



TG Tutorial

TG Reports

About this Tutorial

This tutorial describes Test Generator's TG Reports module.

TG Reports is a separate application that can be launched directly from TG or opened by selecting the TGReports icon under the Start > Program Files.

While this review is fairly comprehensive, it does not cover every possible combination of settings and features. We have produced various tutorials and training aids to assist test administrators in their use of TG Reports.

We welcome your comments and suggestions for improving this, or any other TG tutorial we publish.

Thank You.

Your Test Generator Team

TG Tutorial: TG Reports

Definitions

Test taker (t.taker). The test-taking audience: a.k.a., *employees, trainees, students or customers*. T.takers designations can be changed under TG's home page: System > Settings > Designations tab.

Test administrator (t.admin). The test administrator or test author—the person responsible for creating or managing courses and tests. This may include individuals in HR/Training as well as IT personnel.

Tester. Refers to the software used to deliver a test. In TG Desktop and TG LAN, this is a Windows-based client that is installed on machines used by your test-taking audience. In TG Web, it refers to the web [Tester](#) which is accessed through a web browser. T.takers can log in to take a test using either a Mac or Windows computer. TG's web Tester supports Chrome, Firefox and IE on a Windows machine and Safari on a Mac.

Computer. TG's admin client is a Windows application and t.admins must use a computer that has the Windows operating system installed on it. The TG admin client can *also* be installed on a Macintosh computer using either *Parallels or Boot Camp* and the Windows OS installed. For more information, open a web browser and search "using windows on a mac".

Course or Class. These terms are used interchangeably and refer to the TG folder/directory under which tests are saved. A course that contains active tests and enrolled/eligible t.takers, is also referred to as a *production course*.

System. In TG, a module located under TG's tree view. It contains various system parameters useful in managing the TG testing system.

Server. A centralized computer that manages access to information and resources on a network. In TG LAN the testing database is stored on a server. In TG Web, the web Tester and TG database are installed on a server.

Test Properties. In TG, a menu option accessible to t.admins during test creation/editing. This module contains various test parameters that can be applied to a test.

TG Admin Client. The Test Generator application used by t.admins and t.authors.

TG Reports. A separate application used by t.admins to generate reports and analyze test data.

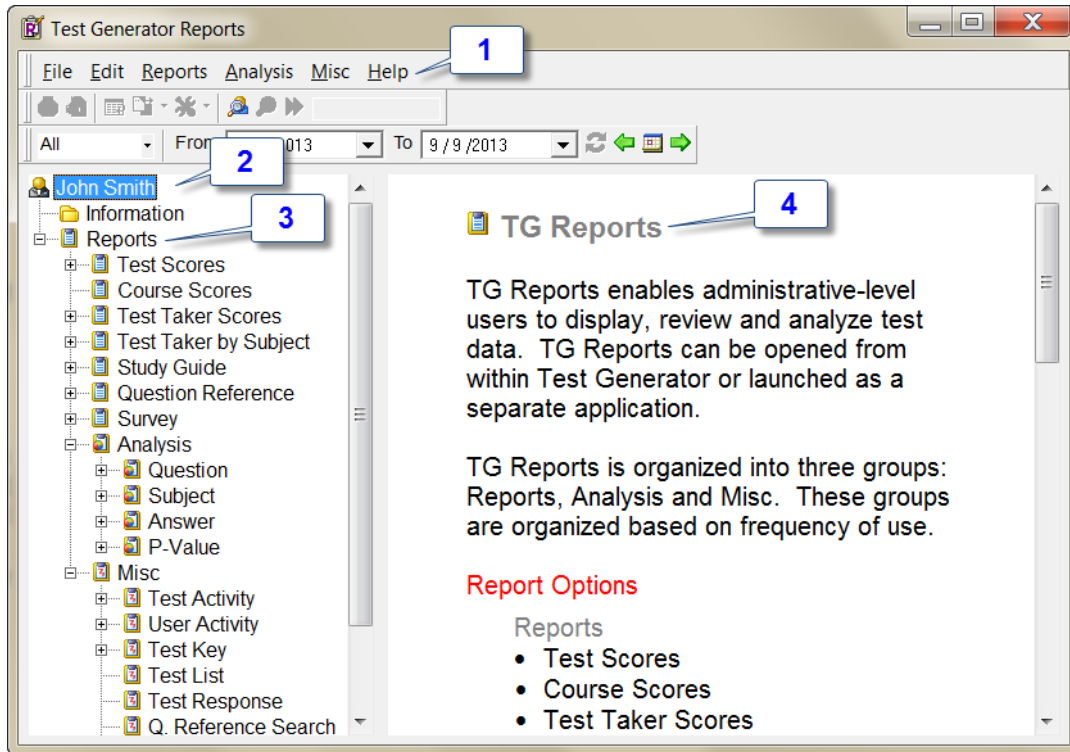
Tree View. TG's Home page includes a column on the left side of the screen beginning with a user icon and name of the t.admin who has logged in to TG. This column also contains the modules that t.admins use to create and organize test items in question banks, create courses and tests saved under one or multiple courses, manage t.takers, generate reports and analyze test data through TG Reports.

