

# Generate Report

The purpose of this page is to choose the report parameters.

Score Results Change Report Type:

### 1 Select quizzes and simulations

Show archived items

<input checked="" type="checkbox"/>	Car Sales Simulation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Everest Quiz	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Olympic Games	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Olympic Games Quiz	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Welcome to Fabulous Las Vegas	<input type="checkbox"/>

### 2 Configure report settings

Organization:

Group:

Date Range:

-

### 3 Generate your report

Show the report below

Follow the steps below to generate a report:

1. Select an object for your report.  
You can select a quiz or multiple quizzes for Quiz Reports, a content item or multiple items for Content Reports, a user or a group or multiple users and groups for People Reports).
2. Specify additional report parameters.  
These may vary from report to report. Here is what you may be asked to specify:
  - Organization and group - select a user group and organization in this drop-down menu to focus your report on.
  - User - several reports may ask you to specify a certain user in a group selected from the "Group" drop-down menu.
  - Date range - you may narrow down your report to a certain time span (last year, last quarter, last month, last week, yesterday). There is also an option to generate a report for a custom date range.
3. Click **Run Report**.  
You will be redirected to the report page. For more information, see [View Report](#).

If you select the **Show report below** checkbox at Step 3, the report will be displayed directly under the report form.

## Tips for Using Reports

The "Generate report" page also allows you to change the chosen report type without returning to the "Reports" page. Just select another report type in the drop-down menu Change Report Type. The page will be updated automatically to request parameters for the new report.

← Generate Report

### Score Results

Change Report Type: Score Results

**1** Select quizzes and simulations

Show archived items

<input checked="" type="checkbox"/>	Car Sales Simulation	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Everest Quiz	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Olympic Games	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Olympic Games Quiz	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Welcome to Fabulous Las Vegas	<input type="checkbox"/>

**2** Content filters

Organization:

Group:

Date Range:

Show the results of all selected items

**Run Report**

**3** Generate Report

- Score Results
- Quiz and Simulation reports
  - Score Results
  - Answer Breakdown
  - Attempt Detail
  - Progress Achievement
- Content reports
  - Content Activity
  - Content Traffic
  - Content Progress
  - Popular Content
  - Slide Views
  - Performance Summary
- People reports
  - Group Activity
  - User Activity
  - Active Groups
  - Active Users
  - Guestbook Responses

If you have a lot of content items, it may be listed on the n-th page, so you may have to browse pages to locate it. In this case it'll be more convenient to use filters to locate your content item.

To use a filter:

- Start typing a name of the item you want to find in the Search text. Whenever this field is modified, the system updates a list or a table to display only those elements, which names contain the characters you typed.

To clear a filter:

- Delete all characters you typed in the text field.

Score Results
Change Report Type: Score Results ▼

### 1 Select quizzes and simulations

Show archived items
 

everest ✕

<input checked="" type="checkbox"/> Everest Quiz	<input type="checkbox"/>
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### 2 Configure report settings

Organization: iSpring Learning ▼

Group: All Groups ▼

Date Range: Last week ▼

Jan, 24 20 - 
 Jan, 31 20
📅

### 3 Generate your report

Show the report below

Run Report

Moreover, you can select the **Show archived items** checkbox to show deleted items (content, users, groups, organizations). This way you can run reports even on deleted items.

Score Results
Change Report Type: Score Results ▼

### 1 Select quizzes and simulations

Show archived items
 

Search 🔍

<input checked="" type="checkbox"/> Car Sales Simulation	<input type="checkbox"/>
<input checked="" type="checkbox"/> Everest Quiz	<input type="checkbox"/>
<input checked="" type="checkbox"/> Olympic Games	<input type="checkbox"/>
⋮ <input checked="" type="checkbox"/> Olympic Games Quiz	<input type="checkbox"/>
<input checked="" type="checkbox"/> Welcome to Fabulous Las Vegas	<input type="checkbox"/>

### 2 Configure report settings

Organization: iSpring Learning ▼

Group: All Groups ▼

Date Range: Last week ▼

Jan, 24 20 - 
 Jan, 31 20
📅

### 3 Generate your report