How to View, Download, and Share Reports & Stats

With ProProfs, you can view, download, and share different kinds of reports for a detailed analysis of the information of learners who took your quiz.

You can do the following:

- **Download**: You can download quiz reports in formats such as CSV or Excel and then share them via email.

- **Live Share**: You can provide live access to the report page, from which you can download reports anytime.

- **Embed**: You can embed quiz reports into your webpage to keep visitors informed.

Video Overview

## Different kinds of downloadable reports:

Score Summary Report - This comprehensive quiz report gives you details such as the names and email addresses of learners who took your quiz when they took it, their *total scores*, and the *time taken* to complete the quiz. This report helps you quickly view which of your learners have taken the quiz and their scores.

Quiz Takers' Answers Report - This report shows learners' answers to each quiz question. It helps you identify knowledge gaps among your learners. For instance, when you see that most learners in your class have chosen the same wrong answer for a particular question, they face difficulty grasping the topic. Once you have this insight, you can create a course on the subject and assign it to your class to help them understand the topic better.

Time Taken Per Question Report - ProProfs helps you dig deeper by providing a detailed report of how much time each of your learners spent answering a particular quiz question. For instance, if one of your learners, Brian, has spent excessive time on a relatively easy question, then Brian most probably hasn't understood the topic. This report is beneficial for understanding exactly which areas a particular learner or a group of learners are struggling in.
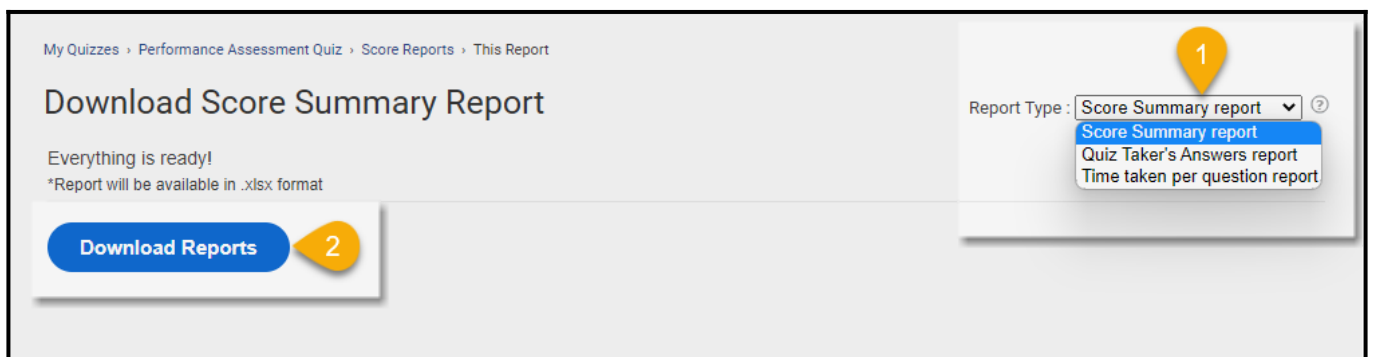
Download Reports

