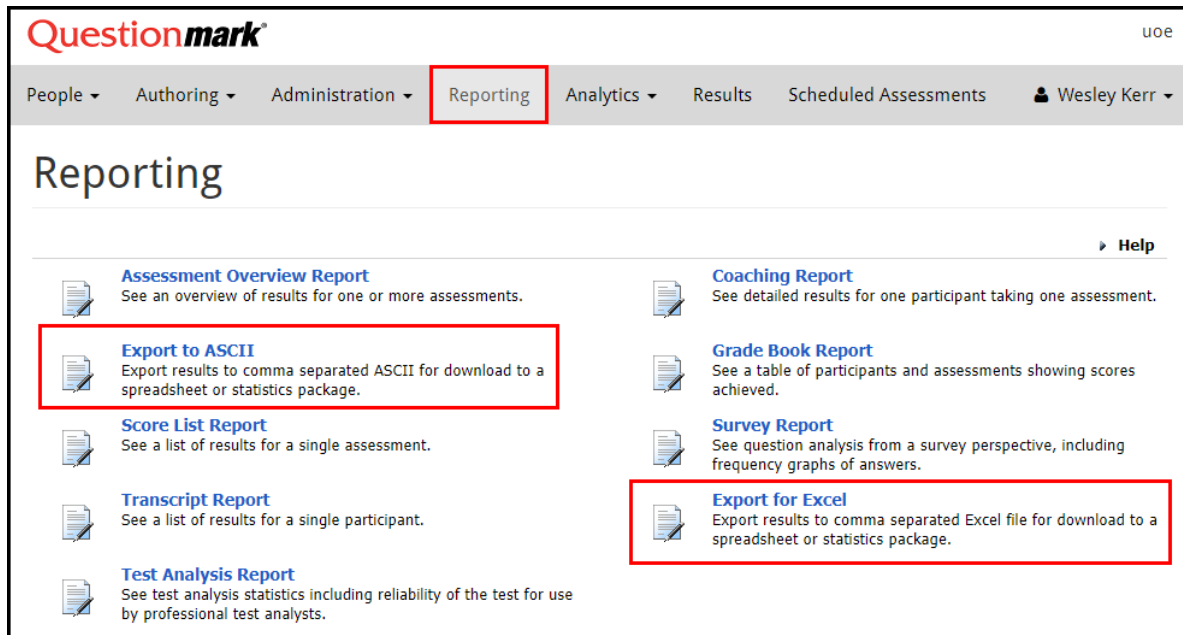


Questionmark: Exporting Results

Questionmark provides two methods of downloading student results out of the system for further manipulation in a statistics application or upload into another system, e.g. the Learn grade centre. The two methods are:

- Export for Excel – this allows you to download results as an Excel spreadsheet.
- Export to ASCII – this downloads results as a comma separated text file that can then be imported into multiple applications.

All the reporting options can be found within the **Reporting** section of Questionmark:

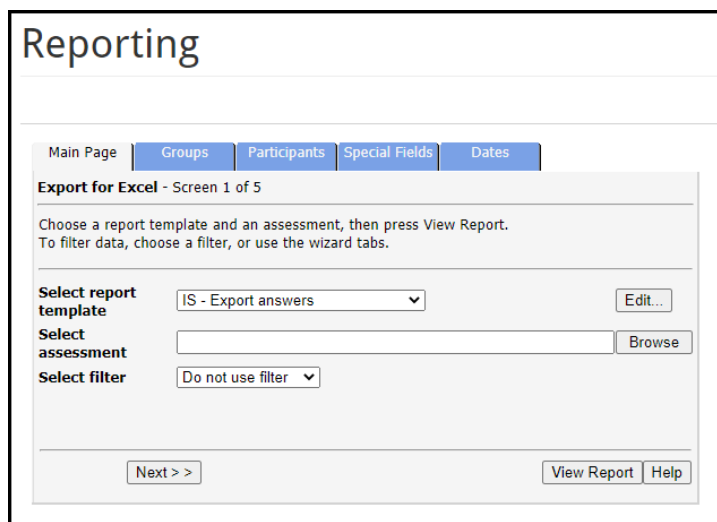


The screenshot shows the Questionmark interface. The top navigation bar includes 'People', 'Authoring', 'Administration', 'Reporting' (highlighted with a red box), 'Analytics', 'Results', 'Scheduled Assessments', and a user profile 'Wesley Kerr'. The main heading is 'Reporting'. A 'Help' link is visible in the top right. Below the heading, there are several report options, each with a document icon and a description:

