**PURPOSE:** To provide direction on how to manage active Students for your Adult Education program, including generating reports.

**NOTE:** The Student Test Activity function in GED Manager™ allows you to sort, review and report on Students that are active in your program.

### How to use the Student Test Activity Report Tab

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

   ![Figure 1: 'Reporting']

2. The next screen you see will look like this. This reporting feature can return results for all Students that are interested, contacted, dismissed or enrolled in your program, and any and all of their activities. Each Student may appear multiple times, based on their activity. To narrow your results, select 'Enrolled' Students only and a shorter 'Date Range', or specific 'Testing Activity' (See Figure 2).

   ![Figure 2: Search Fields]
3. Use the ‘Exam Subject’ (3.1) search field for subject-specific scores for all your Students. You may wish to contact all with a below passing score for follow-up. **NOTE:** You can print Score Reports’ (3.2) directly from this results page without having to open each Student’s individual account (See Figure 3).

4. Using the date range, you can find any Student activities for the time period of your choice. In the following example, we are looking for a list of enrolled Students who received a below passing score on the Science test between September 1, 2016 and September 1, 2017.
5. You can create a report with any of the filters on the page by clicking on the ‘Export’ (5.1) button. **NOTE:** You should limit your date range since a report cannot be generated with more than 1,000 rows of information (See Figure 5).

![Figure 5: Search Fields](image)

![Figure 5.1: ‘Export’](image)

6. When you export the Student results, it will download to your desktop. You can then sort the columns that are most important to you (See Figure 6).

![Figure 6: Exported Results](image)

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**IMPORTANT:** Additional Questions

If you have any questions about the "Student Test Activity Report tab" in GED Manager please email help@ged.com