


Use Operational Reports to Find Students

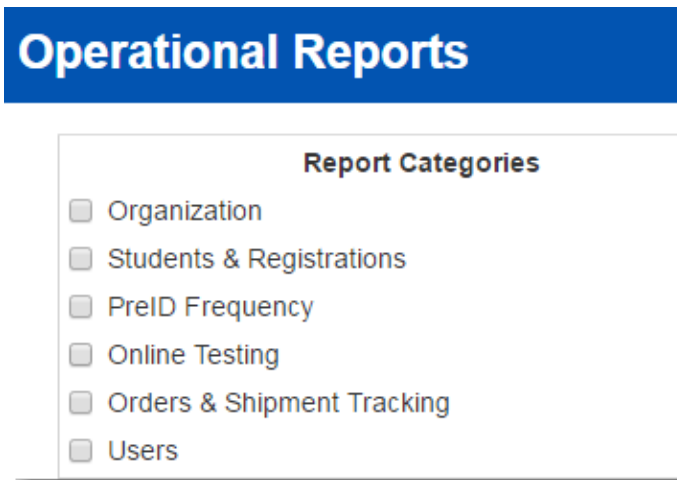
 Some features are only available to some user accounts. Each user account has a user role(s) and permissions associated with it. These permissions control the data the user can view and actions the user can perform. If you do not see a specific feature, your account is not configured to access it. See [Manage Users](#) for more information.

Your testing program will provide information identifying user roles and what each is permitted to do and see.

If you are looking for any and all students who fit a specific category, such as *students who are registered for a test but who are not yet in an online test session*, you can find them using a set of reports called *operational reports*. Operational reports include a set of standard reports and may also include some reports that are custom for your testing program.

To use reports to find students, follow these steps:

1. From **Reports > Operational Reports**, select **Students & Registrations** AND **Online Testing**, because related information is found in both categories.



2. You will be shown a list of available reports. Click the title of the report you want to view. *This list is different for each testing program, based on the testing contract details.*

Students Registrations by Test

Students with Online Test but not assigned to Session

List of all students that are assigned to take a test in the Online format but have not yet been added to a testing Session for the administration of that online test

Students Registered but not Assigned to a Test

List of all students that are registered for a test administration but do not have any student tests assigned to them

Students Tests that have been Assigned but have not yet Completed

List of all students that are registered for a test administration and have a student test assigned to them but the test has not yet been completed

Not Tested Student Tests

3. If a report is not yet available or if you want a new one to be created, click **Request Report Refresh**. You can change the parameters to be used when the report is created, such as to only display the results for a specific organization. Click **Refresh Report**.

No report available. To obtain report, please use the Request Report Refresh option below

- [Request Report Refresh](#) ▼

Report Parameters

Test Administration

Demo > 2012 - 2013 > Spring Assessment

Organization

Demo (demo)

Filtered Organization

DEMO HIGH SCHOOL (110001) ▼

This report will be queued for processing and could take several minutes to complete.

Refresh Report

4. When a report is available, it will be listed on the page. Click **Download Report** to download a file with the requested information.

Execution Date

02/23/2015 10:15:46 AM

Test Administration

Demo > 2012 - 2013 > Spring Assessment

Organization

Demo (demo)

Filtered Organization

DEMO HIGH SCHOOL (110001)

[Download Report](#)

• [Request Report Refresh](#) ▼

Reports are provided in CSV format and can be viewed using a spreadsheet program, such as Microsoft Excel.
