

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 small button with the arrow that is in the top left hand corner of the screen (to the left of the words “GED Manager™”). Then, click on “**Passers Report**” (1.1) (See Figure 1).

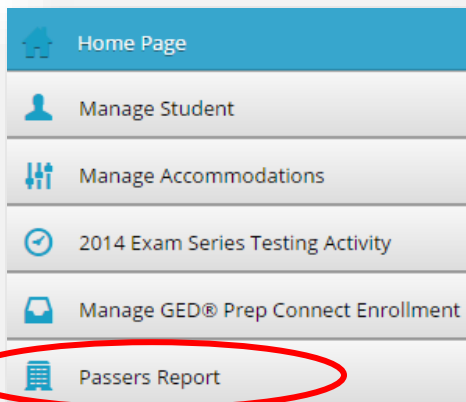


Figure 1.1: “Passers Report”
Figure 1: GED Manager Options

2. Next, the “**Passer Search**” screen will appear (See Figure 2).

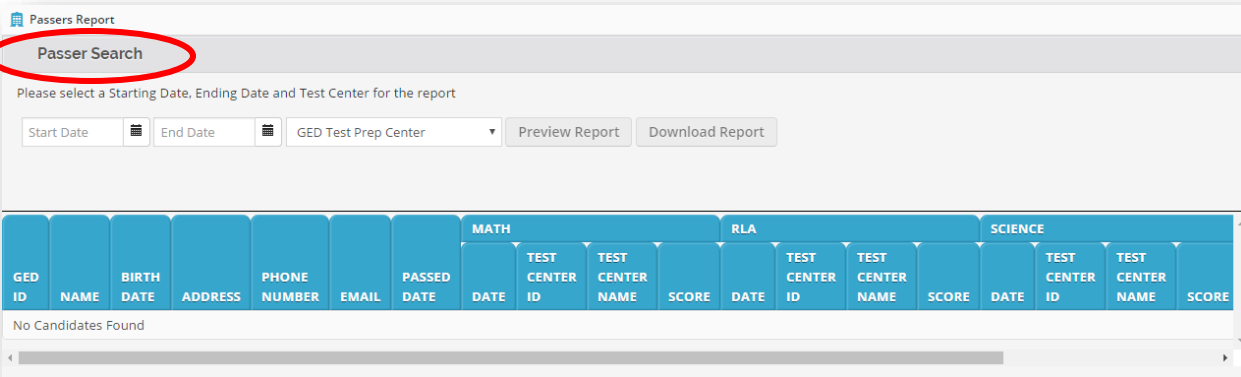


Figure 2.1: “Passer Search”
Figure 2: “Passers Report” screen

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).