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TG Reports

As mentioned earlier in this document, *TGReports* is an application that is *part of* the TG admin console. It can be launched from within TG by clicking on the *TGReports* icon.

Home Page



1- Text menu, 2- Person logged in to TGReports, 3- the Reports tree view, 4- Information screens

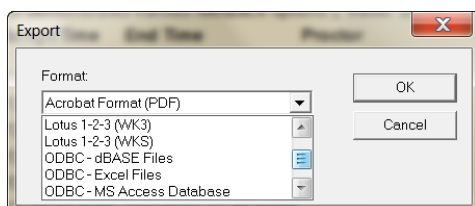
Report Types

TGReports includes 20+ report types. The majority of the reports have been designed using Crystal Reports. Crystal Reports is a report design application. Some TG reports are rich text format (RTF) reports. RTF-based reports can be opened using any word-processing software.

Output Methods

Reports can be viewed on the screen, printed or exported to various file formats.

The default file formats include .csv, .txt, .rtf, .xls, .pdf, .doc. Crystal report designed reports can also be exported into various other data formats. These formats can be selected from any CR report's toolbar.



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Output Method: SQL Query

In addition to the out-of-the-box reports, customers can generate customized sql queries. TGReports' *FreeQuery* is designed for customers who wish to export various combinations of data not found in TGReports' standard reports.

Customers, who have IT staff and/or other technical resources, can create customized sql queries to generate test data that can be viewed, exported or printed using the *FreeQuery* report.

Data Map/Schema

We can provide the data map/schema if you would like to generate your own sql queries.

Email support@testshop.com to request a copy. If you have technical questions, please email support@testshop.com.

TG Help, Tutorials and Online Support

Help resources include several TG Help-related topics, tutorial and online support.

Information resources include:

TG Help	Help module installed with every TG admin client. With TG open, clicking the F1 key will trigger TG's Help.
Online	TG Online Help
TG Report	Reports Overview
Analysis	Analysis Overview Analysis by Question Analysis by Subject
Report	Samples

Online Support

Customers can also schedule an online support session to review TG Reports in more detail.

Please provide two dates/times beginning any time after 10am Eastern. We will confirm one of your available dates and email you an online invitation. Note: these support sessions can be recorded and made available for download.

Organization

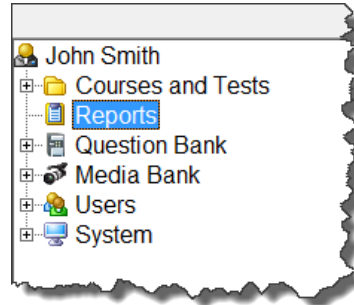
TG Reports is organized into three groups: *Reports*, *Analysis* and *Misc*. They are organized based on frequency of use. Each major group includes a summary information screen describing the reports organized under that group. A summary of the various report types can be found later in this document.

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Common Conventions and Features

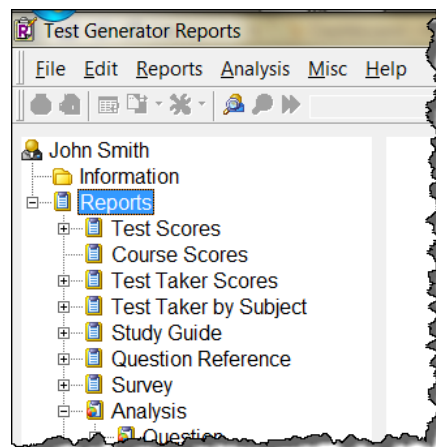
Access

All reports are accessed through the TG admin client by clicking on the Reports icon. A user icon at the top of the column displays the name of the t.admin who is logged in.



Tree View

All reports are displayed in a tree view on TG Reports' home page.



Report Modules Expanded

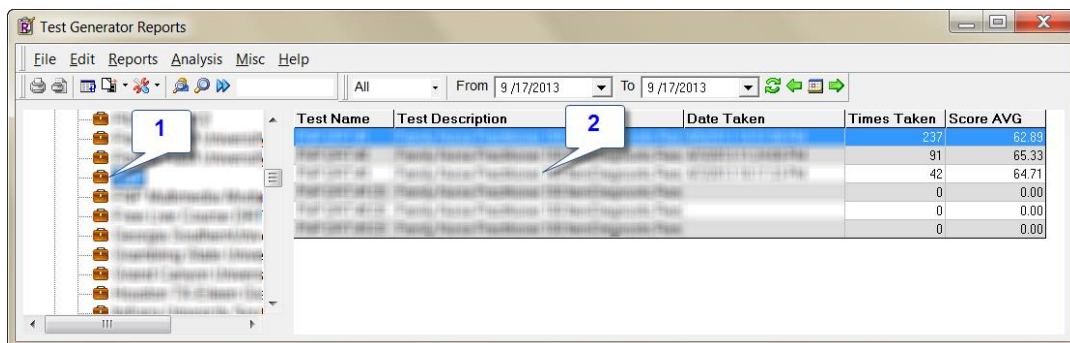
Clicking a report's "+" sign expands the module, displaying one or more course icons. Most, but not all, of the reports are organized around a course.



