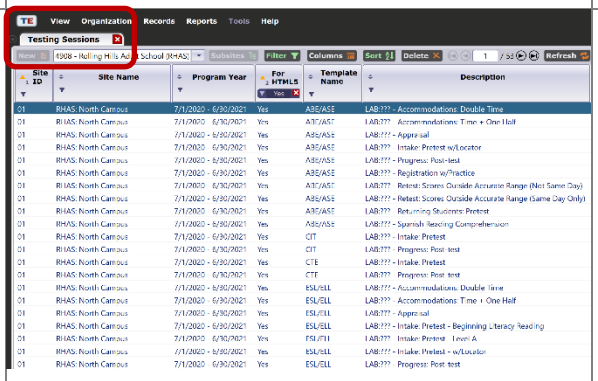
Steps to Retrieve Test Results in TE

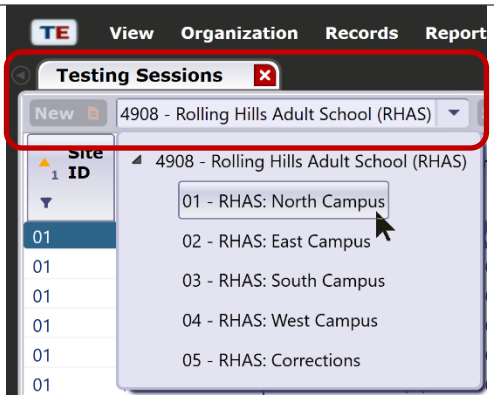
From the Testing Sessions Menu

Use the **Testing Sessions** menu to retrieve test results from a specific testing session. Export to an **Excel Worksheet** or for **WIOA 3rd-Party Test Data**. See also Steps to Print Reports from Listers.

Step	Screen	Description

1.		• From the **Menu** bar,
		  ○ Click **Organization**.
		• From the drop-down menu,
		  ○ Click **Testing Sessions**.

2.		• A tabbed page opens to the list of **Testing Session** records
		  ○ for sessions at all **Sites** in your account.
		  ○ for all **Program Years**.

3.		• To select a specific **Site**,
		  ○ Click the **Container** field down-arrow from the **Toolbar** at top of the list.
		• From the **drop-down** list,
		  ○ Select the **Site**.

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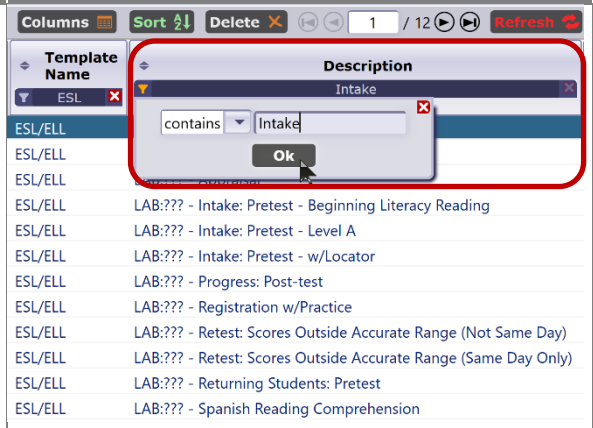
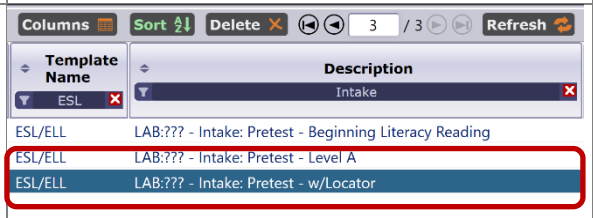
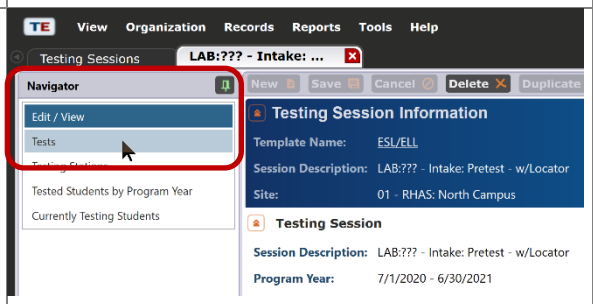
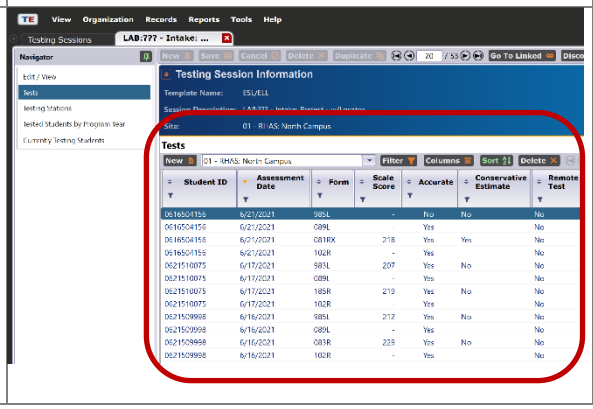
Step	Screen	Description

