

# Quick Start Guide

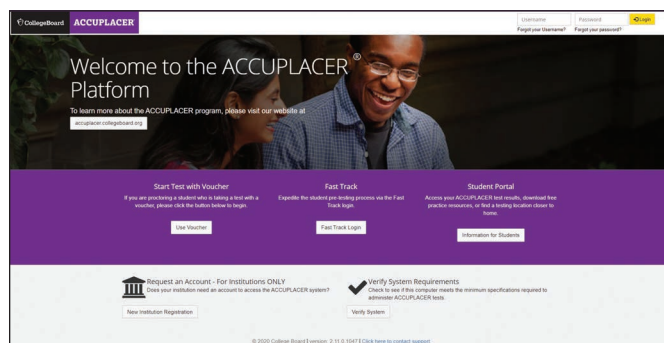
The *Quick Start Guide* will familiarize you with the steps to take to implement ACCUPLACER® at your institution. We recommend that you follow the steps listed in order to get the most comprehensive look at ACCUPLACER.

Many steps reference additional resources to help you explore the topic further. All materials referenced can be found within the **Resources** menu of the ACCUPLACER platform.

## Step 1: Log in to the Platform

You will receive a registration confirmation email that includes your username and an account authentication link. The link will direct you to a series of screens that will validate your login credentials.

Once you complete the validation, go to [accuplacer.org](https://accuplacer.org), enter your username and password, and click on the **Login** button.

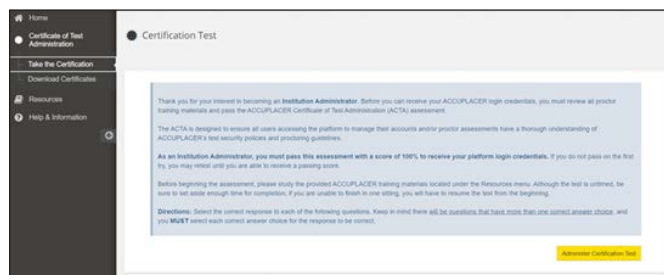


## Step 2: Take the ACTA Test

College Board recognizes the importance of Testing Personnel and is committed to boosting this importance within the profession by requiring all testing personnel to be certified. Before you can gain full access to the ACCUPLACER system you must successfully complete the **ACCUPLACER Certificate of Administration (ACTA)** test. Any user with an Institutional Administrator, Site Manager, Proctor Reporter, and/or Proctor, credentials must take the ACTA test. Access to the ACTA assessments is through your ACCUPLACER account.

ACTA certification cascades to all other accounts at the same user level within an institution. For example, if a user has multiple proctor accounts for different sites, and they pass the test, all proctor accounts for the user are certified as well.

The ACTA test is open book and training materials are available from the **Resources** menu.



## Step 3: Create Sites

A **Site** is a location created under your institution account that allows you to administer tests. These “testing” sites help protect student privacy by permitting only authorized users access to data stored within a particular site. Sites are identified by a unique nine-digit code and can be tailored to meet the specific needs of your campus.

For example, sites can be created to identify a particular campus location, such as the North campus or East campus; identify a specific program (e.g., specific placement testing, summer boot camp); or identify dual-enrollment high schools.

Follow the steps below to create your site(s):

1. Select the **Users** menu option.
2. Expand the **Manage Profiles** menu and click **Site Profile**.
3. Click **Add** to create a test site.
4. Enter the name of your new test site, and complete all fields marked with an asterisk.
5. Click **Save**.

The screenshot shows the 'Site Profile' page. At the top, there's a 'Site Search Results' table with columns: Site ID, Site Name, Site Created, Last Login Date, Units, Status, and Action. Below the table is a 'Site Profile' form. The form includes a warning message: 'You may not be able to edit some of the Learning Path settings because they have been configured by a College Board Administrator or an Institution Administrator and cannot be changed with your current access privileges.' The form fields are organized into sections: 'Site' (Site ID, Site Name, Description, Level Type Code, Address 1, Address 2, Country, State, City, Region, ZIP/Postal Code, Institution Type, Category of Institution, Location of Institution, Size of Student Body), 'Hierarchy' (College Board > CUNY University > Demo Site), 'Created' (Jan 10, 2017 5:55:00 PM), and 'Last Modified' (Nov 20, 2020 9:08:00 AM). There are 'Back' and 'Save' buttons at the top right of the form.

## Step 4: Purchase Test Units

ACCUPLACER tests are administered using **Test Units**. You will need to purchase or transfer test units to a Test Site before testing can occur. Purchased units will be loaded to the institution or site identified on the order form. The Institution Administrator (IA) can then transfer units to test sites as needed. Refer to the ACCUPLACER Online Order Form under the Test Units tab, to confirm pricing and unit requirements before test day.