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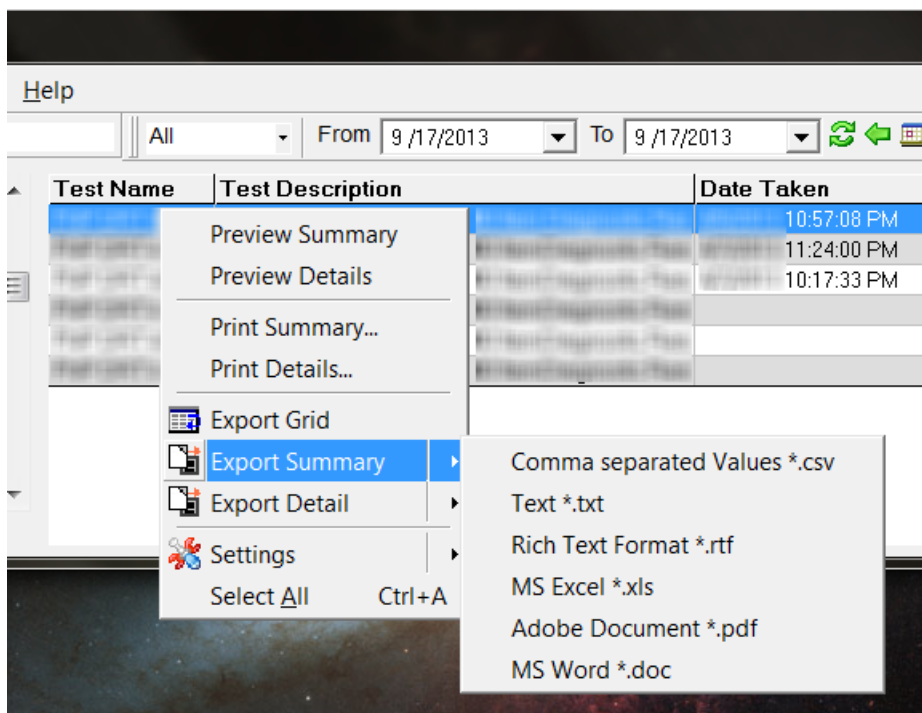
Clicking on a course icon displays a summary table on the right side of the screen.

In this example, the course is highlighted in the tree view on the left (1) and the table (2) displays Test Name, Test Description, Date Taken, Times Taken and Score Average.



Right-clicking on a row in the table displays a pop-up menu with preview, print and export options. Some reports include an additional *Settings* menu.

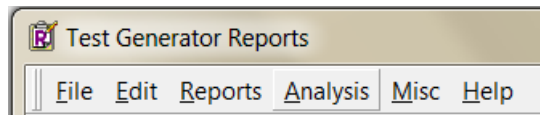
Menu options containing sub-menus display an arrow icon to the right of the text menu. For example, the *Export Summary*, *Export Detail* and the *Settings* menus all contain submenus.



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Text Menus

Text menu



File	Print Preview (Ctrl + P) Reports Properties Exit (Alt F4)	Analysis	Question Subject Answer P-Value
Edit	Find User Find in Table (Ctrl+F) Find Next (F3) Select All (Ctrl+A)	Misc	Test Activity User Activity Test Key Test List Test Response Q. Reference Search Enrollment Question Feedback Free Query
Reports	Course Scores Test Scores Test Taker Scores Test Taker by Subject Study Guide Question Reference Survey	Help	Help Topics (F1) Contents

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Icon Toolbar

The table below represents the current set of conventions as of TG2.4.20_2013082700. Report settings and the list of report types are subject to change in later TG versions.

Print / Preview Print and Print Preview are active when a report type is selected



Export Grid Export Grid will export the grid display on the right side of the window



Export Export features some of the more popular export options. Other export options are available from CrystalReports-generated reports.



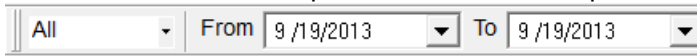
Settings Several report types also include a Settings option. This feature is active when a report is selected. T.admins can also r-click on a row in the report table to select a report's Settings menu.



Search Find User, Find in Table, Find Next and a Find field.



Date Filter Under the All pull-down menu options: This Month, Last Month, This Year, All, Other. Also From and To pull-down date menu option

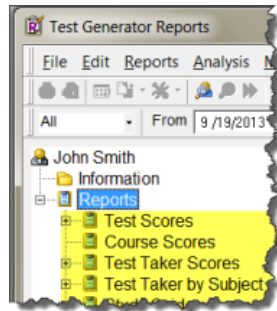


Calendar A calendar display, refresh and previous/next navigation arrows



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Tree View



The column on the left side of the screen displays all of the available report types. Most report-types display nested folders organized by course. Selecting a course will display test or t.taker information in a table on the right side of the screen.

