

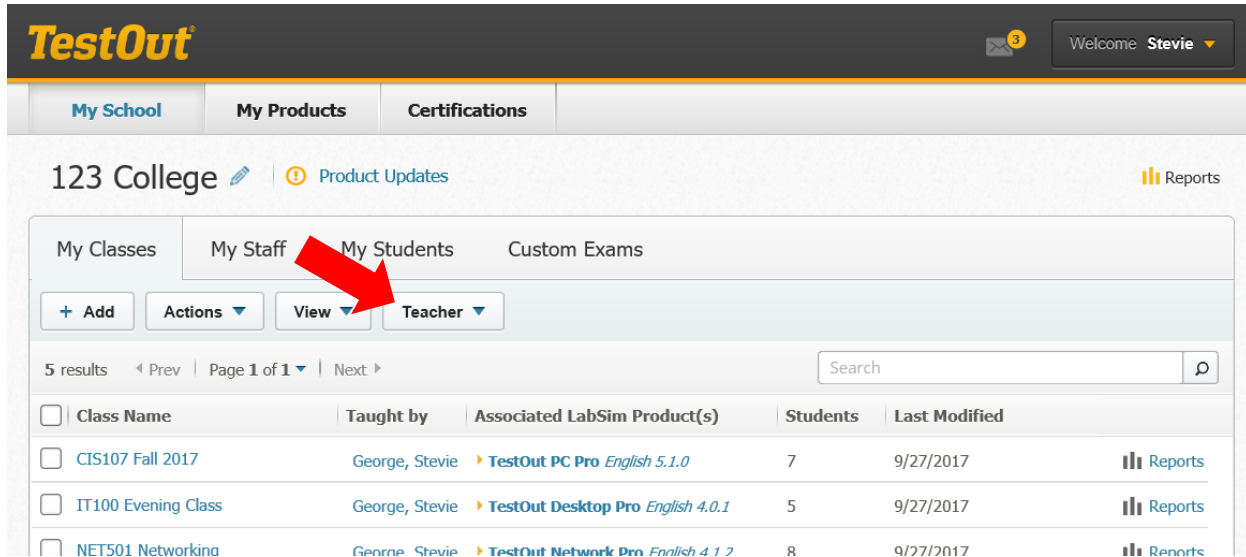
TestOut[®]

Administrator Reports

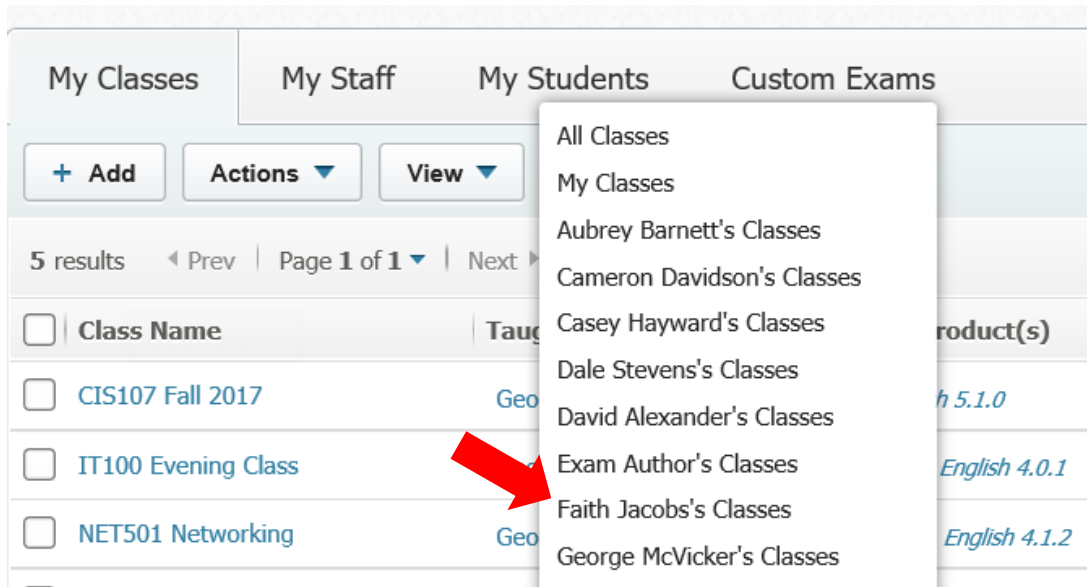
TUTORIAL

As an administrator or lead you may need to monitor how classes are going that are conducted by other instructors. If you have LabSim administrator rights you have the ability to view report data from anyone within your organization.

