



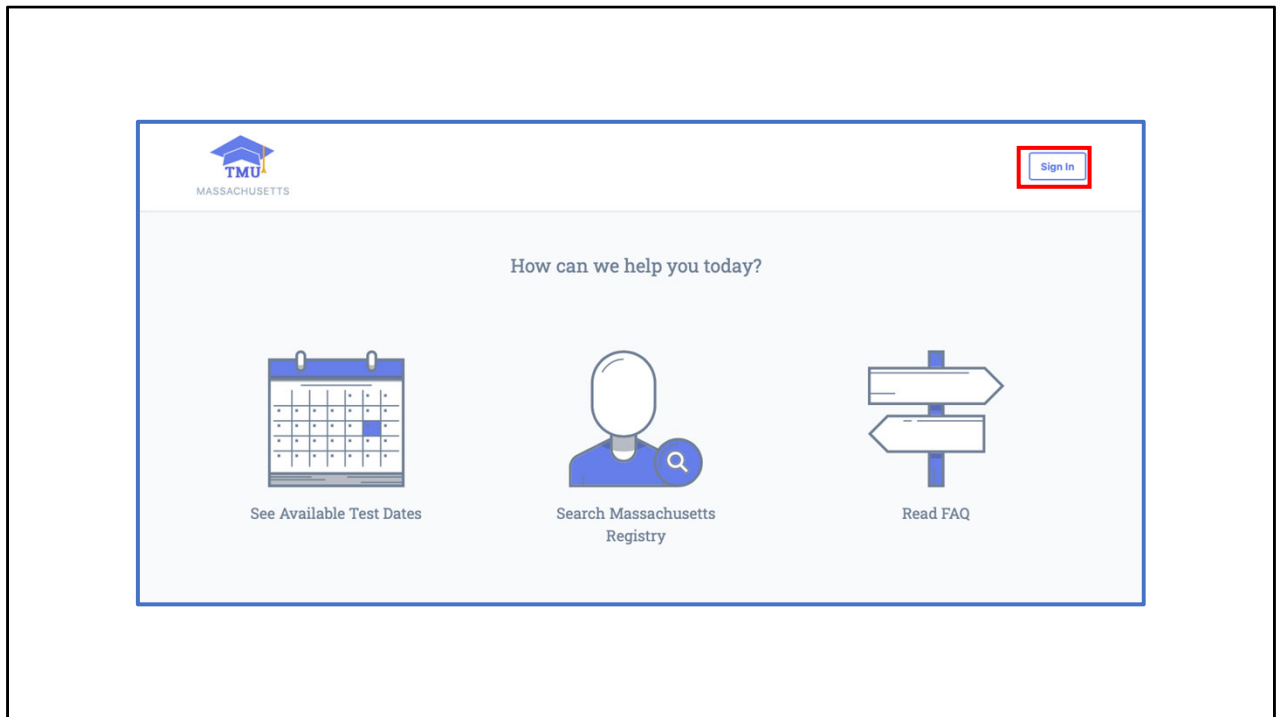
TestMaster Universe

Massachusetts



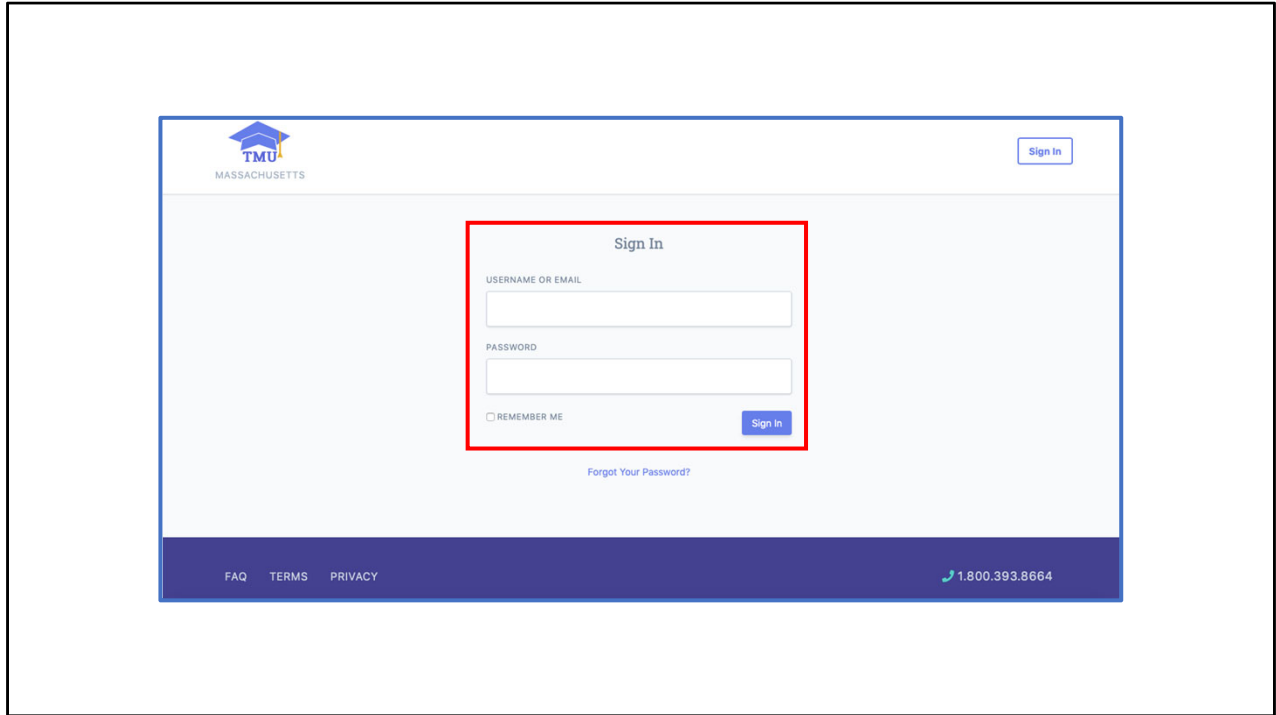
Trainer: How to Run Reports

Hi, my name is Jasyn and I'm with D&SDT – Headmaster. I Today I'm going to