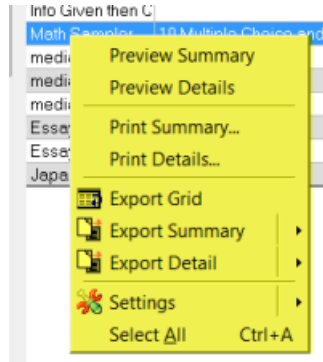
Data Tables

The table display on the right side of the screen contains course, test or test taker information. T.admins can double-click on a row, or group of rows to display summary or detailed information.



Test Name	Test Description	Date Taken	Times Taken	Score AVG
1-Demo_PT_Cu	Print Template displaying use of Custom Fields. U	6/14/2013 3:05:37 PM	0	3.63
Test Template	Template to use for Test Building	6/5/2012 1:13:13 PM	2	2.00
1-Demo_Media	Displaying several different ways to use Media in	6/26/2013 3:17:46 PM	6	5.00
1-Demo_Multipl	Displays the use of Multiple Sections. The Print Te		0	0.00
1-Demo_Essay	Displays the use of Essay q type. Data in Reports	3/28/2013 10:19:58 PM	5	10.80
1-Demo_Media	Displays inline frame. Used to embed another doc	6/5/2012 8:41:14 PM	2	1.50
1-Demo_Media	Demo of Testing media capabilities. Includes feec	4/10/2013 11:28:57 AM	16	0.94
1-Demo_Certific	A demonstration of the end of test message and th	7/7/2012 7:55:50 PM	2	40.00
1-Demo_Essay	Displays the use of Essay q type. Data in Reports	7/7/2012 6:15:21 PM	2	18.00
CSV Imported			0	0.00
1-Demo Feedba	This test demonstrates various pre-test and post-h	3/21/2013 11:58:19 AM	1	1.00

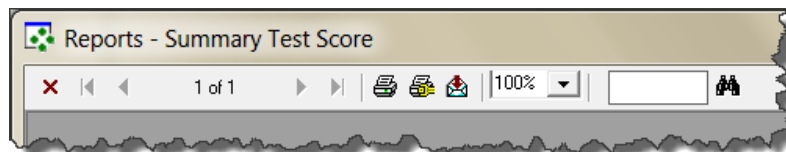
Pop-up Menus



Data table pop-up menus can be invoked by r-clicking on a highlighted row. Menu options and settings will vary depending on the report type.

Crystal Reports Icon Toolbar

Those reports which display Crystal Reports generated windows, contain an icon toolbar with print, print setup, export, magnification and find icons.

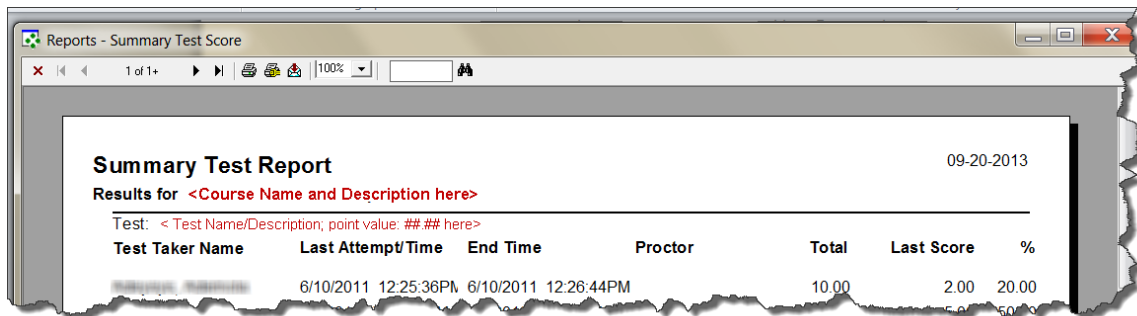


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Summary Test Scores Example

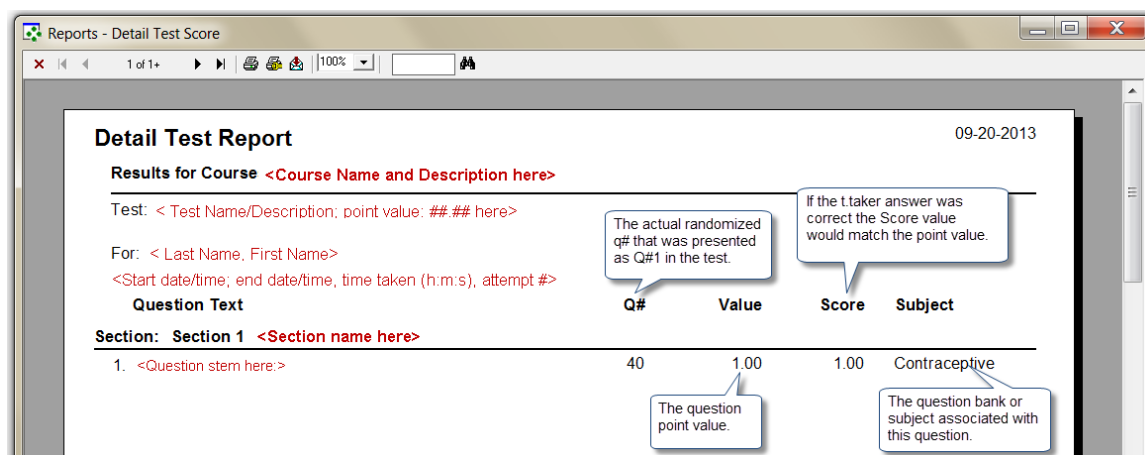
T.admins can display, print or export test data. Report data will vary based menu options selected.

