

# Student Test Activity Report Tab

**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).

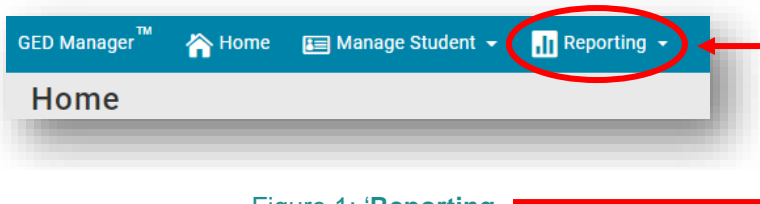


Figure 1: 'Reporting'

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).

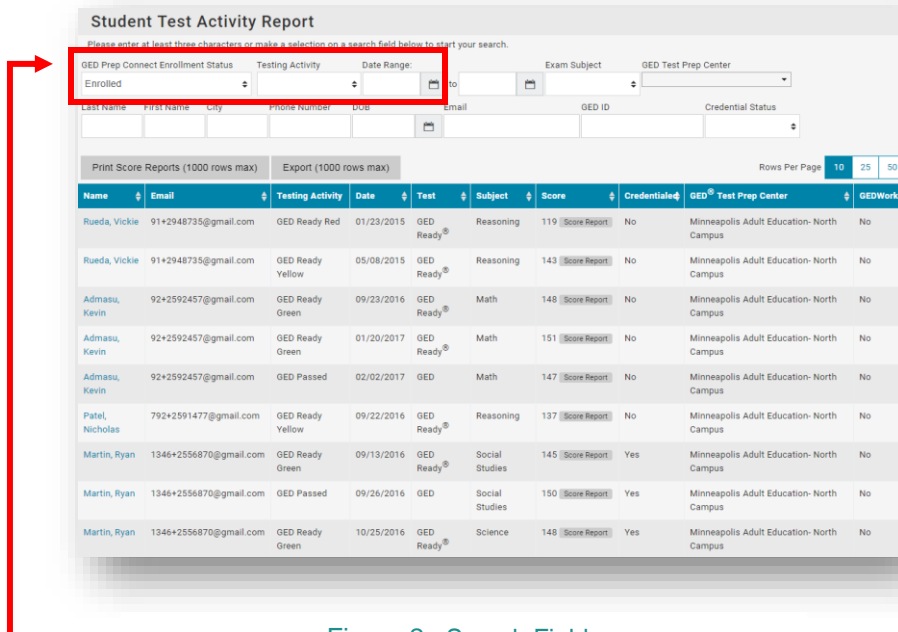


Figure 2: Search Fields

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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).

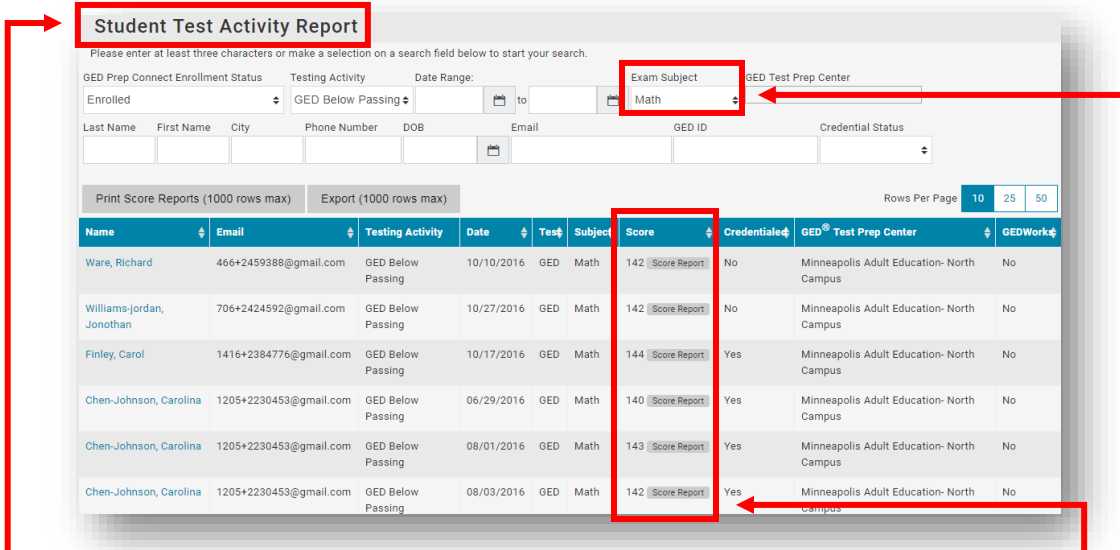


Figure 3: 'Student Test Activity Report' Screen

Figure 3.1: 'Exam Subject'

Figure 3.2: 'Score Reports'

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.

