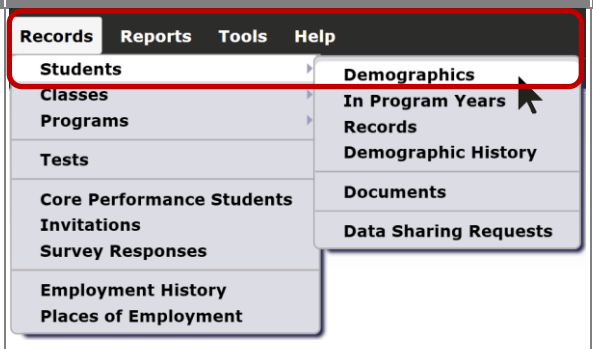
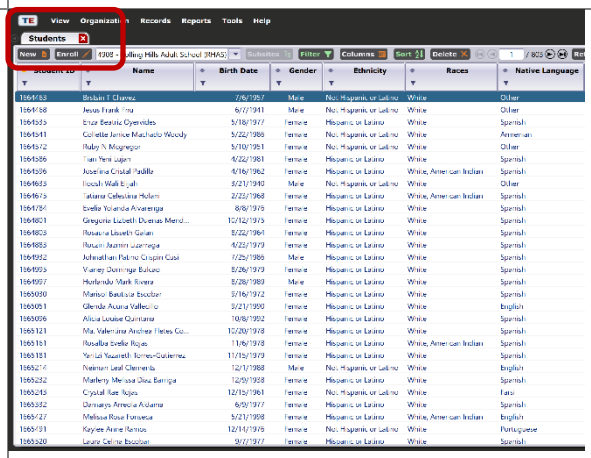
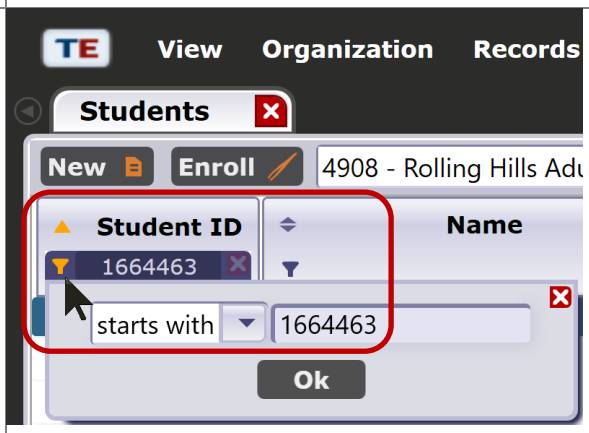
Steps to Retrieve Test Results in TE

From the Student Demographics Menu

Use the **Student Demographics** menu to retrieve test results for a specific student. Export the results to an **Excel Worksheet** or for **WIOA 3rd-Party Test Data**.

Step	Screen	Description
1.		• From the **Menu** bar, o Click **Records**. • From the drop-down menu, o Select **Students**, and then o Click **Demographics.**
2.		• A tabbed page opens to the list of **Student Demographics** records o for students at all **Sites** in your account. o for the **Current Program Year**.
3.		• To find a specific **Student**, o Click the **Filter** icon in a column header to search by: ▪ **Student ID**, or ▪ **Name** (first, middle, last). • From the **Filter**, o Select the **Operator** (e.g., starts with). o Enter **Information** in the search field. o Click **OK**