show you how a trainer runs reports.

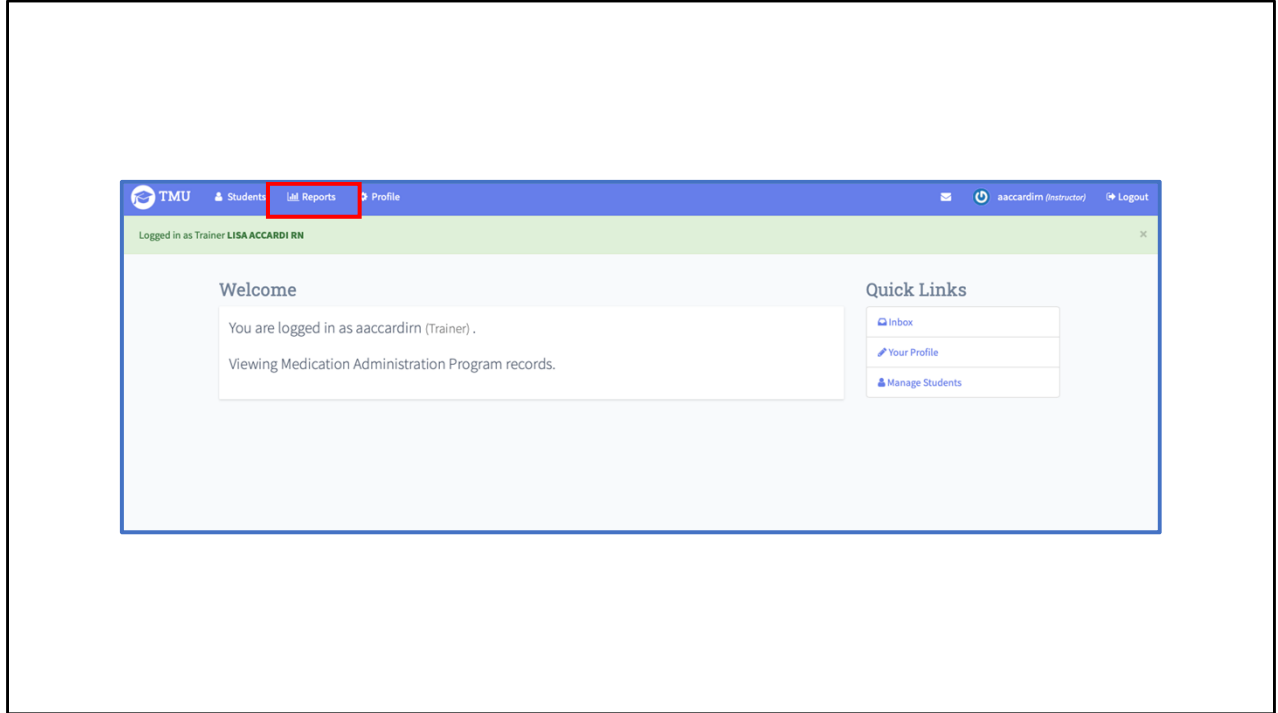


If you follow the link in the last screen, it will take you to this home page

To log in click the 'Sign In' button in the upper right-hand corner.