Test Scores Preview Summary Example	Top: course name/description, test name/description, and point value. Column headings: Test Taker Name, Last Attempt/Time, End Time, Proctor, Total, Last Score, %. Bottom (not shown): Average Test Score, Standard Deviation, Reliability Coefficient, Average Class Score, Standard Deviation, Overall Average Score.
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Detail Test Score Example

Test Scores Preview Detail Example	Top: course name/description, test name/description, and point value, t.taker name, start date/time, end date/time, total time, attempt #. Column headings: Section/Name, Q#, Value, Score, Subject Bottom (not shown): Section Total Score and Total Score
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Report Summary

Report	Description
Test Scores	Generates summary or detailed t.takers results, <i>by test</i> .
Course Scores	Generates summary t.takers results, <i>by course</i> .
T.Taker Scores	Generates individual t.taker test results
T.Taker by Subject	Generates a t.taker's test results <i>by subject</i>
Study Guide	Generates a profile of a t.taker's test and answers. The output of this report is influenced by a test's <i>Print Template</i> .
Question Reference	Generates the question number, the t.taker's response and the corresponding question reference for all questions or only missed questions.
Survey	Generates aggregate data for each question, the number of responses and the statistical representation of the responses for each question type.

Analysis

Question Analysis	Assists t.authors in determining how well everyone did -- per question. For more details, please review the Question Analysis Tutorial .
Subject Analysis	Assists t.authors in determining how well test takers performed on each subject represented in a test. <i>Important:</i> This report is only useful if t.admins create question banks, populate them with questions and then import questions from question banks into a test. For more details, please review the Subject Analysis Tutorial .
Answer Analysis	Assists t.authors in determining the number of times a specific, wrong answer was selected. The report is <i>item specific</i> , it does not match missed items to a specific set of t.takers.
P-Value Analysis	The point-biserial correlation is the correlation between the right/wrong scores that takers receive on a question and the total scores of the remaining questions. The p-value simply tells us the proportions of takers that answered the question correctly.

Miscellaneous

Test Activity	Assists t.admins in determining which enrolled t.takers have taken a test.
User Activity	Assists t.admins in determining individual t.taker test activity—which tests a t.taker is enrolled in, and which of those tests has been taken.
Test Key	Enables t.admins to display, print or export a test, or test key. Output is influenced by TG's Print Template.
Test List	Displays tests organized under individual courses, activation status, and activation <i>From</i> and <i>To</i> date ranges.
Test Response	Displays t.taker activity by course—assists t.admins in determining (by t.taker) which tests have been taken and the date on which they were taken.
Q. Reference Search	<p>Enables t.admins to search for a specific question reference within a course. Uses include identifying specific questions that may require modifications/updates due to changes in policies or regulatory requirements.</p> <p>The report will return a list of one or more questions—by test—that contain that question reference. The question reference search is not case sensitive; however the search string is explicit.</p>
Enrollment	Displays course enrollment information to include the t.taker's last name, first name, Primary ID and User ID.
Question Feedback	Enables t.admins to view t.taker feedback—useful if the t.admin has activated the test property, <i>Allow User Feedback</i> . This report displays the question number, question stem, the t.taker's answer and any associated t.taker feedback.
Free Query	<p>Enables t.admins to create and run a sql query from within TG Reports. This report is intended for customers who have a technical background or who have technical staff familiar with writing and running sql queries.</p> <p>TG's data map and schema are available upon request.</p>

Report Detail

The following list describes various report features and output options, and not every preview, print, export, or settings option is described in detail. Also, please note that if course or test data is not available you will get a dialog box indicating that ‘...the Course, or Test, does not contain any data.’

Report	Description	Output
<i>Test Scores</i>	<p>This report is useful for monitoring summary or detailed t.takers results, <i>by test</i>. Test scores are organized by course.</p> <ul style="list-style-type: none"> In the tree view on the left, select the Test Scores icon. The tree view expands, displaying a string of class icons. Select the class icon containing the test you want review. Select/highlight the test row and right-click on the row to display the output options. <p>Note: Display options can also be activated from the File menu or icon toolbar. They include Preview, Print and Export:</p>	<p>R-clicking on a test (row) in the table displays Preview Summary, Preview Details, Print Summary, Print Details, Export Grid, Export Summary, Export Detail, Settings, Select All</p> <p>Export Summary and Detail: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc</p> <p>Settings: Show Scores From Other Shared Classes, Show Reliability Coefficient (Summary Only).</p>
<i>Preview Summary</i>	<p>The top section of the report displays the course name/description, test name/description, and point value. Column headings: Test Taker Name, Last Attempt/Time, End Time, Proctor, Total, Last Score, %.</p> <p>The bottom section of the report displays Average Test Score, Standard Deviation, Reliability Coefficient, Average Class Score, Standard Deviation, Overall Average Score.</p>	
<i>Preview Detail</i>	<p>The top section of the report displays the course name/description, test name/description, and point value, t.taker name, start date/time, end date/time, total time, attempt #.</p> <p>Column headings: Section/Name, Q#, Value, Score, Subject</p> <p>The bottom section of the report displays Section Total Score and Total Score</p>	