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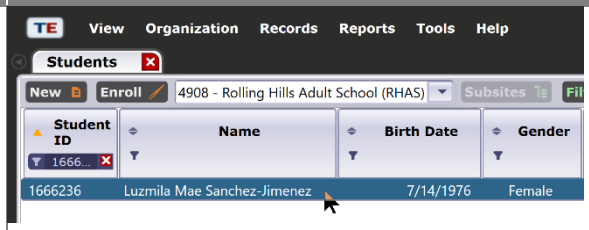
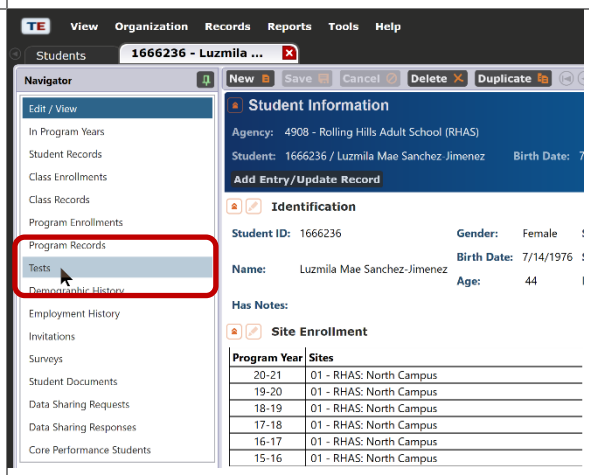
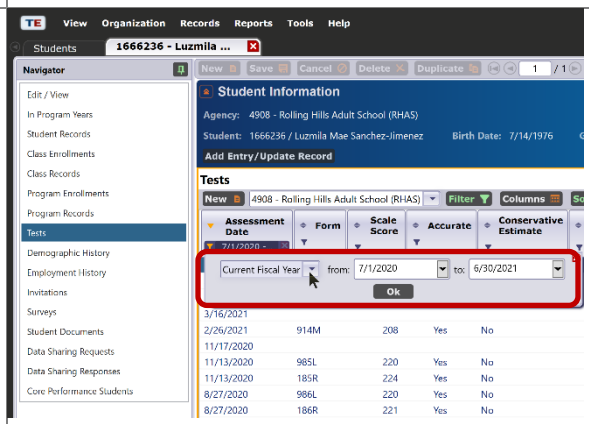
Step	Screen	Description
4.		• From the list of **Filtered** student records, o Double-click to ▪ **Highlight** and ▪ **Open** the student record.
5.		• The **Student** record will open in a new tabbed page. • The tabbed page opens in a split screen displaying **Student Information** at the right and the student record **Navigator** at the left. • From the student record **Navigator**, o Click **Tests.**
6.		• The student **Tests** child lister opens in the right screen displaying all tests taken by the student. • From the student **Tests** child lister, you can o **Filter** for tests within a specific **Date Range**. • To specify a **Date** range, o Click the **Assessment Date** column filter. • From the **drop-down** fields, o Select the **Date** range. ▪ Click **OK**. • A list of **Test** records will display within the specified date range.

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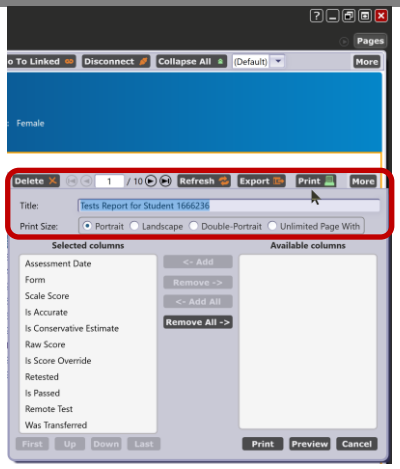
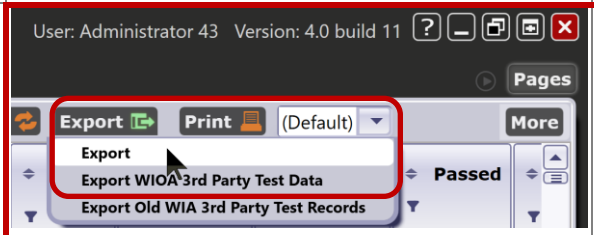
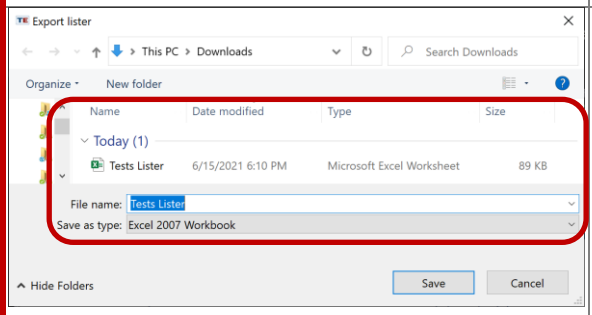
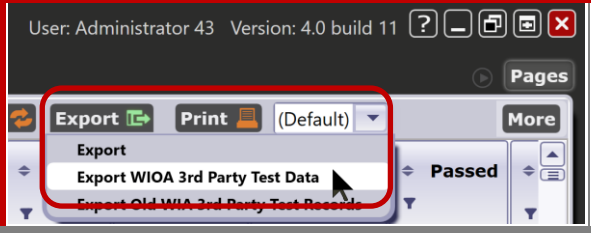
Step	Screen	Description
7.		• From the student **Tests** child lister, you can ○ **Print** a customized report from the list of records displayed. ○ Click **Print** from the student **Tests** lister **Toolbar**. • The **Print Data Builder** setup screen displays to set up your report. ○ See Steps to Print Reports from Listers.
8.		• From the student **Tests** child lister, you can ○ **Export** filtered test results. • With the list of records displayed, ○ Click **Export** from the student Tests child lister **Toolbar** to output results ▪ to an **Excel Worksheet** ▪ for **WIOA 3rd-Party Test Data**.
9.		**OPTION 1: Export to an Excel Worksheet** • From the **Export** drop-down menu, ○ Select **Export** to output the records displayed in the list.
10.		• A popup window opens to save the **Export** file to a location on the local machine. ○ **Export** files are named with the type of files exported, which may be changed. ○ By default, files export in a ***.xlsx file format**, which can also be changed. ▪ Click **Save.**
11.		**OPTION 2: Export WIOA 3rd-Party Test Data*** • From the **Export** drop-down menu, ○ Select **Export WIOA 3rd Party Test Data**.

