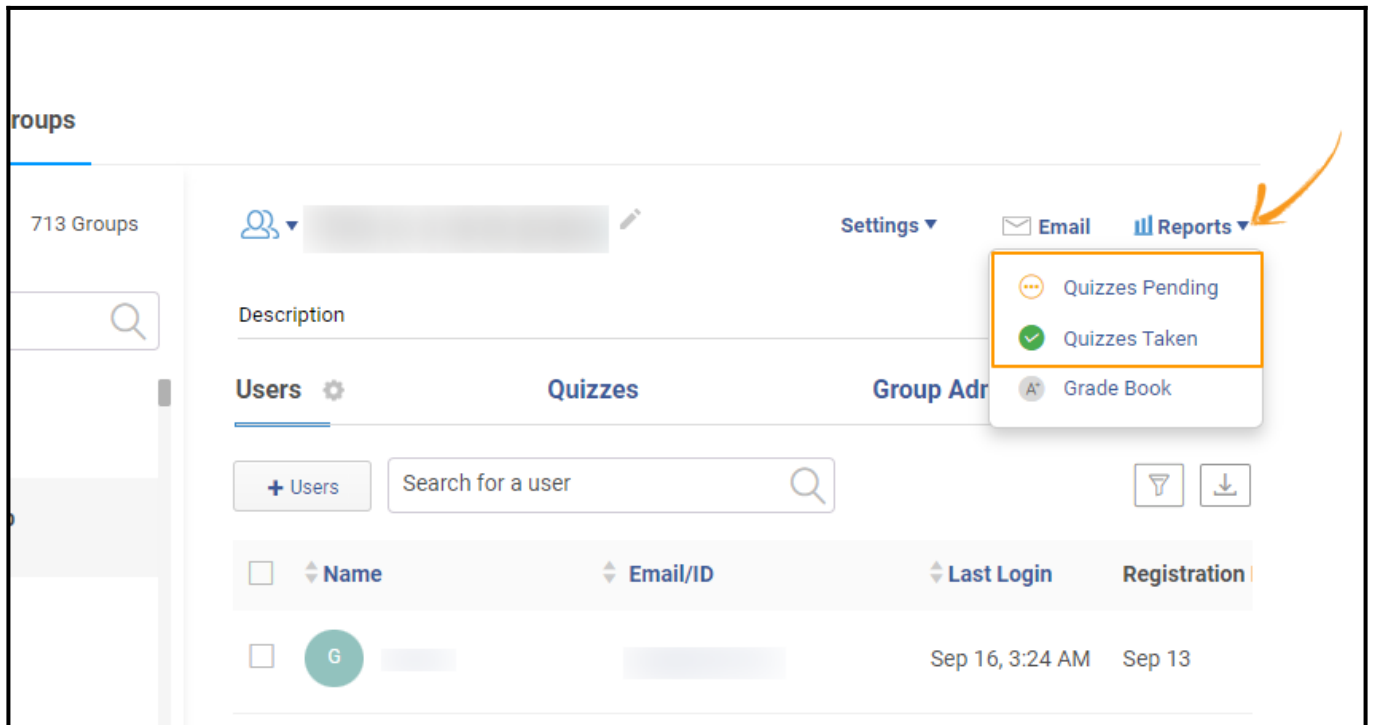
+ Users Search for a user

Name Email/ID

G

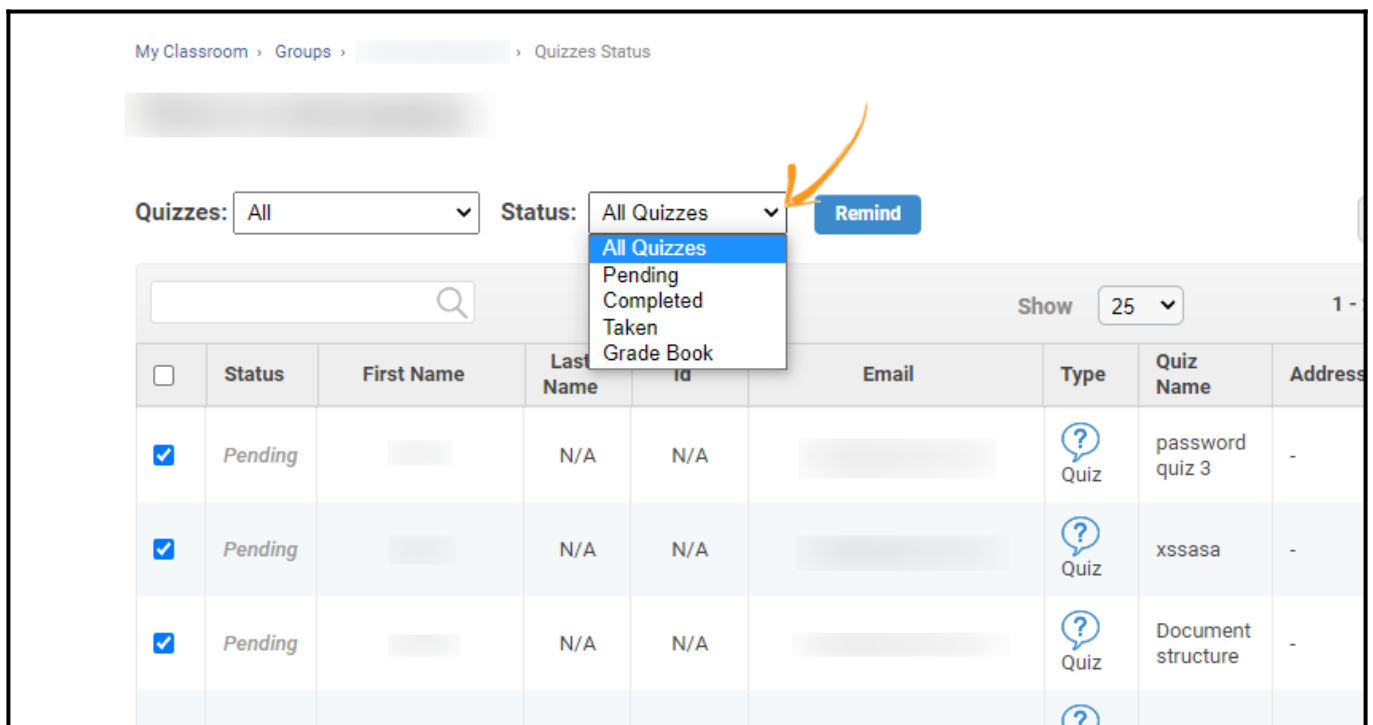
Step 3: Now, you will see group details on your screen.

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



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:



- 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

Status	First Name	Last Name	Id	Email	Type	Quiz Name
Pending		N/A	N/A		Quiz	Document structure
Pending		N/A	N/A		Quiz	Essay quiz
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:

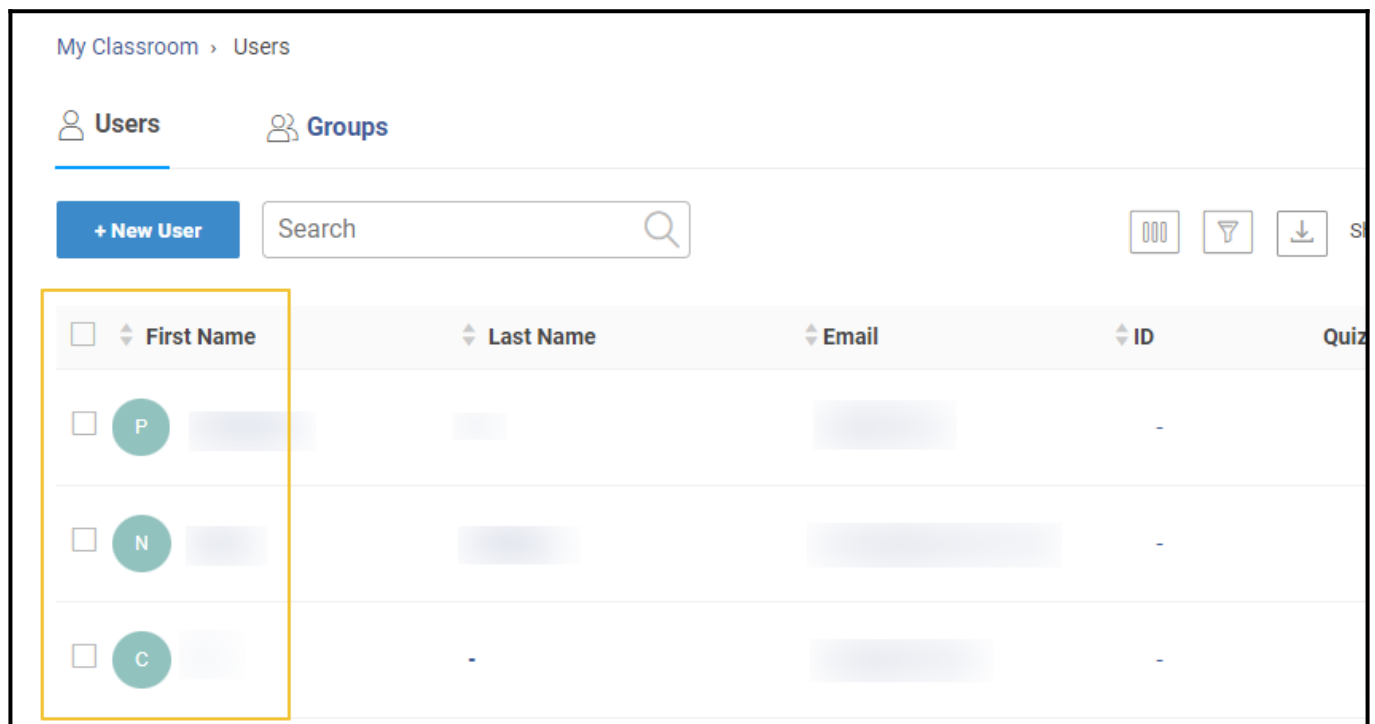
How to Access the Grade Book Report of a Learner or a Group

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

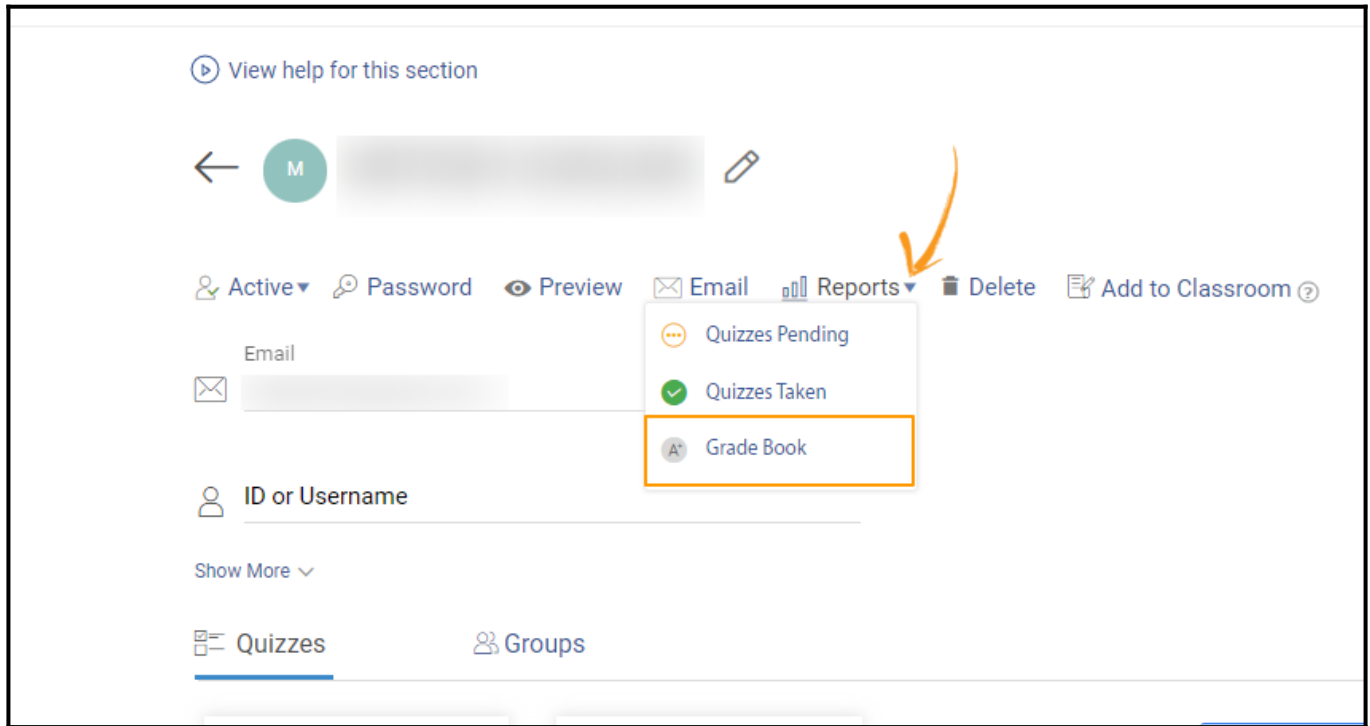
Step 1: From your ProProfs Quiz Maker dashboard,