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<i>Course Scores</i>	<p>This report is useful for monitoring summary t.takers results, <i>by course</i>.</p> <p>Selecting the Course icon in the tree view displays a table on the right side of the screen.</p> <p>Table headings: Course Name, Course Description, Tests Taken (the # of times the test has been taken)</p> <p>The top section of the report displays the course name, test name/description, and point value. Column headings: Test Taker Name, Last Attempt/Time, End Time, Proctor, Total, Attempt, Last Score, %.</p> <p>Summary information at the bottom of the screen displays Average Test Score, Standard Deviation, Overall Average Score.</p>	<p>R-clicking on a course (row) in the table displays Preview, Print, Export Grid, Export Report, Settings, Select All</p> <p>Export Report: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc</p> <p>Settings: Show Cust. Fields 1 & 2</p>
<i>Test Taker Scores pre-2.4.20</i>	<p>This report displays individual test results across any course that a t.taker is enrolled in.</p> <p>T.taker profiles are organized under the root Test Taker Scores icon, or in user folders.</p> <p>Selecting a user profile in the tree view displays a table listing tests taken by that individual.</p> <p>Table headings: Course, Test, Test Description, Date Taken, Score, Score %, Proctor First, Proctor Last</p> <p>Preview Summary: The top section of the report displays the t.taker name, course name and description. Column headings: Test Name, Description, Last Attempt/Time, Proctor, Total, Last Score, %.</p> <p>Bottom: Average Class Score, Overall Average Score.</p>	<p>R-clicking on a t.taker (row) in the table displays Preview Summary, Preview Details, Print Summary, Print Details, Export Grid, Export Summary, Export Detail to various file formats, Settings and Select All</p> <p>Settings: Show Answers</p>

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Test Taker Scores 2.4.20

Beginning in TG2.4.20 test taker profiles are organized into folders. Selecting a user folder displays a table and names of the t.takers organized under that folder.

R-clicking on a t.taker name in the table displays Preview, Print, Export Grid, Export Report, and Select All

Table headings when clicking on a user folder:
Last Name, First Name, Test Taken (displaying the number of times the t.taker has taken tests)

User icons are organized under the user folder. Clicking on a user icon displays a table listing tests taken by the t.taker.

R-clicking on test (row) in the table displays Preview Summary, Preview Details, Print Summary, Print Details, Export Grid, Export Summary, Export Detail to various file formats, Settings (Show Answers) and Select All

Table headings when clicking on a user icon:
Course, Test, Test Description, Date Taken Score, Score %, Proctor First, Proctor Last.

If the test's Dual Login property had been enabled, the proctor's name would appear under the proctor columns.

Export Summary and Detail:
Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc

Preview Summary: The top section of the report displays the t.taker name, course name and description. Column headings: Test Name, Description, Last Attempt/Time, Proctor, Total, Last Score, %.

Settings: Show Answers

Bottom: Average Class Score, Standard Deviation, Overall Average Score.

Preview Details: The top section of the report displays the t.taker name, course name and description, test name/description, point value, start date/time, end date/time, total time taken and attempt #.

Column headings: Section name, Question Text, Q#, Value, Score and Subject.

Bottom: Section Total Score, Total Score

Test Taker by Subject

This report is designed for t.authors who are using TG's question banks to create tests. It provides a performance profile, highlighting a t.taker's strengths and weaknesses by subject area.

Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of t.takers in a table on the right side of the screen.

Table headings: Last Name, First Name, Test Name, Test Description, Date Taken and Score.

The top section of the report displays the t.taker's name, test name, value, course name and description, start day/time and end day/time, elapsed time and attempt#.

Column headings Subject, Questions, and Questions Answered Correctly.

The bottom portion of the report displays totals organized by Subject, Questions and Questions Answered Correctly and Overall Grade %.

R-clicking on a t.taker name in the table displays Preview, Print, Export Grid and Export Report.

Export Report: Comma-separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc

Study Guide

This report provides various options. One of the more popular options (Study Guide) displays a t.taker's test and their answers.

The output of this report is influenced by a test's *Print Template*. This template can be modified to display summary or detailed test information to include:

- Test Only
- Test Key
- Study Guide Only
- Study Guide with Test Key
- Show all Questions
- Only Show Missed Questions

Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of t.takers in a table on the right side of the screen.

Table headings: Last Name, First Name, Test Name, Test Description, Date Taken and Score.

