Exporting GROUP tests/exams from D2L for ePortfolio

Step 1: D2l
Step 2: Assessment
Step 3: Quizzes
Step 4: From the Quiz dropdown menu > select **Setup Reports**

Step 5: Click **Add Report**
> Give the report a name; e.g. **Final Comprehensive Test - COMP 1401 Course 2023**

Step 6: **Do not check anything under Question Statistic.**
Use **only first 3 tabs under Question Details** for cleaner report:
- Display difficulty for each question
- Include text responses
- Include bonus questions

Step 7: Scroll down to **Release Report To** > select **Instructor** > **Save and Close**
The file should be created, but to see it you need to go back to the exam drop down menu.

Step 8: Go to **View Reports**, tab under Setup Reports

Step 9: Choose the report you created: **Select the range of dates, roll back to the beginning of the semester**

Step 10: Presse third option **generate HTML button**...give it a few second since the report **might need some time** to be generated.

Step 11: Press **print report** to save it as PDF > ...wait to load...> Choose **Save as PDF**

Step 12: You have to repeat steps for each quiz/exam

Exporting INDIVIDUAL exams from D2L for ePortfolio