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



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.



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

My Classroom > Users > [User Name] > Grade Book

Status: Grade Book

Download Share

Show 25 1 - 1 of 1 rows

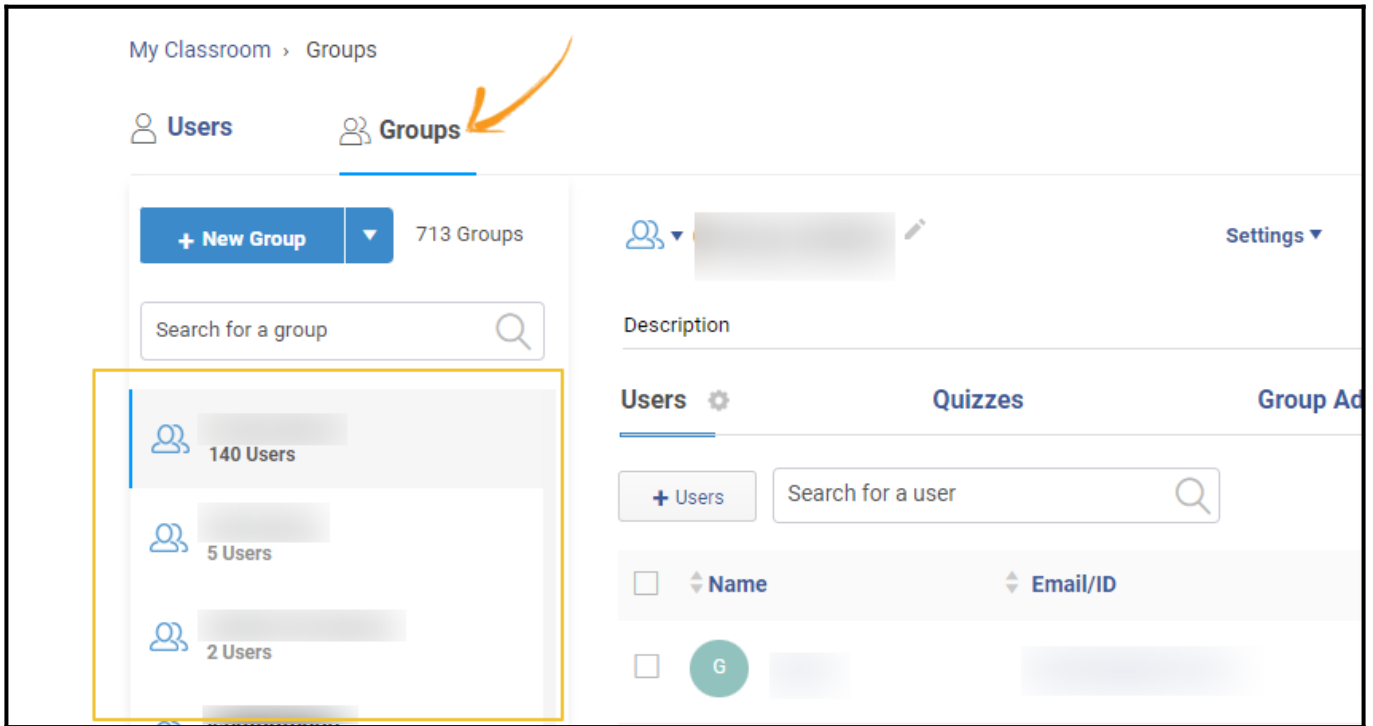
Name	Email	ID	Total Points	Average Score (%)	testing xls Point Score (%)	Marketing RAU-licenta Point Score (%)	What Avenger Superhero Are You? Point Score (%)	Driving Skills Quiz Template Point Score (%)	My first quiz Point Score (%)	Untitled Quiz Point Score (%)
[User Name]	[User Email]	N/A	160	30 %	- -	- -	- -	- -	- -	- -

