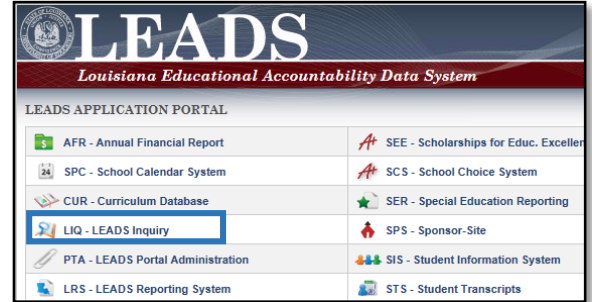
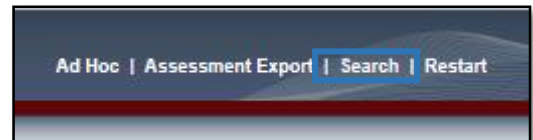


**Step 1:** Login to the LEADS Portal  
<https://leads3.doe.louisiana.gov/ptl/>. If you do not have access, please contact your local security coordinator.

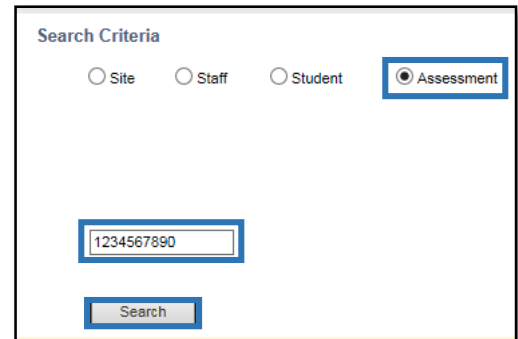
**Step 2:** On the LEADS Portal, users will see each system for which they have permissions to use, so your screen may look a little different. Click **LIQ – LEADS Inquiry**. If you do not see LIQ, please contact your local security coordinator.



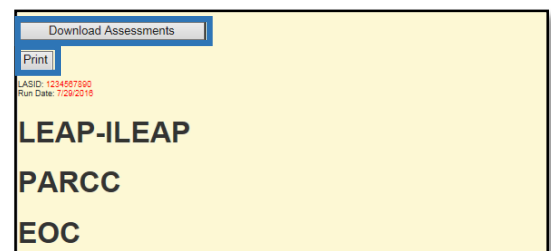
**Step 3:** To search for a student’s complete test history, click **Search** in the top, right corner. Make sure you have submitted the student to eScholar, or you will only see tests the student has taken with your LEA. Submitting to eScholar ensures that complete test history will be displayed, regardless of where the test was taken.



**Step 4:** Select **Assessment**. This will bring up a student ID box and search button. Enter the student’s Louisiana Secure ID and click **Search**.



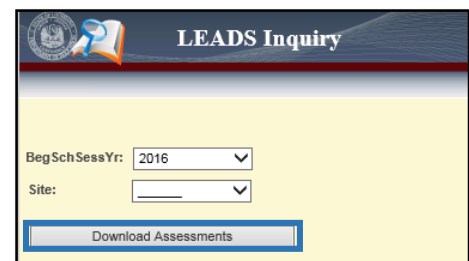
**Step 5:** Once the student’s test history loads in the area below, you have the option of downloading the results in Excel or printing them.



**Exporting:** If instead of searching for a single student, you would like to download the results for every school/LEA for which you have permission to view, click **Assessment Export** in the top, right of the screen (after logging into LEADS and LIQ).



You will be given the option to choose the school year and download all assessments taken at that school/LEA in a comma delimited file that can be opened in Excel.



*Note: Version 2.0 of the Assessment History Warehouse is currently in development and will be released Fall 2016.*