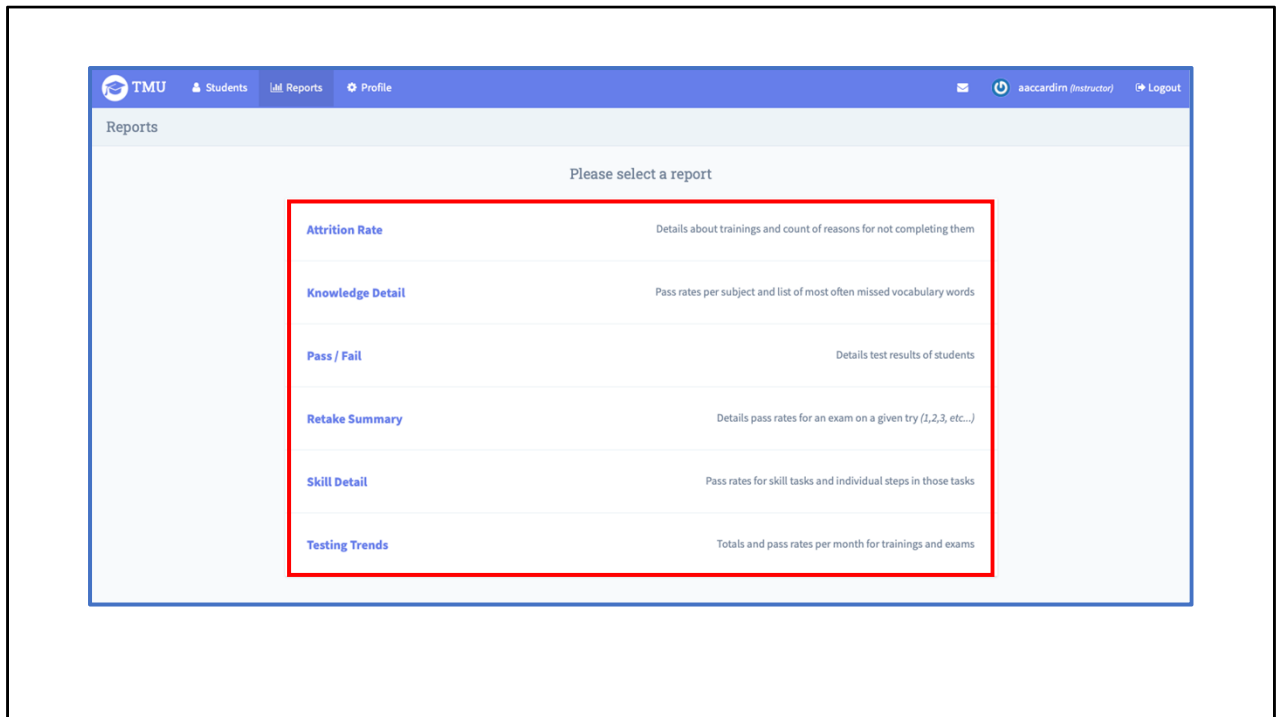


You will enter your log in information and click 'Sign in'