- Assessment Overview Report**: See an overview of results for one or more assessments.
- Export to ASCII**: Export results to comma separated ASCII for download to a spreadsheet or statistics package. (highlighted with a red box)
- Score List Report**: See a list of results for a single assessment.
- Transcript Report**: See a list of results for a single participant.
- Test Analysis Report**: See test analysis statistics including reliability of the test for use by professional test analysts.
- Coaching Report**: See detailed results for one participant taking one assessment.
- Grade Book Report**: See a table of participants and assessments showing scores achieved.
- Survey Report**: See question analysis from a survey perspective, including frequency graphs of answers.
- Export for Excel**: Export results to comma separated Excel file for download to a spreadsheet or statistics package. (highlighted with a red box)

Export for Excel

1. Click on **Reporting** to enter the reporting screen.
2. Click on **Export for Excel**.
3. The export for excel screen is displayed.



The screenshot shows the 'Export for Excel' wizard screen. The 'Reporting' heading is at the top. Below it are tabs for 'Main Page', 'Groups', 'Participants', 'Special Fields', and 'Dates'. The current screen is 'Export for Excel - Screen 1 of 5'. It contains instructions: 'Choose a report template and an assessment, then press View Report. To filter data, choose a filter, or use the wizard tabs.' There are three fields: 'Select report template' with a dropdown menu showing 'IS - Export answers' and an 'Edit...' button; 'Select assessment' with a text input field and a 'Browse' button; and 'Select filter' with a dropdown menu showing 'Do not use filter'. At the bottom, there are buttons for 'Next >>', 'View Report', and 'Help'.

4. Click on the **Select report template** drop down list to select the results template to be applied to your download. There are seven IS produced templates that should cover most requirements (these are described at the end of this document).
5. For the **Select assessment** option, click on the **Browse** button. A new window opens. Use the text box to enter all or part of the name of your assessment and click on **Search**. Depending on how specific you have been, you should see one or more assessments appear.
6. Click on the name of the assessment for which you wish to download results. The second window closes, and the assessment name is added to the text area.
7. There are other tabs available which allow you to restrict the data set downloaded in different ways – for example, by group or participant. The one most used is **Dates**.

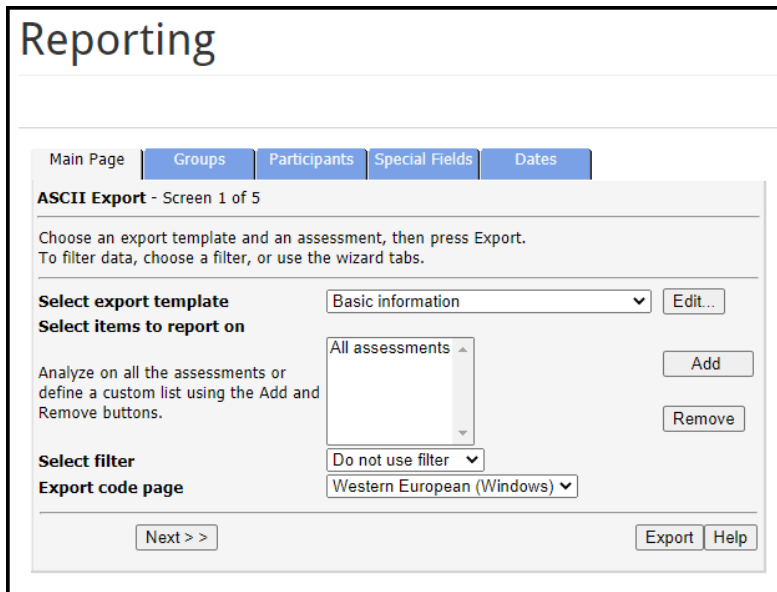
The screenshot shows a web interface titled "Reporting". At the top, there are navigation tabs: "Main Page", "Groups", "Participants", "Special Fields", and "Dates". The "Dates" tab is currently selected. Below the tabs, the page is titled "Export for Excel - Screen 5 of 5". The main content area is for selecting a date filter. It starts with the text "Select whether to filter by date:". There are two columns of radio button options. The first column includes "All dates" (selected), "This year", "This month", "Last month", "Last month to date", "Today", and "Yesterday". The second column includes "Last" and "Custom". To the right of the "Last" option are two input fields: "0" for "Months" and "1" for "Days". To the right of the "Custom" option are two rows of date pickers: "From date" with values "1", "January", and "1995"; and "To date" with values "28", "October", and "2020". At the bottom left is a "<< Back" button, and at the bottom right are "Filter", "View Report", and "Help" buttons.

Clicking on **Dates** gives you options to restrict the data to within pre-determined timeframes – for example, yesterday, today, last month, this month, this year – or to choose your own custom timeframe. This is useful if you run the same assessment several times but want to download the data from certain sittings.

