

1. In course navigational menu click Assessments and then select option for "Quizzes".



## 2. Click down arrow after quiz title and select option for "Grade".

Available on Oct 22, 2018 12:00 AM until Oct 28, 2018 11:30 PM	4
	Edit
Available until Oct 28, 2018 11:30 PM	Preview
	Delete
Available until Mar 11, 2018 11:30 PM	Grade
~	Reports

## **3. Click** button for Export to Excel.

Export to CSV		Export	Export to Excel	
Users	Attempts		Questions	
View By:	User	~	Apply	
Search Fo	or	Q	Hide Search	
Search Ir	ı			
✓ F	First Nam	e v	Last Name	
-	Org Defin	ned ID		

4. "Save" file to the new Shared Drive at this path:

\\texas\LearningOutcomesAssessment\Learning Outcomes Assessment Data\LOA Data - 2019 Spring