

Grade Reports & Certificates

The instructor on the order has access to student grades and can view, print certificates, & run reports. The Instructor on the order was sent an email with a secured username and password to access this information. If you are not the instructor and are an authorized assessment coordinator of the school and need access to grade reports contact our assessment support desk.

INSTRUCTOR ACCESS TO GRADE REPORTS & CERTIFICATES:

After the students have completed the testing, you have immediate access to the grades, certificates & reports in the test system up until the license expiration date (July 31st) of the current school year.

If you require a copy of any of the reports for future use click the export button at the bottom of the report. Detailed instructions on how to export can be found in the ["Skill Connect Assessment Getting Started Guide"](#).

Click "[Take the Assessment NOW/Enroll Students](#)" on the [Home Page](#) of this website or browse to <http://www.skillconnect.org>.

Once on to the test site, login to the system by typing the username and password in the boxes under the text that reads "If you have been provided with a username and password or have created one of your own".

Once logged onto the site; click on the course name.

- Grades: Click on "Grades" on the left of screen under "Administration" to see the individual student grades.
- Certificates: Click on a certificate form (Certificate links are under the "Certificate" section in the center of the screen.) Then click on "View Certificate" next to the student's name to display & to print the certificate.
- Reports: Click on one of the report links on the left side of screen under "Reports".
 - Assessments per Skills Standard – Identifies blueprint competencies tested in each form.
 - Competencies per Assessment(s) – identifies specific competency mappings for each question.
 - Competency Profile – identifies competencies answered correctly/incorrectly per student.
 - Student Progress - Compares pre & post testing scores and displays the progress percentage.