1 - 1 of 1 rows

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

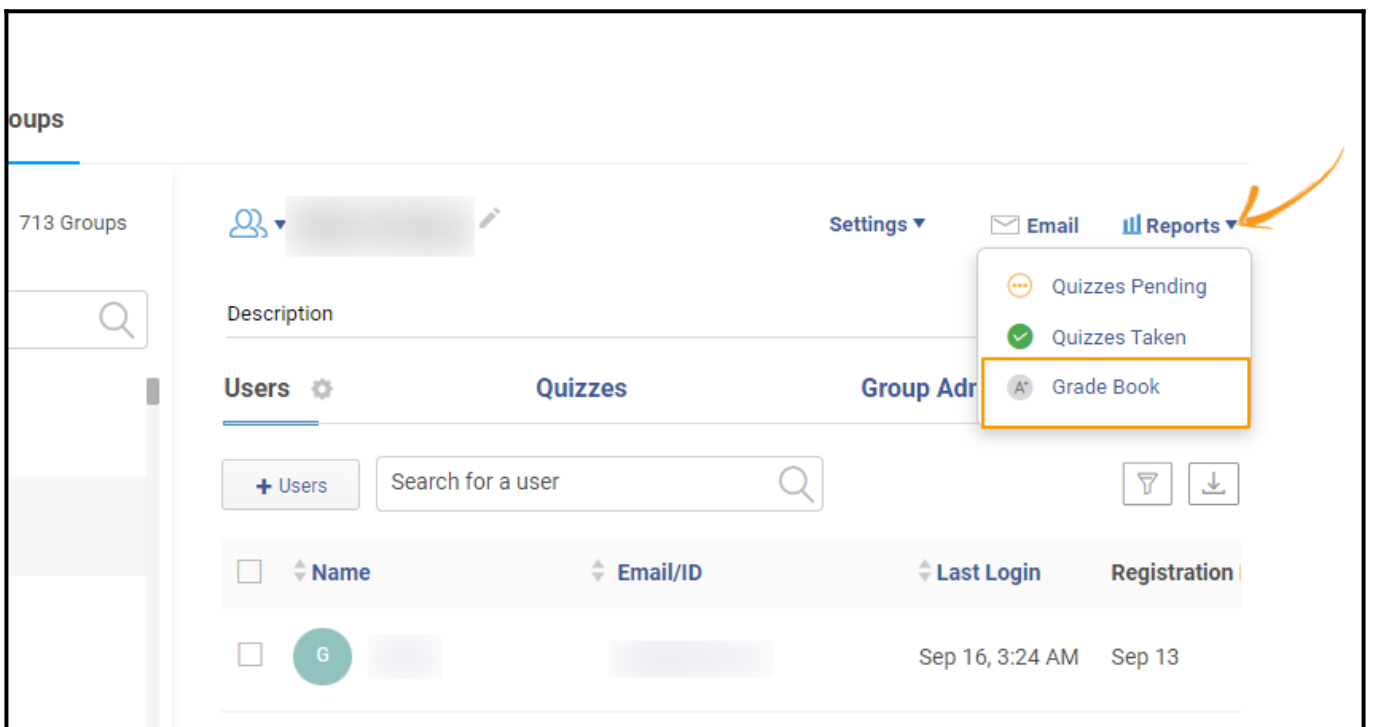
B. Accessing the Grade Book of a Group

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 Share

Search 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 Show 25