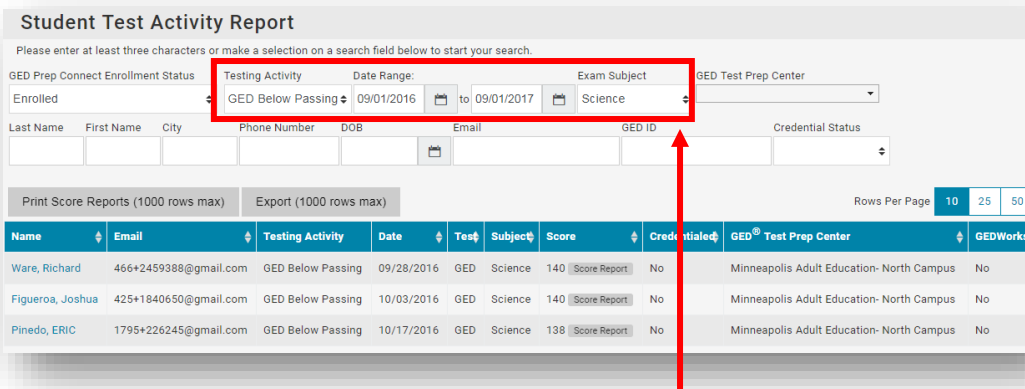


Figure 4: Search Example

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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).

Name	Email	Testing Activity	Date	Test	Subject	Score	Credentialed	GED® Test Prep Center	GEDWork
LaCour, Kayla	1126+2237756@gmail.com	GED Ready Red	05/05/2016	GED Ready®	Reasoning	128	No	Minneapolis Adult Education- North Campus	No
Precoda, Logan	440+1982434@gmail.com	GED Ready Red	07/22/2016	GED Ready®	Science	127	No	Minneapolis Adult Education- North Campus	No
Precoda, Logan	440+1982434@gmail.com	GED Ready Red	08/10/2016	GED Ready®	Social Studies	133	No	Minneapolis Adult Education- North Campus	No
Goodspeed, clenton	367+1839906@gmail.com	GED Ready Red	04/25/2016	GED Ready®	Math	133	No	Minneapolis Adult Education- North Campus	No
Goicochea, Adriana	1159+1706557@gmail.com	GED Ready Red	01/14/2016	GED Ready®	Reasoning	124	No	Minneapolis Adult Education- North Campus	No
Long, Jeremy	336+1702022@gmail.com	GED Ready Red	02/05/2016	GED Ready®	Reasoning	126	No	Minneapolis Adult Education- North Campus	No
Brandon, Alexander	1582+1653857@gmail.com	GED Ready Red	03/25/2016	GED Ready®	Science	122	No	Minneapolis Adult Education- North Campus	No
Brandon, Alexander	1582+1653857@gmail.com	GED Ready Red	05/10/2016	GED Ready®	Social Studies	133	No	Minneapolis Adult Education- North Campus	No
Joaquin, Jodie	1116+1324836@gmail.com	GED Ready Red	01/11/2016	GED Ready®	Reasoning	128	No	Minneapolis Adult Education- North Campus	No

Figure 5: Search Fields  
Figure 5.1: 'Export'

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).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Last Name	First Name	Email	Date of Birth	GED ID	Address 1	Address 2	City	State	Zip	Phone #	Testing Ac Date	Test	Subject	Score	Credentialed	GED Test Prep Center	GEDWork
2	LaCour	Kayla	1126+2237	7/6/1987	20160428-	5449	Dungaree st	Minneapc	MN	55404	6.17E+09	GED Read	5/5/2016	GED Read	Reasoning	128	No	Minneapc No
3	Precoda	Logan	440+19824	#####	20160127-	822	W Richmond Avt	Minneapc	MN	55412	3.14E+09	GED Read	#####	GED Read	Science	127	No	Minneapc No
4	Precoda	Logan	440+19824	#####	20160127-	822	W Richmond Avt	Minneapc	MN	55412	3.14E+09	GED Read	#####	GED Read	Social Stu	133	No	Minneapc No
5	Goodspee	clenton	367+18395	#####	20151118-	2733	Bear Creek Pl	brooklyn j	MN	55429	2.2E+09	GED Read	#####	GED Read	Math	133	No	Minneapc No
6	Goicochea	Adriana	1159+1706	#####	20150924-	3337	58th street 2nd	Minneapc	MN	55412	3.12E+09	GED Read	#####	GED Read	Reasoning	124	No	Minneapc No
7	Long	Jeremy	336+17020	#####	20150923-	105	Lillie Marie Dr	Minneapc	MN	55411	9.13E+09	GED Read	2/5/2016	GED Read	Reasoning	126	No	Minneapc No
8	Brandon	Alexander	1582+1653	#####	20150904-	755	Breckenridge Str	minneapc	MN	55412	8.18E+09	GED Read	#####	GED Read	Science	122	No	Minneapc No
9	Brandon	Alexander	1582+1653	#####	20150904-	755	Breckenridge Str	minneapc	MN	55412	8.18E+09	GED Read	#####	GED Read	Social Stu	133	No	Minneapc No
10	Joaquin	Jodie	1116+1324	#####	20150427-	1150	Pilgrims Pathw	Minneapc	MN	55407	9.54E+09	GED Read	#####	GED Read	Reasoning	128	No	Minneapc No
11	Joaquin	Jodie	1116+1324	#####	20150427-	1150	Pilgrims Pathw	Minneapc	MN	55407	9.54E+09	GED Read	#####	GED Read	Math	133	No	Minneapc No

Figure 6: Exported Results



### IMPORTANT: Additional Questions

If you have any questions about the "Student Test Activity Report tab" in GED Manager please email [help@ged.com](mailto:help@ged.com)