



Intervention

ACCUPLACER®//MyFoundationsLab® Activation Checklist

Welcome to the ACCUPLACER®//MyFoundationsLab® program! Please complete this checklist AFTER you have received your welcome email indicating that the learning path functionality has been activated in your ACCUPLACER® account. This checklist will assist you with the process of adding a customized MyFoundationsLab Learning Path to the ACCUPLACER Individual Score Report upon completion of diagnostic exams.

Specifically, this checklist will help you:

1. Activate individual testing sites within your ACCUPLACER account;
2. Choose the correct funding source and length of time your students will work on ACCU/MFL; and
3. Create diagnostic branching profiles that are attached to the MyFoundationsLab program.

If you have not yet received an activation email, you will not be able to complete these steps. (If you need further assistance or information regarding how to receive an activation email, please contact accuplacer@collegeboard.org.)

Step One: Activate ACCUPLACER Testing Sites

Every testing site associated with your ACCUPLACER account where you plan to administer ACCU/MFL must be activated at the institution level. Log in to your ACCUPLACER account with your Institutional Administrator (IA) login credentials.

1. Select the **Users** tab.
2. Select **Create and Edit Testing Sites**.
3. Select **Search and Edit Testing Sites**.
4. In the learning path column, select **Inactive**.
5. A pop-up box will open, giving you the option to change the status.
6. Select the option **Activate**.
7. Confirm your selection by clicking **Change Status**.

Your testing site(s) is now active. Repeat the above for every testing site associated with your ACCUPLACER account that will be administering ACCU/MFL. (If you have not yet received your email activation notice, the learning path column will not exist.)

Step Two: Check Testing Sites' Learning Path Types and Learning Path Terms

Learning Path Type: Funding options for ACCU/MFL.

Learning Path Term: Length of access to the intervention program.

Check each testing site's Learning Path Type and Learning Path Term radio buttons to ensure that they are correct. Log in to your ACCUPLACER account with your Institutional Administrator login credentials.

1. Select the **Users** tab.
2. Select **Create and Edit Testing Sites**.
3. Select **Search and Edit Testing Sites**.
4. Select **Edit** in the action column.
5. Scroll to the bottom and look for Learning Path Type; select:
 - Student Funded**, if student will pay for ACCU/MFL with a credit card.
 - Institution Funded**, if your institution will be responsible for paying for ACCU/MFL.
 - Student or Institution Funded**, if you would like both options available for the site.

Scroll to the bottom of the page and look for Learning Path Term; select:

12 months

10 weeks

12 months or 10 weeks

Step Three: Create and Activate Branching Profiles

If you would like to create a customized branching profile tailored to your institution's needs, please follow this three-part process:

Part One – Create a Test Setting: Test setting will become a part of the Branching Profile in Part Two.

1. Log on using your Institution Administrator or Site Manager (SM) Login credential.
2. Select the **Test Setup** tab.
3. Select **Create and Edit Branching Profiles**.
4. Select **Create and Edit Test Settings**.
5. Enter name of new Test Setting; click **Save**.
6. Edit each option in the Test Setting. (Note: Make sure to verify Learning Path Settings.)

Branching profiles activated at the Institution Administrator level are inherited by all sites. If you create a branching profile at the Institution Administrator level, all activated sites will be able to access this branching profile.

Part Two – Create a Branching Profile: Test package that includes which tests will be given and the sequence of administration.

1. Select the **Test Setup** Tab.
2. Select **Create and Edit Branching Profiles**.
3. Select **Create and Edit Branching Profiles** again.
4. Select **Create a New Branching Profile**.
5. Enter name of new Branching Profile; click **Save**.
6. Select **Edit this Branching Profile** (at bottom of page).
7. Change rule #1 (from the drop-down menu, locate your newly created Test Setting).
8. Complete the Branching Profile by adding diagnostic test(s) you would like this Branching Profile to include.

Part Three – Activate the newly created branching profile.

1. Select **Test Setup** tab.
2. Select **Create and Edit Branching Profiles**.
3. Select **Create and Edit Branching Profiles** again.
4. Locate the Branching Profile to which you would like to add a learning path.
5. In the **Learning Path** column, click **Inactive**.
6. A pop-up box will open, giving you the option to change the status.
7. Select the option **Active**.
8. Confirm your selection by clicking **Change Status**.

Your profile is now active.

Repeat if more than one site is being used for ACCUPLACER//MyFoundationsLab.

IMPORTANT NOTE

ACCUPLACER® units are prepaid through the College Board.

Make sure units are available for testing.

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MyFoundationsLab® products are billed upon use from PEARSON.

Please note, once the student access is activated on MyFoundationsLab, charges will incur as indicated on the MyFoundationsLab contract.

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