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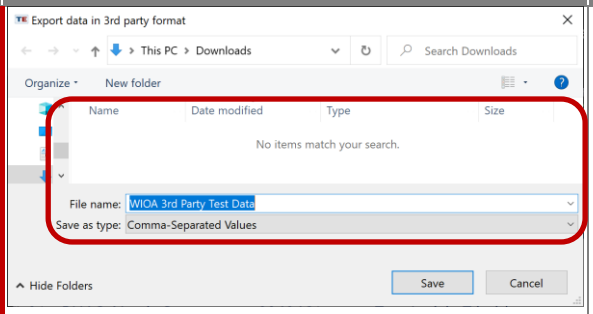
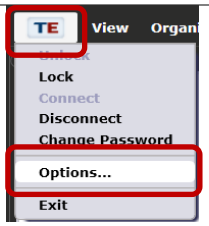
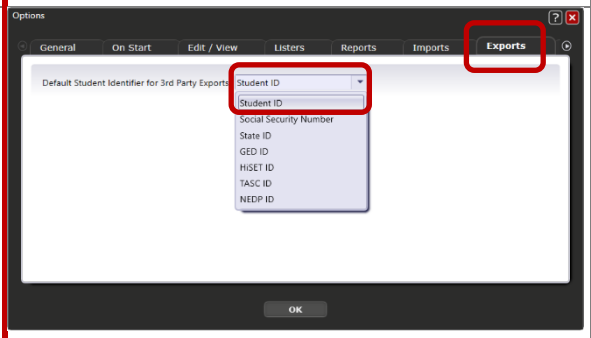
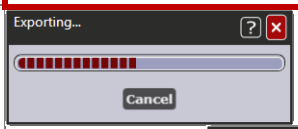
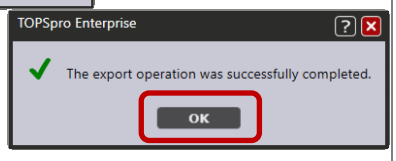
Step	Screen	Description
12.		• A popup window opens to save the **3rd Party Export** file to a specified location. o **3rd-Party Export** files are named with the type of files exported, which may be changed. o **3rd-Party Export** files will *only* export in a ***.csv file format**, which cannot be changed. ▪ Click **Save.**
13.	**NOTE!* Before exporting **WIOA 3rd-Party Test Data**, you may need to specify the **Default Student Identifier for 3rd-Party Exports** such as **Student ID, SSN, State ID**, etc.	
14.		• From the **Menu Bar** at top, o Click the **TE icon**. ▪ Select **Options**.
15.		• From the **Options** popup window, o Click the **Exports** tab. • Click the down arrow in the **Default Student Identifier** field. o Select your **Student Identifier**. ▪ Click **OK**. • Proceed to **Export WIOA 3rd Party Test Data**.
16.	 	• Exporting **Begins** and the process **Ends** with a message when complete. o Click **OK**.

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