



TestMaster Universe

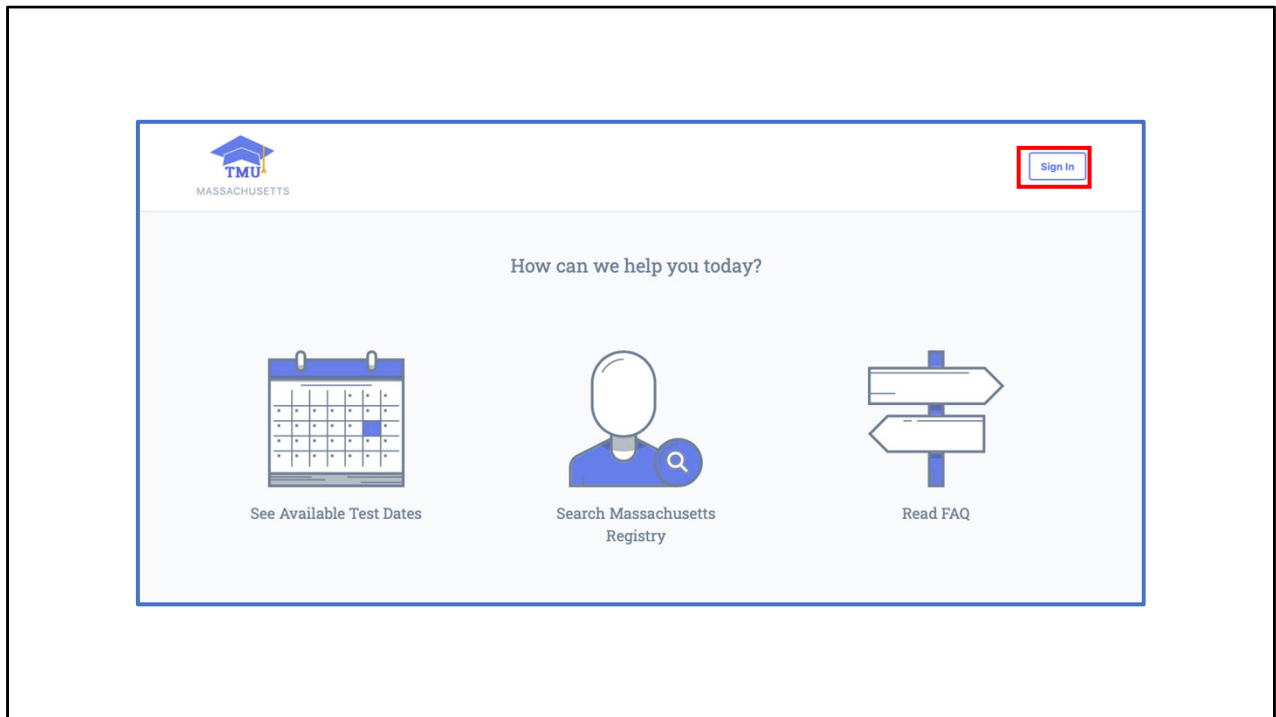
Massachusetts



Trainer: How to View Students

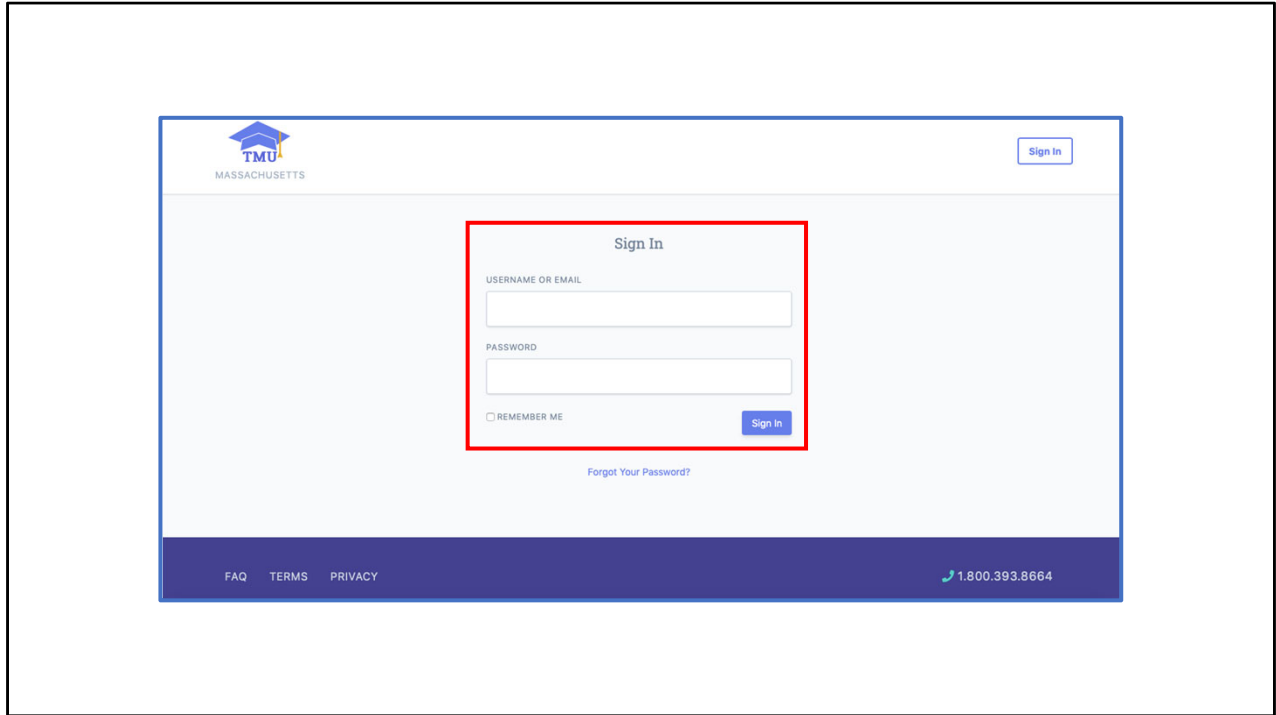
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn I'm with D&STD – Headmaster Today we're going to talk about how a trainer views their students

