Use Operational Reports to Find Student and Test Session Information

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.

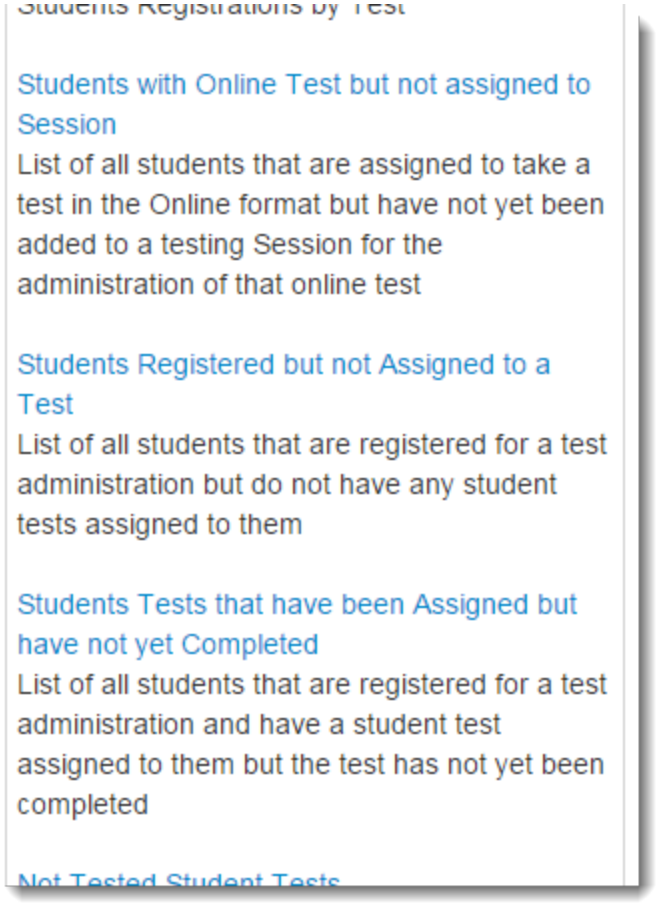
If you are looking for any and all students who fit a specific category, such as *students who are registered for a test but who are not yet in an online test session*, you can find them using a set of reports called *operational reports*. Operational reports include a set of standard reports and may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

To use reports to find students, follow these steps:

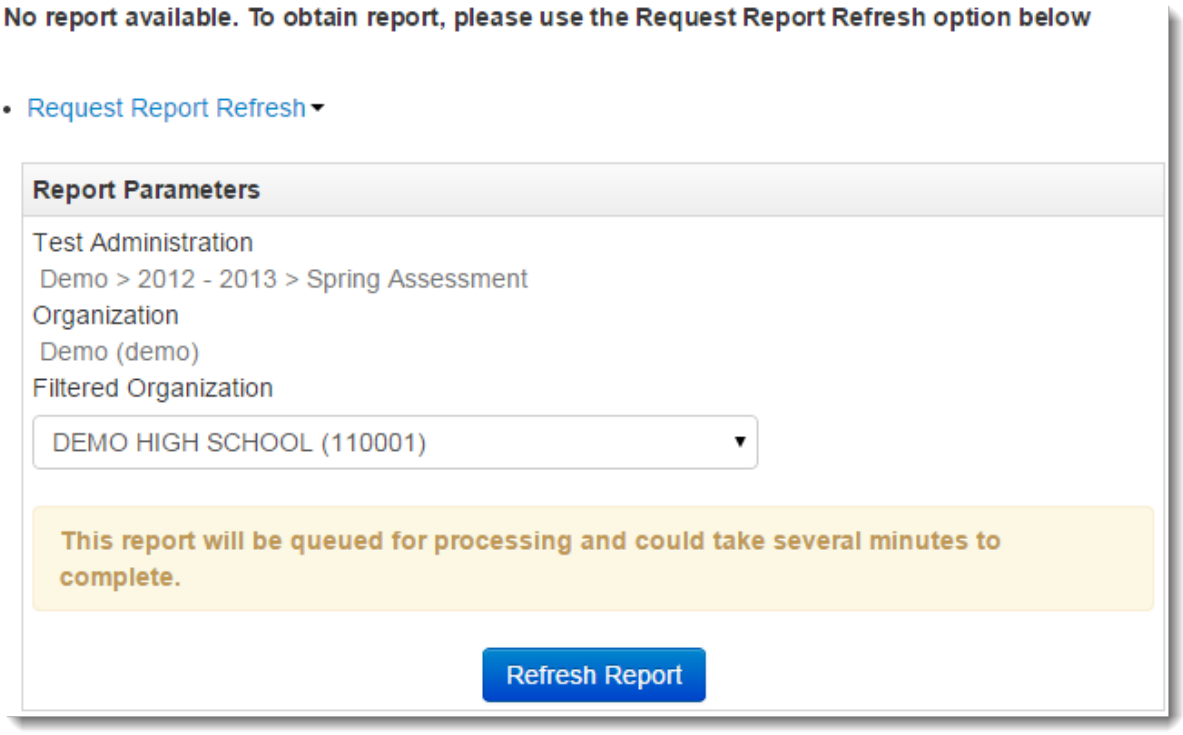
1. From **Reports > Operational Reports**, select **Students & Registrations** AND **Online Testing**, because related information is found in both categories.



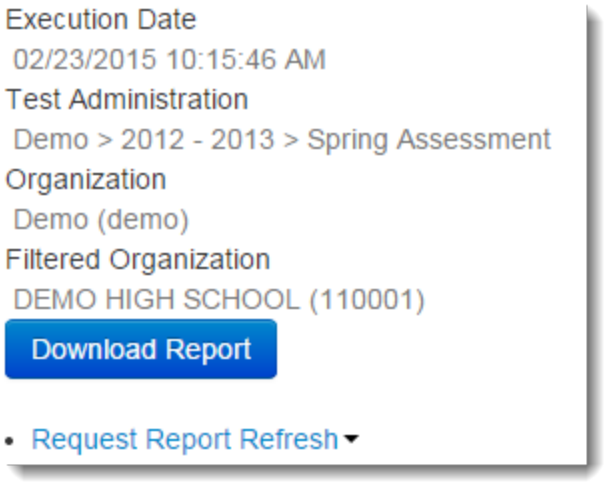
2. You will be shown a list of available reports. Click the title of the report you want to view. *This list is different for each testing program, based on the testing contract details.*



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**.



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



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