Step 1: Navigate to **Reports & Stats**.
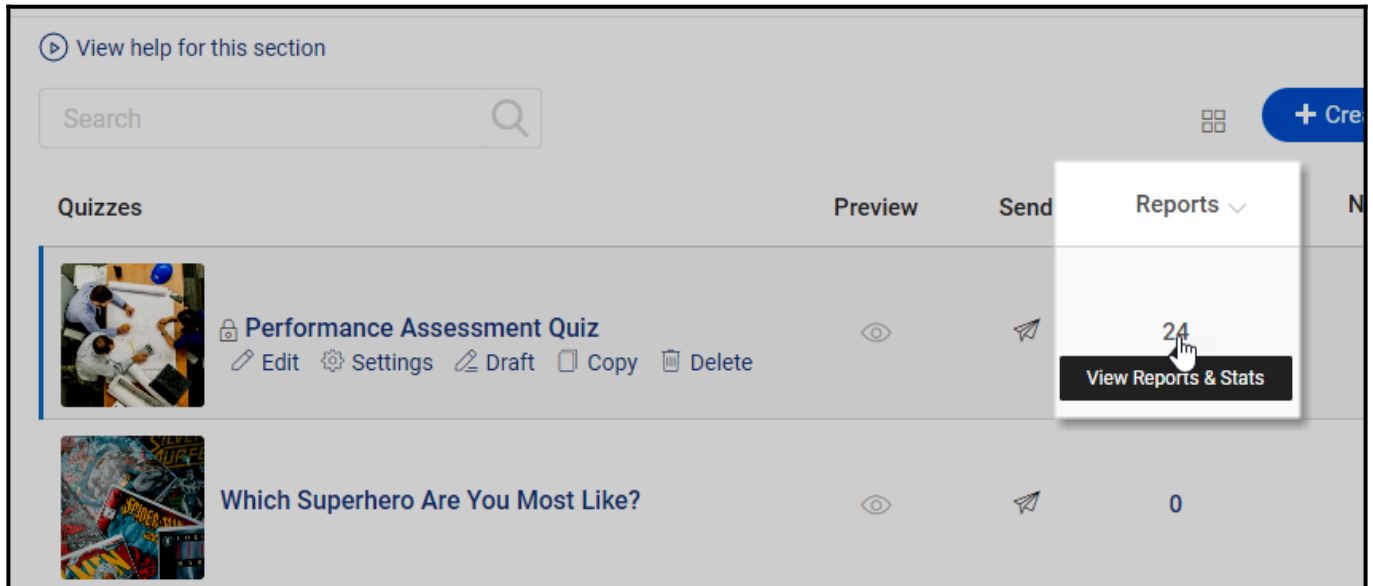
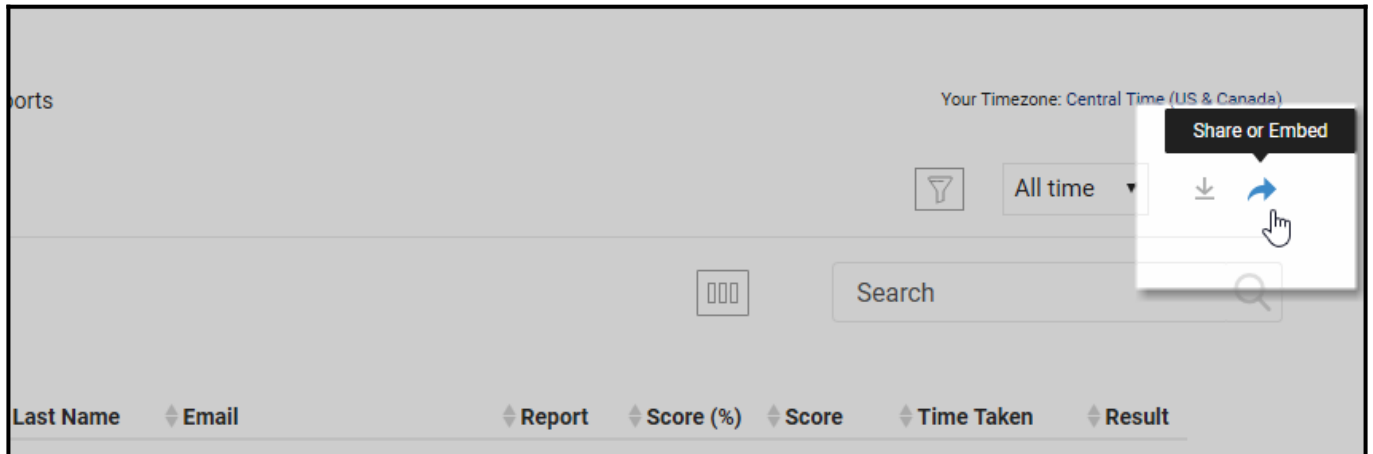**Step 2:** Select the reports, and click on the **Download** icon.
