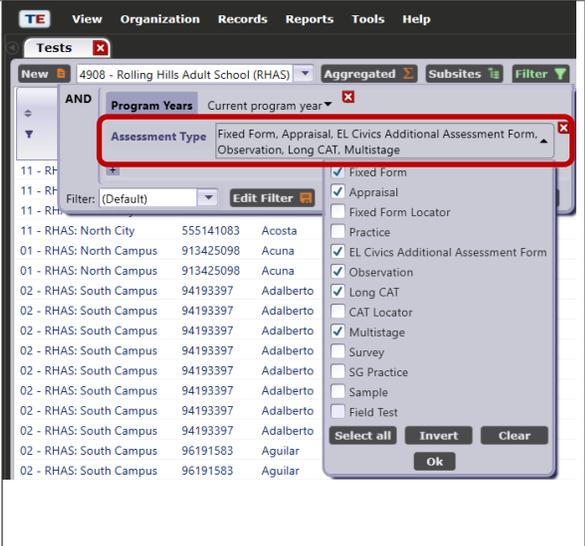
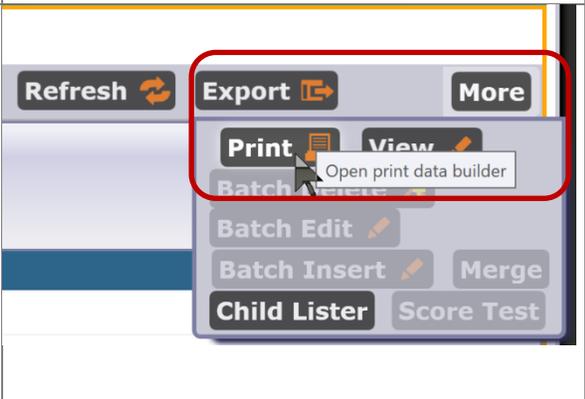
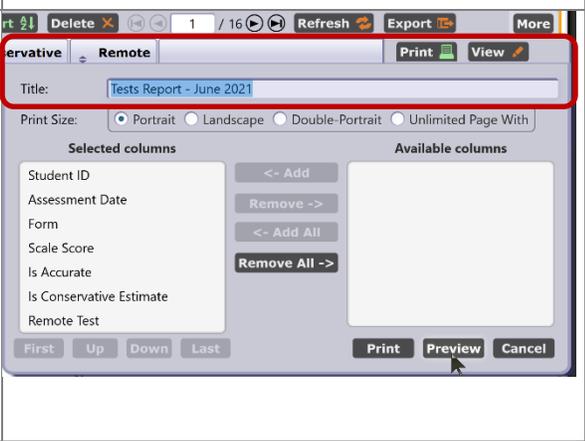
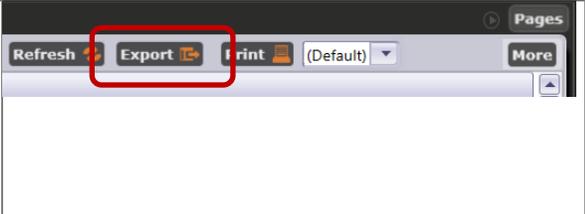


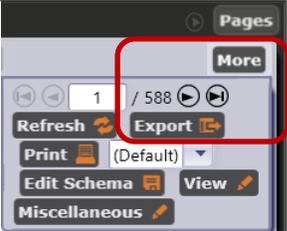
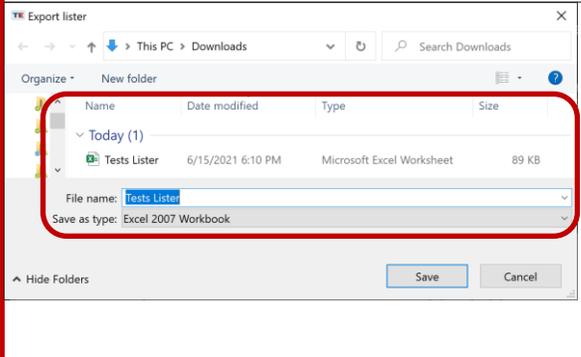
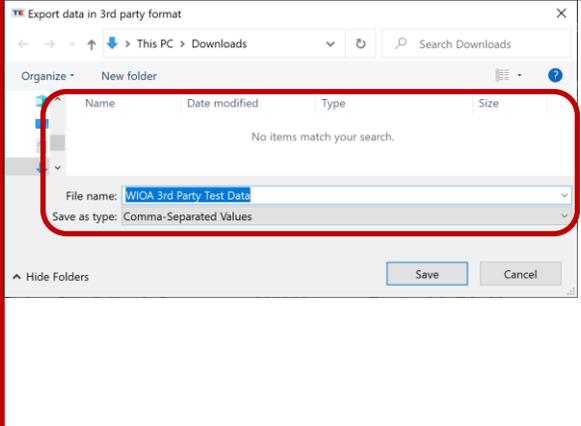
Steps to Retrieve Test Results in TE

