## Steps to Retrieve Test Results in eTests

## From the Students Menu

Use the **Students** menu to retrieve test results for a specific student.

Step	Screen	Description
1.	e Tastis Chille + Rolling Hills Adult School (RHAS) 05-Jun-18 12-30:34 Adul Tasting Session Tasting Session Terplane Sector 20 Filter by: BirtiDiane, Encelled In Current Program Yaar Terplane Sector 20 Student Descent Ready Sea Sector 20 Student Descent Ready Sea	<ul> <li>From the Menu bar at left,</li> <li>Click Students.</li> </ul>
2.	Student ID     Student ID       Student ID     Student ID       Student ID     Student Name       Student ID     Student Name       Stave table filters     005149927	<ul> <li>Expand the Filter to select a date range when the student may have tested.</li> <li>Use Column Filters to search for a student</li> </ul>
3.	Jun-18 1:21:31 AM proctor43 grhas.on Crown Student Demographics (Crow b) Televal and B6552711 Correct Program Year	<ul> <li>To retrieve results,</li> <li>Click <b>Refresh</b> at top right.</li> </ul>
4.	Student School (RHAS)     05-Jun-18 1:14:53 AM       Student Demographics       Filter by:       Last Test Date Between:     670:0217       Blue     Date of Birth       Gender     Address       Student ID     Student Name       Site     Date of Birth       Gender     Address       Save table Ellers     005141987       Student ID     Student RHAS: North Campus       Tests     005141987	<ul> <li>To see all tests taken by the student within the specific date range,</li> <li>Click Tests.</li> </ul>
5.	Objective         From         Rest Income         Come         Rest Income	• Click <b>Export to CSV</b> at top right to save results to a spreadsheet.