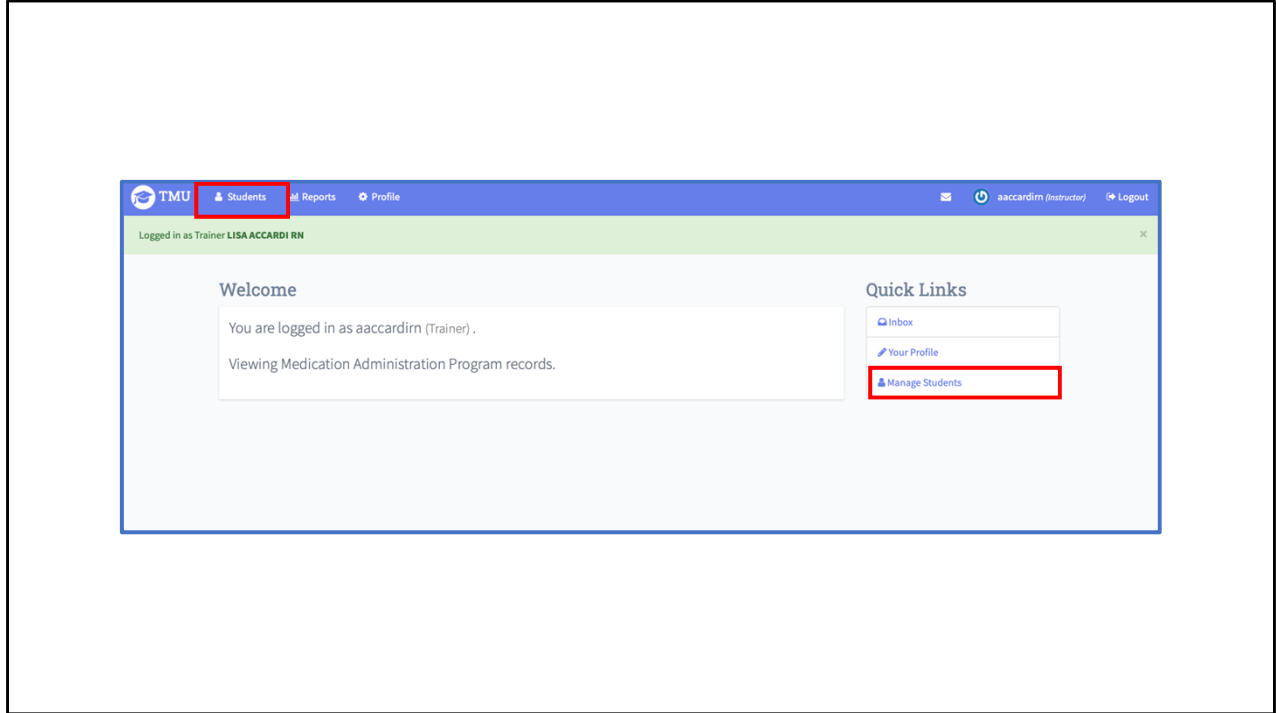


If you follow the link in the last slide, it will take you to this home page

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

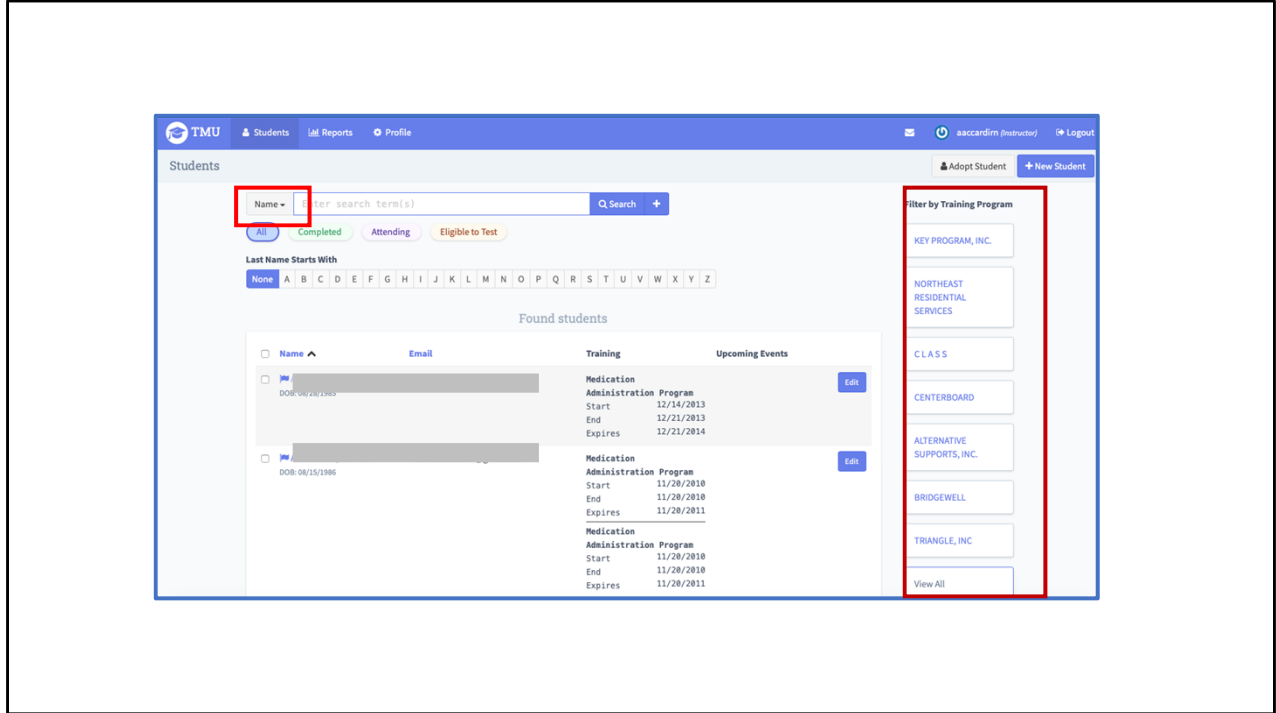


A person will enter their log in information and click 'Sign in'



To view students, the trainer may click on either the 'Students' tab at the top of the screen or "Manage Students" to the right

No matter which button they click on, it will take them to the same screen



The Student page

Initially, it will pull up all the students the trainer has entered

However, there are several ways to filter them -

If a trainer works for more than one training program, all the programs will be listed on the right side in the red square. The trainer can filter their students by training program by clicking on the name of the training program

A trainer can search for a student or group of students by using the search bar at the top of the page. The 'Name' will drop down and allow trainers to search by Social Security Number, Date of Birth, Test ID, Email, City, License, Certified On, Certified Before, Certified After, Trained At, Trained by, Training Name, Training Type, Training Status, Training Start, Training End, Training Expires, ADA Name, ADA Status, Created after, or Updated After.



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