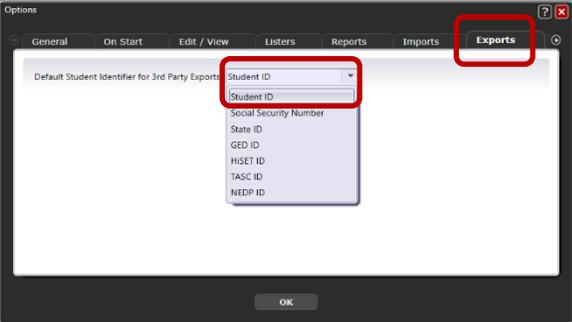
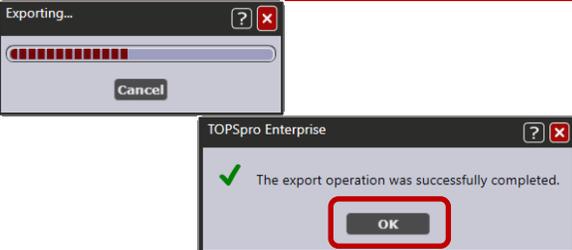
From the Tests Menu

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 [Steps to Print Reports from Listers](#).

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar, <ul style="list-style-type: none"> Click Records. From the drop-down menu, <ul style="list-style-type: none"> Click Tests.
2.		<ul style="list-style-type: none"> A tabbed page opens to the list of Test records <ul style="list-style-type: none"> for tests administered at all Sites in your account. for the Current Program Year.
3.		<ul style="list-style-type: none"> To select a specific Site, <ul style="list-style-type: none"> Click the Container field down-arrow from the Toolbar at top of the list. From the drop-down list, <ul style="list-style-type: none"> Select the Site.
4.		<ul style="list-style-type: none"> To specify a Date range, <ul style="list-style-type: none"> Click the Assessment Date column filter. From the drop-down fields, <ul style="list-style-type: none"> Select the Date range. <ul style="list-style-type: none"> Click OK.

Step	Screen	Description
5.		<ul style="list-style-type: none"> • For specific Assessment Type, <ul style="list-style-type: none"> ○ Click the Filter button from the Toolbar at top of the list. • From the Filter, <ul style="list-style-type: none"> ○ Click the Assessment Type down arrow. • From the drop-down list, <ul style="list-style-type: none"> ○ Check any other Type, if needed.
6.		<ul style="list-style-type: none"> • From the Tests lister, you can <ul style="list-style-type: none"> ○ 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, <ul style="list-style-type: none"> ○ Click More for “more” buttons, then <ul style="list-style-type: none"> ▪ Click Print.
7.		<ul style="list-style-type: none"> • The Print Data Builder setup screen displays to set up your report. <ul style="list-style-type: none"> ○ See Steps to Print Reports from Listers.
8.		<ul style="list-style-type: none"> • When the list populates, you can also <ul style="list-style-type: none"> ○ Export filtered test results. <ul style="list-style-type: none"> ▪ Click Export from the Toolbar at top right.

Step	Screen	Description
9.		<ul style="list-style-type: none"> • If the Export button is not visible on the Toolbar, <ul style="list-style-type: none"> ○ Click More at top right. • From the drop-down menu of “more” buttons, <ul style="list-style-type: none"> ○ Click Export.
10.		<p>OPTION 1: Export to an Excel Worksheet</p> <ul style="list-style-type: none"> • From the Export drop-down menu, <ul style="list-style-type: none"> ○ Select Export to output the records displayed in the list.
11.		<ul style="list-style-type: none"> • A popup window opens to save the Export file to a location on the local machine. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ▪ Click Save.
12.		<p>OPTION 2: Export WIOA 3rd-Party Test Data*</p> <ul style="list-style-type: none"> • From the Export drop-down menu, <ul style="list-style-type: none"> ○ Select Export WIOA 3rd Party Test Data.
13.		<ul style="list-style-type: none"> • A popup window opens to save the 3rd Party Export file to a specified location. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ▪ Click Save.

Step	Screen	Description
14.		<p>*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.</p>
15.		<ul style="list-style-type: none"> • From the Menu Bar at top, <ul style="list-style-type: none"> ○ Click the TE icon. <ul style="list-style-type: none"> ▪ Select Options.
16.		<ul style="list-style-type: none"> • From the Options popup window, <ul style="list-style-type: none"> ○ Click the Exports tab. • Click the down arrow in the Default Student Identifier field. <ul style="list-style-type: none"> ○ Select your Student Identifier. <ul style="list-style-type: none"> ▪ Click OK. • Proceed to Export WIOA 3rd Party Test Data.
17.		<ul style="list-style-type: none"> • Exporting Begins and the process Ends with a message when complete. <ul style="list-style-type: none"> ○ Click OK.