

Printing Bulk Score Reports

PURPOSE: To provide direction on how to print score reports in bulk.

Printing Bulk Score Reports

1. After logging into GED Manager™, click on the '**Reporting**' (1.1) tab at the top of the screen and then click on '**Student Test Activity Report**' (See Figure 1).

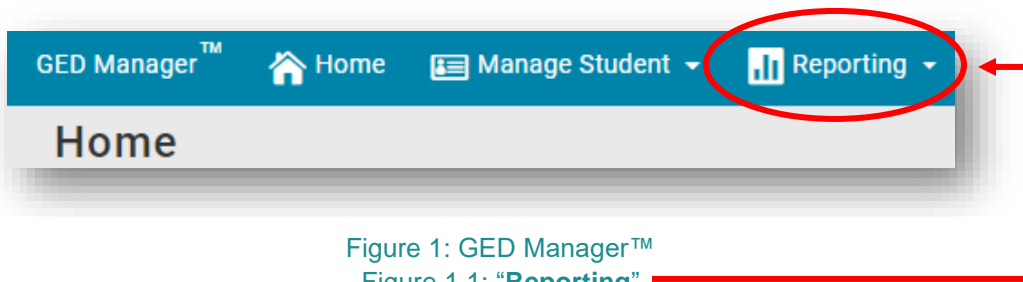


Figure 1: GED Manager™
Figure 1.1: "Reporting"

2. Next, the "**Student Test Activity Report**" screen will appear (See Figure 2).

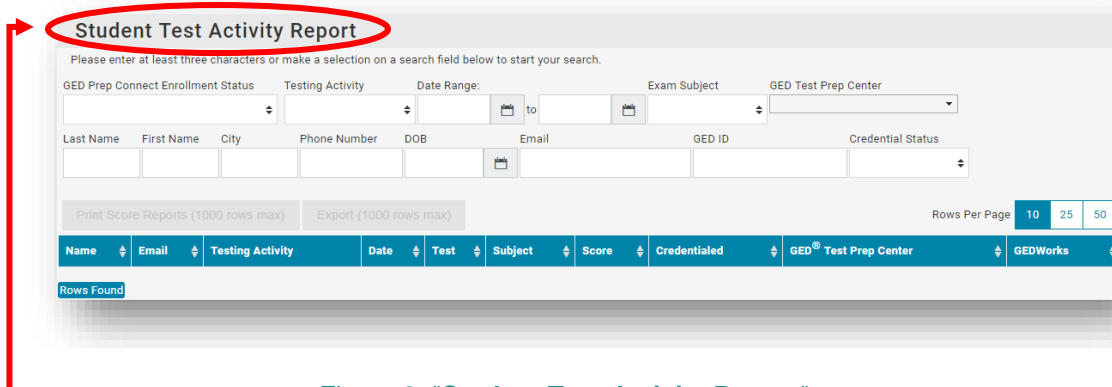


Figure 2: "Student Test Activity Report" screen

3. In order to view results you will need to make selections in the search fields. Please note you don't need to enter a selection in **each** field. (See Figure 3).

NOTE: As you start entering information in each of these search fields GED Manager will automatically start generating a list of Students that meet the criteria you are entering.

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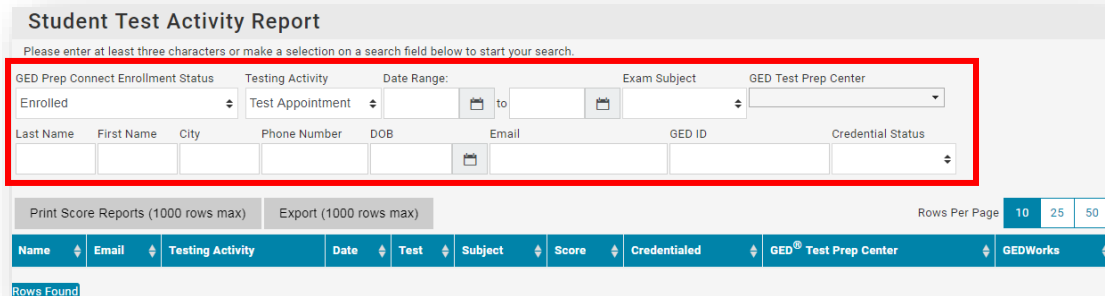