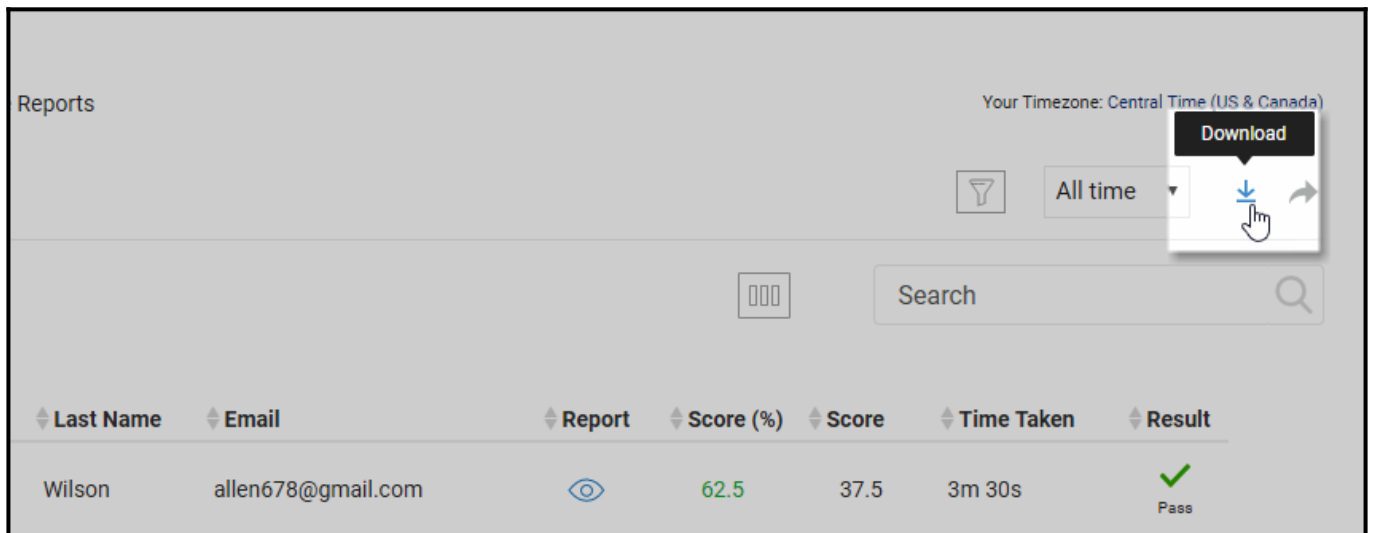
Step 3: Quiz Maker lets you download multiple reports in Excel format, select the report type and click the **Download Reports** button.
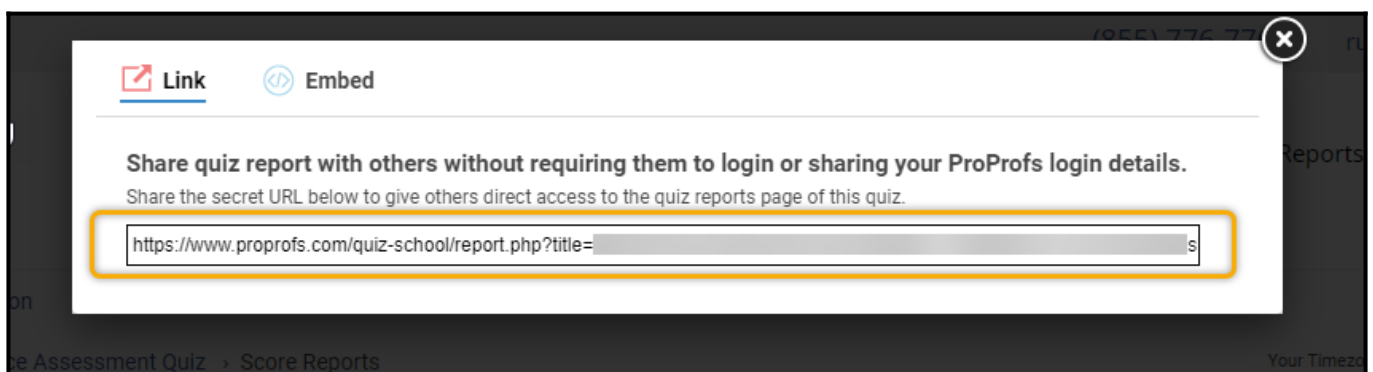

