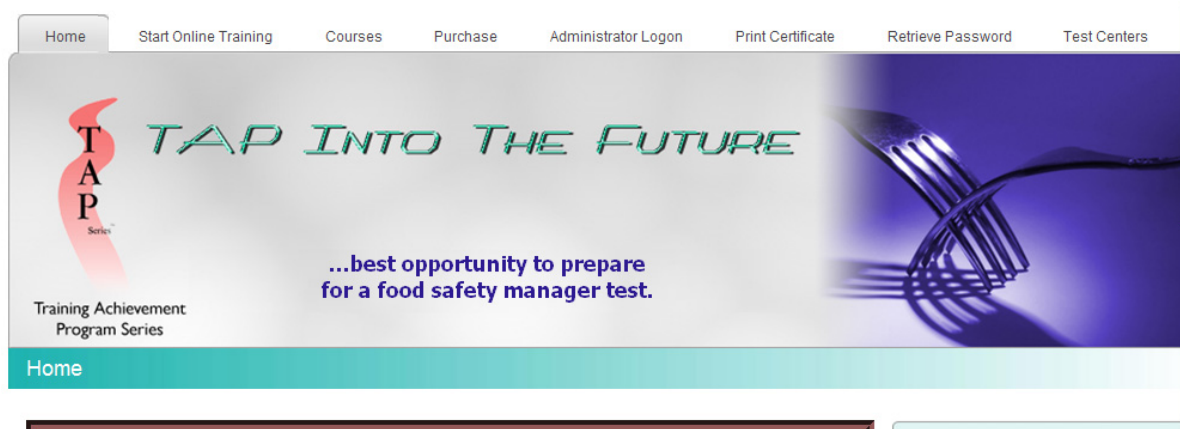
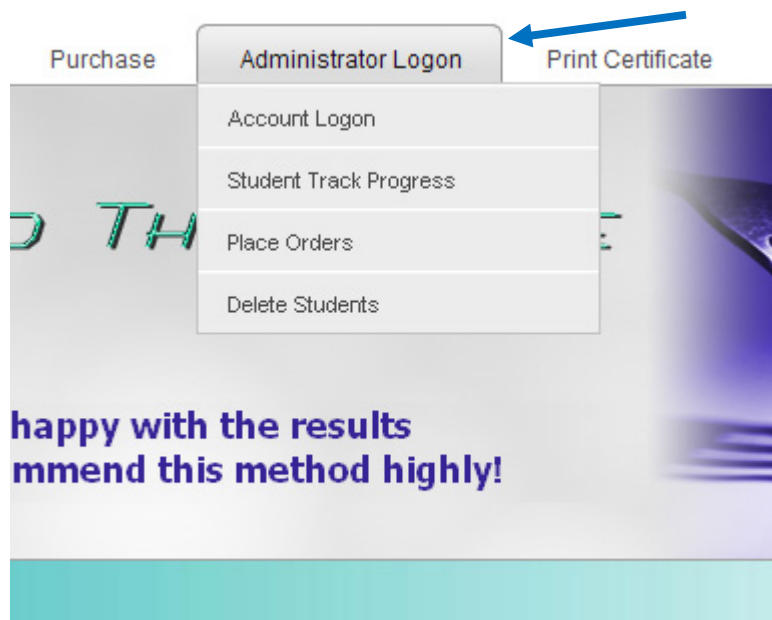


How to Export Student Progress List to An Excel Spreadsheet

1. Open up an internet browser.
2. Go to the page www.tapseries.com. The page looks as follows:

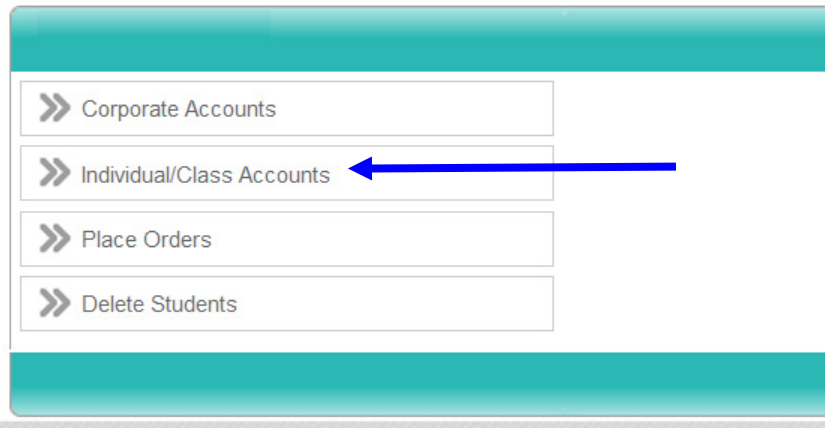


3. Click where it says "Administrator Logon" on the top center of the page as it shows below.



4. After clicking on “Administrator Logon”, click “Individual/Class Accounts” as shown below.

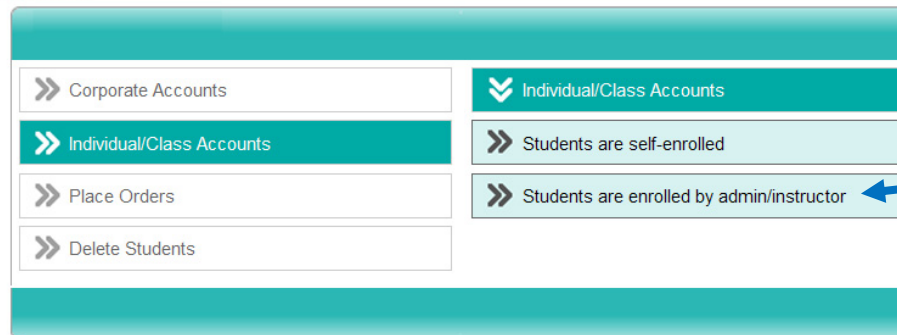
You need to login to access this area of the site