The Print Template can be modified and applied to all tests, or can be customized per test. For a detailed review of the various output options please review the Print Template [tutorial](#).

R-clicking on a t.taker (row) in the table displays Preview, Print, Export Grid, Export Report Rich Text Format *.rtf, Settings.

Settings: Test Only, Test Key, Study Guide Only, Study Guide with Test Key, Show All Questions and Only Show Missed Questions.

Question Reference

This report is designed for t.authors who enter text in a question's Question Reference (QR) field. The idea is to align questions with content from which the questions were drawn. Examples of QR content include:

- a- Training manual, chapter, page
- b- Policy & Procedure reference
- c- State or Federal statutory reference
- d- Learning Objective

Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of t.takers in a table on the right side of the screen.

Table headings: Last Name, First Name, Test Name, Test Description, Date Taken and Score.

The QR report displays the test question (number) and the question reference.

Primary Uses

1- If a t.author is challenged on an item, they can refer to the item's QR as a means of validating the correctness of the item—assuming of course that the reference is correct.

2- Use the report as feedback that can be shared with the t.taker or the t.taker's instructor or manager. Used properly the QR can serve as a remediation tool by the t.taker and/or test administrator.

The report can display/print/export all of the test questions, only missed questions, or questions grouped by question reference.

R-clicking on a t.taker (row) in the table displays Preview, Print, Export Grid, Export Report Rich Text Format *.rtf, Settings and Select All.

Settings: Show All Questions, Only Show Missed Questions, Only Show Question Reference, Group by Question Reference

Survey

The Survey Report outlines t.taker responses to a survey. Individual t.takers are not identified. The report displays each question, the number of responses, and a statistical representation of the responses for each question type. Survey Reports present aggregate data indicating the number/frequency of responses per question.

Expanding the report icon displays a list of class icons. Selecting a class icon displays a table on the right side of the screen.

Table headings: Date Taken and Times Taken

R-clicking on a survey (row) in the table displays Preview, Print, Export Grid, Export Report

Export Report options:
Comma separated Values *.csv,
Text *.txt, Rich Text Format *.rtf,
MS Excel *.xls, Adobe Document
*.pdf, MS Word *.doc

Analysis

These reports are designed to assist administrative-level users analyze test data by Question, Subject Answer and P-Value. The analysis is *test specific*.

Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of tests in a table on the right side of the screen. R-clicking on a test (row) displays a pop-up menu: Preview, Print, Export Grid and Export Report. Answer analysis and the P-Value report pop-up menu contain a *Settings* menu option.

Question Analysis

The Question Analysis report (QAr) is designed to assist t.authors in determining how well all of the individuals who took test X did --per question.

R-clicking on a survey (row) in the table displays Preview, Print, Export Grid, Export Report

Data is displayed into performance categories organized into columns: <60% -F, 60-69% -D, 70-79% -C, 80-89 -B and 90 -100 -A.

Export Report options:
Comma separated Values *.csv,
Text *.txt, Rich Text Format *.rtf,
MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc

For more details, please review the [Question Analysis Tutorial](#).

Subject Analysis

A Subject Analysis report (SAR) is useful in determining how well test takers performed on each subject represented in a test. In TG question banks are also referred to as "subjects".

R-clicking on a test (row) in the table displays Preview, Print, Export Grid, Export Report

Important

This report is only useful if t.admins create question banks, populate them with questions and then import questions from two or more question banks into a test.

Export Report:

Comma separated Values *.csv,
Text *.txt, Rich Text Format *.rtf,
MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc

Data is displayed into performance categories organized into columns: <60% -F, 60-69% -D, 70-79% -C, 80-89 -B and 90 -100 -A.

For more details, please review the [Subject Analysis Tutorial](#).

TG Tutorial: TG Reports

<i>Answer Analysis</i>	<p>The Answer Analysis Report displays detailed information on how each question in a test was answered. The report is displayed in a table.</p> <p>The number of times a wrong answer is chosen is displayed under the corresponding answer (A, B, C...). This report is suitable for multiple choice, checkbox and true / false questions - not recommended for use with other question types. The report is useful in analyzing the quality of test items and evaluating instructional approaches / strategies.</p>	<p>R-clicking on a test (row) in the table displays Preview, Print, Export Grid, Export Report (sub-menu), Settings (sub-menu)</p> <p>Export Report: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc</p> <p>Settings: Show Scores for Other Shared Classes</p>
<i>P-Value Analysis</i>	<p>The point-biserial correlation is the correlation between the right/wrong scores that takers receive on a question and the total scores of the remaining questions. The p-value simply tells us the proportions of takers that answered the question correctly.</p> <p>NOTE: if a question is not answered, it is treated as wrong. Also, if partial scoring is applied, any question score less than 100% is treated as wrong.</p>	<p>R-clicking on a test (row) in the table displays Preview, Print, Export Grid, Export Report (sub-menu), Settings (sub-menu)</p> <p>Export Report: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc</p> <p>Settings: Count Answers, Overall Point Biserial</p>

