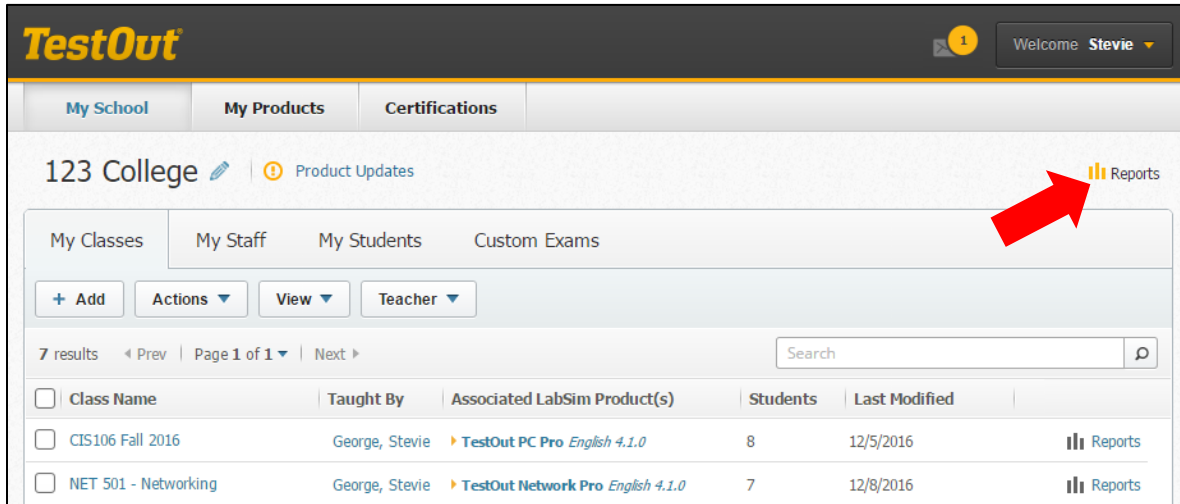


TestOut[®]

Data Export

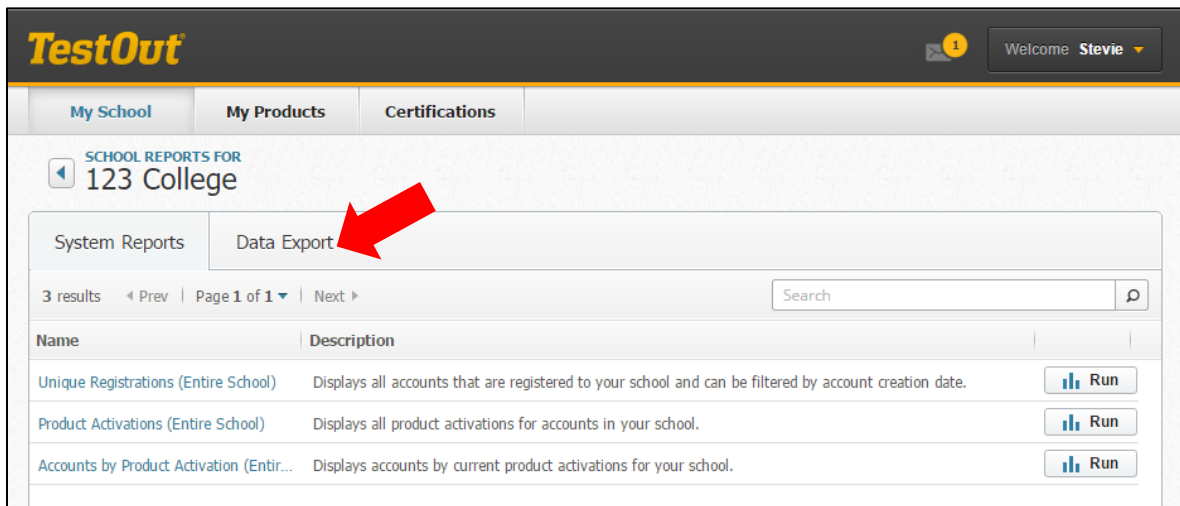
TUTORIAL

To navigate to the Data Export, a LabSim Administrator clicks on “Reports” on the right-hand side on the “My School” tab.



