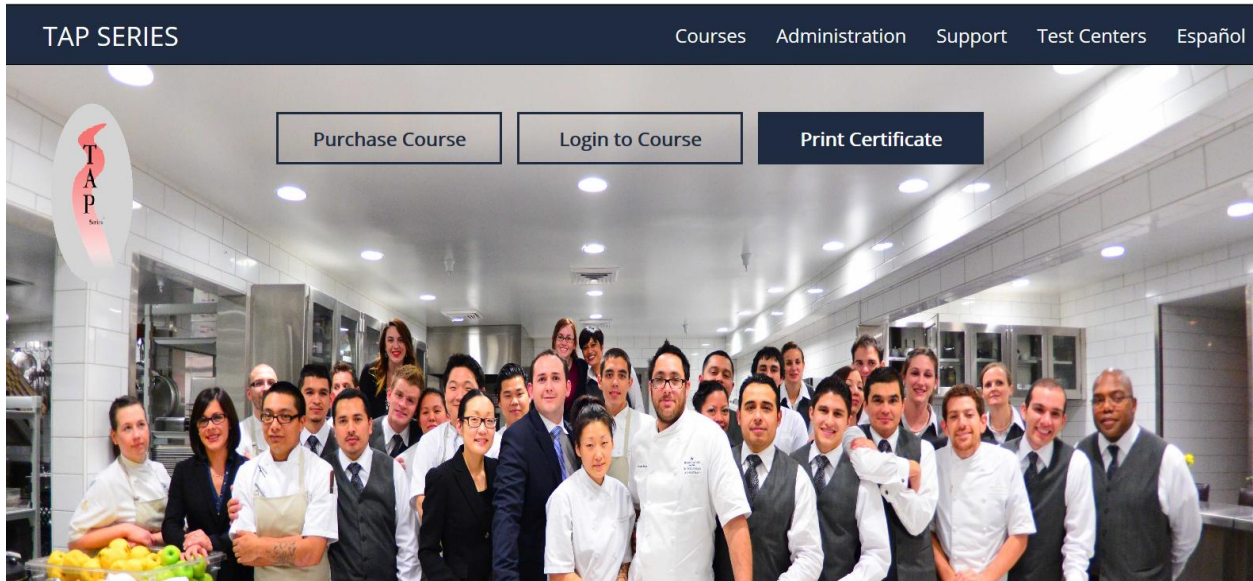


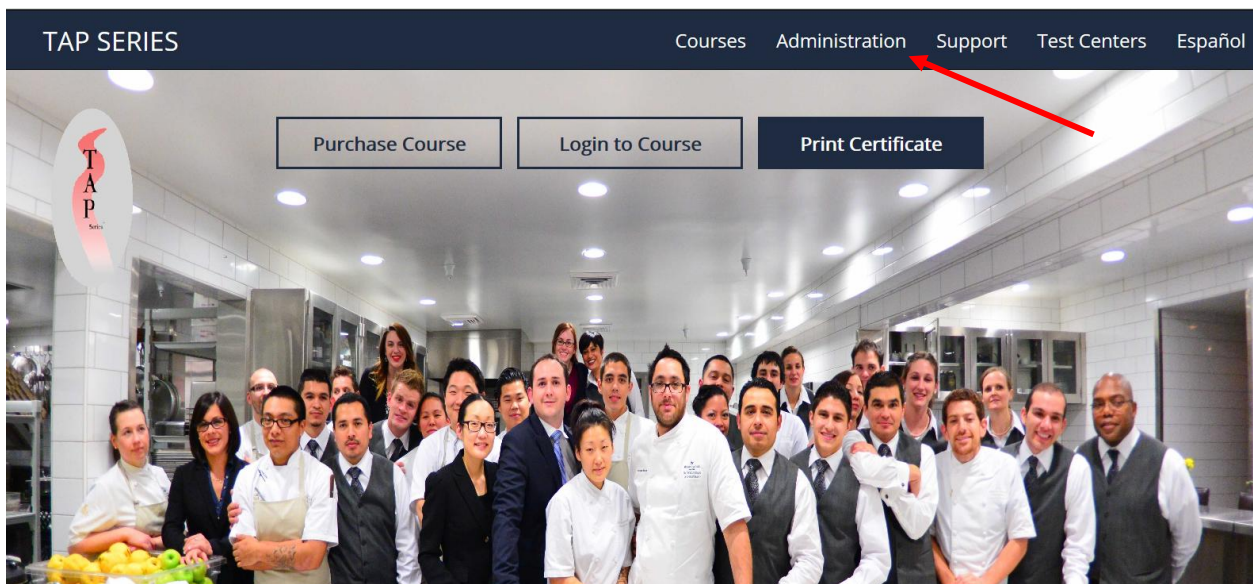
TAP Series

How to Export Student List to an Excel file

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page www.tapseries.com. The page looks as follows:



3. Click on "Administration."



TAP Series

- After clicking on "Administration", go to "School Accounts" and click "Students are enrolled by admin/instructor" as shown below.

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

Individual Account Login

Students are self-enrolled
Students are enrolled by admin/instructor

NOTICE: Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, [click here](#).

User Name

Password

[Forgot Password](#)

Information
Food Handler Certificate Verification
Order from Customers

FAQ's
Tutorials
Regulatory Requirements

Policy
Privacy policy
Food Handler Privacy Policy (English)

- Enter your username and password as shown below, then click "Submit."

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

School Account Login - Enrolled by Administrator

Students are self-enrolled
Students are enrolled by admin/instructor

NOTICE: Corporate Accounts have been renamed to Multi-Accounts.

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, [click here](#).

User Name

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TAP Series

6. After clicking on “Submit” you will see the page as shown below. Click on “Track Progress”.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Administration Main Menu - Please select from options below.

Welcome, tap

Add Students

Track Progress

Course Literature

Global Score Report

School Color Coded Progress Report

Business Color Coded Progress Report

Place Orders

Delete Students

Log Out

7. After Clicking on “Track Progress” you will be directed to the page below. 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.

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

How to Use:
1. 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.
Enter this date into the “Search From” boxes below.
2. Enter the date you wish to stop your search into the “To” boxes. If you want to list all students to date, enter today's date.