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

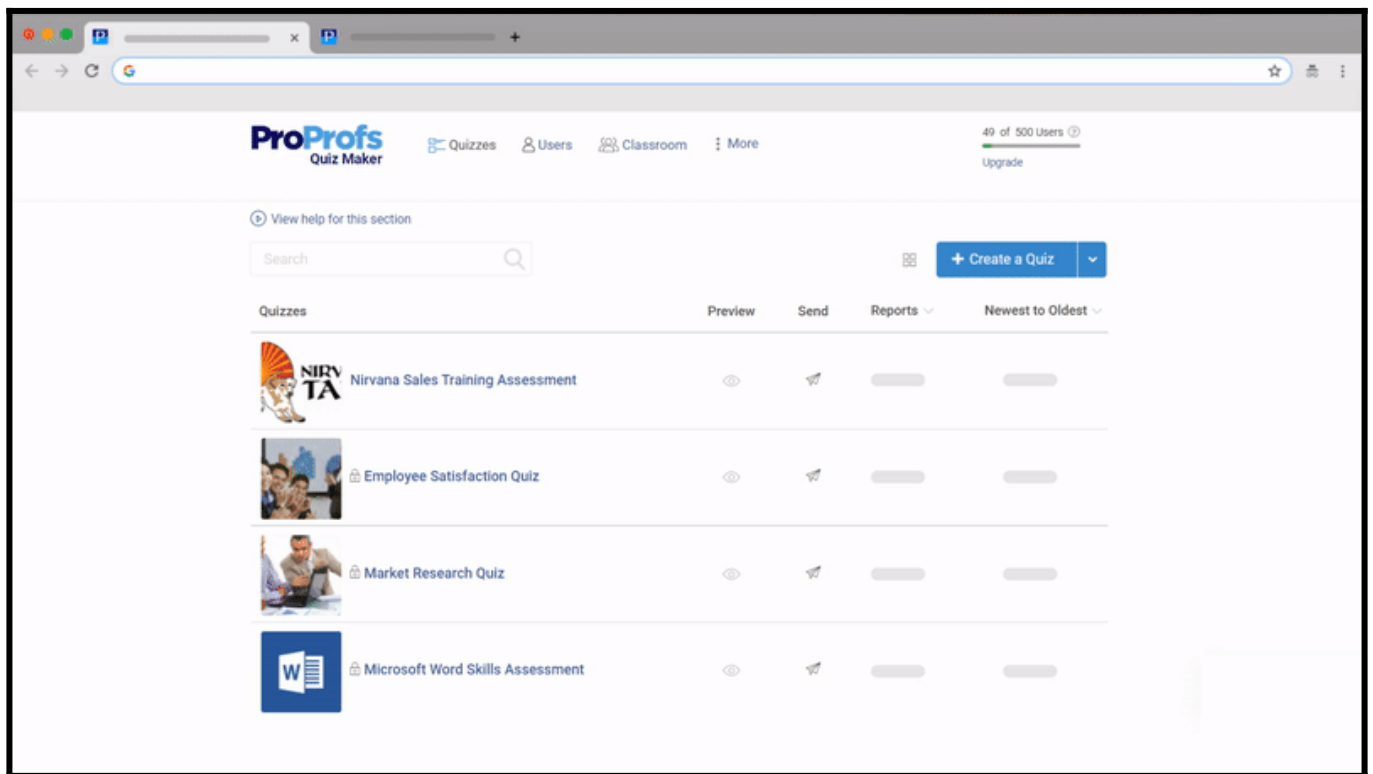
First Name	Last Name	Email	ID	Country	Phone	Total Points	Average Score (%)
				-	-	-	-
				-	-	-	-
				-	-	-	-

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](#)