Snapshots capture information on how an Exam Taker is progressing throughout an assessment. The **Snapshot Viewer** provides a report that time stamps the specific actions and the exact responses entered by the Exam Taker. This Viewer enables the User to review the answers submitted and changed, as well as analyze the Exam Taker's behavior during the assessment.

Reviewing Snapshot Viewer

1. Select the **Assessments** tab.
2. Select the assessment you would like to view snapshots from.
3. Select the **Exam Taker Activity** Tab.
4. Select the **Camera** icon next to the Exam Taker's name to view their individual **Snapshot Report** for that assessment.
5. A new window will appear displaying the snapshots taken on this assessment. From this window you are able to identify:
   - Item and Snapshot number
   - Item type and Time Stamp
   - Triggers (indicates reason snapshot was taken)
   - Exam Taker's response (including character count for essays)

Snapshot Viewer provides a record for:

- Time stamp for exam begin and exam end
- All answers selected
- Capture of entire answer file every 10 mins
- Screenshot of essay answers if more than 500 characters are deleted or cut
- Text typed and removed
- When changes are made to a question
- When essay answers are left blank
- When the Exam Taker navigates to the next item

Saving or Exporting Snapshot Viewer Report

The **Snapshot Viewer Report** can be saved as an Excel or CSV icon by clicking on the **Export** files at the top of the screen.

Viewing Essay Responses in Snapshot Viewer

Select the arrow next to the item you would like to view. A drop down box will expand displaying the Exam Taker's response. This same arrow will collapse the display. Only items with a character

Note that the navigation timestamp in the **Snapshot Viewer** is the timestamp when navigating FROM a question and the navigation timestamp in the **Log File** is the timestamp when navigating TO a question.

Viewing Log Files

Log files provide a more in-depth review of an Exam Taker's behavior during an assessment. There is an entry for every action performed by an Exam Taker from the opening of an assessment to the closing. The files also contain system details about the Exam Taker's device.

1. Click the yellow notepad icon to view the **Log Files**.
2. The **Log Files** will open in a new tab.

Reasons to review the Log Files:
1. An error occurred during the assessment.
2. Academic integrity issues.
3. Needing a detailed report on Exam Taker behavior during the assessment.