5. After clicking on “Individual/Class Accounts”, click “Students are enrolled by admin/instructor”

Login

You need to login to access this area of the site



6. Enter you username and password as shown below. Then click “login”.

Corporate Accounts

Individual/Class Accounts

Place Orders

Delete Students

Individual/Class Accounts

Students are self-enrolled

Students are enrolled by admin/instructor

User Name

Password

Login

7. After clicking on “Login” you will see the page as shown below.

Add New Student/Track Progress

Please select from the following options:

[Add New Student](#)

[Track Progress](#)

[Course Literature](#)

[Strategies For Increasing Sales Data Center](#)

[Log Out](#)

8. After arriving on the page above, click on “Track Progress” as shown below.

Add New Student/Track Progress

Please select from the following options:

[Add New Student](#)

[Track Progress](#)



[Course Literature](#)

[Strategies For Increasing Sales Data Center](#)

[Log Out](#)

9. After clicking on “Track Progress”, you will be directed to the page below. Here you will click on “View my Group of Students”.

Track Progress

Do you want to:

[View my group of students](#)



[Look up a single student](#)

[Log Out](#)

10. After Clicking on “View My Group of Students” you will be directed to the page below.

How to use

To view the progress of students, you can either:

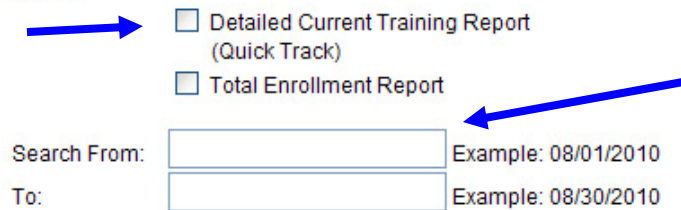
- a. enter the date you purchased the program, or
- b. enter the date you added your students.

Type this date into the “Search From” field below.

Type the date you wish to stop your search into the “To” field. If you want to list all students to date, enter today’s date.

Click the training program the students are taking and click Submit.

You can also select the date range automatically by clicking the checkboxes below.



A blue arrow points to the "Detailed Current Training Report (Quick Track)" checkbox. Another blue arrow points to the "Total Enrollment Report" checkbox. Below these are two date input fields. The first is labeled "Search From:" and has an example date "Example: 08/01/2010". The second is labeled "To:" and has an example date "Example: 08/30/2010".

☐ Detailed Current Training Report
(Quick Track)

☐ Total Enrollment Report

Search From: Example: 08/01/2010

To: Example: 08/30/2010

Highlight the training program below and click Submit.



A blue arrow points to the first item in the list: "Food Safety Manager Certification Training".

Food Safety Manager Certification Training
California Food Handler Training
Food Safety Re-Certification Training
Food Safety Re-Certification Training (Illinois only)
Food Handler Training (all other states)
HACCP Managers Certification Training
Cooking Basics
Strategies for Increasing Sales
Earn More With Service



A red arrow points to the "Submit" button.

Submit

11. On the page above, check the box “Detailed Current Training Report” then enter the date range that you want to search the progress by. After entering the date range, click on “Food Safety Manager Certification Training” which is the course that your school was registered. Click “Submit” when the dates and course have been selected.

12. After clicking on “Submit” you will see a page as shown below.
It will give you the “Organization”, “Instructor”, “Date range” and the “Course”.

Student List

Organization: Packer's Sanitation Services, Inc.
Instructor/Administrator: Ricardo Guereca
Date: from 01/01/2010 to 01/13/2012
Program: California Food Handler Training

Student List [\[Refresh Student List\]](#)

#	Check	Last Name	First Name	User Name	Date Added	Completed	Progress	Click Below
1	<input type="checkbox"/>	Guereca	Ricardo	tm41080	1/13/2012	In Progress	Intro	View Scores

[Send email to marked student\(s\)](#)

Save this data to a file

This data will be saved to a file that can be viewed in Microsoft Excel.

Menu

13. At the bottom you will see “Save this data to a file” By clicking on it will give you the option to export this data and view it or save it as an excel spreadsheet.

14. After clicking on “Save this data to a file” you will be shown the screen below. Here you may open the list and it will open up as an Excel Spreadsheet.

Student List

Organization: Packer's Sanitation Services, Inc.
Instructor/Administrator: Ricardo Guereca
Date: from 01/01/2010 to 01/13/2012
Program: California Food Handler Training

Student List [\[Refresh Student List\]](#)

#	Check	Last Name	First Name	User Name	Date Added	Completed	Progress	Click Below
1	<input type="checkbox"/>	Guereca	Ricardo	tm41080	1/13/2012	In Progress	Intro	View Scores

[Send email to marked student\(s\)](#)

Save this data to a file

This data will be saved to a file that can be viewed in Microsoft Excel.

Menu

File Download - Security Warning
Do you want to open or save this file?
Name: studentscores.csv
Type: Microsoft Office Excel Comma Separated Values File
From: www.tapseries.com
Open Save Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)