Share & Embed Reports

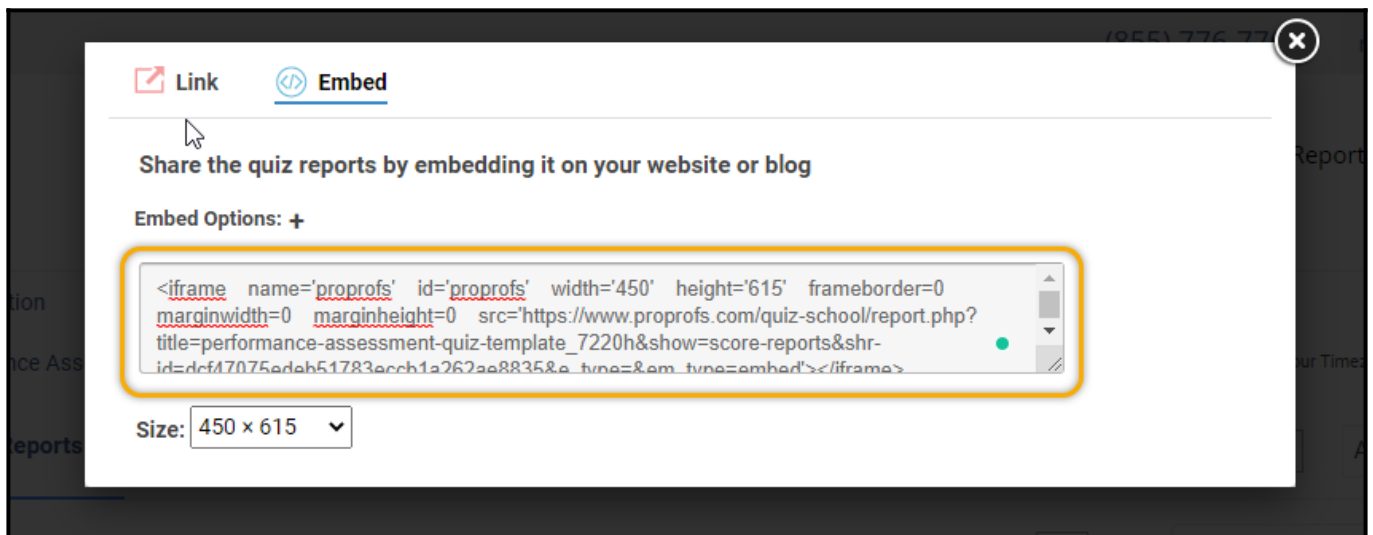**Step 1:** Navigate to **Reports & Stats**, and click the **Share** icon.

Step 2.1: Share the **secret URL** to give others direct access to the reports page of your quiz.

