

Key Concepts:

Viewing Assessment Scores and Statistics
Exporting Assessment Data

Viewing Assessment Scores and Statistics:

Once a site participant has completed an assessment or survey their results are viewable by instructors, graders, TAs, and site maintainers.

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** Click the [\[Scores\]](#) button underneath the published assessment you wish to view the scores for.
- Step 3:** You can click on the individual's name or submission ID to see what that individual person responded. You can also view responses on a question by question basis. To do this, click the [\[Questions\]](#) button. You may also view statistical information for assessment responses. Click the [\[Statistics\]](#) button to view this information.

Exporting Assessment Data:

Users may export assessment data into an Excel file. To do this, follow these steps:

- Step 1:** In the menu bar of the site, click [\[Assessments\]](#).
- Step 2:** Click the [\[Scores\]](#) button underneath the published assessment you wish to view the scores for.
- Step 3:** Click [\[Export\]](#) from the assessment scores menu.
- Step 4:** Click [\[Export\]](#) to export the data into an Excel file.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.