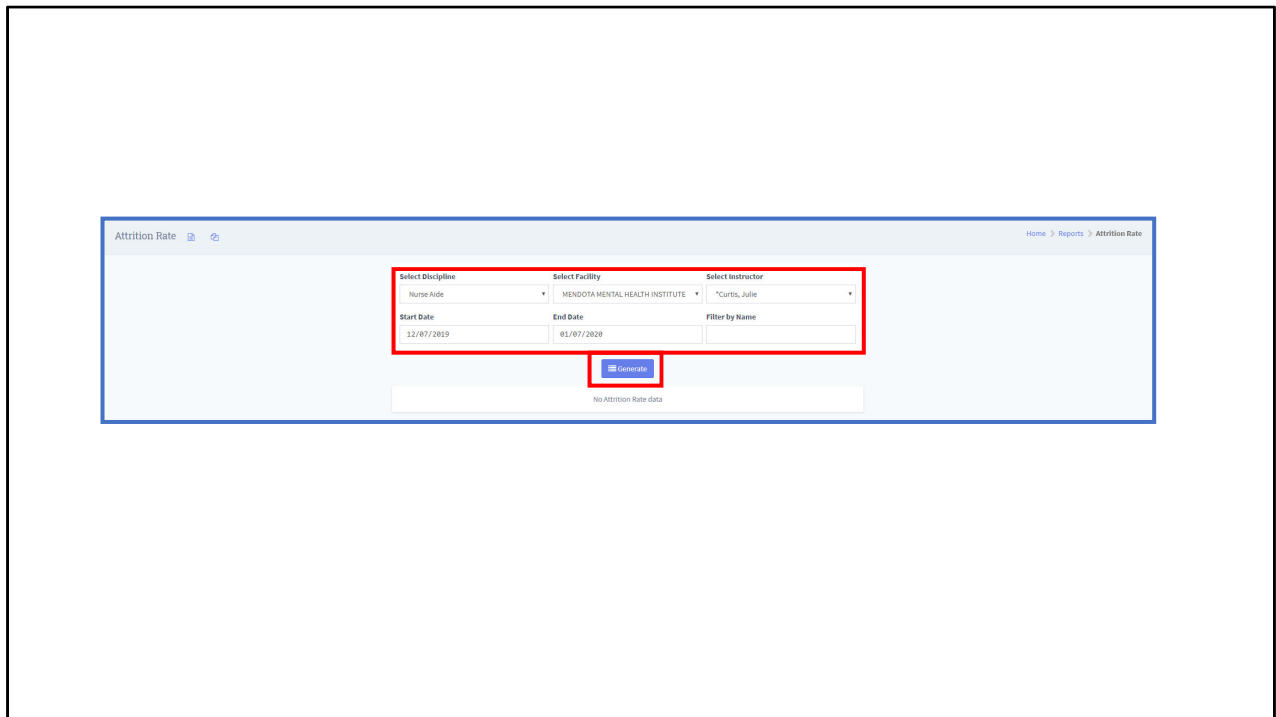


This is the Trainer home page

To view reports of students test scores, click on the reports tab at the top of the screen



Select which report you would like to run



In this example. The “Attrition” report was selected

Select the appropriate information from the three drop down boxes. Then enter the time period to be searched in the “Start date” and “End date” boxes

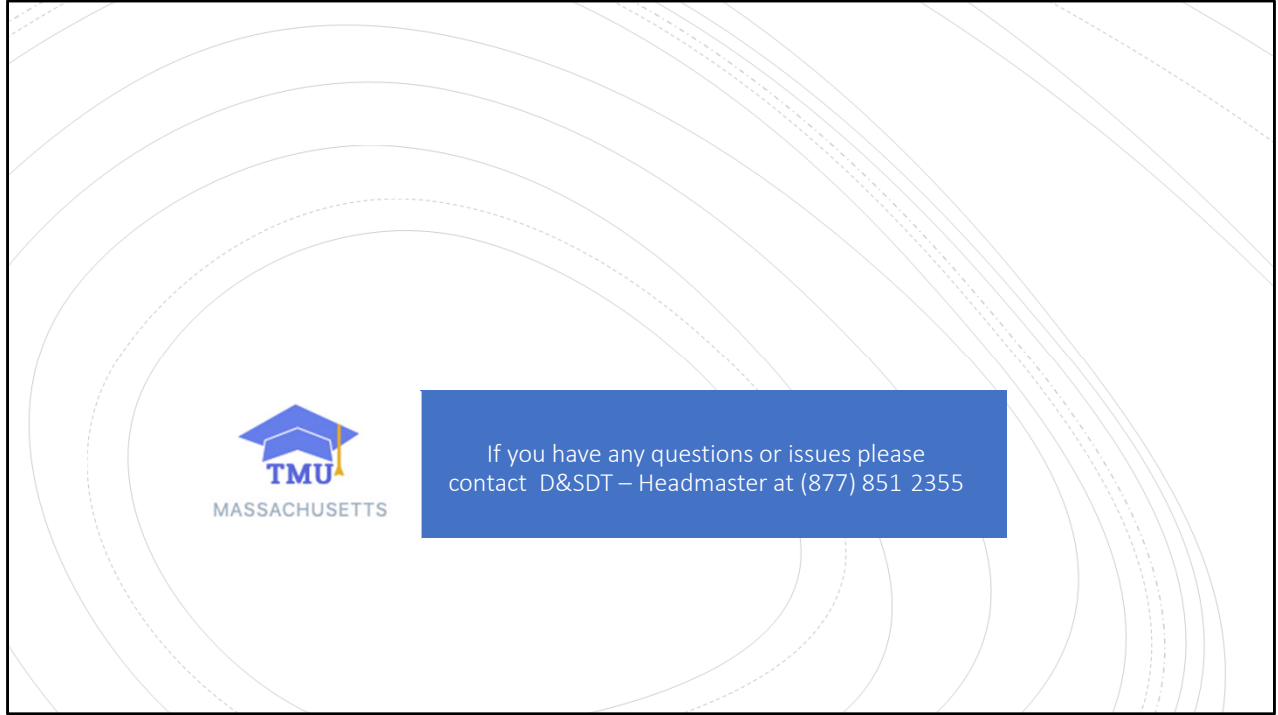
Click ‘Generate’

Name	Total #	Status			Fail Reasons
		Current	Passed	Failed	
KEY PROGRAM, INC.	2	0	2	0	
Totals:	2	0	2	0	

This is what the Attrition report would look like

Total # is the total number of students that you have trained

Current is the number of students who are currently in training



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355