3. Click the training program the students are taking and click Submit.

NOTICE: You can also select the date range automatically by clicking the circles below.

☐ Detailed Current Training Report (Quick Track)

☐ Only show the total amount of students.

☐ Look up a single student.

Search Dates

From:
Month Day Year

To:
Month Day Year

Submit

Highlight the training program below and click Submit:
Florida Food Worker Training Program
Food Handler Training (all other states)
Food Safety Manager Certification Training
Food Safety Re-Certification Training
Food Safety Refresher Training
Franklin County, KY Food Handler
HACCP Managers Certificate Course
Idaho Food Handler Training
Illinois Food Handler Training
Jackson County MO Food Handler Training
Mid-Ohio Valley Health Department West Virginia Food Worker's Permi

TAP Series

- After Clicking on "Submit" you will be directed to the page below. Click on the check box next to the students you would like to save to an excel file. After checking all the students you would like to export, click on "Save This Data to File".

TAP SERIES

CoursesAdministrationSupportTest CentersEspañol

Program Information

Organization: tap
Instructor: Danny Parrott
Dates: [2017-01-27] - [2017-01-27]
Program: Food Safety Manager Certification Training

TIP: You can click on any column title to sort the table. Click the ✓ to select all students. Click the ✕ to deselect all students.

#	✓	Last Name	First Name	Username	E-Mail	Date Added	Completed	Progress		
	<input type="checkbox"/>	Baer	Jack	JBaer	JBaer@gmail.com	01-27-2017	In Progress	Intro	View Scores	Not Available
	<input type="checkbox"/>	Doe	Sarah	Sdoe	Sdoe@yahoo.com	01-27-2017	In Progress	Intro	View Scores	Not Available
3	<input type="checkbox"/>	Does	Jane	JDoes	Jdoes@gmail.com	01-27-2017	In Progress	Intro	View Scores	Not Available
4	<input type="checkbox"/>	Halpert	Jim	JHalpert	JHalpert@gmail.com	01-27-2017	In Progress	Intro	View Scores	Not Available

Send Email to Marked Students

Save This Data to File

- After Clicking "Save This Data to File", a excel file will start downloading and you have successfully exported a Student List to an Excel File. Please call 888-826-5222 for assistance.