

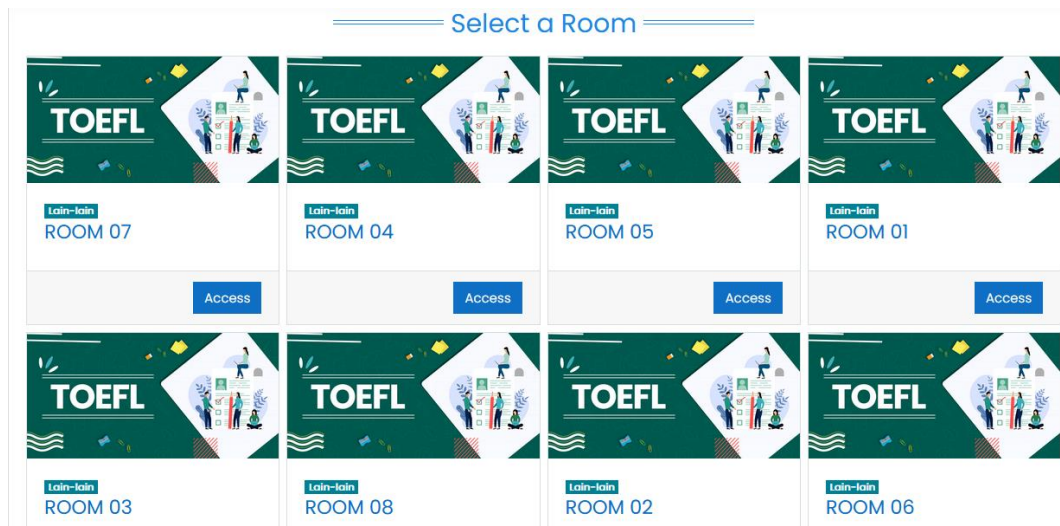


**Manual  
Report Score Toefl  
Pengguna : Admin**

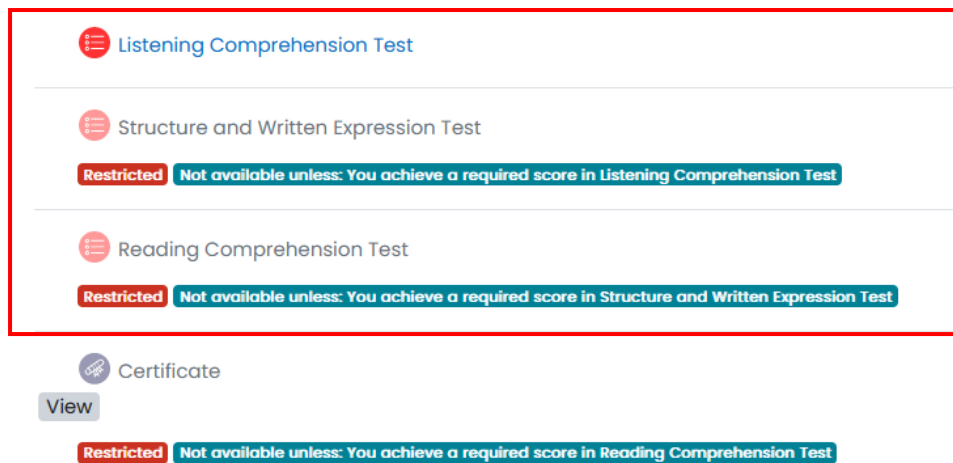
**Universitas Bung Hatta  
Pustikom 2022**

## A. Score Listening, Structure and Written, Reading Comprehension Test

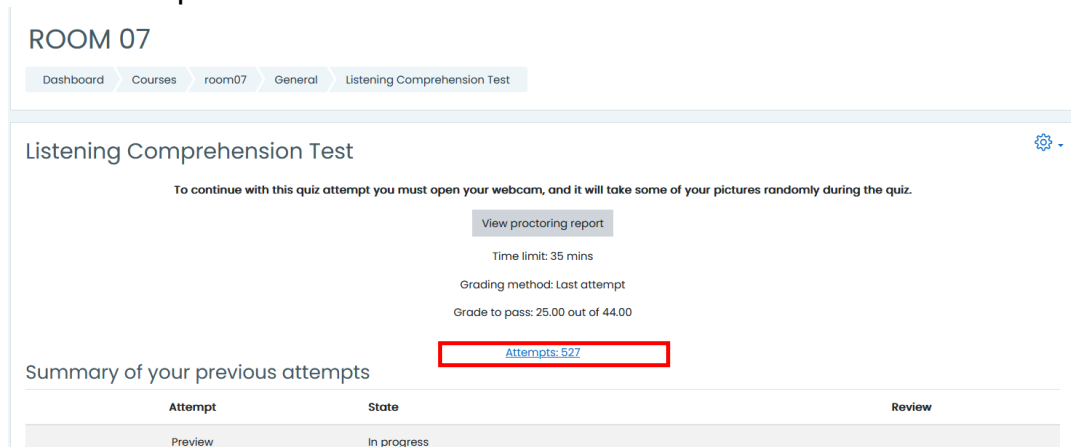
### 1. Pilih salah satu room setelah berhasil login



### 2. Pilih salah satu test untuk mengambil score yang dibutuhkan



### 3. Pilih "Attempts"



#### 4. Pilih tipe download yang diinginkan

Reset table preferences

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 10 - 11 »