You can allocate units to testing sites by following these steps:

1. Log in with IA credentials, and then select the **Users** menu option.
2. After the Users menu expands, click **Transfer Test Units**.
3. Select your “transfer from” and “transfer to” test sites from the pull-down menus.
4. Enter the number of units to transfer.
5. Click **Transfer** to complete your transfer.

The screenshot shows the 'Transfer Test Units' page. It has a 'Reset' button and a yellow 'Transfer' button at the top right. The form contains two dropdown menus: 'Transfer Test Units From' and 'Transfer Test Units To', both with '-Select One-' as the selected option. Below these are two sections: 'Current Units Available' and 'Current Units Available', both showing '0 Units'. At the bottom, there is a field for '# of Units To Transfer' with a value of '0'.

## Step 5: Creating Users

Access to various ACCUPLACER features is role based, so once testing sites have been created, users to each site will need to be assigned. User roles are determined by the Institution Administrator (IA), and include Site Manager (SM), Proctor, Proctor Reporter, and other Reporters.

Follow the steps below to create your users:

1. Log in with your IA credentials, and select the **Users** menu option.
2. After the Users menu expands, click **Manage Profiles**.
3. Once this menu expands, click **User Profiles**.
4. Click **Add**.
5. Complete the required information, including the site(s) and any additional roles the user will access, and click **Save**.
6. Repeat these steps to create additional users as needed.

**Note:** Users can only be granted access in no more than one-year increments. For security, users will be prompted to change their password every 90 days. To maintain test security and accurate records, passwords should be changed, and users reviewed on a quarterly/semester basis. Refer to the *User Roles and Permissions* guide for additional information.

The image shows two screenshots of a web application interface for managing user profiles.

The top screenshot is titled "User Profiles" and features a search bar labeled "User Profiles - Search". Below the search bar are several input fields: "Institution ID" (with value "011515"), "Institution Name" (with value "Calvo University"), "Site ID", "Site Name" (with a dropdown menu showing "--Select One--"), "User Type" (with a dropdown menu showing "--Select One--"), "First Name", "Last Name", and "Username". There are "Reset" and "Search" buttons at the bottom right of the search section. Below the search section is a black bar with the text "User Profile Search Results" and a status message "No records to display." To the right of this bar are links for "Update Account Active Dates", "Export Options", "Delete Users", and an "Add" button.

The bottom screenshot is titled "User Profile" and shows a form for adding a new user profile. It includes a "Back" button and a "Save" button. The form has a "Institution Name" field (with value "CSC (CST) Institution") and a "User Type" dropdown menu (with value "Site Manager"). Below these are fields for "First Name", "Middle Name", "Last Name", "Username", and "Description". At the bottom of the form are two expandable sections: "Demographic Information" and "Role/Site Management".

## Step 6: Create Branching Profiles

As an Institution Administrator or Site Manager, you will need to create **Branching Profiles**. Branching Profiles determine which tests and background questions will be administered, what tools will be made available to students during testing, and the format of the student's score report. There are multiple parts to a Branching Profile: Test Settings, Background Question Groups, and WritePlacer® Test Settings. It is recommended that these be configured before creating a Branching Profile.

Follow the steps below to create Branching Profiles:

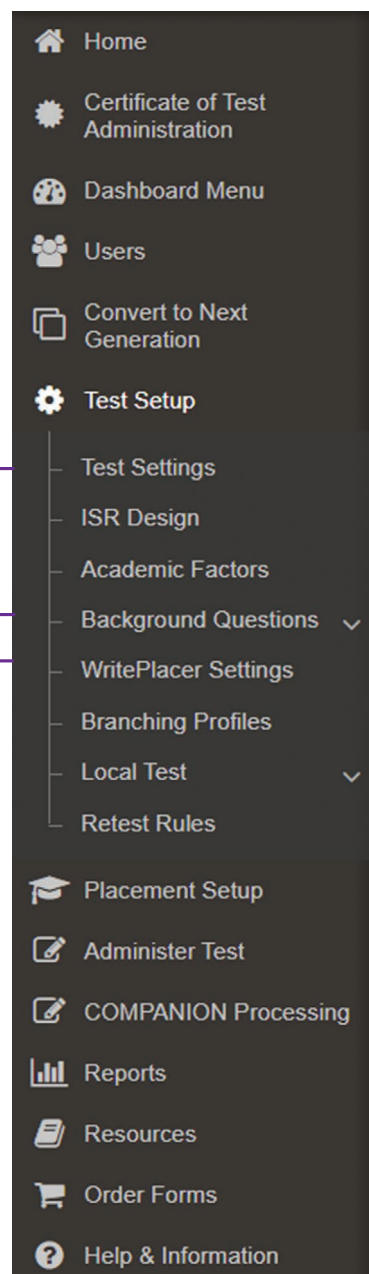
1. Log in as an Institution Administrator or Site Manager.
2. Select the **Test Setup** menu option.

