

# Passers Report for Adult Educators

**PURPOSE:** To provide direction on how to view reports that list Students who have credentialed within a specific time period.

## Retrieving Passers Report

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

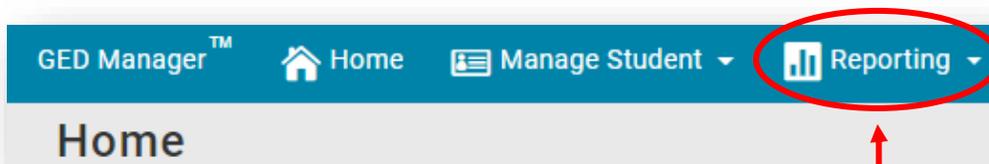


Figure 1: GED Manager™  
Figure 1.1: "Reporting"

2. Next, the "**Passers Report/Passer Search**" (2.1) screen will appear (See Figure 2).

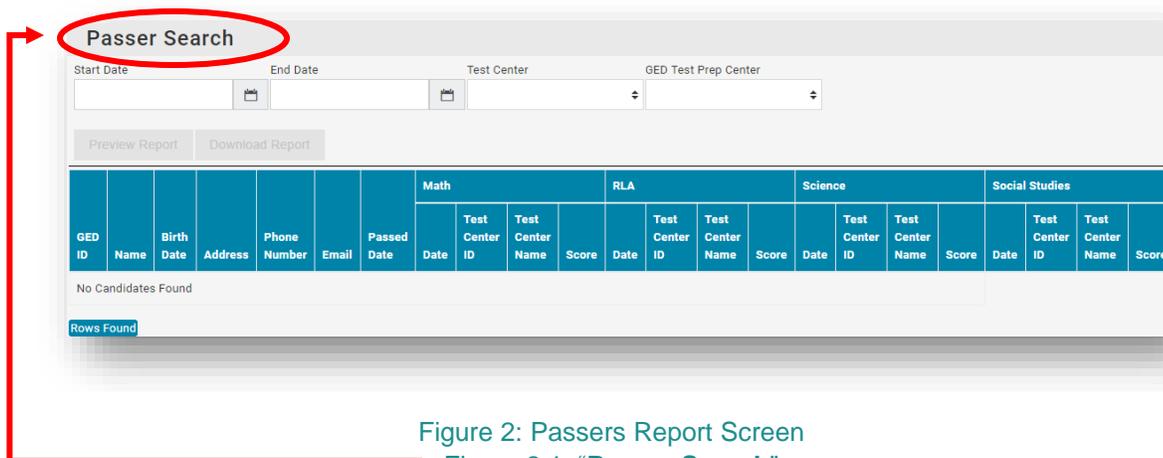


Figure 2: Passers Report Screen  
Figure 2.1: "Passer Search"

3. Enter the "**Start Date**" (3.1) and "**End Date**" (3.2) by entering the date or clicking on the small calendar icon (See Figure 3).

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Figure 3: Passers Report Screen

3.1: "Start date"  
3.2: "End date"



**IMPORTANT:** The end date must be at least the day before the date you are trying to generate the report. Data is added nightly, so there is a 24 hour delay.

Keep in mind you can generate a report to list Students who have credentialed within a given year, month, week or over the course of a few days.

4. Next, select your "Test Center" (4.1) OR "GED Test Prep Center" (4.2). Note, you can select from either the "Test Center" OR "GED Test Prep Center" dropdown BUT not from both at the same time (See Figure 4).

Figure 4: Passers Report Screen

4.1: "Test Center"  
4.2: "GED Test Prep Center"

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5. Click on “**Preview Report**” (5.1) to view the report on your browser (See Figure 5).

**!** **IMPORTANT:** All Students who earned their credential within the period of time you selected will be listed. To the right of their name you will see:

- GED® ID number
- DOB
- Credential date
- Total score and test scores included in the credential
- Percentile rank
- Date they achieved the highest score in each subject.

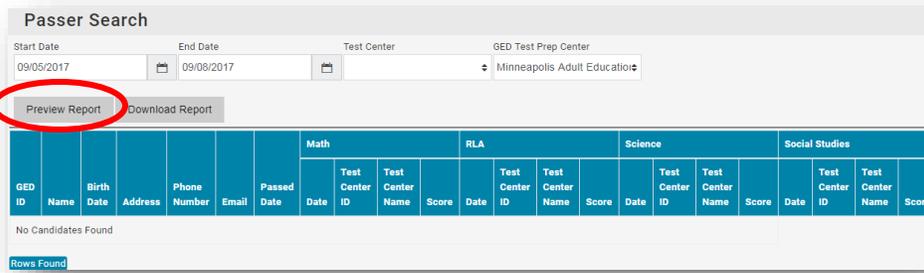


Figure 5: Passers Report Screen

Figure 5.1: “Preview Report”

6. **NOTE:** You can click on “**Download Report**” (6.1) to download and save the csv file of the report (See Figure 6).

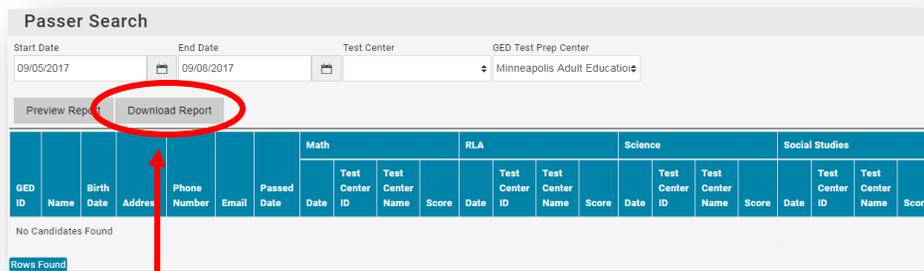


Figure 6: Passers Report Screen

Figure 6.1: “Download Report”

**!** **IMPORTANT: Additional Questions.**

If you have any questions about Passers Reports please email us at [help@ged.com](mailto:help@ged.com)