



ACCUPLACER®
Revealing Potential. Expanding Opportunity.

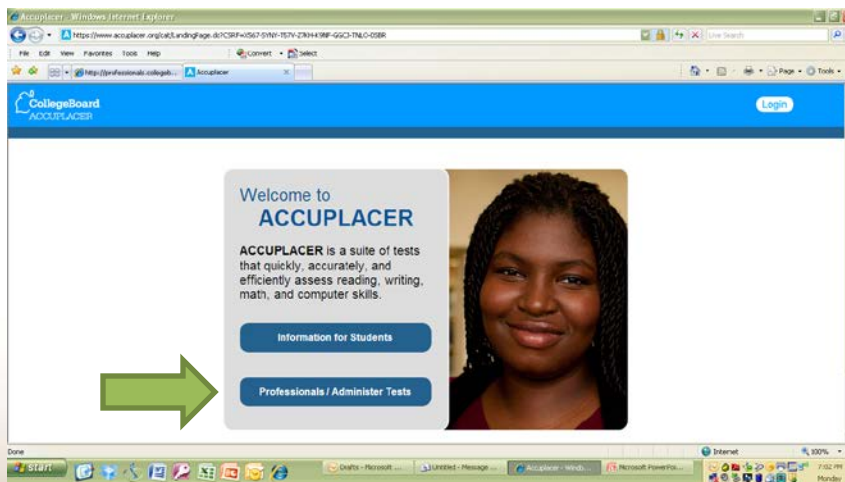
ACCUPLACER Quick Start

Professional Development Series

You received an approval notice and login credentials from DoNotReply@ACCUPLACER.INFO.

Please go to www.accuplacer.org, choose the Professionals/Administer Test button, and login with your user name and temporary password.

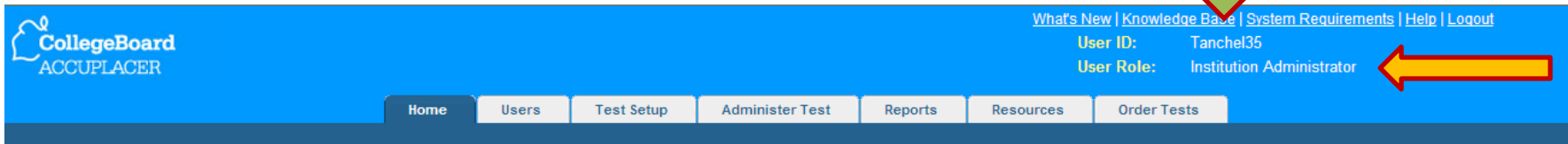
You will be prompted to change your password and choose three security questions. If you ever forget your password, these security questions will help you recover or change your password.



First things first....

Review the Permissions Level Section in the ACCUPLACER Training Demos, which are in the Resources tab.

Notice that your User Name and User Role are displayed in the upper left.



The screenshot shows the top navigation bar of the ACCUPLACER system. On the left is the CollegeBoard ACCUPLACER logo. On the right, there are links for 'What's New', 'Knowledge Base', 'System Requirements', 'Help', and 'Logout'. Below these links, the user's identity is displayed: 'User ID: Tanchel35' and 'User Role: Institution Administrator'. A green arrow points to the 'User ID' and a yellow arrow points to the 'User Role'. Below the navigation bar is a horizontal menu with tabs for 'Home', 'Users', 'Test Setup', 'Administer Test', 'Reports', 'Resources', and 'Order Tests'.

Welcome to ACCUPLACER, Chantel.

There was a system update on Sunday, May 6, 2012.
Click [here](#) to see the most recent release notes.

[ACCUPLACER Academic Year 2012-2013 Pricing](#)

ACCUPLACER Diagnostic tests have been reduced to one unit,
as opposed to the previous two unit pricing.

Creating A Testing Site

Institutional Administrators cannot administer tests. You must create a new testing site before you can administer any ACCUPLACER test to a student.

1. Click on the Users tab.
2. Click on Create and Edit Testing Sites.
3. Add new testing sites.
4. Provide the requested information and click Save.

Add New Testing Site

[← Back](#) [Save](#) [Cancel](#)

Please provide the full name of the Testing Site. Avoid using abbreviations and/or codes. * Indicates required fields

* Site Name

Description

* Address 1 Address 2

* Country * State If Other Specify

* City Region * Zip/Postal Code

* Institution Type * Category of Institution * Location of Institution

* Size of Student Body * Do you intend to use ACCUPLACER for Ability to Benefit Testing?
 Yes No

[← Back](#) [Save](#) [Cancel](#)

Transferring test units

CollegeBoard
ACCUPLACER

What's New | View Demo | System Requirements | Help | Logout
User ID: SMurphyIA
User Role: Institution Administrator

Home Users Test Setup Administer Test Reports Resources Order Tests

Home > Users > Create and Edit Testing Sites > Transfer Test Units

Transfer Test Units

← Back → Transfer Cancel

Units have been transferred

Transfer Test Units From
Sample College

Units Available Source
14
Units Available

of Units To Transfer
10

Transfer Test Units To
Main Campus

Units Available Destination
0
Units Available

← Back → Transfer Cancel

1. Click on the **Users** tab.
2. Click on **Create and Edit Testing Sites**.
3. Click on **Transfer Test Units**.
4. Provide the requested information and click **Transfer**.

