Steps to Retrieve Test Results in TE

From the Tests Menu

Use the **Tests** menu to retrieve test results for a specified date range. Export to an **Excel Worksheet** or for **WIOA 3rd-Party Test Data**. See also <u>Steps to Print Reports from Listers</u>.

Step	Screen	Description
1.	TE View Organization Records Students Students Programs Tests Cartificates Employment History Places of Employment Places of Employment	 From the Menu bar, Click Records. From the drop-down menu, Click Tests.
2.	View C ganization Records Reports Tools Help Tests Image: Constraint of the state of	 A tabbed page opens to the list of Test records o for tests administered at all Sites in your account. o for the Current Program Year.
3.	View Organization Records Reports Tools Help Tests 4 Wew 4908 - Rolling Hills Adult School (RHAS) Aggregated 5 I 4 4908 - Rolling Hills Adult School (RHAS) Image: Comparison of the state of	 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.
4.	TE View Organization Records Reports Tools Help Tests New 4908 - Rolling Hills Adult School (RHAS) Aggregated Subsites Filter Site Stud A Last Name A First Name Assessment Date TO T11 - RHAS: Not N/A from: V to: V to: V 111 - RHAS: Not	 To specify a Date range, Click the Assessment Date column filter. From the drop-down fields, Select the Date range. Click OK.

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Test Results

Step	Screen	Description
5.	Image: Constraint of the second se	 For specific Assessment Type, Click the Filter button from the Toolbar at top of the list. From the Filter, Click the Assessment Type down arrow. From the drop-down list, Check any other Type, if needed.
6.	Refresh 💞 Export 🕞 More Print View / Batch Generation Batch Edit / Batch Insert / Merge Child Lister Score Test	 From the Tests 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.
7.	tt \$1 Delete > • • 1 / 16 • • Refresh > Export > More ervative Print > View > Title: Tests Report - June 2021 Print Size: • Portrait • Landscape • Double-Portrait • Unlimited Page With Selected columns Available columns Student ID < Add Assessment Date < Add Form < Add All Scale Score Remove -> Is Accurate Remove All -> Is Conservative Estimate Print Print Preview Cancel	 The Print Data Builder setup screen displays to set up your report. See <u>Steps to Print Reports from Listers</u>.
8.	Refresh Export I rint I (Default) V More	 When the list populates, you can also Export filtered test results. Click Export from the Toolbar at top right.

Test Results



Step	Screen	Description
9.	Pages More 1 / 588 • • Refresh • Export re Print • (Default) • Edit Schema • View / Miscellaneous /	 If the Export button is not visible on the Toolbar, Click More at top right. From the drop-down menu of "more" buttons, Click Export.
10.	 Pages Export Print (Default) More Export Export WIOA³ ard Party Test Data Export Old WIA 3rd Party Test Records 	 OPTION 1: Export to an Excel Worksheet From the Export drop-down menu, Select Export to output the records displayed in the list.
11.		 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.
12.	 Pages Export Print (Default) More Export Export Export WIOA 3rd Party Test Data Export Old WIA 3rd Party Test Records 	 OPTION 2: Export WIOA 3rd-Party Test Data* From the Export drop-down menu, Select Export WIOA 3rd Party Test Data.
13.	Image: Second	 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 <i>only</i> export in a *.csv file format, which <i>cannot</i> be changed. Click Save.





Step	Screen	Description
14.	*NOTE! Before exporting WIOA 3 rd -Party T Student Identifier for 3 rd -Party Exp	est Data, you may need to specify the Default ports such as Student ID, SSN, State ID, etc.
15.	View Organi Lock Connect Disconnect Change Password Options Exit	 From the Menu Bar at top, Click the TE icon. Select Options.
16.	Ceptons Ceneral On Start Edit / View Listers Reports Imports Exports O Default Student Identifier for 3rd Party Exports Guident ID Scial Security Number State ID HIGT ID HIGT ID HIGT ID HIGT ID ISC ID HIGT ID HIGT ID ISC ID HIGT ID HIG	 From the Options popup window, Click the Exports tab. Click the down arrow in the Default Student Identifier field. Select your Student Identifier. Click OK. Proceed to Export WIOA 3rd Party Test Data.
17.	Exporting Cance TOPSpro Enterprise TOPSpro Enterprise TOPSpro Enterprise K K K K K K K K K K K K K	 Exporting Begins and the process Ends with a message when complete. Click OK.