



Exporting Written Response Answers for Reviewing Offline – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved with downloading all answers to a Written Response Question in a quiz so they can be reviewed offline. **Note that in order to view ALL responses to a Written Response Question in one place, you will NOT be able to see which student gave which response.** However, if you export the responses in an Excel document (outlined in this document) you will be able to match student and response.

Steps

1. Go to the **Quizzes** tool in your course.
2. Click the down-arrow next to the title of the completed quiz containing the Written Response Question you wish to download responses for, and select **Statistics**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are tabs for 'Manage Quizzes', 'Question Library', 'Statistics', and 'LockDown Browser'. Below the tabs are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' link is also visible. The main area displays a list of quizzes. The 'Master Quiz' is selected, and its dropdown menu is open, showing options: 'Edit', 'Hide from Users', 'Preview', 'Delete', 'Grade', 'Results', 'Statistics', 'Manage Exemptions', and 'Attempt Logs'. A red arrow points to the 'Statistics' option, which is highlighted in blue.



3. Click the **Question Details** tab.

Manage Quizzes > View Statistics

View Statistics - Module 1 Quiz

Include exempted users in stats

User Stats Question Stats **Question Details**

User Statistics

Export to CSV Export to Excel

Score Distribution:

Percentage of Users

Average Grade

4. Find the Written Response Question for which you wish to review all the responses, and click **Expand Responses**.

Question 1 Difficulty: 1

What days is it?

Monday		0	(0 %)
Wednesday		2	(50 %)
Friday		1	(25 %)
⇒ Wine day		1	(25 %)

Average Grade: 0.25 / 1 (25 %)
Standard Deviation: 50.00 %
Point Biserial: -0.08
Discrimination Index: 50.00 %

Question 2 Difficulty: 1

Tell me about how COVID 19 has affected your learning.

▶ **Expand Responses**

Average Grade: 8.25 / 10 (82.5 %)
Standard Deviation: 23.63 %
Point Biserial: n/a
Discrimination Index: 35.00 %

Question 3 Difficulty: 1

You can import questions from a Quiz into the Question Library.

⇒ True		3	(75 %)
False		1	(25 %)

Average Grade: 0.75 / 1 (75 %)
Standard Deviation: 50.00 %
Point Biserial: 0.60
Discrimination Index: 50.00 %



5. Either copy all the responses and paste them in a WORD file, or scroll to the top and click **Export to Excel** to download ALL the Quiz responses to your device. Once you have saved the Excel file to your device, you can work with all the questions in the quiz, or delete the ones you don't need to review, and review the Written Response answers alone.

Question 2 Difficulty: 1

Tell me about how COVID 19 has affected your learning.

Collapse Responses

- I love learning online...it's awesome!
- I can hardly wait to be back in the classroom with my friends
- I want more flexible options now!
- Well, I think I am learning just fine, thanks!

Average Grade: 8.25 / 10 (82.5 %)
Standard Deviation: 23.63 %
Point Biserial: n/a
Discrimination Index: 35.00 %

Manage Quizzes > View Statistics

View Statistics - Module 1 Quiz

Include exempted users in stats

User Stats Question Stats **Question Details**

Question Details

Has Start Date
9/6/ ...

Has End Date
9/13 ... **Apply**

(Number of First Attempts: 4) [What do the statistics on this page mean?](#)

Export to CSV **Export to Excel**

Question 1 Difficulty: 1

Things to Remember

You can also use the Grade function for a quiz, and grade by Question to assess individual student responses to a Written Response Question. See the tutorial *Grading or Re-grading a Quiz* for more information.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).