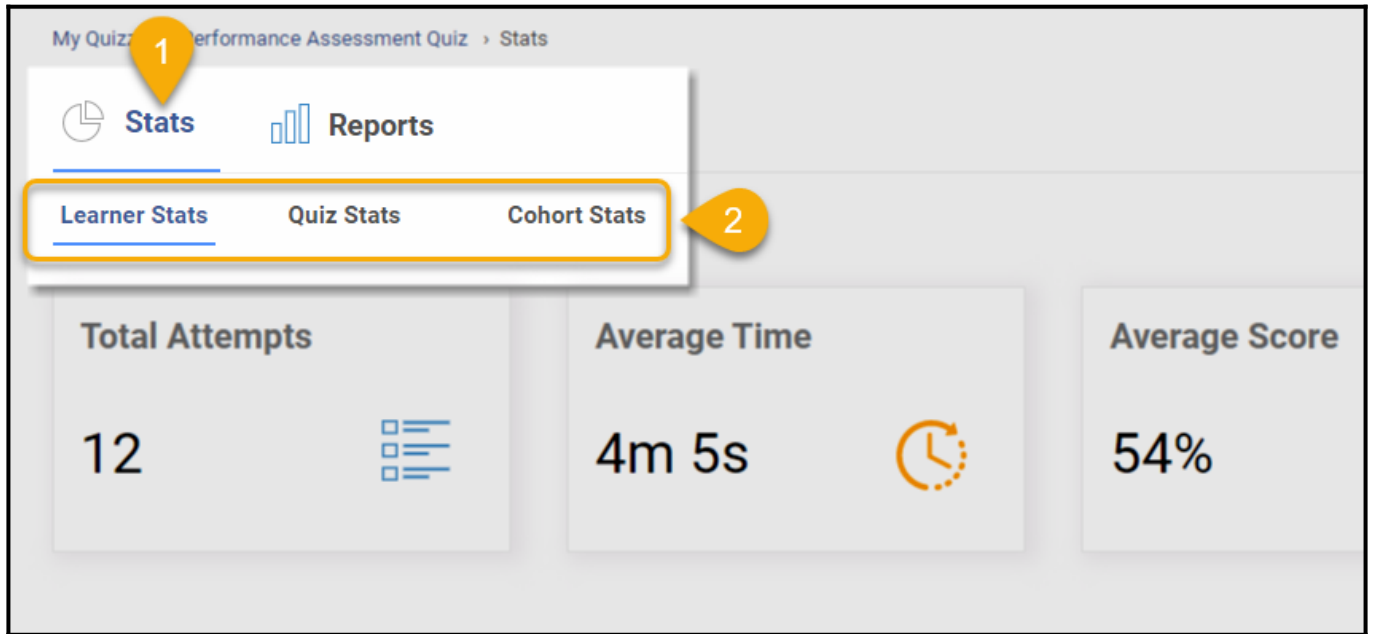**Step 2.2:** Copy and paste the embed code into your website source code to let others check it.
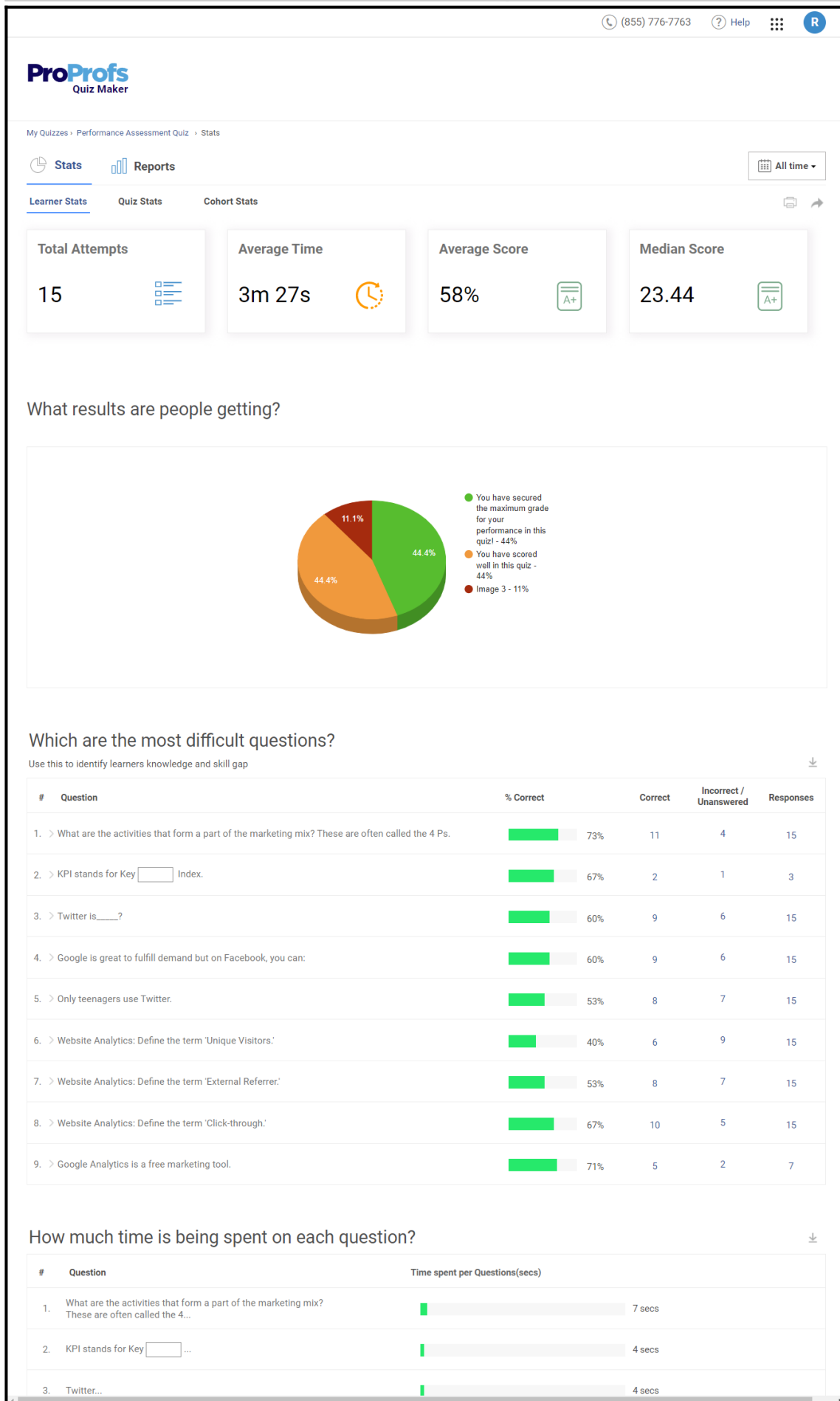