On your LabSim home page click the “Teacher” button. (If you don’t see this button you will need to contact a LabSim Administer at your facility or your TestOut representative to update your account.)



From the dropdown list select the respective instructor you want to see report data for.



Now you can see the class or classes the instructor has setup. Across from the class click the “Reports” link.

The screenshot shows the TestOut dashboard for '123 College'. The top navigation bar includes 'My School', 'My Products', and 'Certifications'. Below this, there are tabs for 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. A table lists classes with columns for 'Class Name', 'Taught by', 'Associated LabSim Product(s)', 'Students', and 'Last Modified'. A red arrow points to the 'Reports' link at the end of the first row.

Class Name	Taught by	Associated LabSim Product(s)	Students	Last Modified	Reports
IT-100-Q5960 17EW5 (May-July 2...	Jacobs, Faith	TestOut Desktop Pro English 3.0.4	5	8/21/2017	Reports

Click “Run” across from the report you want to see data for.

The screenshot shows the 'Reports' page for the class 'IT-100-Q5960 17EW5 (May-July 2017) Introduction to Info Tech'. It lists four report options, each with a 'Run' button. A red arrow points to the 'Run' button for the first report, 'Class Gradebook'.

- Class Gradebook**
Shows product specific student scores. [Run](#)
- Specific Resource Scores by Class**
Shows resource specific student scores. [Run](#)
- Individual Scores by Product**
Shows student and product specific scores. [Run](#)
- Certification Practice Exam Scores**
[Run](#)

All reports autorun initially; however, you can make any changes to the options area and the report data will autorefresh. (You may need to use the scroll bars to see all the data.)

Class Gradebook: IT-100-Q5960 17EW5 (May-July 2017) Introduction to Info Tech			
Product TestOut Desktop Pro - English 3.0.4			
Section 2.0: Microsoft Word			
Resources to Show			
<input checked="" type="checkbox"/> Exams	<input type="checkbox"/> Lessons	Date Range <input type="checkbox"/> Enabled	
<input checked="" type="checkbox"/> Labs	<input type="checkbox"/> Videos	Start: <input type="text"/>	<input type="checkbox"/> Show scores as points
		End: <input type="text"/>	<input type="checkbox"/> Hide Empty Columns
			<input checked="" type="checkbox"/> Show Resource Title
			<input type="checkbox"/> Insert 0 for blank scores
Student	Lab - 2.2.4 Skills Lab: Create Documents	Lab - 2.2.5 Challenge Lab: Create Documents	Lab - 2.2.7 Applied Lab: Prepare a Business Memo
Barkley, Woody (WoodyJB)	100%	86%	86%
Dickson, Jane (Spot)	100%	100%	86%
Eash, Jacob (1greatstudent)	100%	100%	100%
James, Jory (JoryJames)			
Parker, Denton (123456 DP)	100%	71%	

If you need to download report data, click the download button in the upper right.

5960 17EW5 (May-July 2017) Introduction to Info Tech			
Enabled			
<input type="checkbox"/>	<input type="checkbox"/> Show scores as points	<input type="checkbox"/> Hide Empty Columns	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Show Resource Title	<input type="checkbox"/> Insert 0 for blank scores	
<input type="checkbox"/>			
2.2.5 Applied Lab: Create Documents	Lab - 2.2.7 Applied Lab: Prepare a Business Memo	Lab - 2.2.8 Applied Lab: Reorganize Class Notes	Lab - Skills t
	86%	100%	100%

Name the file and click "OK". You will then have the option to open or save the file.

Choose a filename [X]

What do you want to name this file?

File name: .CSV

If you have any additional questions please contact training@testout.com, thank you.