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CERTICA
Introduction
The basic steps for creating, viewing, and printing a report are described here. This document also covers how to export data to an external file, and how to print student labels.

For more information on customizing a report, refer to the separate document titled, *Customizing Reports*.

Creating a Report
To create a report, first select a test, then choose a Reporting Group and Report Type from the Create Reports page, and preview the report. Follow these steps:

1. Click **Tests** from the top menu bar to open the **Select Test Administration** page:

   ![Select a Test for Reporting](image)

   **Note:** If you are in the **Utilities Console** and want to select a test, choose **Select a Test for Reporting** from the **Home** menu.

2. The tests for which you can view or print reports are listed here. If you want to filter the list to show only tests for a certain grade, year, or involving particular text in the name, or a certain Test Purpose, make one or more selections from the **Filter List of Tests** section located above the list of tests. Then click **Filter**.

   ![Select a Test for Reporting](image)

   **Note:** If your group has no Test Purposes populated, you see “None Available” in that field. Contact **Client Services** if your group is interested in setting up Test Purposes.

3. Select a test by clicking anywhere on the row. The **Create Reports** page appears:
4. Select a Reporting Group. The reporting group you choose determines the kind of reports you are able to select next.

5. Select a report from the Report Type drop-down list.

6. Make a selection from the Teacher Type/Location drop-down list. The available selections depend largely on the test and the way the TestWiz client services team has worked with your organization to configure your student data.

   If your organization has course information available, and the test is an assessment that was locally scanned, key-entered, or taken online, choose “Original Location.” This provides you with reports for students in by course enrollment.

   If your organization does not have course information available, choose a specific Teacher Type. This lets you see reports for students based on their assigned teachers. The specific names of Teacher Types vary, depending on what your organization has set up. You might see Teacher Types such as “2013/2014” or “Math 2014”.

   If your organization has both Teacher Type assignments and course information, your choice depends on the kind of test you have selected. If the test was locally scanned, key-entered, or taken online, choose “Original Location” so that reports display course information. For other tests (whose results
were scored outside of TestWiz and imported, such as a state assessment), choose a Teacher Type.

**Note:** 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*.

7. You can also click the parameter buttons to customize a report further. Refer to **Customizing Reports**.

8. To preview a report on the screen, click **Preview Report**. The report appears on the screen:

![Class Student List](image)

Use the `< < > >` buttons at the top of the page to navigate from one page to another. Use the **Student** drop-down list (or **School**, or **District**, etc. depending on the report you are viewing) to jump to a specific part of the report.

9. Follow the directions below to print the report or click <-Back to return to the **Create Reports** page. (**Warning:** You must use this special button. Do not click the **Back** button on your browser; it does not necessarily have the same effect.)

**Selecting and Viewing Quick Reports**

Quick Reports are pre-customized reports saved by someone in your group. You have access to the Quick Reports anyone in your group creates. To use one:

1. Choose **Quick Reports** from the top menu. **Note:** If there are no Quick Reports for any tests, this menu does not appear.

2. Select a test from the list of those for which Quick Reports are available.
3. Click on the bold link to a Quick Report. Note that the descriptions below are entered and controlled by the user who created the Quick Report.

The report appears on the screen. Note that the titles are also controlled by the creator of the Quick Report.

For more information on Quick Reports, refer to the document titled, Quick Reports.

Printing the Report

In order to print or save a report you must first choose a print format. Once your report has been processed you can print it or save it to a file. Follow these steps to print the report:
1. From the preview screen, click one of the **PDF**, **Word**, or **Excel** buttons next from the top of the preview.

A yellow pop-up text message appears:

![Yellow pop-up message](image-url)

**Note:** This message disappears after several seconds.

2. Click **Download a Report** from the top menu bar. This brings you to the **Download a Report** page showing the report(s) you have exported.

