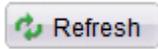


Viewing Test Credit

Purpose: The following instructions describe how to view test credit. Users may view scores for various tests: ACT, SAT, ALEKS, etc.

Step	Action																																																							
1.	<p>Navigate to the Test Results page. 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> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>ID: begins with <input type="text"/></p> <p>Campus ID: begins with <input type="text"/></p> <p>National ID: begins with <input type="text"/></p> <p>Last Name: begins with <input type="text"/></p> <p>First Name: begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																							
2.	<p>Enter appropriate search criteria (e.g. Enter the Student’s U-ID in the ID field, SSN in the National ID field, or First and Last Names in the respective fields). Click the Search button.</p> <p>Result: The Test Results page for matching record displays. These include Composite (COMP) as well as subscores.</p> <p>Test Results</p> <p>Pam Panther #####</p> <p>Tests Find View All First 1 of 3 Last</p> <p>*Test ID: ACT ACT Assessment Checklist Item Update</p> <p>Defaults for Components</p> <p>Test Date: Data Source: Acad Level:</p> <p>Test Components Customize Find View All First 1-4 of 10 Last</p> <table border="1"> <thead> <tr> <th></th> <th>*Component</th> <th>Score</th> <th>%tile</th> <th>*Test Date</th> <th>*Data Source</th> <th>*Acad Level</th> <th>Letter Score</th> <th>Date Loaded</th> <th>Index</th> <th>Std Admin</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COMP</td> <td>21.00</td> <td></td> <td>09/06/2010</td> <td>ACT</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>COMP</td> <td>21.00</td> <td>36</td> <td>04/01/2010</td> <td>ACT</td> <td>11th Grade</td> <td></td> <td>09/22/2010</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3</td> <td>ENGL</td> <td>19.00</td> <td></td> <td>09/06/2010</td> <td>ACT</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>ENGL</td> <td>19.00</td> <td>25</td> <td>04/01/2010</td> <td>ACT</td> <td>11th Grade</td> <td></td> <td>09/22/2010</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin	1	COMP	21.00		09/06/2010	ACT					<input type="checkbox"/>	2	COMP	21.00	36	04/01/2010	ACT	11th Grade		09/22/2010		<input checked="" type="checkbox"/>	3	ENGL	19.00		09/06/2010	ACT					<input type="checkbox"/>	4	ENGL	19.00	25	04/01/2010	ACT	11th Grade		09/22/2010		<input checked="" type="checkbox"/>
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3.	<p>To view all tests, click the View All link at the top.</p> <p>Test Results</p> <p>Pam Panther #####</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Tests Find View All Post 1 of 3 Last</p> <p>*Test ID: <input type="text" value="ACT"/> ACT Assessment <input type="checkbox"/> Checklist Item Update</p> <p>Defaults for Components Test Date: <input type="text"/> Data Source: <input type="text"/> Acad Level: <input type="text"/></p> <p>Test Components Customize Find View All First 1-4 of 10 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Component</th> <th>Score</th> <th>%tile</th> <th>*Test Date</th> <th>*Data Source</th> <th>*Acad Level</th> <th>Letter Score</th> <th>Date Loaded</th> <th>Index</th> <th>Std Admin</th> </tr> </thead> <tbody> <tr> <td>1 COMP</td> <td>21.00</td> <td></td> <td>09/06/2010</td> <td>ACT</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 COMP</td> <td>21.00</td> <td>36</td> <td>04/01/2010</td> <td>ACT</td> <td>11th Grade</td> <td></td> <td>09/22/2010</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 ENGL</td> <td>19.00</td> <td></td> <td>09/06/2010</td> <td>ACT</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 ENGL</td> <td>19.00</td> <td>25</td> <td>04/01/2010</td> <td>ACT</td> <td>11th Grade</td> <td></td> <td>09/22/2010</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>	*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin	1 COMP	21.00		09/06/2010	ACT					<input type="checkbox"/>	2 COMP	21.00	36	04/01/2010	ACT	11th Grade		09/22/2010		<input checked="" type="checkbox"/>	3 ENGL	19.00		09/06/2010	ACT					<input type="checkbox"/>	4 ENGL	19.00	25	04/01/2010	ACT	11th Grade		09/22/2010		<input checked="" type="checkbox"/>																																																		
