

This Quick Start Guide is designed to help you become familiar with ACCUPLACER by demonstrating how to:

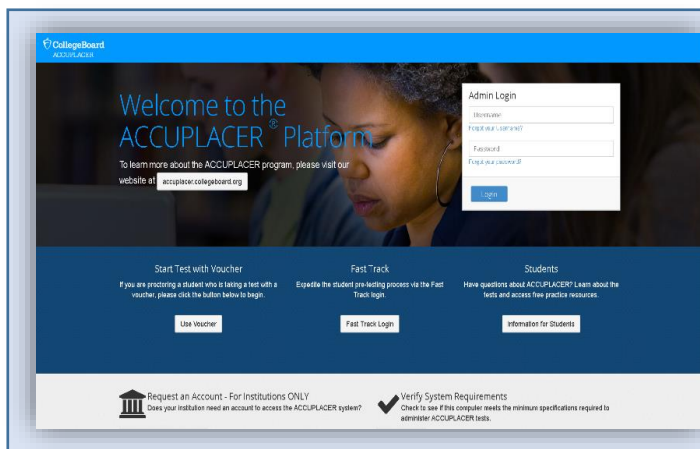
- Log in to ACCUPLACER
- Create Users
- Check the number of units you have
- Get ready to test
- Administer tests
- Create & Run Reports

We recommend that you follow the steps listed in chronological order to get the most comprehensive look at ACCUPLACER. You can find more information in the ACCUPLACER system under the Resources section.

## STEP 1: LOGGING IN TO ACCUPLACER

As an approved ACCUPLACER user, you will receive a registration confirmation email that includes your username and an account authentication link. One selected, the link will direct you to a series of screens that will validate your login credentials.

Once complete, follow the steps below to access your account:



1. Go to [www.accuplacer.org](http://www.accuplacer.org), enter your Institution Administrator Username and password, and click on the **Login** button.
2. Review the **Permission Level** guide in the **Resources** menu under **Getting Started with ACCUPLACER**.

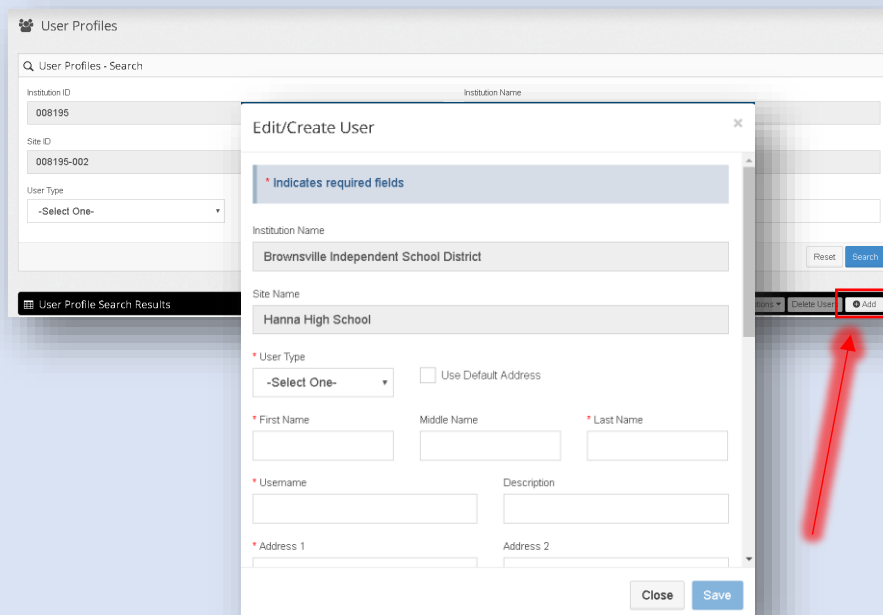
**Note:** Institution Administrators cannot administer ACCUPLACER tests.

## STEP 2: CREATE USERS (SITE MANAGERS AND PROCTORS)

If you are the campus Site Manager, you will need to add **USERS** to your campus. The ACCUPLACER system is comprised of various useful features. Access to these features is role-based. User roles include Site Manager, Proctor, Proctor Reporter, and Reporters.

**Follow the steps below to create users:**

1. Select the **Users** menu option.
2. After the Users menu expands, click **Manage Profiles**.
3. Once this menu expands, select **Users Profiles**.
4. Click on **Add**.
5. Provide the requested information and click **Save**.
6. Repeat these steps to create additional user as needed.



