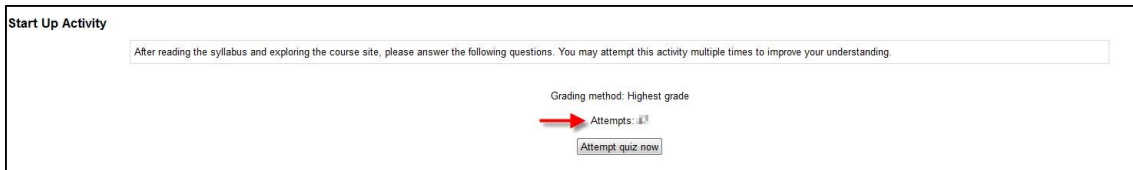


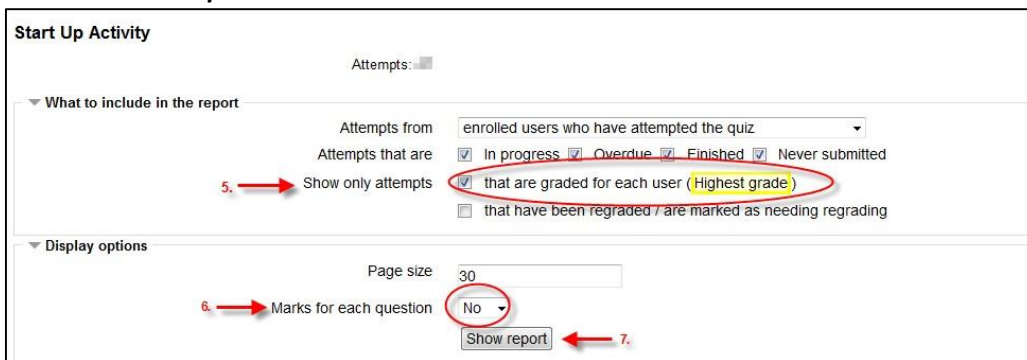
How to Create a Census (10%) Report

Creating a Census (10%) Report

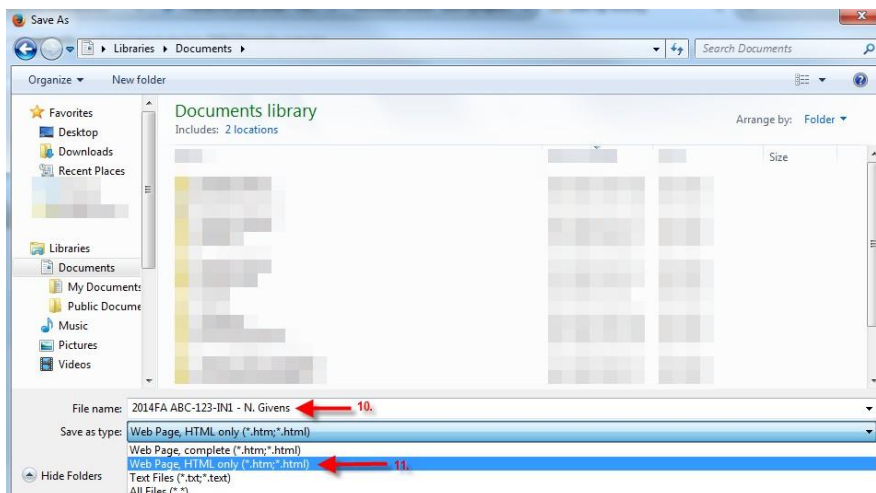
1. Using [Mozilla Firefox](#), login to <http://online.spcc.edu>
2. Log into the desired course
3. Click the **Start-Up Activity** link on your Moodle course page
4. Click the **Attempts: #** link



5. In the **What to include in the report** section, select the **Show only attempts that are graded for each user (Highest grade)** option
6. In the **Display options** section, change the **Marks for each question** option to **No**
7. Click the **Show report** button



8. Click the **File** menu, and select the **Save Page As...** option (or press Ctrl + S on your keyboard)
9. In the Save As Dialog box, browse to desired save location (default will be Documents)
10. Change the File Name to the **Term – Course – Your Name** (i.e. **2014FA ABC-123-IN1 – N. Givens**)
11. Change the Save as type to **Web Page, Complete (*.htm;*.html)**



12. Press the **Save** button
13. Email this as an attachment to Kathy Coggins at kcoggins@spcc.edu.

Please contact Natisha Givens at ngivens@spcc.edu or 704.290.5860, should you have any questions.