Figure 3: Search Fields

4. To print the score reports, click on the **"Print Score Reports"** button. (See Figure 4).

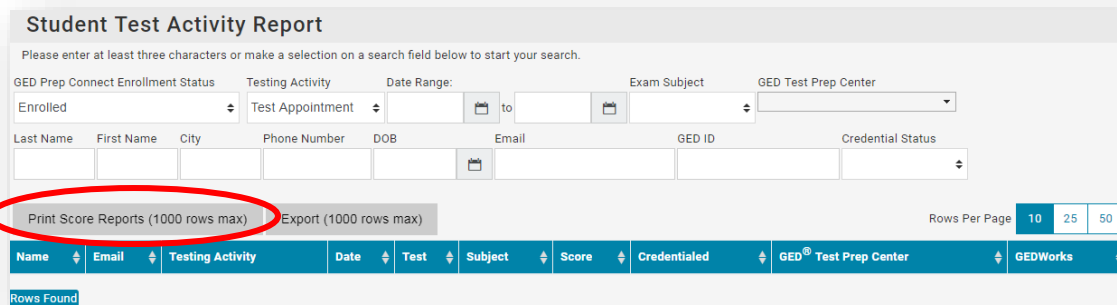


Figure 4: **"Print Score Reports"**

5. The next screen you see will look like this. You do have the option of printing the reports in English or Spanish. The system automatically defaults to English but if you would like to print in Spanish click on the drop down arrow and select Spanish (5.1). Furthermore, you can select how many reports you would like to print at a time (5.2). The system automatically defaults to 10 Reports but you can select 5,10, 25 or 50 by clicking on the drop down arrow. Click on the **"Print Score Reports"** button when you are ready to print (5.3) (See Figure 5).

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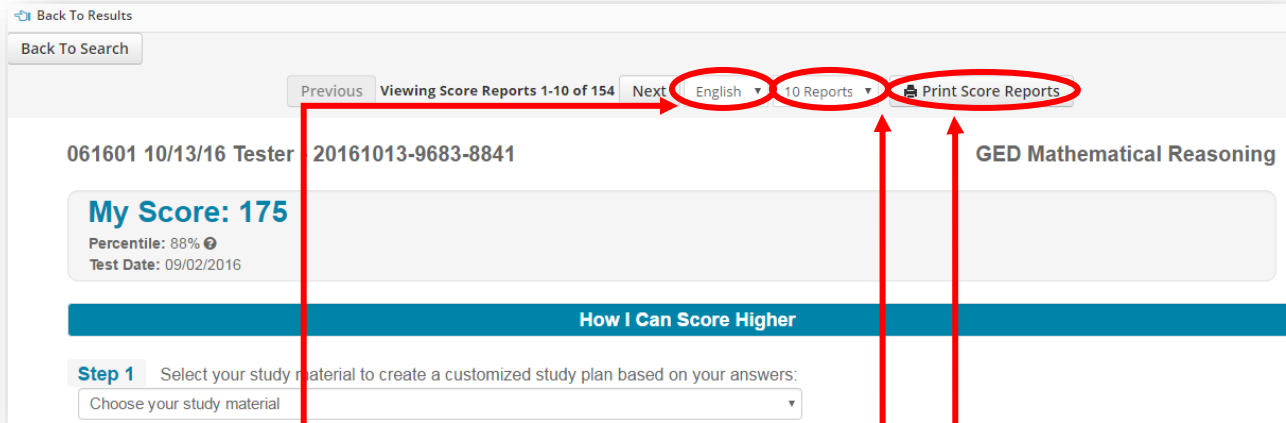


Figure 5.1: Language Dropdown
 Figure 5.2: Quantity of Reports
 Figure 5.3: "Print Score Reports"
 Figure 5: Printing Options

6. **NOTE:** You can also click on the "Export" (6.1) button to download and save the csv file of the report (See Figure 6).

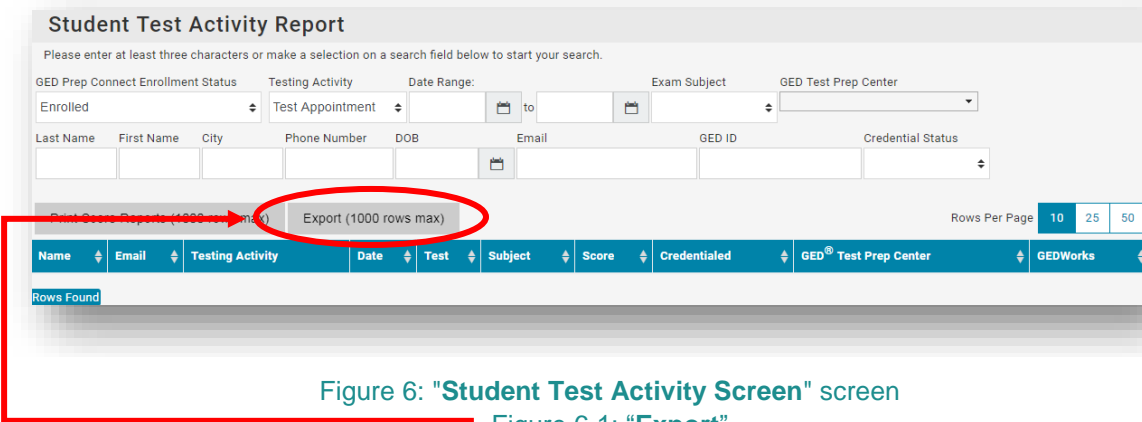


Figure 6: "Student Test Activity Screen" screen
 Figure 6.1: "Export"



IMPORTANT: Additional Questions

If you have any questions about Printing Bulk Score Reports email help@ged.com