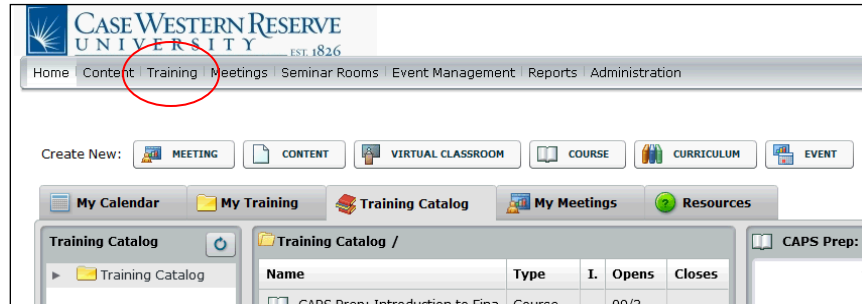


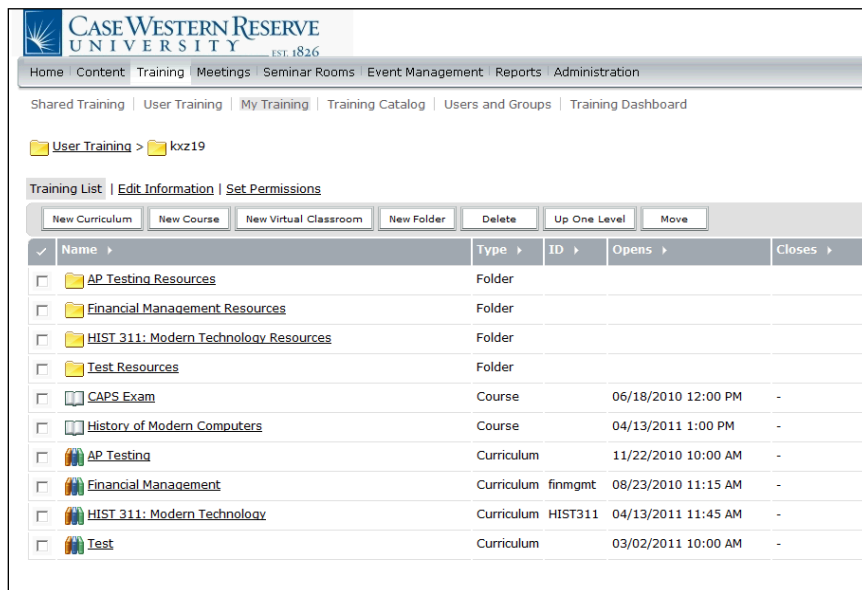
Viewing Course Completion and Quiz Scores

Procedure

Begin by logging in to Adobe Connect at *connect.case.edu*



Step	Action
1.	<p>After you are logged on, the Home screen appears.</p> <p>Click the Training tab.</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin: 10px 0;">Training</div>



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Viewing Course Completion and Quiz Scores

Step	Action
2.	<p>The Training screen appears. It contains a list of all curricula and courses that you have created, as well as folders containing courses that belong to curricula.</p> <p>Select the course you wish to see.</p> <p><i>Please note: If the course is part of a curriculum, first click on the curriculum's folder, then click on the course.</i></p>

Case Western Reserve University EST. 1826

Home | Content | Training | Meetings | Seminar Rooms | Event Management | **Reports** | Administration

Shared Training | User Training | My Training | Training Catalog | Users and Groups | Training Dashboard

User Training > kxz19 > History of Modern Computers

Course Information | Edit Information | Training Catalog Settings | Select Content | Manage Enrollees | Notifications | Reports

Course Information

Course Name: **History of Modern Computers**

Course ID:

Summary:

Open Date: **04/13/2011 1:00 PM**

Close Date: -

Course URL: <https://connect.case.edu/moderncomputers/>

Max Attempts: **Unlimited**

Step	Action
3.	<p>The Course Information screen appears.</p> <p>Click the Reports link.</p> <p><u>Reports</u></p>

Case Western Reserve University EST. 1826

Home | Content | Training | Meetings | Seminar Rooms | Event Management | **Reports** | Administration

Shared Training | User Training | My Training | Training Catalog | Users and Groups | Training Dashboard

User Training > kxz19 > History of Modern Computers

Course Information | Edit Information | Training Catalog Settings | Select Content | Manage Enrollees | Notifications | **Reports**

Summary | By Slides | By Users | By Questions | By Answers

Report Filters: No filters have been set.

Course Information

Name: **History of Modern Computers**

ID:

Open Date: **04/13/2011 1:00 PM**

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Viewing Course Completion and Quiz Scores

Step	Action
4.	The Reports screen appears. It contains information such as the date the course opened, its URL, and course statistics including enrolled users, users who have completed the course, users who have passed the course, and users who have failed the course.
5.	Click the By Users link to see results for individual users. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">By Users</div>

The screenshot shows the Case Western Reserve University training system interface. The breadcrumb trail is: User Training > kxz19 > History of Modern Computers. The 'Reports' section is active, with 'By Users' selected. A 'Download Report Data' button is visible. Below the button, it says 'Report Filters: No filters have been set.' A table displays the following data:

Name	Status	Score	Date Taken	Time Taken (hh:mm:ss)	Attempts	Certificate #	Version
Kristen Kolenz	Passed	10/10	04/13/2011 1:40 PM	00:00:27	1	1589003	1

Step	Action
6.	A list of all students enrolled in the course appears. The list displays each student's name, their status (passed, failed, in progress), score, and the date the course was completed. You may download the contents of the By Users screen by clicking the Download Report Data button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Download Report Data</div>
7.	A Windows dialogue box appears that prompts you to open or save a file called "data.csv." Save the file to your computer, where it can be opened and converted to an Excel file.
8.	Click on a student's name to see the results of any quizzes in the presentation.

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Viewing Course Completion and Quiz Scores

The screenshot shows the Case Western Reserve University training system interface. At the top is the university logo and name. Below it is a navigation menu with links: Home, Content, Training, Meetings, Seminar Rooms, Event Management, Reports, and Administration. A secondary menu includes Shared Training, User Training, My Training, Training Catalog, Users and Groups, and Training Dashboard. The breadcrumb trail is: User Training > kxz19 > History of Modern Computers. Below this are links for Course Information, Edit Information, Training Catalog Settings, Select Content, Manage Enrollees, Notifications, and Reports. A sub-menu for Reports includes Summary, By Users, By Questions, and By Answers. At the bottom of the menu are buttons for Download Report Data and Printable Version. The main content area shows 'History of Modern Computers' and 'Quiz Responses and Results'.

Step	Action
9.	The student's quiz answers appear. For each question, it is indicated if the student answered correctly and the score received.
10.	This completes the process of viewing course completion and quiz scores in Adobe Connect. End of Procedure.