From the drop-down menu, select the site **from** which you want to transfer test units.

Enter the number of test units you want to transfer.

From the drop-down menu, select the site **to** which you want to transfer test units.

Creating new users

1. Click on the **Users** tab and select **Create and Edit Users**.
2. Click on **Create and Edit Users**.
3. Click on **Add New User**.
4. Provide the requested information and click **Save**.
5. Repeat as needed to create site managers, reporters, and proctors.

From the drop-down menu, select the sites where the user will be added. For a new user at the institution level, leave this field blank.

Enter Active Account dates and times. Note: your own Active Account is only set for 90 days; you need to change this setting for yourself as well.

From the drop-down menu, select the type of user you want to add.

The screenshot shows the 'Add New User' form with the following fields and values:


- Institution:** Sample College
- Site Name:** Main Campus (selected from a dropdown menu)
- User Type:** Site Manager (selected from a dropdown menu)
- First Name:** George
- Middle Name:** (empty)
- Last Name:** Manager
- Username:** GManagerSM
- Password:** (masked with dots)
- Verify Password:** (masked with dots)
- Description:** (empty)
- Address1:** 4455 Campus Dr
- Address2:** (empty)
- Email Address:** gmanager@samplecollege.edu
- Phone Number:** 559 442 8178
- Active Account (MM/DD/YYYY):**
 - From:** 12/09/2008
 - To:** 12/09/2009
 - Time (From):** 01:00 PM
 - Time (To):** 12:00 AM





Annotations: A green arrow points from the text 'From the drop-down menu, select the sites where the user will be added...' to the 'Site Name' dropdown. Another green arrow points from the text 'Enter Active Account dates and times...' to the 'Active Account' date and time fields. A third green arrow points from the text 'From the drop-down menu, select the type of user you want to add.' to the 'User Type' dropdown.

Creating Branching Profiles

Branching profiles determine which tests are to be administered to a student and under what conditions. There are three parts to a branching profile: **Test Settings**, **Background Question Groups** and **WritePlacer® Settings**. Each of these should be configured before creating a branching profile.

Create and Edit Branching Profiles

 Before creating a branching profile, it is recommended that you configure the test settings, background question group(s) and WritePlacer settings.

-  [Create and Edit Test Settings](#)
Manage settings for displaying score reports, downloading score results, and configuring test tools
-  [Create and Edit Background Questions](#)
Manage standard background questions, create custom "local" background questions, and define groups of background questions to be administered during testing
-  [Create and Edit WritePlacer Settings](#)
Select essay prompts and manage settings for the administration of WritePlacer tests
-  [Create and Edit Branching Profiles](#)
Manage the test administration sequence

 Back

1. **Log in as the institution administrator or as the site manager**, and click on the **Test Setup tab**.
2. **Click on Create and Edit Branching Profiles**.


Creating Placement Rules

Placement rules are created by the institution administrator or the site manager, and are based on the placement scores that have been established by the institution. If placement rules are entered, then students' course placements can be reported on the individual score report generated at the end of testing. Before creating a placement rule, you will need to create your course groups and enter any courses and any majors that are used in the placement rule.

1. 1. Log in as the institution administrator or as a site manager and click on the **Test Setup** tab.
2. 2. Click on **Create and Edit Placement Rules**.



Create and Edit Placement Rules

 Before creating a placement rule, it is necessary to configure course groups, courses and majors.

- › [Create and Edit Course Groups \(Formerly Placement Branches\)](#)
Manage groups that will categorize courses into common discipline groups
- › [Create and Edit Courses](#)
Create and Edit courses that will be included in placement rules
- › [Create and Edit Majors](#)
Create and Edit majors that will be included in placement rules
- › [Create and Edit User Defined Fields](#)
Create and Edit custom fields and manually assign values that are used to determine placement
- › [Create and Edit Placement Rules](#)
Manage course placement rules

← Back

Administering tests

Administer Test

Test Unit Balance for Site: 0.0 units remaining

› [Administer New Test Session](#)

Select a branching profile to administer a new test session

› [Manage Open Test Sessions](#)

Close or resume a test session that has been interrupted

› [Manage Closed Test Sessions](#)

Open a test session that has been closed so it can be resumed using the Manage Open Test Sessions feature

› [Student ID Search](#)

Generate a list of Student ID's

› [Test Progress Report](#)

1. Log in as a proctor and click on the **Administer Tests** tab. When administering tests to students, always log in as a proctor.
2. Note the number of test units remaining.
3. Click on **Administer New Test Session**.
4. Select one of the branching profiles and click on **Submit**.
5. When the **ACCUPLACER Student Privacy Policy** screen appears, you may allow the student access to the computer.
6. After the student has read the policy, he or she should click on **Accept**.
7. The student should enter their student ID, first name and date of birth, and then click Next.
8. The student should enter all required information and click **Save**.

