

# 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.

- [Download](#): You can download quiz reports in formats such as CSV or Excel and then share via email.
- [Live Share](#): You can provide live access to the report page, from where you can download reports at any time.

## Different kinds of downloadable reports:

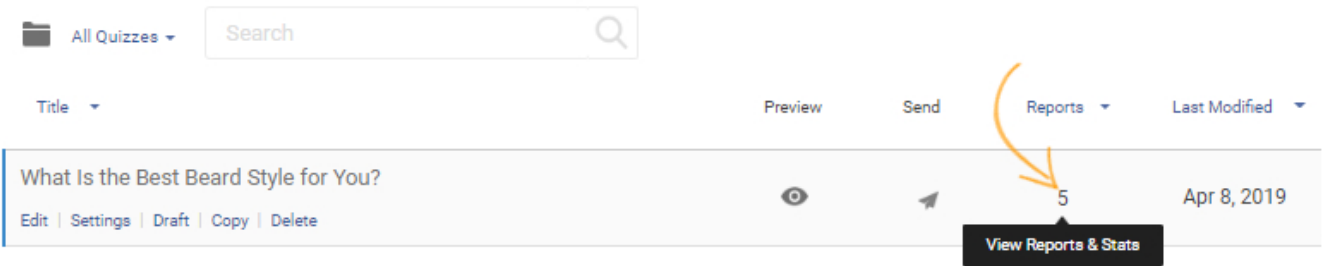
[Score Summary Report](#) - This is an overall quiz report which gives you details such as the names and email addresses of learners who took your quiz when they took your quiz, their 'total scores' and 'time taken' to complete the quiz. This report helps you quickly view which of your learners have taken the quiz and their scores.

[Quiz Takers' Answers Report](#) - This report shows you your learners' answers for each of your quiz questions. 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, this means that they are facing difficulty grasping the topic. Once you have this insight, you can create a course on the topic and assign it to your class to help them understand the topic better.

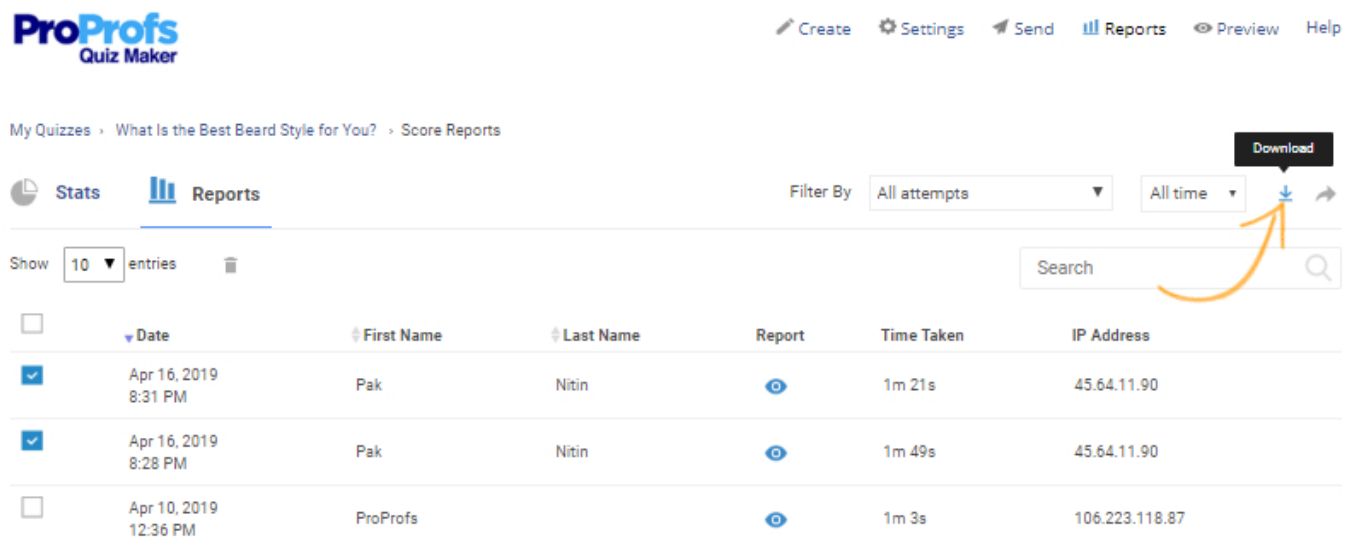
[Time Taken Per Question Report](#) - ProProfs helps you dig deeper by providing you a detailed report of how much time each of your learners spent on answering a particular quiz question. For instance, if one of your learners, let's say Brian has spent an inordinate amount of time on a relatively easy question, then Brian most probably hasn't understood the topic. This report is immensely useful for understanding exactly which areas a particular learner or a group of learners are struggling in.

