

Reporting

iSpring QuizMaker can send the quiz results to the instructor's and learner's email address, or to a server.

- [Types of Reports](#)
- [Sending Report to Instructor](#)
- [Sending Report to a Student's Email](#)

Types of Reports

The shorter version of the report includes basic information about the student's results, such as quiz completion time, the awarded score, and the list of questions.

Date/Time	May 4, 2018 4:33 PM
Answered	3 / 6
Your Score	30 / 60 (50%)
Passing Score	48 (80%)
Time spent	56 sec
Result	Failed

#	Question	Awarded	Points	Result
1.	There's a client who often has business trips and Skype meetings. What kind of headphones would you recommend he use?	10	10	✓
2.	You're communicating with a client from the bank sector. The client has an interest in purchasing your product, and is going to discuss the purchase with his manager. Which document should you send to him first?	10	10	✓
3.	Arrange the products using the vertical brand blocking technique and correct the mistakes in the current shelving, if any.	10	10	✓
4.	Drag the blocks with the names of the components of the puncher to the appropriate places:	0	10	✗

The extended version includes general info and detailed information on how users answered each question.

Date/Time **May 4, 2018 4:48 PM**
Answered **3 / 6**
Your Score **30 / 60 (50%)**
Passing Score **48 (80%)**
Time spent **30 sec**
Result **Failed**

Question 1 Correct

Points: 10/10

**There's a client who often has business trips and Skype meetings.
What kind of headphones would you recommend he use?**

User Answer	Correct Answer
 JBL E55 BT	JBL E55 BT

Feedback: That's right! You selected the correct response.

Question 2 Correct

Points: 10/10

**You're communicating with a client from the bank sector. The client has an interest in
purchasing your product, and is going to discuss the purchase with his manager.**

You can configure what information will be included in the report in the **Reporting** section of the Quiz Properties.

✔ Quiz Properties
✕

- Main Properties
- Quiz Scoring
- Question Properties
- Question List
- Reporting

Reporting Quiz Results

Send quiz results to email

Send report to instructor:

Send when quiz is:

Include user's answers in the report

Send report to user's email ⚠

Include in the report:

User's answers

Correct answers

Feedback text

> Report title

Other

Send quiz results to server:

[? Learn more about sending results to server](#)

Execute JavaScript

Sending Report to Instructor

1. Select the checkbox **Send report to instructor** and type in an email address or several email addresses in the text box next to it.

- Main Properties
- Quiz Scoring
- Question Properties
- Question List
- Reporting

Reporting Quiz Results

Send quiz results to email

Send report to instructor:

Send when quiz is:

Include user's answers in the report

2. By default, the report will be sent when the quiz is passed or failed. If you want to receive the results of the successful attempts only, select **Passed** in the menu.

Send quiz results to email

Send report to instructor: alex.smith@gmail.com, mary.jones@gmail.com

Send when quiz is: Passed ▾

Include user's answers

- Passed or Failed
- Passed
- Failed

3. If you want, you can include individual choices in the report to find out what each participant selected for their answers.

 **Reporting Quiz Results**

Send quiz results to email

Send report to instructor: alex.smith@gmail.com, mary.jones@gmail.com

Send when quiz is: Passed or Failed ▾

Include user's answers in the report

Sending Report to a Student's Email

You can set up your quiz so that your quiz takers will receive their individual results to their email address after they complete your quiz. First, you need to **add a slide** where you ask users to enter their email address, and then **set up your report info** in the Quiz Properties.

1. To add a slide, click **Introduction** on the toolbar and add a **User Info** slide to your quiz.

selling_techniques* - iSpring Quizmaker

Home Help

Question Group Introduction ▾

Duplicate Cut Copy Paste Hyperlink Equation Symbol

Welcome User Info Instruction Slide

Intro Slide User Info Instruction Slide

Search

Question Group 1

1. There's a client who often has *Multiple Choice*
2. You're communicating with a client who has *Drag and Drop*
3. Arrange the products using the *Drag and Drop*
4. Drag the blocks with the name *Drag and Drop*
5. Note the compressor motor *Hotspot*

User Info Form
A slide that lets you collect info about your users.

Enter Your Details

Name

Email

- The slide with the User Info form will be added to the list of slides in the Intro group. This slide contains fields that will help you collect users' personal information, like email addresses, before they start the quiz. Here you can select which fields to add to the form. Make sure that the **Email** field condition is set to **Mandatory**.

The screenshot shows the iSpring Quizmaker interface with the 'User Info Form' configuration. The 'Form Fields' table is as follows:

Field Name	Condition	Field Type	Initial Value
Name	Mandatory	Text	
Email	Mandatory	Email	
Company	Mandatory	Text	
Department	Optional	Text	
Job Title	Don't ask	Text	
Phone	Don't ask	Text	
Address	Don't ask	Text	

A dropdown menu is open for the 'Email' field, showing options: Mandatory, Optional, and Don't ask. The 'Mandatory' option is selected.

- Next, go to the Quiz Properties and set up your report details. To do this, click **Properties** on the toolbar and go to the **Reporting** tab.

The screenshot shows the 'Quiz Properties' dialog box with the 'Reporting Quiz Results' tab selected. The 'Send report to user's email' checkbox is highlighted with a red circle and the number 2.

The 'Reporting Quiz Results' section includes the following options:

- Send report to instructor: Enter email addresses separated by commas
- Send when quiz is: Passed or Failed
- Include user's answers in the report
- Send report to user's email
 - Include in the report:
 - User's answers
 - Correct answers
 - Feedback text

- Select the checkbox **Send report to user's email**.

Quiz Properties

- Main Properties
- Quiz Scoring
- Question Properties
- Question List
- Reporting**

Reporting Quiz Results

Send quiz results to email

Send report to instructor:

Send when quiz is:

Include user's answers in the report

Send report to user's email

Include in the report:

- User's answers
- Correct answers
- Feedback text

> Report title

Other

Send quiz results to server:

[? Learn more about server](#)

Execute JavaScript

5. Additionally, you can extend your report with the following details: user's answers, correct answers, and feedback text, or turn them off and do not include them in your report.

Reporting Quiz Results

Send quiz results to email

Send report to instructor:

Send when quiz is:

Include user's answers in the report

Send report to user's email

Include in the report:

- User's answers
- Correct answers
- Feedback text

> Report title

6. Once everything is set up, click on **Save** to apply the changes.

Quiz Properties

Main Properties
Quiz Scoring
Question Properties
Question List
Reporting

Reporting Quiz Results

Send quiz results to email

Send report to instructor:

Send when quiz is:

Include user's answers in the report

Send report to user's email

Include in the report:

- User's answers
- Correct answers
- Feedback text

> Report title

Other

Send quiz results to server:

[? Learn more about server](#)

Execute JavaScript

Save Cancel

Now you can [publish your quiz](#) to test it out and see if the report includes all the necessary information.