4.		• To filter for a specific **Testing Session**,
		  ○ Click the **Filter** icon in a column header to search by:
		  ▪ **Template Name**, or
		  ▪ **Description** (testing session).
		• From the **Filter**,
		  ○ Select the **Operator** (e.g., contains).
		  ○ Enter **Information** in the search field.
		  ○ Click **OK**

5.		• From the list of **Filtered** testing sessions,
		  ○ Double-click to
		  ▪ **Highlight** and
		  ▪ **Open** the testing session.

6.		• The **Testing Session** will open in a new tabbed page. • The tabbed page opens in a split screen displaying **Testing Session Information** at the right and the session record **Navigator** at the left. • From the session record **Navigator**, ○ Click **Tests**.
7.		• The session **Tests** child lister opens in the right screen displaying all tests taken in the session.

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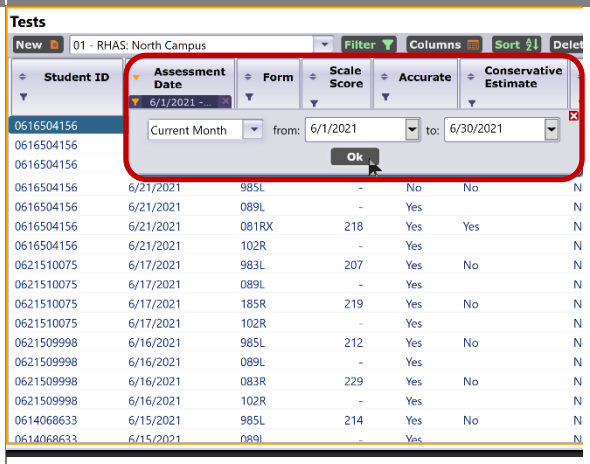
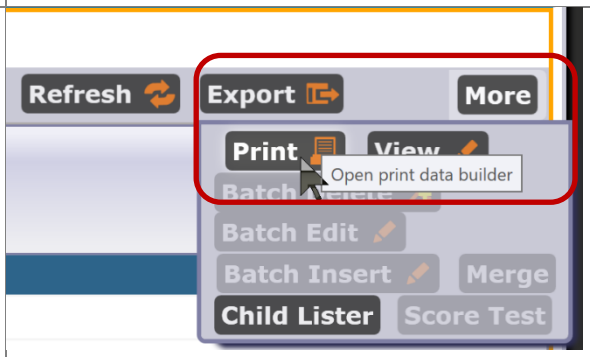
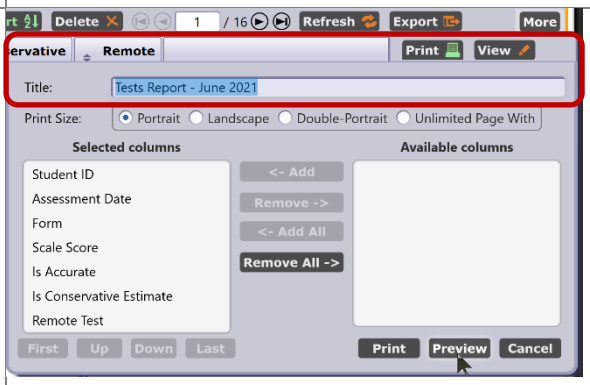
Step	Screen	Description

8.		• From the session **Tests** child lister, you can
		  ○ **Filter** for tests within a specific **Date Range**.
		• To specify a **Date** range,
		  ○ Click the **Assessment Date** column filter.
		• From the **drop-down** fields,
		  ○ Select the **Date** range.
		  ▪ Click **OK**.
		• A list of **Test** records will display within the specified date range.

9.		• From the session **Tests** child lister, you can
		  ○ **Print** a customized report from the list of records displayed.
		• If the **Print** button is not readily visible along the session **Tests** child lister **Toolbar**,
		  ○ Click **More** for "more" buttons, then
		  ○ Click **Print**.

10.		• The **Print Data Builder** setup screen displays to set up your report. ○ See [Steps to Print Reports from Listers].

11.		• From the session **Tests** child lister, you can
		  ○ **Export** filtered test results.
		• With the list of records displayed,
		  ○ Click **Export** from the session Tests child lister **Toolbar** to output results
		  ▪ to an **Excel Worksheet.**
		  ▪ for **WIOA 3rd-Party Test Data**.

