

Instructions for Downloading the Online Attendance Rosters

Although you can access and download a roster for your test center at any time, you should always complete your final download the Tuesday prior to the test administration date so that you have all of the candidates registered for the test administration date at your site.

STEP 1

Obtain a username and password to use the site. To obtain a username and password, contact your TAS representative at 1-800-257-5123.

STEP 2

Login to the site by clicking on the link "Go to Login" below. Enter the username and password provided to you in the appropriate fields and click "login." You will be able to change your password after logging in.

If you have forgotten your password, click on the "forgot password" link and complete the required fields. Click "Submit." An e-mail will be sent to you with your username and password.

If you require further assistance logging in to the site, contact your TAS representative at 1-800-257-5123.

STEP 3

Click on "Reports" and then "Miscellaneous."

STEP 4

Click on the "csv" link in the Test Center/Site Attendance Roster CSV line.

STEP 5

In the "facility" drop-down box, select your test center.

- B = Standard
 - H = Nonstandard
 - A = Monday Testing
- In the "Administration Date" drop-down, select the test administration date roster you wish to download. (Note: if you are downloading a roster for Monday Testing, you need to select the National Test Administration Date)
 - In the "Sort by" drop-down, leave the selection as shown: Session, Test Code, Last Name, First Name. (the other selections are not programmed to download the roster)
 - Click on "Submit"

STEP 6

A file download pop up box will appear. Click on "Open." This will open a .csv file in Microsoft Excel.

STEP 7

On your keyboard, press the "CTRL" and the letter "Q" buttons at the same time. This function will automatically format the roster for you.

STEP 8

A formatted file will appear with all of the candidates test day information. Before working with this file, you must:

1. Go to the toolbar and select "File" and "Save As."
2. In the "Save in" field, select the directory or folder that you would like the roster file to be saved on your computer.
3. In the "file name" field rename the file. (one suggestion is attendance_roster-test center name_admin date)
4. In the "Save as type" field, click on the scrollbar and select "Microsoft Excel Workbook."
5. Click the "Save" button.

STEP 9

Sort and print the roster as needed.