

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.		<ul style="list-style-type: none"> From the Menu bar at left, Click Students.
2.		<ul style="list-style-type: none"> Expand the Filter to select a date range when the student may have tested. Use Column Filters to search for a student
3.		<ul style="list-style-type: none"> To retrieve results, Click Refresh at top right.
4.		<ul style="list-style-type: none"> To see all tests taken by the student within the specific date range, Click Tests.
5.		<ul style="list-style-type: none"> Click Export to CSV at top right to save results to a spreadsheet.