## Download Reports

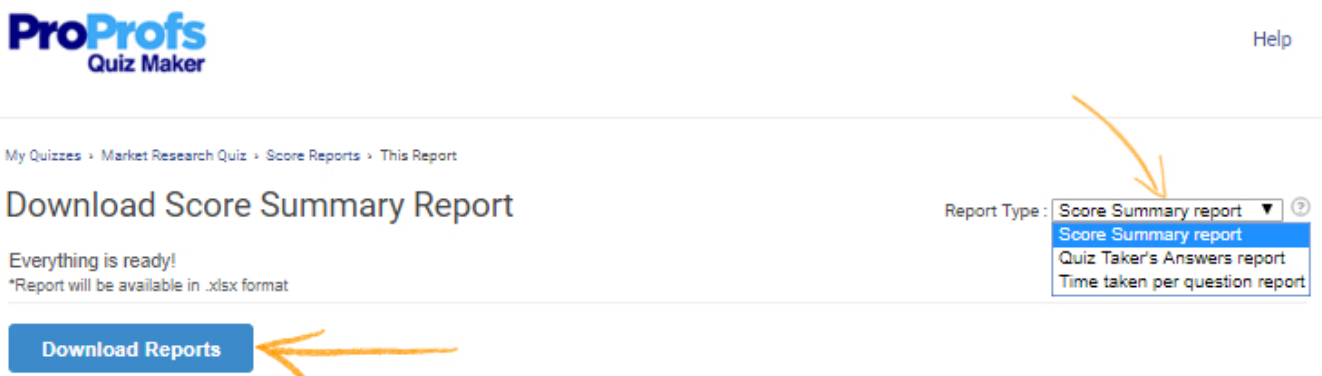
**Step 1:** Navigate to **Reports & Stats**.



**Step 2:** Select the reports, and click on the **Download** icon.



**Step 3:** [Quiz Maker](#) allows you to download multiple reports in excel format, select the [report type](#) and click the **Download Reports** button.



## Share Reports

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



My Quizzes > What Is the Best Beard Style for You? > Score Reports

**Stats** **Reports**

Filter By: All attempts | All time

Show 10 entries

Search

<input type="checkbox"/>	Date	First Name	Last Name	Report	Time Taken	IP Address
<input checked="" type="checkbox"/>	Apr 16, 2019 8:31 PM	Pak	Nitin		1m 21s	45.64.11.90
<input checked="" type="checkbox"/>	Apr 16, 2019 8:28 PM	Pak	Nitin		1m 49s	45.64.11.90
<input type="checkbox"/>	Apr 10, 2019 12:36 PM	ProProfs			1m 3s	106.223.118.87

[Share](#)

**Step 2:** Share the secret URL to give others direct access to the reports page of your quiz.



My Quizzes > What Is the Best Beard Style for You? > Score Reports > Share Reports

### Share Reports

Share quiz reports with others without requiring them to login or sharing your ProProfs login details.

Share the secret URL below to give others direct access to the reports page of this quiz.

`http://www.proprofs.com/quiz-school/report.php?title=what-is-the-best-beard-style-for-you_23cx&show=score-reports&shr-id=8b9f654474cf1bc`

This feature is in limited beta and will eventually only be available in our enterprise plans.

[Return to Reports Page](#)

## Download and share stats

Click to navigate to the **Stats** tab.

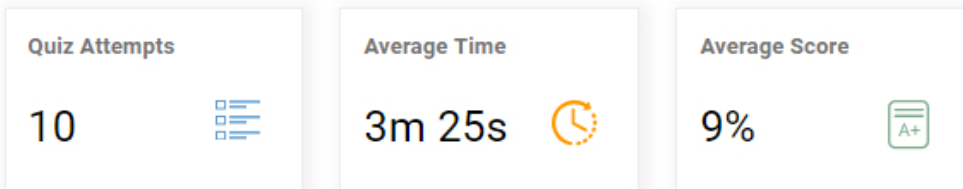
- Click the **Print Stats** button to create a hard copy of the stats.

My Quizzes > Market Research Quiz > Stats

Stats Reports

Last 90 days -

Print Stats



- The **Share** button next to the print icon, allows you to share the stats through a link or by embedding into your blog or website.

Link Embed

Share the stats by embedding it on your website or blog

```
<iframe name='proprofs' id='proprofs' width='450' height='615' frameborder=0 marginwidth=0 marginheight=0 src='https://www.proprofs.com/quiz-school/stats.php?title=mja2mjmzoqubmd&stat-shr-id=7878219bc5b2eaca052632c9b7766bbe&u_type=embed'></iframe>
```

Size: 450 x 615

- Choose from the drop-down menu on the top right to view stats for a particular period.

My Quizzes > Market Research Quiz > Stats

Stats Reports

Last 90 days -



- The stats tab has a scroll section which provides data related to [quiz](#) questions and time taken by the quiz takers. You can click the 'download button to save this data.

### Related Articles:

[What Are Advanced Progress Reports?](#)

[How to View Time Taken per Quiz and per Question](#)

[How to Share Quizzes With Learners](#)