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4.	<p>Click the View All link within each Test to display all components of that test. For example, clicking View All for the ALEKS test displays the COMP score plus all the components.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>*Test ID: <input type="text" value="ALEKS"/> ALEKS Math Placement Test <input checked="" type="checkbox"/> Checklist Item Update</p> <p>Defaults for Components Test Date: <input type="text"/> Data Source: <input type="text"/> Acad Level: <input type="text"/></p> <p>Test Components Customize Find View 4 First 1-9 of 9 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Component</th> <th>Score</th> <th>%tile</th> <th>*Test Date</th> <th>*Data Source</th> <th>*Acad Level</th> <th>Letter Score</th> <th>Date Loaded</th> <th>Index</th> <th>Std Admin</th> </tr> </thead> <tbody> <tr> <td>1 COMP</td> <td></td> <td>28</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2 EQUAT</td> <td></td> <td>34</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 EXPR</td> <td></td> <td>9</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4 FUNCT</td> <td></td> <td>22</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>5 LOG</td> <td></td> <td>6</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>6 NUMBR</td> <td></td> <td>91</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>7 POLYN</td> <td></td> <td>31</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>8 RAD</td> <td></td> <td>19</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>9 TRIG</td> <td></td> <td>17</td> <td>08/08/2011</td> <td>ALEKS</td> <td>Unknown</td> <td></td> <td>05/23/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div>	*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin	1 COMP		28	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	2 EQUAT		34	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	3 EXPR		9	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	4 FUNCT		22	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	5 LOG		6	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	6 NUMBR		91	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	7 POLYN		31	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	8 RAD		19	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>	9 TRIG		17	08/08/2011	ALEKS	Unknown		05/23/2012		<input checked="" type="checkbox"/>
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Step	Action
5.	<p>The Test Components fields displayed (ALEX COMP Example):</p>  <ul style="list-style-type: none"> • *Component – Displays the test component. Most test will have a row for the Composite (COMP) score, plus various sections of the test. • Score – Displays the numeric score for the associated Component • Percentile – Displays the percent score for the associated Component • *Test Date – Displays the date the test was taken • *Data Source - Auto-populates from data feed. Example: If we received test scores directly from ALEKS, ALEKS would display. If the student provided scores for a test (ACT for example), SELF-RPTED would display. • *Acad Level – Displays the student’s grade level if entered or in the data feed • Letter Score – NOT USED AT THIS TIME • Date Loaded – Displays the date the test was loaded to the system • Index – NOT USED AT THIS TIME
6.	<p>Use the Test Defaults for Components fields to display specific results. For example, you wish to see ACT scores reported by ACT (not self-reported) and only those the student took while in 12th grade.</p>  <p>Click the Refresh button at the bottom of the page.</p> 
7.	Click any column header to perform a simple ascending sort.

Test Types/Descriptions:

Test ID	Description
ACT	ACT Assessment
ADV LEVEL	Advance Level Exam Program
ALEKS	ALEKS Math Placement Test
AP	Advanced Placement
CLEP	College Level Examination Prog
DSST	Dantes Subj Standardized Tests
DSST2	Dantes Subj Standardized Tests
GMAT	GMAT
GRE	Graduate Records Exam

Test ID	Description
IELTS	Intl Language Testing System
MLA-COOP	MLA-COOP Foreign Lang Tests
RAI	Regents Admission Index
SATI	SAT I Reasoning Test
SATII	Scholastic Assessment Test II
SATOL	Scholastic Aptitude Test (Old)
TOEFL	Test of Engl As A Foreign Lang
TR AP	Transfer Coll AP
TR CLEP	Transfer Coll CLEP
TR COLL EX	Transfer Coll Credit by Exam
UNIEXAM	UNI Credit by Exam