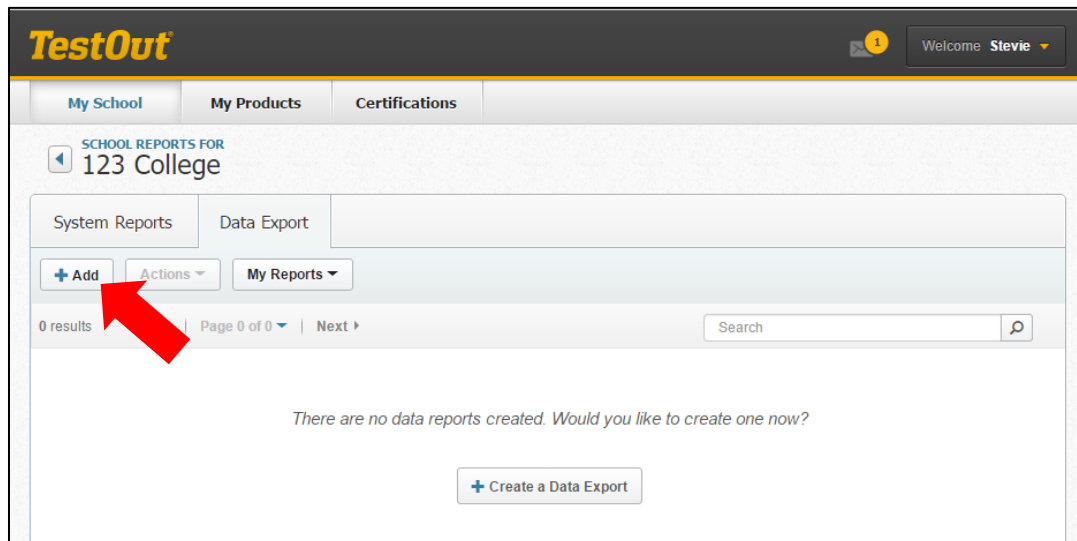
The screenshot shows the TestOut interface with the 'My School' tab selected. In the top right corner, there is a 'Welcome Stevie' dropdown menu and a 'Reports' link with a bar chart icon. A red arrow points to this 'Reports' link. Below the navigation tabs, there is a section for '123 College' with 'Product Updates' and tabs for 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. A table below shows 7 results with columns for Class Name, Taught By, Associated LabSim Product(s), Students, and Last Modified. The table lists two classes: CIS106 Fall 2016 and NET 501 - Networking, both taught by George, Stevie, with associated products and student counts. A 'Reports' link is visible at the end of each row.

Then navigate to the Data Export tab.



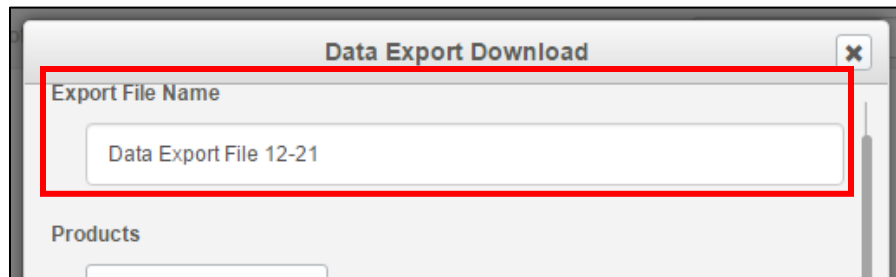
The screenshot shows the TestOut interface with the 'Data Export' tab selected. A red arrow points to the 'Data Export' tab. The interface shows 'SCHOOL REPORTS FOR 123 College' and a table with 3 results. The table has columns for Name and Description. The table lists three reports: Unique Registrations (Entire School), Product Activations (Entire School), and Accounts by Product Activation (Entire...). Each report has a 'Run' button. A search bar and pagination controls are also visible.

Click on the “Add” button.



The screenshot shows the TestOut interface with the 'Add' button highlighted. A red arrow points to the '+ Add' button. The interface shows 'SCHOOL REPORTS FOR 123 College' and a table with 0 results. The table is empty, and there is a message: 'There are no data reports created. Would you like to create one now?'. A 'Create a Data Export' button is visible at the bottom.

