TestWiz™
Tests Taken by a Student

Updated: July 11, 2017
Overview

You can get a list of all the tests one or more students have taken in the Tests Taken report. To do so, your user account should have permission to see some or all student information.

Creating a Tests Taken Report

To create a report that shows what tests students have taken:

1. Choose Utilities from the top menu bar to arrive at the TestWiz Utilities Console page.
2. From the Utility Reports menu, choose Tests Taken. The Tests Taken Report page appears.

![Tests Taken Report](image)

**Note:** The selections on this page vary, depending on how we have 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. If you are working with course data, you may also want to refer to the separate document, *Working with TestWiz When Course Data is Available*.

3. Use the drop-down menus to indicate a population of students. (If you are choosing by grade, district, and school, choose All Grades, All Districts, etc. if you want to make more than one selection.)
4. If your school or district has 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, click **Show Columns** to display the “Field Chooser” window.

The Field Chooser lists other columns that you can add to the table by clicking and dragging them to the table. You can remove columns from the table by clicking and dragging columns off the table and to the Field Chooser.

6. To see the tests one or two specific students have taken, click the + to the left of the students’ names. The table opens to show the tests.
7. To show all the tests for all the students, click **Show Tests**.

Print the Tests Taken Report:

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

2. Some columns may display more than one set of values. To see the report for just one value, click the grayed out down arrow inside the field title and choose a value from the list.

3. Click to export the report to the selected format.

4. 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

**Alternate line**: 978-456-3464

**Email**: TestWiz@CerticaSolutions.com

**FAX**: 978-456-3391