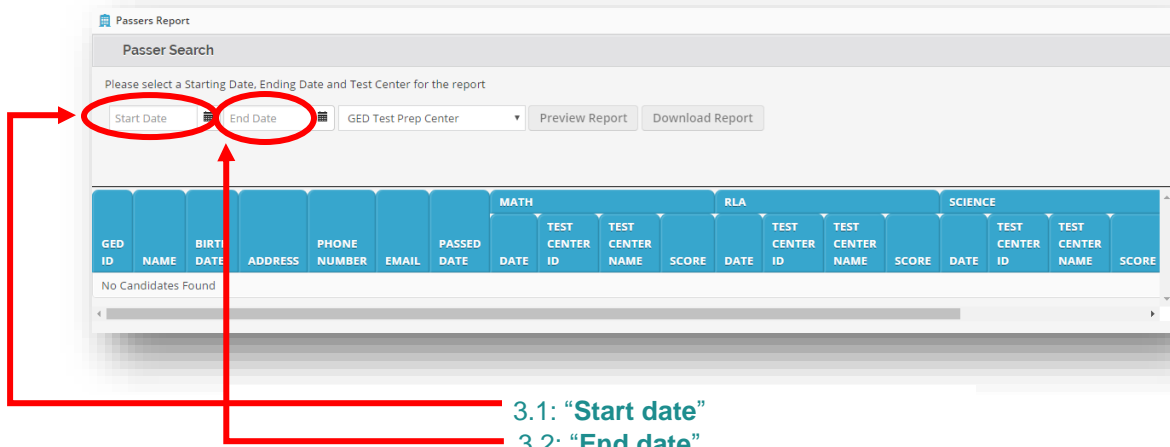


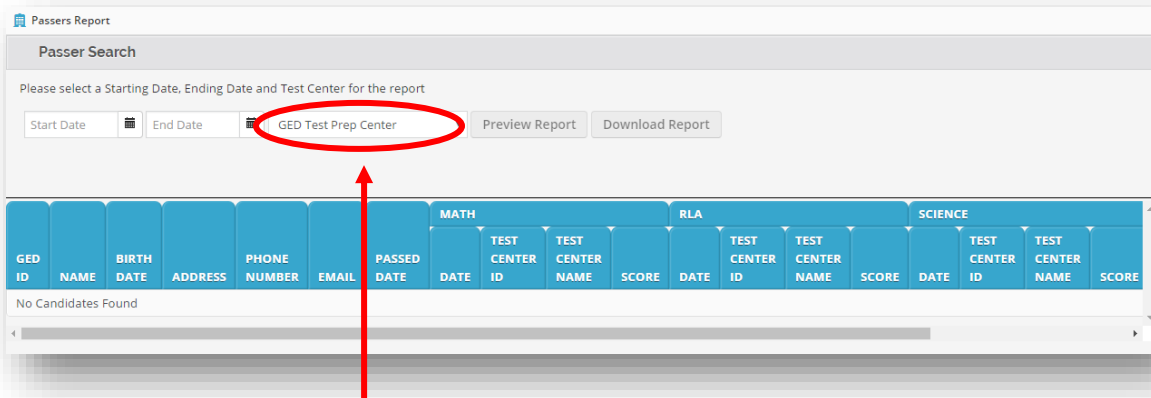
Figure 3: “Passers Report” screen



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 “GED Test Prep Center” (4.1) (See Figure 4).



4.1: “GED Test Prep Center”
Figure 4: “Passers Report” screen

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. You will notice that besides 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.

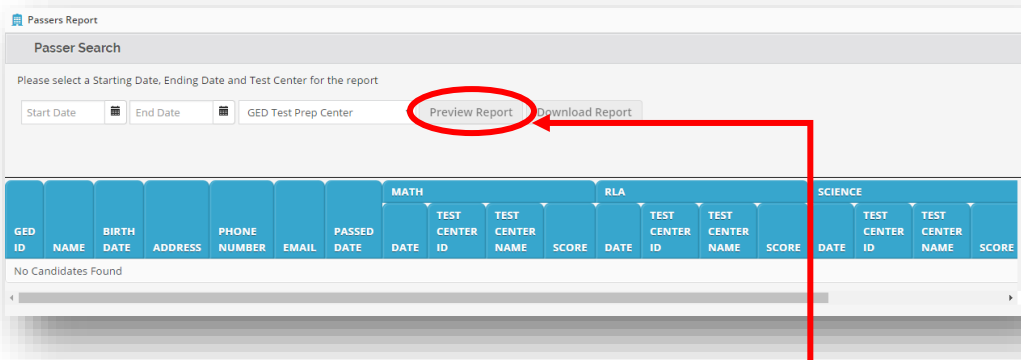


Figure 5.1: “Preview Report”
Figure 5: “Passers Report” screen

6. Click on “**Download Report**” (6.1) to download and save the csv file of the report (See Figure 6).

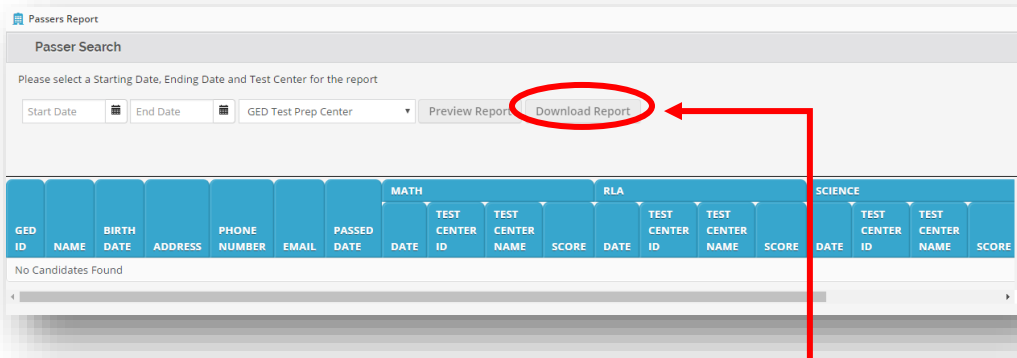


Figure 6.1: “Download Report”
Figure 6: “Passers Report” screen



IMPORTANT: Additional Questions.

If you have any questions about Passers Reports email our Operations Team at operations@gedtestingservice.com