

REVISED 8/28/14

Enrollment Verification Documentation Steps for Faculty

How to Print Enrollment Verification Quiz Submissions:

- In the course, with editing turned on, open the **Enrollment Verification Quiz**

Enrollment Verification Quiz (Required)

Enrollment Verification Quiz - Fall 2014

- Click to open the quiz, then click on **Attempts**



































Attempts allowed: 1

Time limit: 30 mins

Attempts: 15

Attempt quiz now

- Faculty will see a variation of this:

	First name / Surname	Username	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /1.00	Q. 2 /1.00	Q. 3 /1.00	Q. 4 /1.00	Q. 5 /1.00	Q. 6 /1.00	Q. 7 /1.00	Q. 8 /1.00	Q. 9 /1.00	Q. 10 /1.00
	 Sarah Bordeaux Review attempt	ssbordeaux6238	Finished	15 August 2014 10:28 PM	15 August 2014 10:31 PM	2 mins 54 secs	10.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00
	 Zachary Brown Review attempt	zsbrown1255	Finished	15 August 2014 2:34 PM	15 August 2014 2:35 PM	34 secs	10.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00
	 Megan Dickenson Review attempt	mmdickenson9657	Finished	15 August 2014 1:39 PM	15 August 2014 1:41 PM	1 min 54 secs	10.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00	 1.00

- Sort the report by last name/surname:

First name / Surname	Username	State
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- In What to include in the report select all users who have attempted the quiz

What to include in the report Attempt

Attempts from all users who have attempted the quiz

Attempts that are ☒ In progress ☒ Overdue ☒ Finished ☒ Never submitted

Show only attempts ☐ that are graded for each user (Highest grade)

☐ that have been regraded / are marked as needing regrading

Display options

- Click the **Show Report** button

Page size

Marks for each question Yes

Show report

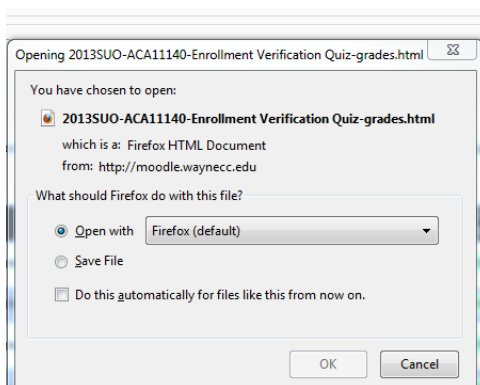
- In the **Download table data as** menu, select an **unpaged XHTML** document.

Only one attempt per user allowed on this quiz.

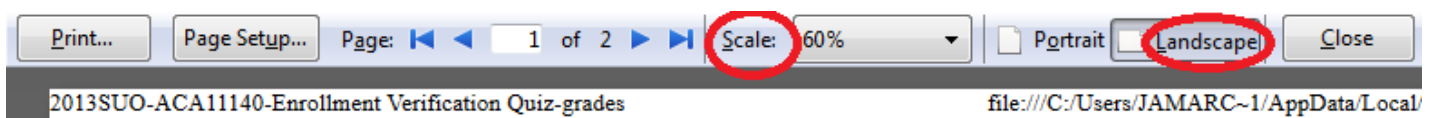
Download table data as Unpaged XHTML document Download

First name / Surname	Username	State	Started on	Completed	Time taken	Grade/10.00 Q. 1	Q. 2
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- A **Leave Page** or **Stay on Page** message may appear- Click **Leave Page**
- Click the **Download table data as** button. Depending on the browser used this may open a dialog box:



- Then using the browser **Print** option, set the view to landscape, scale it to a reasonable size, and print the report. Directions for Firefox: Click **Firefox** button, top left corner of the screen, then **Print Preview**. Set view to **Landscape**, scale to **60%**, then **Print**.



- After printing the spreadsheet, circle the date students started the quiz as shown below:

2013SUO-ACA11140 Enrollment Verification Quiz

Surname	First name	Institution	Department	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /1.00	Q. 2 /1.00
John	QWERTY			l@student.waynecc.edu	Finished	21 May 2013 7:35 AM	21 May 2013 7:38 AM	3 mins 37 secs	9.00	1.00	1.00
Sue	QWERTY			@student.waynecc.edu	Finished	21 May 2013 8:27 AM	21 May 2013 8:28 AM	1 min 35 secs	10.00	1.00	1.00
Sam	YTREWQ			@student.waynecc.edu	Finished	21 May 2013 8:52 AM	21 May 2013 8:55 AM	2 mins 29 secs	10.00	1.00	1.00