Download table data as Comma separated values (.csv) Download

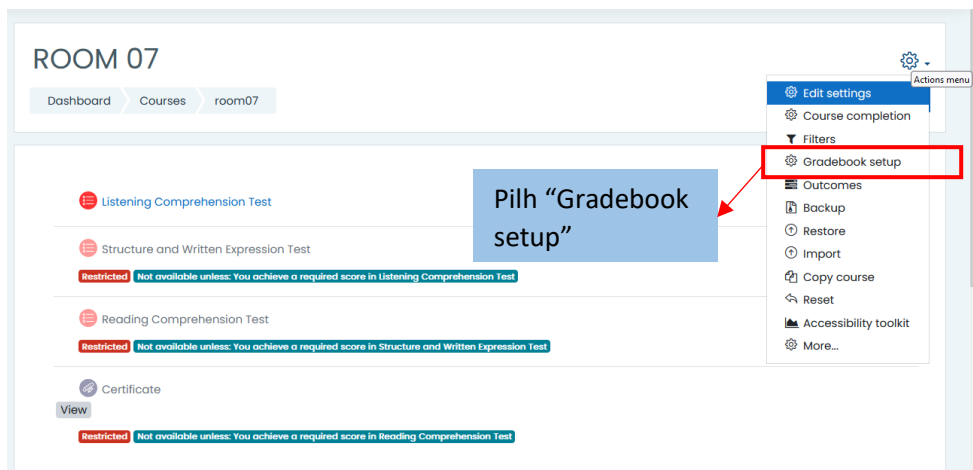
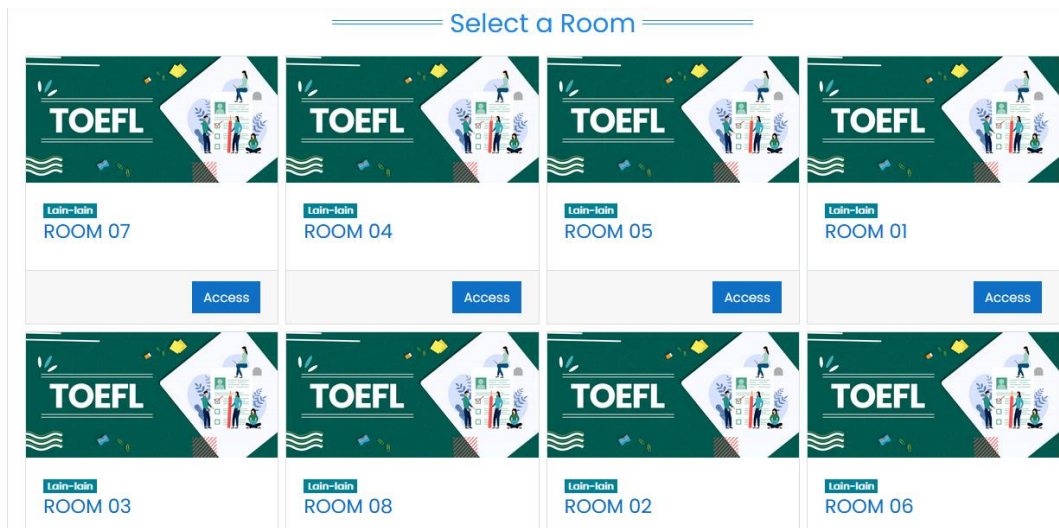
Comma separated values (.csv) Microsoft Excel (.xlsx)

Urutkan berdasarkan tanggal terbaru

	First name	Surname	State	Started on	Completed	Time taken	Grade/44.00	
<input type="checkbox"/>	Suri	Microsoft Excel (.xlsx)	pss					
<input type="checkbox"/>	ridh	HTML table		29	29	2 mins		
<input type="checkbox"/>	ferri	Javascript Object Notation (.json)	do559@gmail.com	Finished	December 2021 11:26 AM	December 2021 11:28 AM	12 secs	9.68
<input type="checkbox"/>	Rev	OpenDocument (.ods)						
<input type="checkbox"/>	att	Portable Document Format (.pdf)						
<input type="checkbox"/>	rafid	rafid	rafza0605@gmail.com	Finished	December 2021 11:26 AM	December 2021 11:28 AM	2 secs	10.56
<input type="checkbox"/>	alifah	Review attempt						
<input type="checkbox"/>	Dicky Surya Wijaya Dicky Surya Wijaya	1810012111095	dickyws45@gmail.com	Finished	21 March 2022 10:19 AM	21 March 2022 10:39 AM	20 mins 46 secs	13.20
<input type="checkbox"/>	Dina Amelia							

## B. Score Total Test

### 1. Pilih room untuk melihat total score



## Export to OpenDocument spreadsheet

View Setup Scales Outcomes Letters Import **Export**

**OpenDocument spreadsheet** Plain text file Excel spreadsheet XML file

Pilih "Export" lalu pilih salah satu tipe dokumen yang dibutuhkan

### Grade items to be included

- Listening Comprehension Test
  - Structure and Written Expression Test
  - Reading Comprehension Test
  - Listening Grade
  - Structure Grade
  - Reading Grade
  - Course total
- [Select all/none](#)

Pilih grade item yang akan dimunculkan

### Export format options

**Download**

Klik "download" untuk mengambil data