

Steps to Retrieve Test Results in eTests

From the Testing Sessions Menu

Use the **Testing Sessions** menu to retrieve results from a single testing session.

Step	Screen	Description
1.	e Testa Online - Rolling Hills Adult School (RHAS) A Testing Sessions Testing S	 Use Column Filters to locate a specific Testing Session. Click Tests at left of the selected session.
2.	Hits Adult School (RHAS) 04-Jun-18 1017:39 PM Test results for session 'ABE (LAB:ML - Appraisal)' State State (Test results for session 'ABE (LAB:ML - Appraisal)' Test results for session 'ABE (LAB:ML - Appraisal)' State State (Test results for session 'ABE (LAB:ML - Appraisal)' Test results for session 'ABE (LAB:ML - Appraisal)' State (Test results for session 'ABE (LAB:ML - Appraisal)' State (Test results for session 'ABE (LAB:ML - Appraisal)' State (Test results for session 'ABE (Test results for session	• Click the Filter down-arrow to expand filtering options.
3.	Image: State to the second state state to the second state st	 Click the <u>first</u> Test Date field. Select the Date tested from the drop- down calendar. Click the <u>second</u> Test Date field. Select <u>one day after</u> the Date tested.
4.	Of June 18 10:51:43 PM protock Dig/tar Test results for session 'ABE (LAB:ML - Appraisal)' (7 norms) Test results for session 'ABE (LAB:ML - Appraisal)' and mission - "bit Start in Current Program Yer" It Locater	 To retrieve results, Click Refresh at top right.
5.	on And Educed (POLAL) Control	 A list of filtered results now displays in the Testing Session list. Click Export to CSV at top right to save results to a spreadsheet.