**Test Settings** determine the format for a student's Individual Score Report (ISR) and what tools will be made available to students during testing.

**Background Questions** are questions used to collect student information and/or determine which test a student will take.

**WritePlacer Settings** determine which WritePlacer prompt is administered.

**Note:** For more information about creating branching profiles, background questions, and WritePlacer settings, review the **ACCUPLACER User's Guide**.



# Step 7: Create Placement Rules

**Placement Rules** are based on course placement scores that have been established by your institution and are created by the Institution Administrator and/or the Site Manager. Placement Rules report a student’s course placement on the Individual Score Report (ISR).

Before you begin to create your placement rules, you must create all Course Groups, Majors, User Defined Fields, and Composite Scores that will be used in the Placement rules.

Follow the steps below to input your Placement Rules:

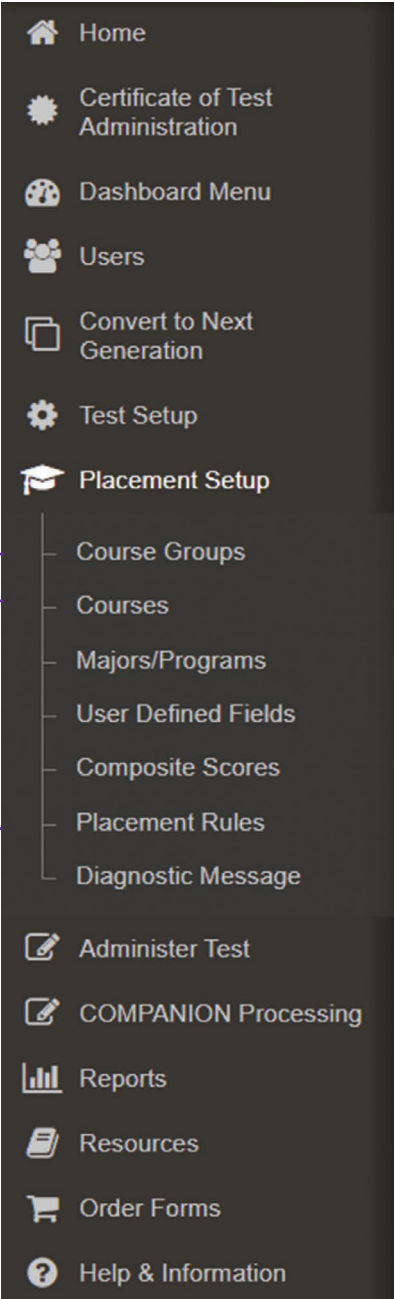
- 1. Log in as an **Institution Administrator** or **Site Manager**.
- 2. Select **Placement Setup**.

**Course Groups** allow you to categorize courses into like disciplines for reporting.

**Courses** are an inventory of all courses you plan to use in your placement rules. Course names appear on the ISR.

**Placement Rules** can be created after you create your course group(s), course(s), and majors/programs to generate course placements for student ISRs.

**Note:** Placement rules created using Site Manager login credentials are only visible in that particular site. For more information about creating Placement Rules and Permission Levels, review the *ACCUPLACER User’s Guide*.

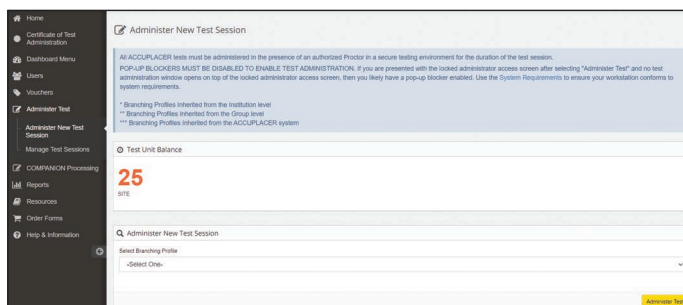


## Step 8: Administer Tests

After you complete steps 1–7, you're ready to administer tests. **Institution Administrators and Site Managers cannot administer tests.**

1. Log in as a **Proctor or Proctor-Reporter** and select the **Administer Test** menu option.
2. After the Administer Test menu expands, click
3. **Administer New Test Session.**
4. Note the number of test units remaining in your site.  
If you have a low balance, submit an Order Form to purchase additional units so testing can continue at your institution.
5. From the **Select Branching Profile** drop-down menu, select the applicable Branching Profile.
6. Seat the student(s) according to proctoring guidelines outlined in the **Program Manual**, and click **Administer Test**.
  - a. Students must read the **Student Privacy Policy** and agree to the terms and conditions before they can begin testing.

