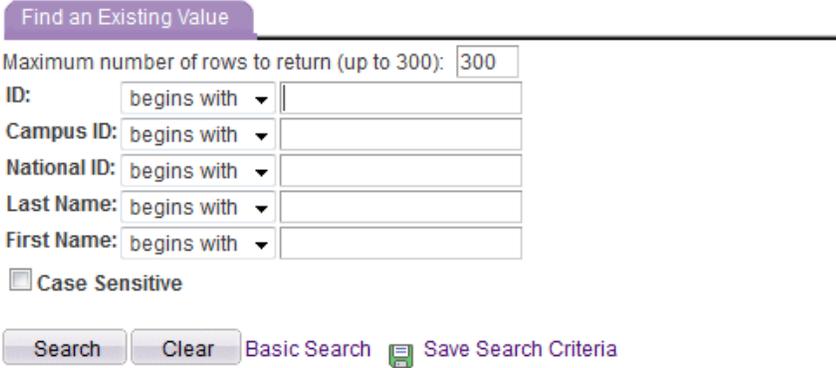
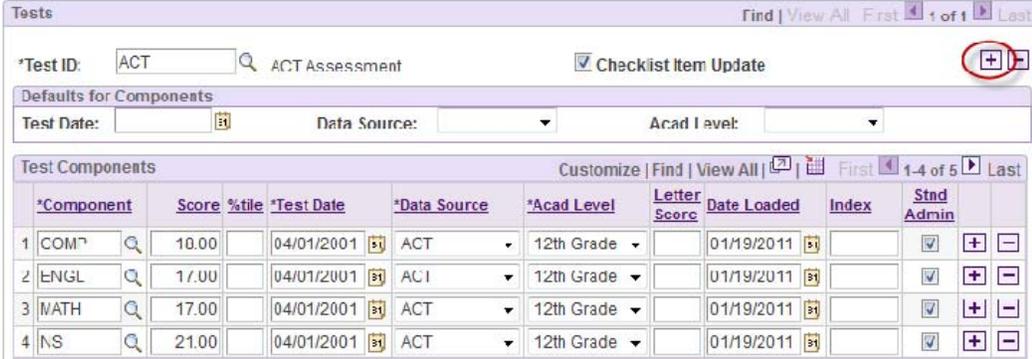
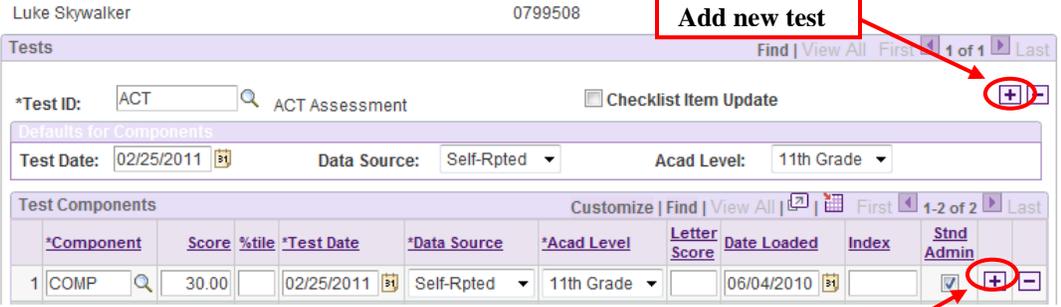


Entering Test Credit

Purpose: The following instructions describe how to enter test credit.

Step	Action
1.	<p>Navigate to the Test Results page:</p> <p>Select Main Menu > Student Admissions > Application Maintenance > Maintain Applications. On the <i>Application Program Data</i> tab, select Test Results in the Transfer To drop-down box. Click the Go button.</p> <p>OR</p> <p>Select Main Menu > Records& Enrollment > Transfer Credit Evaluation > Test Results</p> <p>Test Results</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> 
2.	<p>Enter appropriate search criteria. Click the Search button.</p> <p>Result: The Test Results page for matching record displays.</p>

Step	Action
3.	<p>Test results may already display here. To add another test, click the Add Row button.</p> <p>Test Results</p> 
4.	<p>Use the Look Up button in the Test field to enter the test being recorded.</p> <p>*Test <input type="text"/> </p>
5.	<p>In the Defaults for Components section, complete the following:</p>  <ul style="list-style-type: none"> • *Test Date – Enter or use Choose a Date to select the date the test was taken • *Data Source - Select from the Look Up as appropriate • Acad Level – Select from the drop-down as appropriate

Step	Action
6.	<p>In the Test Components the defaults entered carry over (*Test Date, *Data Source, Acad Level). Complete the following:</p>  <ul style="list-style-type: none"> • *Component – Select from the Look Up as appropriate • Score – Enter the score for the selected Component • Percentile – NOT USED AT THIS TIME • *Test Date – Auto-populates from default entered • *Data Source - Auto-populates from default entered • *Acad Level - Auto-populates from default entered • Letter Score – NOT USED AT THIS TIME • Date Loaded – Defaults to today’s date • Index – NOT USED AT THIS TIME • STD ADMIN – Generally always checked
7.	<p>To add another <i>Component</i>, click the Add New Row  button in the Test Components section.</p> <p>To add another test, click the Add New Row  button in the Test section</p> <p>Test Results</p>  <p>When finished, click the Save button.</p>

Step	Action																											
8.	<p>Test Scores may be viewed using the Academic Test Summary page. Select Main Menu > Student Admissions > Applicant Summaries > Academic Test Summary</p> <p>Result: Enter search criteria. Click the Search button. The Academic Test Summary page displays.</p> <p>Academic Test Summary</p> <p>Luke Skywalker 0799508</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Test Summary by ID/Component</p> <p>Test ID: <input type="text"/> <input type="button" value="Q"/> Test Component: <input type="text"/> <input type="button" value="Q"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Sort By</p> <p> <input checked="" type="radio"/> Date <input type="radio"/> Score <input type="radio"/> Test <input type="button" value="Search"/> </p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;">Customize Find View All <input type="button" value="Print"/> First 1-2 of 2 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Test ID</th> <th>Description</th> <th>Score</th> <th>%tile</th> <th>Test Dt</th> <th>Std Admin</th> <th>Acad Level</th> <th>Data Srce</th> <th>Dt Loaded</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ACT</td> <td>Composite</td> <td>30.00</td> <td>02/25/2011</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>11th Grade</td> <td>SLF</td> <td>06/04/2010</td> </tr> <tr> <td>2</td> <td>CLEP</td> <td>Beginning Spanish I</td> <td>80.00</td> <td>05/06/2011</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>11th Grade</td> <td>SLF</td> <td>06/04/2010</td> </tr> </tbody> </table> </div>	Test ID	Description	Score	%tile	Test Dt	Std Admin	Acad Level	Data Srce	Dt Loaded	1	ACT	Composite	30.00	02/25/2011	<input checked="" type="checkbox"/>	11th Grade	SLF	06/04/2010	2	CLEP	Beginning Spanish I	80.00	05/06/2011	<input checked="" type="checkbox"/>	11th Grade	SLF	06/04/2010
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