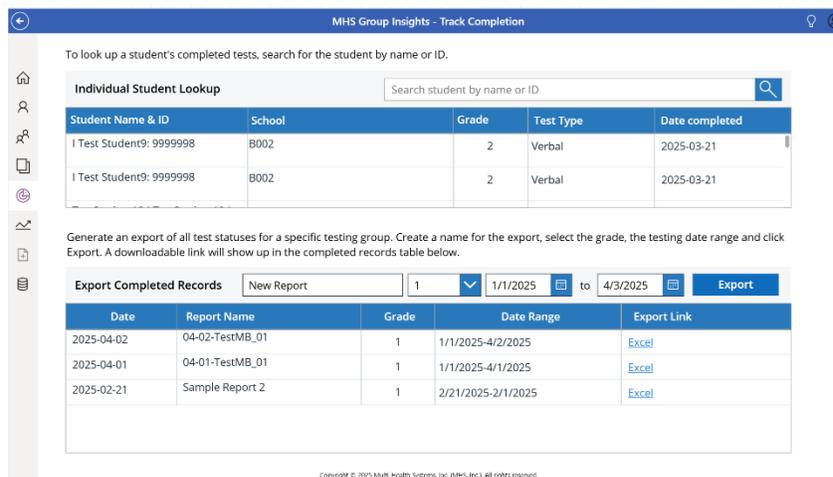


Export Track Completion

Overview

In addition to the Individual Student Lookup, the Track Completion screen now includes an **Export** feature, allowing users to easily download test status data into an Excel format. This enables better tracking and filtering of student test statuses.

How to Use the Export Feature



To look up a student's completed tests, search for the student by name or ID.

Individual Student Lookup Search student by name or ID

Student Name & ID	School	Grade	Test Type	Date completed
I Test Student9: 9999998	B002	2	Verbal	2025-03-21
I Test Student9: 9999998	B002	2	Verbal	2025-03-21

Generate an export of all test statuses for a specific testing group. Create a name for the export, select the grade, the testing date range and click Export. A downloadable link will show up in the completed records table below.

Export Completed Records 1 to 4/3/2025

Date	Report Name	Grade	Date Range	Export Link
2025-04-02	04-02-TestMB_01	1	1/1/2025-4/2/2025	Excel
2025-04-01	04-01-TestMB_01	1	1/1/2025-4/1/2025	Excel
2025-02-21	Sample Report 2	1	2/21/2025-2/1/2025	Excel

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- 1. Create a Name for the Export**

Before you begin, provide a name for your export file to easily identify it later. This name will also appear as the report name. Please note that there are restrictions on special characters in the file name.

- 2. Select Parameters**

Choose the **Grade Level** and **Date Range** for the data you wish to export.

- 3. Click Export**

After selecting the parameters, click the Export button on the Track Completion screen.

- 4. Download the Excel File**

Once the export is complete, download the Excel file. The exported file will include the following information:

- **Student Info:** Name, ID, School, Teacher, Grade
- **Test Statuses:** Verbal, Nonverbal, Quantitative (Complete/Not Complete)
- **Test Start Dates** (Available only for the tests that were completed)

Access Levels

The data you can export depends on your access level. District-level users can export data for the entire district, while school-level users can export data for their assigned school. You can export the data as often as needed. Once exported, you can filter the data.

Statuses

Complete: The test is submitted and eligible for the report.

Not Complete: The test has not been started, finished or assigned to the student.