**Note:** All ACCUPLACER testing, both online and COMPANION™ formats, must be administered in a proctored environment. Review the *User's Guide* and *Program Manual* to learn more about test administration, proctor requirements, and test security.



# Step 9: Create Reports

There are a variety of **Reports** available within the ACCUPLACER system. These reporting tools include a comprehensive unit history and test administration report and robust data configurations for downloading data into student information systems.

Follow the steps below to create Reports:

- 1. Log in as an **Institution Administrator, Site Manager, or Reporter.**
- 2. Select **Reports.**

**Individual Score Report (ISRs)** provides a copy of the score report generated at the end of a student’s test session.

**Roster Reports** include Placement Roster Reports, Course Roster Reports, and Score Roster Reports.

**Demographic Reports** provide a summary of answers to demographic questions.

**WritePlacer Response Report** generates a copy of a scored essay.

**Test Unit Reports** provide a history of when units were purchased, used, or transferred from site to site.

**Custom Reports** give you the opportunity to generate reports that combine different parameters to create unique data sets.

**Student Shared Individual Score Reports** provides a list of score reports that were shared by students with your institution.

**Local Test Report** provides a summary of correctly and incorrectly answered questions to assist with item analysis of Local Test items.

**Cross Institution ISR Reporting** provides the ability for institutions to access individual score reports (ISR) from other institutions within the same group who have agreed to share them.

**User Certification Report** provides the ACTA certification status of users within your institution.

Reports

Individual Score Report

Report Scheduler

Roster Reports

Demographic Reports

WritePlacer Response Report

Diagnostic Test Reports

Test Unit Reports

Custom Reports

Student Shared Individual Score Reports

Local Test Report

Cross Institution ISR Reporting

User Certification Report

Report Queue

**Note:** For more information about creating Reports, review the *User’s Guide*.



## Step 10: Review Test Content Using the Demo Site

Implementing ACCUPLACER at your institution may require faculty and staff to review each ACCUPLACER test.

A **Demo Site** containing 25 complimentary test units has been created under your institution account. The Demo Site will allow faculty to review sample Branching Profiles and administer ACCUPLACER tests.

Use the steps below to access the Demo Site:

1. Log in as an **Institution Administrator**.
2. Create a **Site Manager or Proctor** for the Demo Site.
3. **Log off** of your Institution Administrator account.
4. Log back in using the **newly created** demo site login credential.
5. Follow the Administer Test instructions in Step 8.

**Note:** Testing data created in the Demo Site is kept separate from your actual student data. The Demo Site should be used for faculty and staff review only and should not be used for testing students.

The screenshot shows the 'Administer New Test Session' page. At the top, there is a header with a checkmark icon and the title 'Administer New Test Session'. Below the header, a blue box contains important instructions: 'An ACCUPLACER test must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session. POP-UP BLOCKERS MUST BE DISABLED TO ENABLE TEST ADMINISTRATION. If you are presented with the locked administrator access screen after selecting "Administer Test" and no test administration window opens on top of the locked administrator access screen, then you likely have a pop-up blocker enabled. Use the System Requirements to ensure your workstation conforms to system requirements.' Below this, there are three bullet points: '\* Branching Profiles inherited from the Institution level', '\*\* Branching Profiles inherited from the Group level', and '\*\*\* Branching Profiles inherited from the ACCUPLACER system.' The main content area shows 'Test Unit Balance' with a large orange number '25' and the word 'SITE' below it. At the bottom, there is a search bar labeled 'Administer New Test Session' and a dropdown menu labeled 'Select Branching Profile' with a 'Select One' option. A yellow 'Administer Test' button is in the bottom right corner.

## Step 11: Join the ACCUPLACER Community Forum

The ACCUPLACER Community is an online forum where ACCUPLACER users can share their testing experiences and expertise and pose questions to other ACCUPLACER users. Consider reaching out if you have questions about course placement scores or establishing day-to-day best practices.

Access is available to all ACCUPLACER users.

### How do you join?

Send an email (from an institutional email address), to [accuplacer@collegeboard.org](mailto:accuplacer@collegeboard.org), with the subject line: "Request to join ACCUPLACER Community."

Your request will be processed within 48 hours. Once you've been approved, you'll receive a confirmation email from [discuss+noreply@accuplacerEDG.org](mailto:discuss+noreply@accuplacerEDG.org). You must review and accept the terms and conditions to gain access.