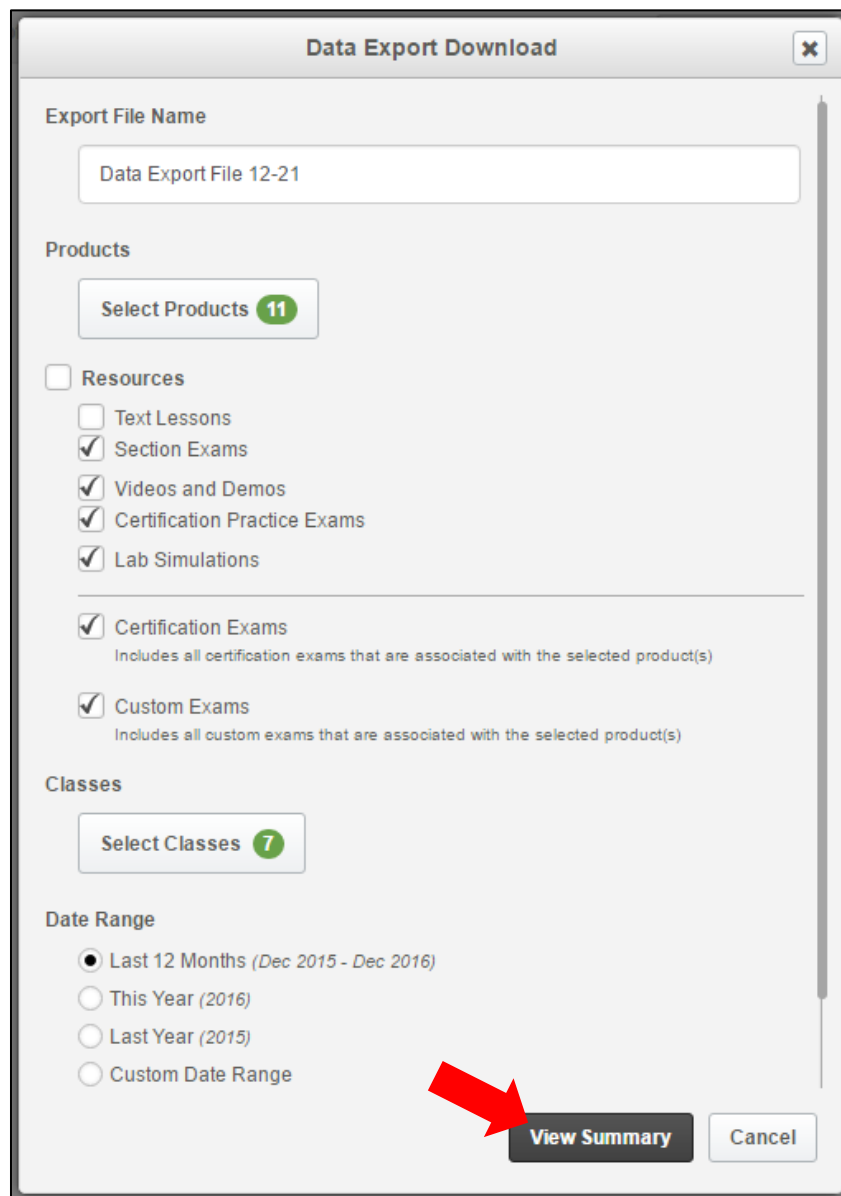
On the Data Export Download screen, name your Export File.



The screenshot shows a window titled "Data Export Download". The "Export File Name" field is highlighted with a red rectangular box and contains the text "Data Export File 12-21". Below this field, the "Products" section is partially visible.

You will then select the results you want included in your Data Export. LabSim Administrators can filter the export results by TestOut Product, Resource Type, Classes, and Date.

When you have made your selections, press "View Summary."

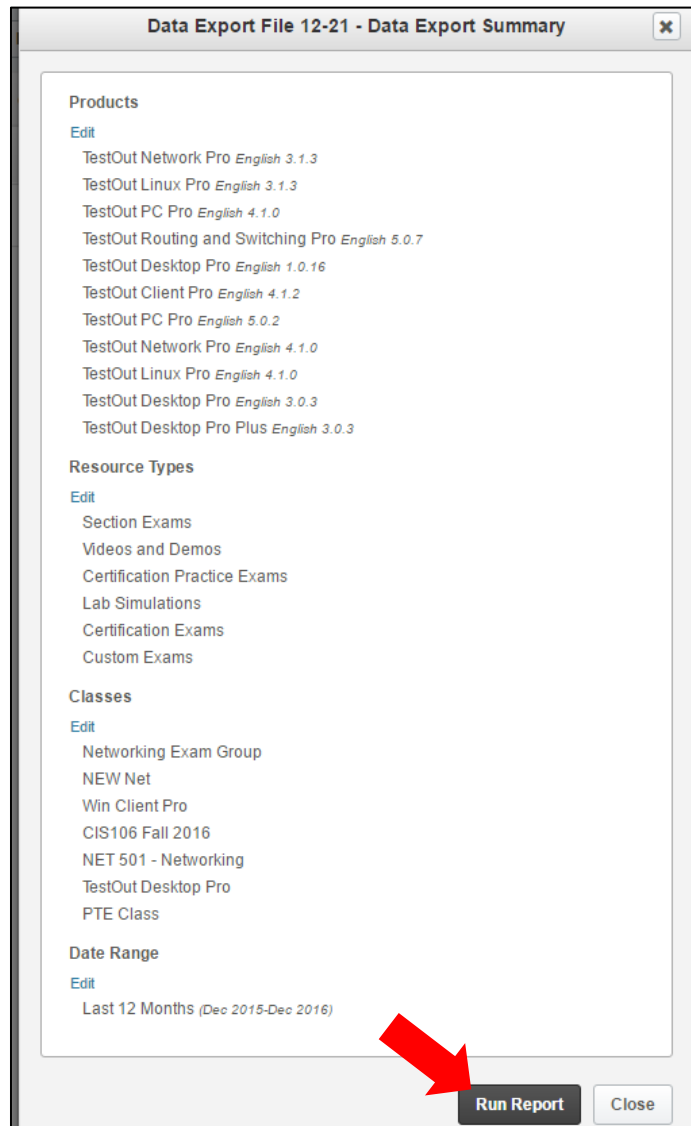


The screenshot shows the "Data Export Download" window with the following configuration:

