TestWiz™
Class Roster Reports

Updated: July 11, 2017
Overview

You can see a list of the students in a particular class, independent of any test scores. To do so, your user account should have permission to see some or all student information.

Creating a Class Roster Report

To create a class roster report:

1. Choose Utilities from the top menu bar to arrive at the TestWiz Utilities Console page.
2. From the Utility Reports menu, choose Class Rosters. The Class Rosters Report page appears. Use the drop-down menus to make selections.

   Note: The selections on this page vary, depending on how the TestWiz client services team has worked with your school or district to set up your student data. This page allows you to choose a class according to either assigned teachers/Teacher Types or course information. Regardless, you may follow the remainder of the instructions in this document. The process is the same, but the fields are slightly different. If you are working with course information, you may also want to refer to the separate document, “Working with TestWiz When Course Data is Available.”

3. Click on any Special Codes whose values you want to display next to each student. This is optional.
4. If you have students organized by course enrollment, select one or more courses from the Select Course(s) to View area. A course is selected when a check mark appears in the box next to it. Each course is represented by a name in this format: [Teacher Name]-[Course]-[Section]-[Academic Term Abbreviation]

5. Click the View Students button at the bottom of the page. The students appear in a table.

Note: To hide or show different columns in the table, click Show Columns to display the “Field Chooser” window.
The Field Chooser lists other columns that you can click and drag to the table to add them. You can remove columns from the table by clicking and dragging columns off the table and to the Field Chooser.

6. Some columns may display more than one set of values. To see the class list for just one value (such as one teacher or Course or school), click the grayed out down arrow inside the field title and choose a value from the list.

To print the Class Roster report that you see on the screen:

1. Choose PDF or another format (CSV, Excel, or Word) from the PDF drop-down menu at the top.

2. Click to export the report.

3. The report opens in the supporting application, and you can print it out from there.
Contact Information

Please contact Certica Solutions for help using TestWiz.

**Toll-free Help line:** 877-456-8949
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