

Steps to Retrieve Test Results

Test results from eTests Online may be retrieved from three Menus:

- Testing Sessions
- Test Results
- Students

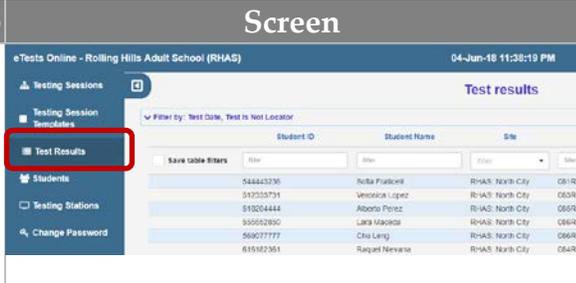
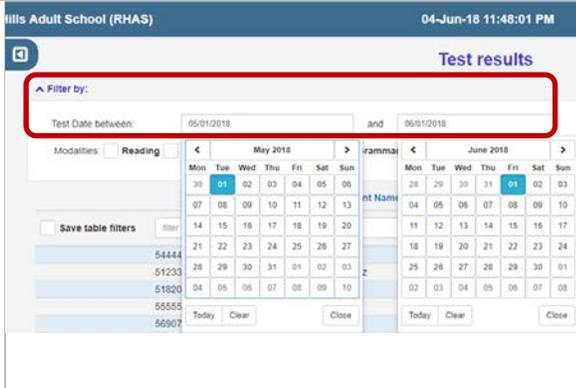
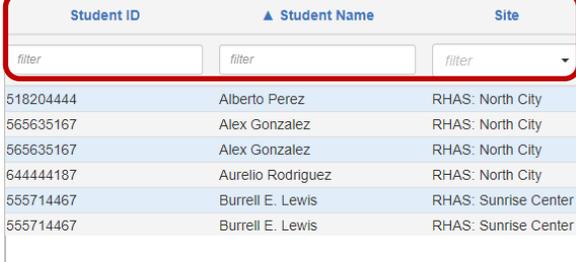
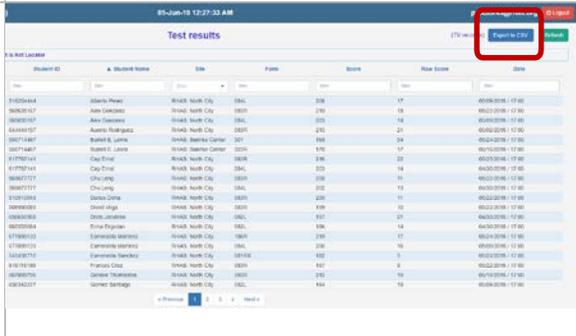
Testing Sessions Menu

Use the Testing Sessions menu to retrieve results from a single Testing Session.

Step	Screen	Description
1.		<ul style="list-style-type: none"> • Use Column Filters to locate a specific Testing Session. <ul style="list-style-type: none"> ○ Click Tests at left of the selected session.
2.		<ul style="list-style-type: none"> • Click the Filter down-arrow to expand filtering options.
3.		<ul style="list-style-type: none"> • Click the <u>first</u> Test Date field. <ul style="list-style-type: none"> ○ Select the Date tested from the drop-down calendar. • Click the <u>second</u> Test Date field. <ul style="list-style-type: none"> ○ Select <u>one day after</u> the Date tested.
4.		<ul style="list-style-type: none"> • To retrieve results, <ul style="list-style-type: none"> ○ Click Refresh at top right.
5.		<ul style="list-style-type: none"> • A list of filtered results now displays in the Testing Session list. <ul style="list-style-type: none"> ○ Click Export to CSV at top right to save results to a spreadsheet.

Test Results Menu

Use the **Test Results** menu to retrieve results for all testing on a given day or specified date range.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar at left, <ul style="list-style-type: none"> Click Test Results.
2.		<ul style="list-style-type: none"> Click the Filter down-arrow to expand filtering options. For results from all testing in the previous month, enter Test Date Between – <ul style="list-style-type: none"> The <u>first day</u> of the previous month. <u>One day after</u> the last day of the previous month.
3.		<ul style="list-style-type: none"> To retrieve results, <ul style="list-style-type: none"> Click Refresh at top right.
4.		<ul style="list-style-type: none"> Use Column Filters to refine filtered results.
5.		<ul style="list-style-type: none"> Click Export to CSV at top right to save results to a spreadsheet.

Students Menu

Use the Students menu to retrieve test results for a specific student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From the Menu bar at left, <ul style="list-style-type: none"> Click Students.
2.		<ul style="list-style-type: none"> Expand the Filter to select a date range when the student may have tested. Use Column Filters to search for a student
3.		<ul style="list-style-type: none"> To retrieve results, <ul style="list-style-type: none"> Click Refresh at top right.
4.		<ul style="list-style-type: none"> To see all tests taken by the student within the specific date range, <ul style="list-style-type: none"> Click Tests.
5.		<ul style="list-style-type: none"> Click Export to CSV at top right to save results to a spreadsheet.