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<i>Test Activity</i>	This report is designed to provide t.admins with up-to-date information regarding which enrolled t.takers have taken a test and which have not.	R-clicking on a test in the table displays Preview, Print, Export Grid, Export Report (sub-menu), Settings (sub-menu)
	Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of tests in a table on the right side of the screen.	Export Report: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc
	The table columns: Test Name, Test Description, Date Taken, Times Taken and Score AVG.	
	The report displays the course name and description, test name an description followed by column headings: Test Taker Name, Last Attempt, Eligible On, Total, Last Score and %.	Settings: Show All Test Takers
	The bottom portion of the report displays Average Test Score and Standard Deviation.	
<i>User Activity</i>	This report is designed to provide t.admins with <i>class specific</i> information regarding individual t.taker test activity.	R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report and Select All.
	Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of tests in a table on the right side of the screen.	Export Report: Comma separated Values *.csv, Text *.txt, Rich Text Format *.rtf, MS Excel *.xls, Adobe Document *.pdf, MS Word *.doc
	The table columns: Last Name, First Name and Test Taken.	
	The report columns: T.taker Name, Course, Last Attempt, Eligible On, Total, Last Score, %.	

<i>Test Key</i>	<p>Designed to allow t.admins the option of displaying or printing a test key or a test.</p> <p>Expanding the report icon displays a list of class icons. Selecting a class icon displays a list of tests in a table on the right side of the screen.</p> <p>The table columns: Test Name, Test Description, Date Taken, Times Taken and Score AVG.</p> <p>The print output of this report is defined by either the Print Template options under TG's System > Settings > Print Template window, or by a test-specific print template defined under Test Properties > Options > Print Template feature.</p>	<p>R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report Rich Text Format and Settings.</p> <p>Settings: Test Only, Test Key, Test Key and Test and Use Simple Test Key Format</p>
<i>Test List</i>	<p>Designed to allow t.admins the option of displaying or printing lists of tests that are organized under individual courses.</p> <p>Expanding the report icon displays a list of courses in a table on the right side of the screen.</p> <p>The table columns: Course Name, Course Description, Tests</p> <p>The report displays the course name, followed by column headings: Test Name, Activated, From, To and Value</p>	<p>R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report and Select All.</p>

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<i>Test Response</i>	<p>At a course level this report is designed to display a list of eligible t.takers and the date(s) they took a test/tests.</p> <p>Expanding the report icon displays a list of courses in a table on the right side of the screen.</p> <p>The table columns: Course Name, Course Description, Tests</p> <p>The report displays a table with eligible t.takers listed in the first column on the left, followed by a series of one or more columns representing individual tests.</p> <p>The date (dd/mm/yyyy) a t.taker took a test appears to the right of the t.taker's name and under the appropriate test column.</p>	<p>R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report and Select All.</p>
<i>Q. Reference Search</i>	<p>Designed to allow t.admins to search for a specific question reference within a course. Uses include identifying specific questions that may require modifications/updates due to changes in policies or regulatory requirements.</p> <p>The report will return a list of one or more questions—by test—that contain that question reference. The question reference search is not case sensitive; however the search string must be explicit in order to generate a report.</p> <p>Expanding the report icon displays a list of courses in a table on the right side of the screen.</p> <p>The table columns: Course Name, Course Description, Tests</p> <p>Double-clicking on a course row or r-clicking and selecting Preview will open the report. The report display includes the reference string, course name, test name, the question number and the question stem.</p>	<p>R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report and Select All.</p>

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Enrollment

This report displays course enrollment information to include the t.taker's last name, first name, Primary ID and User ID.

Uses: display, print or export a roster of eligible test takers by Course.

Selecting the report icon displays a list of courses in a table on the right side of the screen.

The table columns: Course Name, Course Description, Enrollment

R-clicking on a t.taker in the table displays Preview, Print, Export Grid, Export Report and Select All.

Question Feedback

This report displays the question number, question stem, the t.taker's answer and any associated feedback.

Uses: display, print or export question specific feedback.

Selecting the report icon displays a list of courses and any tests located under a course. Select a test to see if the test contains feedback. If tests contain question feedback, the test(s) will appear in the table on the right side of the screen.

The table columns: Course Name, Test, Section, Q#, Question Text, Last Name, First Name and Feedback (text)

R-clicking on the course row displays Preview Details, Print Details, Export Grid, Settings and Select All.

Settings: Show All Questions, Only Show Questions with Feedback

Free Query

This report is designed to allow t.admins to create and run a sql query from within TG Reports. This report is intended for customers who have a technical background or who have technical staff familiar with writing and running sql queries.

In order to use this resource effectively, we can provide customers with TG's data map and schema upon request.

Once a query is written, the t.admin can type in or cut/paste the query into the field displaying the "Type the query and press Enter" text.

Example Query: select ta.ta_username, t.tst_name, d.de_id, d.de_answertrf from detail d, summary s, tests t, takers ta where t.tst_id = s.tst_id and d.su_id = s.su_id and ta.ta_id = s.ta_id and s.su_datestarted >= '2011-01-01'