8. Once you have selected your template, assessment, and date range, click on **View Report**.
9. If given the option, choose to open the report rather than download it. When Excel opens it will produce a warning message, click on **Yes** to continue to open the spreadsheet. Once it has opened, save the spreadsheet to your computer changing the filetype from web page to Excel Workbook.

Export to ASCII

1. Click on **Reporting** to enter the reporting screen.
2. Click on **Export to ASCII**.
3. The ASCII export screen is displayed.



The screenshot shows the 'Reporting' interface with a navigation bar containing 'Main Page', 'Groups', 'Participants', 'Special Fields', and 'Dates'. The 'Reporting' title is at the top. Below it, the 'ASCII Export - Screen 1 of 5' section is visible. It includes instructions: 'Choose an export template and an assessment, then press Export. To filter data, choose a filter, or use the wizard tabs.' The configuration area has several fields: 'Select export template' with a dropdown menu showing 'Basic information' and an 'Edit...' button; 'Select items to report on' with a list box containing 'All assessments', 'Add' and 'Remove' buttons, and explanatory text: 'Analyze on all the assessments or define a custom list using the Add and Remove buttons.'; 'Select filter' with a dropdown menu showing 'Do not use filter'; and 'Export code page' with a dropdown menu showing 'Western European (Windows)'. At the bottom, there are 'Next >>', 'Export', and 'Help' buttons.

4. Click on the **Select export template** drop down list to select the results template to be applied to your download. There are seven IS produced templates that should cover most requirements (these are described at the end of this document).
5. For the **Select items to report on** option, click on the **Add** button. A new window opens. Use the text box to enter all or part of the name of your assessment and click on **Search**. Depending on how specific you have been, you should see one or more assessments appear.
6. Click on the name of the assessment for which you wish to download results. You can add more than one assessment, if required, by clicking on the names of assessments – you can run other searches, if needed. Click on **Cancel**, when you have added all the required assessments, to close the second window.

NOTE: When you choose more than one assessment, the data for all the assessments is aggregated into a single CSV file

7. As with the export for Excel, clicking on **Dates** gives you options to restrict the data to within pre-determined timeframes – for example, yesterday, today, last month, this month, this year – or to choose your own custom timeframe. This is useful if you run the same assessment several times but want to download the data from certain sittings.
8. Once you have selected your template, assessment, and date range, click on **Export**.
9. Save the file to your computer.

IS produced export templates

For both the **Export to ASCII** and **Export for Excel** options, there are seven standard IS reporting templates. These are described below. While similar, they are not the same in all cases as the ASCII export has different options available compared to the Excel export. If none of the templates work for you, or you require certain information or a particular format for your data download, please contact IS Helpline to discuss if your needs can be accommodated by a custom report.

IS – Basic Information

For each participant, the basic information template provides:

- Participant ID
- Participant group
- Assessment status
- Date/Time finished
- Total score
- Maximum score
- Percentage score
- Outcome label
- Score achieved for each question

Note that the ASCII export also includes Date/Time started and question wording for each question (questions are identified in the Excel export).

IS – Export Answers

For each participant, the export answers template provides:

- Participant ID
- Total score
- Maximum score
- Percentage score
- Answer given for each question
- Score achieved for each question

Note that the ASCII export also includes the question wording for each question (questions are identified in the Excel export).

IS – Export Everything

For each participant, the export everything template provides:

- Result index
- Assessment ID
- Assessment name
- Assessment author
- Assessment last modified
- Participant ID
- Participant group
- Participant details

- Hostname
- IP Address
- Status
- Date/Time started
- Date/Time finished
- Total score
- Maximum score
- Percentage score
- Time taken
- Assessment outcome label
- Special 1-10
- Monitor
- Schedule name
- Feedback given at the end of the assessment
- Answer given for each question
- Score achieved for each question
- Outcome for each question

Note that the ASCII export does not include the result index or schedule name but additionally includes the following for each question:

- Question description
- Question ID
- Question wording
- Topic
- Question type
- Possible outcomes
- Outcome(s) chosen
- Answer given (truncated)
- Answer given (full)
- Maximum score
- Feedback shown

IS – Export Scores

For each participant, the export scores template provides:

- Participant ID
- Total score
- Maximum score
- Percentage score
- Score achieved for each question

Note that the ASCII export also includes the question wording for each question (questions are identified in the Excel export).

IS – Export ID and Percentage

For each participant, the export ID and percentage template provides:

- Participant ID
- Percentage score

IS – Export ID and Score

For each participant, the export ID and score template provides:

- Participant ID
- Total score

IS – Export Total and Percentage Scores

For each participant, the export total and percentage scores template provides:

- Participant ID
- Total score
- Maximum score
- Percentage score