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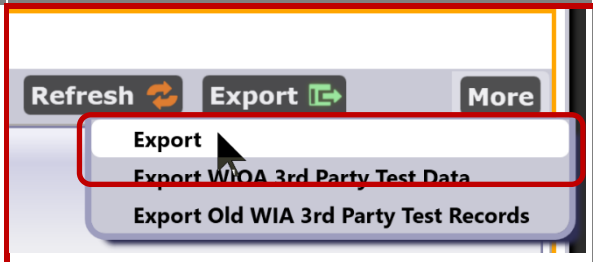
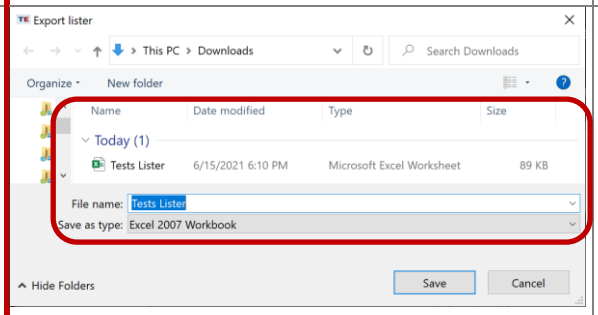
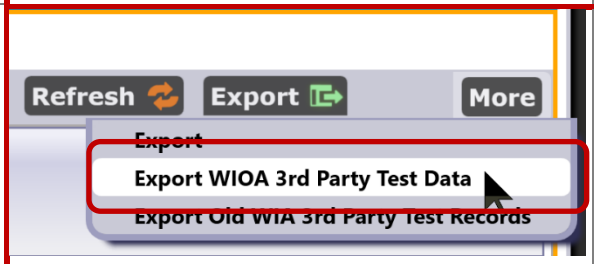
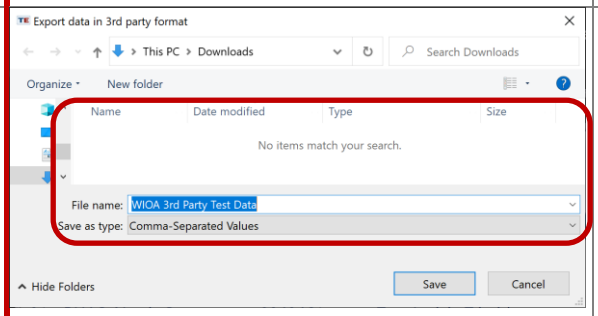
Step	Screen	Description
12.		**OPTION 1: Export to an Excel Worksheet** • From the **Export** drop-down menu, ○ Select **Export** to output the records displayed in the list.

13.		• 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.**

14.		**OPTION 2: Export WIOA 3rd-Party Test Data*** • From the **Export** drop-down menu, ○ Select **Export WIOA 3rd Party Test Data**.

15.		• A popup window opens to save the **3rd Party Export** file to a specified location.
		  ○ **3rd-Party Export** files are named with the type of files exported, which may be changed.
		  ○ **3rd-Party Export** files will *only* export in a ***.csv file format**, which cannot be changed.
		  ▪ Click **Save.**

16.	**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.	

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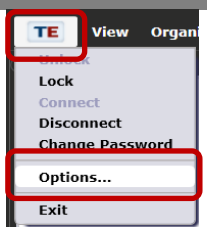
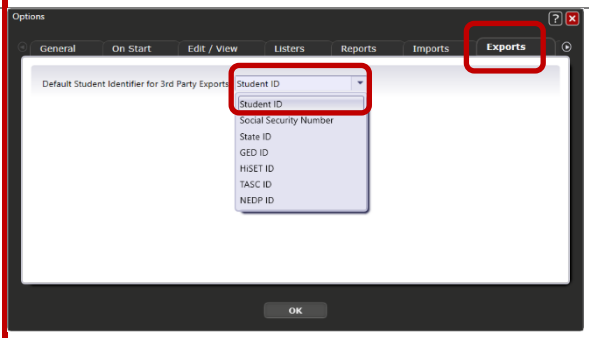
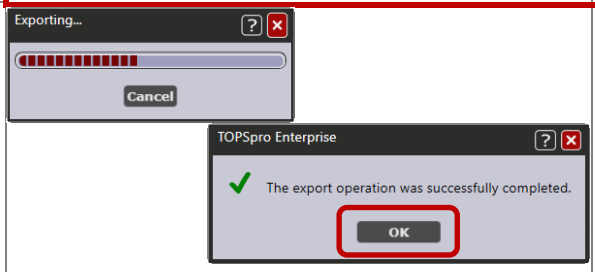
Step	Screen	Description
17.		• From the **Menu Bar** at top, o Click the **TE icon**. ▪ Select **Options**.
18.		• From the **Options** popup window, o Click the **Exports** tab. • Click the down arrow in the **Default Student Identifier** field. o Select your **Student Identifier**. ▪ Click **OK**. • Proceed to **Export WIOA 3rd Party Test Data**.
19.		• Exporting **Begins** and the process **Ends** with a message when complete. o Click **OK**.

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