![Download a Report page](image-url)

**Note:** When a report is ready and you are in another area of TestWiz, the headline **Reports Are Ready** appears on the menu bar. Click that headline in order to get to the **Download a Report** page.

3. Once a “Download” link appears in the **Status** column for the report you want, click on it.

**Note:** If the link says “Processing,” you can periodically click the **Refresh** button to see if the report is ready for download.

The report opens up in Adobe Acrobat or Adobe Reader.

**Note:** If you see the opening Adobe splash screen when your report opens up, you can change your settings to avoid the splash screen. Here’s how: Open Adobe Acrobat or Reader and choose **Preferences** from the **Edit** menu. Select **General**. Click **Options** in the left column. In the **Startup** section, de-select “Display Splash Screen.”
Click **OK** and exit out of the Adobe application.

4. To print the report, choose **Print** from the **File** menu of the Adobe program. Or, to save the report as a file, choose **Save As** from the **File** menu and supply a filename and location.

You can also print or save reports in Microsoft® Word or Microsoft® Excel® format by clicking the **Word** or **Excel** buttons from the Report Preview window. The steps for printing or saving are similar to those described in the section above.

## Exporting Data to a File

To export data to an external data file, you can choose the **District-Data Export** report type. This report has the option to create an ASCII formatted *.CSV file which you can import into other applications.

To export data:

1. On the main Create Reports page, set the **Reporting Group** to **District**.
2. Set the **Report Type** to **District- Data Export**.
3. Customize the data by using the available parameters. For example, if you only want to export certain scores, click on the **Scores** parameter button and specify the ones you want to include.
4. Click **Preview Report**.
5. The report appears on the screen with the data in table format. Click the **CSV** button at the top of the screen.
6. Go to **Download a Report** and select your report.

You may see a message asking if you want to **Open** or **Save** the data file. Choose either. When you save the file, it will have a CSV extension. If you save the file, be sure to make a note of the name of the file and where it is being saved to.

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**Printing Student Labels**

The reports **Class-Student Labels** and **School-Student Labels** allow you print labels for each student. By default, these reports show, in label form, each student and up to four scores for all the subtests (as many as fit). You may preview them on the screen and print them out. To print the labels, you must have the following:

- Adobe Reader or Acrobat version 7.0 (earlier versions are not supported). Go to [http://www.adobe.com/](http://www.adobe.com/) for download information.
- Custom labels available from Certica Solutions at 877-456-8949 (toll-free).

To print the labels:

1. Click **Preview Report** to see the labels on your screen.

2. Click the **PDF** button at the top of the preview screen.
3. Go to **Download a Report** on the top menu bar.

4. Click **download** next to the report in order to open the report in Adobe Reader or Acrobat version 7.0. **Note:** You must have version 7.0 or later. Earlier versions are not supported.

5. Choose **Print** from the **File** menu.

6. In the lower half of the **Print** dialog box, set the **Page Scaling** drop-down menu to **None**.

7. Click **OK** to print the labels to custom labels that you purchased from Certica (toll-free: 877-456-8949).

### Reports Unrelated to Scores

There are three TestWiz reports that provide data on students/teachers that are unrelated to specific student test scores:

- **Tests Taken** – A report of all the tests one or more selected students has taken. See **Tests Taken by a Student** for more information.

- **Class Rosters** – Lists of students in one or more selected class. See **Class Roster Reports** for more information.

- **Correlation Reports** – Provides a graph and correlation information generally comparing two scores from one test, or comparing one score from one test and one score of another. Refer to **Correlation Reports** for more information.

### Related Documents

Refer to these separate documents as needed. To get to them, go to the Welcome page of TestWiz and click **Help Documents** on the left sidebar.

- **Customizing Reports**—explains report parameters in more detail and how to customize a report
- **Quick Reports**—more on creating and using Quick Reports
- **Customizations**—how to save customizations for later use
- **Steps for Creating Specific Reports**—steps for creating certain types of reports
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