- Export File Name:** Data Export File 12-21
- Products:** Select Products 11
- Resources:**
 - Text Lessons
 - Section Exams
 - Videos and Demos
 - Certification Practice Exams
 - Lab Simulations
- Certification Exams:** Certification Exams (Includes all certification exams that are associated with the selected product(s))
- Custom Exams:** Custom Exams (Includes all custom exams that are associated with the selected product(s))
- Classes:** Select Classes 7
- Date Range:**
 - Last 12 Months (Dec 2015 - Dec 2016)
 - This Year (2016)
 - Last Year (2015)
 - Custom Date Range

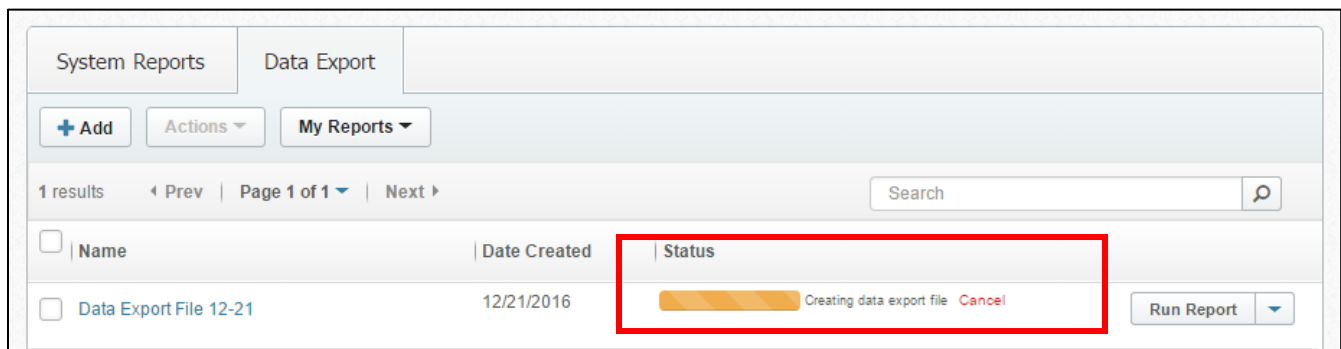
At the bottom right, there are two buttons: "View Summary" (highlighted with a red arrow) and "Cancel".

After the summary, press “Run Report.”



Once you have hit “Run Report,” you will see your report displayed on the Data Export screen and the status listed as it being created.

Depending on the size of your Data Export and the number of requests we have for Data Export files, it may take some time to generate the file. You may navigate away from this screen and come back at a later time to download your Data Export.



Once your report is finished, you will notice a Download button listed in the Status column. Click the button to download a zip file with your Data Export.

The screenshot shows the TestOut user interface. At the top, there's a navigation bar with 'My School', 'My Products', and 'Certifications'. Below that, it says 'SCHOOL REPORTS FOR 123 College'. There are tabs for 'System Reports' and 'Data Export'. A table below shows one result with columns for Name, Date Created, and Status. The 'Status' column for the entry 'Data Export File 12-21' has a green checkmark and a 'Download' button, which is highlighted by a red arrow. Other buttons like 'View Summary', 'Expires on 2/19/2017', and 'Run Report' are also visible.

Once you open your zip file, you will see a CSV file for each of the products you selected. You will notice that you have access to the same report in a “columns” format and a “rows” format.

Columns format shows each student attempt on a resource as a different column.

Rows format shows each student attempt on a resource as a separate row.

More instructions are contained in the Text Document titled “instructions” included in the zip file.

Name	Type
instructions	Text Document
TestOut Desktop Pro Plus_columns	Microsoft Excel Comma S...
TestOut Desktop Pro Plus_rows	Microsoft Excel Comma S...
TestOut Desktop Pro_columns	Microsoft Excel Comma S...
TestOut Desktop Pro_rows	Microsoft Excel Comma S...
TestOut Network Pro_columns	Microsoft Excel Comma S...
TestOut Network Pro_rows	Microsoft Excel Comma S...
TestOut PC Pro_columns	Microsoft Excel Comma S...
TestOut PC Pro_rows	Microsoft Excel Comma S...

As always, if you have any questions or issues, please reach out to your Account Executive or our Support Team at 1-800-877-4889.