

REVISED 9/9/13

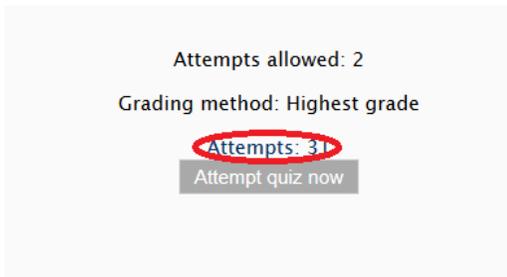
Enrollment Verification Documentation Steps for Faculty

How to Print Enrollment Verification Quiz Submissions:

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



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



- Faculty will see a variation of this:

First name / Surname	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
Tyrone Review attempt	Finished	21 May 2013 7:35 AM	21 May 2013 7:38 AM	3 mins 37 secs	9.00	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	0.00 ✗	1.00 ✓
McCaggie Review attempt	Finished	21 May 2013 8:27 AM	21 May 2013 8:28 AM	1 min 35 secs	10.00	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓
Tiffany Review attempt	Finished	21 May 2013 8:52 AM	21 May 2013 8:55 AM	2 mins 29 secs	10.00	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓
Matthew Review attempt	Finished	21 May 2013 9:16 AM	21 May 2013 9:18 AM	2 mins 1 sec	9.00	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	1.00 ✓	0.00 ✗

- Sort the report by last name/surname:



- 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

- Click the Show Report button

Page size

Marks for each question

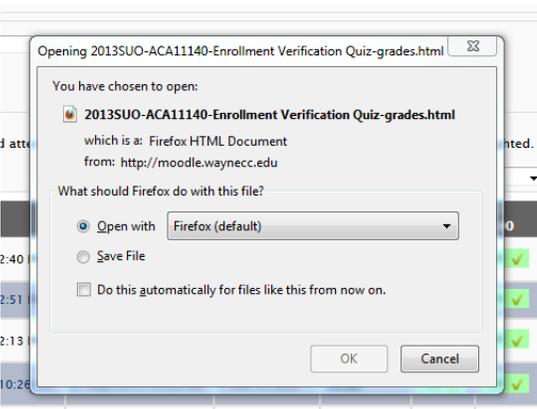
- In the Download table data as menu, select an unpagged XHTML document.

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method

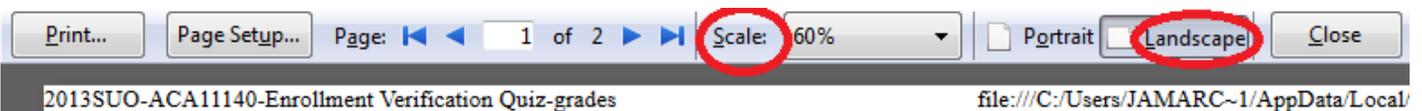
an unpagged XHTML document

Name	State	Started on	Completed	Time taken	Grade/10.00	Q. 1	Q. 2	Q. 3	Q. 4

- 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