Creating reports

The screenshot shows the top navigation bar of the CollegeBoard ACCUPLACER system. On the left is the CollegeBoard ACCUPLACER logo. On the right, there are links for 'What's New', 'View Demo', 'System Requirements', 'Help', and 'Logout'. Below these links, the user's identity is displayed: 'User ID: SMurphyIA' and 'User Role: Institution Administrator'. A horizontal menu contains several tabs: 'Home', 'Users', 'Test Setup', 'Administer Test', 'Reports', 'Resources', and 'Order Tests'. The 'Reports' tab is currently selected and highlighted.

[Home](#) > [Reports](#)

Reports

- ▶ [Individual Score Report](#)
- ▶ [Placement Roster Report](#)
- ▶ [Course Roster Report](#)
- ▶ [Score Roster Report](#)
- ▶ [Demographic Information Reports](#)
- ▶ [WritePlacer Response Report](#)
- ▶ [Test Unit Reports](#)
- ▶ [Custom Reports](#)

1. Log in as institution administrator, site manager or reporter, and click on the **Reports** tab.
2. Click on the type of report you want to create.

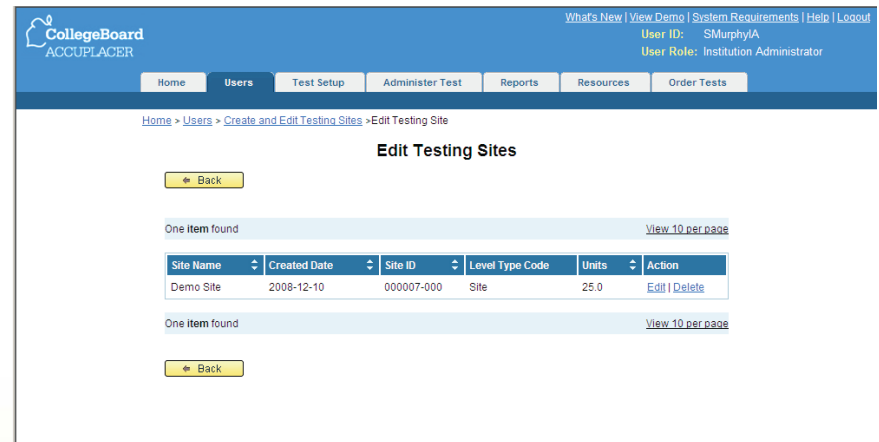
Using your demo site with faculty & staff

The establishment of ACCUPLACER as an assessment program at your institution may require that faculty and staff review each of the ACCUPLACER tests.

To facilitate faculty review of the ACCUPLACER tests, a **demo site** has been set up in your account. Within this site there are branching profiles that will administer each of the ACCUPLACER tests.

Your demo site has 25 complimentary test units. The data generated here is kept separate from your student test data.

1. In order to access the demo site, you must **first create a site manager or proctor for the demo site.**
2. Log in to the Demo Site as a Site Manager or Proctor.
3. Follow the instructions for Administering Tests



The screenshot shows the ACCUPLACER Admin interface. At the top, there is a navigation bar with the CollegeBoard logo and user information: User ID: SMurphyA, User Role: Institution Administrator. Below the navigation bar, there are tabs for Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. The main content area is titled 'Edit Testing Sites' and contains a table with the following data:

Site Name	Created Date	Site ID	Level Type Code	Units	Action
Demo Site	2008-12-10	000007-000	Site	25.0	Edit Delete

The demo site is for faculty and staff review only. It is *never* used to test students.

Join the Electronic Discussion Group (EDG)

The EDG e-mail forum is where you can interact with other ACCUPLACER users who share experiences, questions and expertise with the ACCUPLACER system.

1. Go to http://www.cblist.org/read/all_forums/
2. Find ACCUPLACER Electronic Discussion Group in the forum list and click Subscribe.
3. Type in your e-mail address and password (optional) to subscribe as prompted.
4. Click Subscribe. The approval will take up to 48 hours, after which you will be able to access and interact with other EDG members.

Once you have successfully registered for the EDG, you will receive an e-mail confirming your membership.