Download and Share Stats

Step 1: Go to a quiz report and do the following:

1. Switch to the **Stats** tab.

2. Choose between the following-

Learner Stats- To view every quiz taker's answers in a tabular form and analyze the time spent on each question, their difficulty level, and the average results learners got.

ProProfs Quiz Maker

(855) 776-7763   ? Help

My Quizzes › Performance Assessment Quiz › Stats

Stats   **Reports**

All time ▾

Learner Stats   Quiz Stats   Cohort Stats

Total Attempts	Average Time	Average Score	Median Score
15	3m 27s	58%	23.44

What results are people getting?

- You have secured the maximum grade for your performance in this quiz! - 44%
- You have scored well in this quiz - 44%
- Image 3 - 11%

Which are the most difficult questions?

Use this to identify learners knowledge and skill gap

#	Question	% Correct		Correct	Incorrect / Unanswered	Responses
1.	What are the activities that form a part of the marketing mix? These are often called the 4 Ps.		73%	11	4	15
2.	KPI stands for Key ____ Index.		67%	2	1	3
3.	Twitter is____?		60%	9	6	15
4.	Google is great to fulfill demand but on Facebook, you can:		60%	9	6	15
5.	Only teenagers use Twitter.		53%	8	7	15
6.	Website Analytics: Define the term 'Unique Visitors.'		40%	6	9	15
7.	Website Analytics: Define the term 'External Referrer.'		53%	8	7	15
8.	Website Analytics: Define the term 'Click-through.'		67%	10	5	15
9.	Google Analytics is a free marketing tool.		71%	5	2	7

How much time is being spent on each question?

#	Question	Time spent per Questions(secs)	
1.	What are the activities that form a part of the marketing mix? These are often called the 4...		7 secs
2.	KPI stands for Key ____ ...		4 secs
3.	Twitter...		4 secs

Quiz Stats- To view the number of attempts on the quiz, the date & time on which learners are taking the quiz, and also which day learners are taking it.

Cohort Stats- To view group-wise data of the quiz, where you can analyze the number of users from a particular group who have taken the quiz, the lowest, highest, median, and average scores.

> **Note:** *The number of quiz takers who are not a part of any group in your classroom will show up as **Unassigned**.*

You can click **View** to take a deeper look at the performance data, such as the responses received on each quiz question and the time spent on them.

