

SYSTEMS

(/SUPPORT/S/TOPIC/0T05G00000...

How to generate an assigned tests report

🕒 Jul 19, 2023 . Knowledge

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How to view an assigned tests report in the NCCER Learning Platform

Tip: The assigned tests report feature allows one to generate, view and download assigned test reports at the program level. This can be used to see a complete list of tests that are assigned to test takers at a program and the details of those assignments.

1. Log in to your NCCER account and navigate to the Learning Platform.

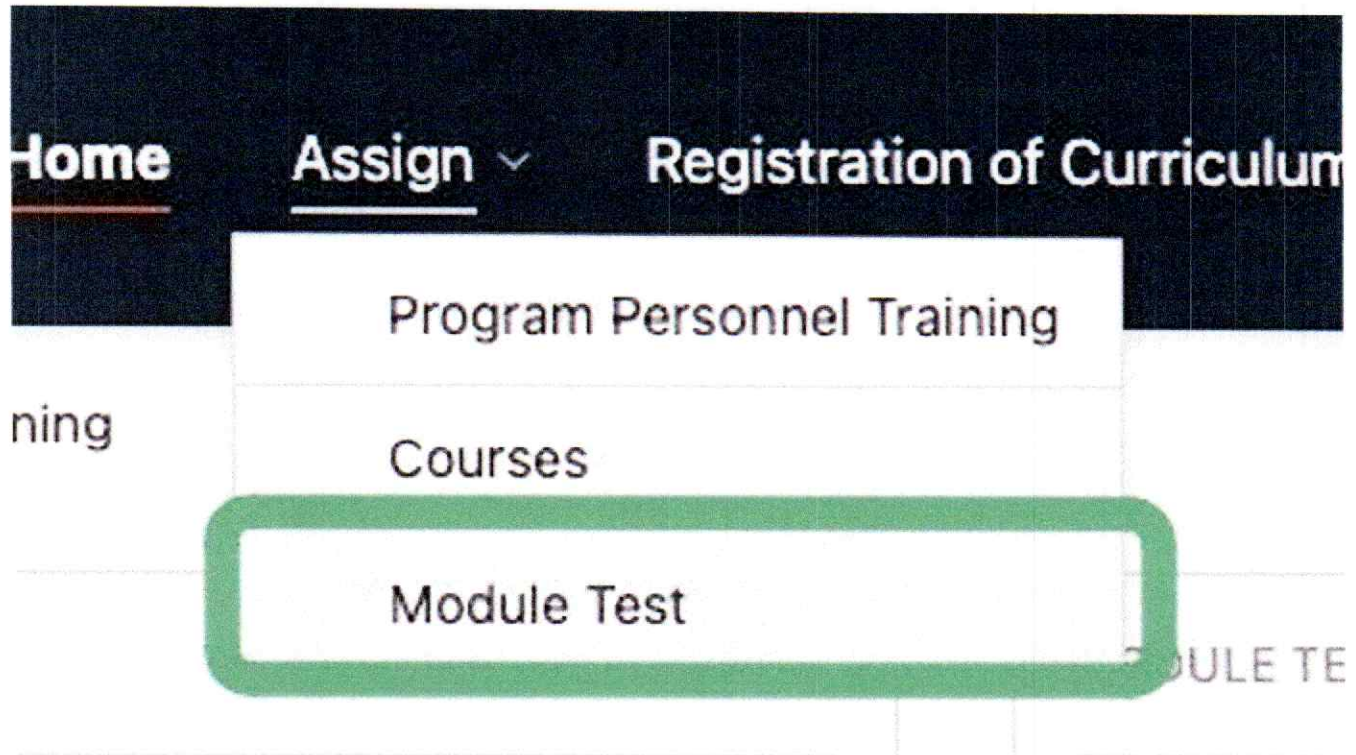


Learning Platform

Access online courses and tests.

[Launch >](#)

2. In the top navigation strap, click "Assign", then select "Module Test".



3. Under "PROGRAM SELECTOR", select the name of the program for which you are attempting to generate the Assigned Tests Report.

PROGRAM SELECTOR ◀ ▢

✓ Select an option

XYZ Technical School Plus

INSTRUCTOR SELECTOR ◀ ▢

No Instructor ▾

4. Scroll down the page until you see "MENU" on the left side of the screen, then click "Assigned Tests/Courses Report".

MENU ◀ ▢

Assigned Tests/Courses Report

Assign user

Unassign Test

5. This will automatically generate the Assigned Tests Report for your program. From here, additional filter options are available by clicking the "Show more..." option.

Module Test Assignment

▼ Search by

Show more...

Search

Clear

Date	Course Title	Module ID
15 Jul 2023	34101 - Introduction to Boilermaking	1309
15 Jul 2023	34102 - Boilermaking Safety	1310

6. Additional filters can be applied by defining the desired criteria, then clicking "Search".

is after 15 Jul 2023

is before 15 Jul 2023

is between start of today and 15 days before today (date of report generation)

is between start of today and 15 days after today (date of report generation)

Search

Clear

7. Additionally, the report can be exported by scrolling to the bottom of the page, selecting the desired export format, then clicking "Export".

19	XYZ Technical School Plus			Colleen
20	XYZ Technical School Plus			Colleen
21	XYZ Technical School Plus			Colleen
22	XYZ Technical School Plus			Colleen
23	XYZ Technical School Plus			Colleen
19	XYZ Technical School Plus			Adam
20	XYZ Technical School Plus			Adam

Export as



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