Group Name	Users	Lowest Score	Higest Score	Average Score	Median Score	Subgroups	Action
Marketing	20	62.22	100	81.11	81.11	0	View
Sales	20	47.18	47.18	47.18	47.18	0	View
Product	10	41.67	91.64	60.68	54.7	0	View
Unassigned	12	0	46.88	23.44	23.44	0	--

Step 2.1: Click the **Print Stats** button to create a hard copy of the stats.
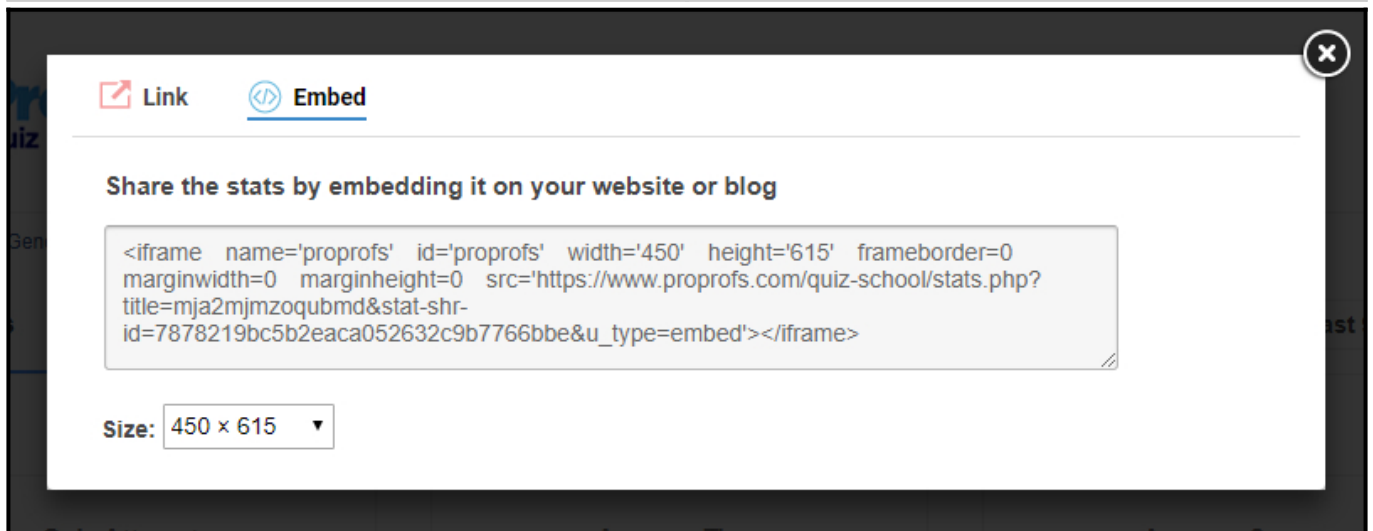
Step 2.2: The **Share** button next to the print icon allows you to share the stats through a link or by embedding them into your blog or website.
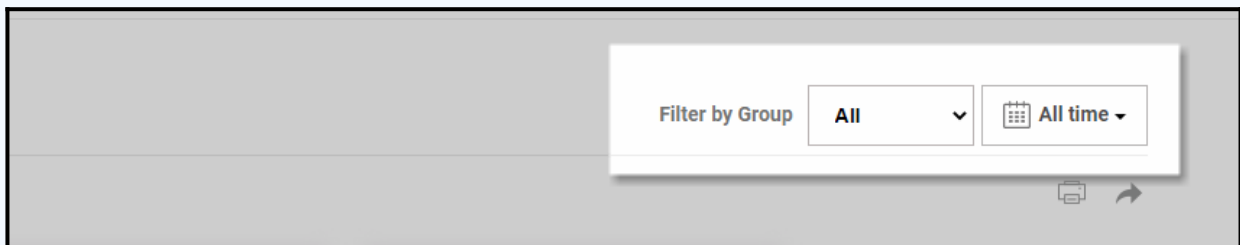
Note: You can view stats for a particular duration. Also, you can filter the stats based on groups.

Note: In the learner stats, you can find critical data such as stats on quiz questions' difficulty level & answer matrix report. You can click the "**Download**" button to save this data.

That is all about viewing, downloading, & sharing reports/stats.

Related Articles:

- What Are Advanced Progress Reports?
- How to View Time Taken per Quiz and Question
- How to Share Quizzes With Learners