The screenshot displays the 'User Profiles' management interface. On the left, a sidebar shows the 'Users Profiles' menu expanded, with 'Manage Profiles' and 'Users Profiles' selected. The main area shows the 'Edit/Create User' form. The form includes fields for Institution Name (Brownsville Independent School District), Site Name (Hanna High School), User Type (a dropdown menu), and checkboxes for 'Use Default Address'. There are also input fields for First Name, Middle Name, Last Name, Username, Description, Address 1, and Address 2. A red arrow points to the 'Add' button at the bottom right of the form.

**Note:** For more information about User Roles and User Permission Levels, review the Levels guide located under the Getting Started with ACCUPLACER section on the Resources menu or click on this link:

<https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accu-user-roles-permission-level.pdf>

### Types of **USERS**:

**Site Manager:** manages a testing site assigned to them by the Institutional Administrators. Management responsibilities includes the creation of site-specific users, site-specific user, site specific Branching Profiles and Placement Rules, and student testing vouchers. This role can also generate site-specific ACCUPLACER reports.

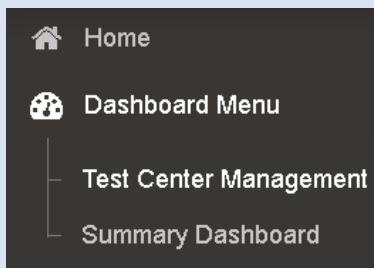
**Proctor:** can administer test at his/her particular testing site. Proctor can also create students testing vouchers, close or resume test sessions, edit student profiles, and run-site-specific score roster reports.

### STEP 3: CHECK THE NUMBER OF UNITS YOU HAVE

1. Select the **Dashboard** menu option.
2. After the Dashboard menu expands, click **Test Center Management**.
3. Note the number of Units Remaining under Live Stats

**Note:** Contact Mr. Merrill Hammons if your campus needs additional units. When requesting additional units, please remember that **students will use at least 5 to 8 units**, when testing in all three subjects. It is not allowed to administer only pieces of the test and it is not possible to predict which students will need more or fewer units."

(Source: ACCUPLACER Homepage)



Live Stats				
19 ACTIVE SESSIONS	52 SESSIONS STARTED TODAY	32 SESSIONS COMPLETED TODAY	108 UNITS USED TODAY	18981 UNITS REMAINING ?

## STEP 4: GETTING READY TO TEST

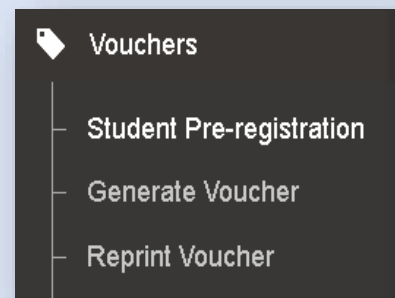
### 1. STUDENT PRE-REGISTRATION

- Use a Mass Upload Template found under Vouchers ➔ Student Pre-Registration OR go to the [ARE Website under TSI Resources](#).

	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Date of Birth(MM/DD/YYYY)	Address 1	Address 2	City	Country	State/Province	ZIP/Postal Code	If other Specify	Email Address	Gender	Self-Description	Home Phone Number	Mobile Ph
2					United States								
3													
4													
5													
6													

### 2. IMPORT STUDENT INFORMATION

- Go to **Vouchers/Student Pre-Registration**
- Follow online instructions
- Answer **Yes** or **No**
- Drop file in box
- Click **Import**
- Correct any errors, if necessary, and **SAVE**

The screenshot shows the 'Student Pre-registration' interface. At the top, there are instructions: 'Click on the "Drop file here to Upload" and choose a file to batch import Student Profiles.', 'The file format MUST match the Student Pre-Registration Template and will only accept the following file formats: ".xls ", ".xlsx ", and ".csv "', and 'Please refer to the Student Pre-Registration Guidelines for detailed information.' Below this is a section titled 'Import Student Profiles' with a toggle for 'Does your file include a header row?' set to 'Yes'. A large dashed box contains the text 'Drop file here to upload (or Click)'. A yellow arrow points to the left side of the dashed box, and a green arrow points to the right side. Above the dashed box, the word 'Here!' is written with three red arrows pointing down into the box. At the bottom right, there are 'Cancel' and 'Import' buttons.

### 3. GENERATE VOUCHERS

- Go to **Vouchers/Generate Vouchers**
- Follow online instructions

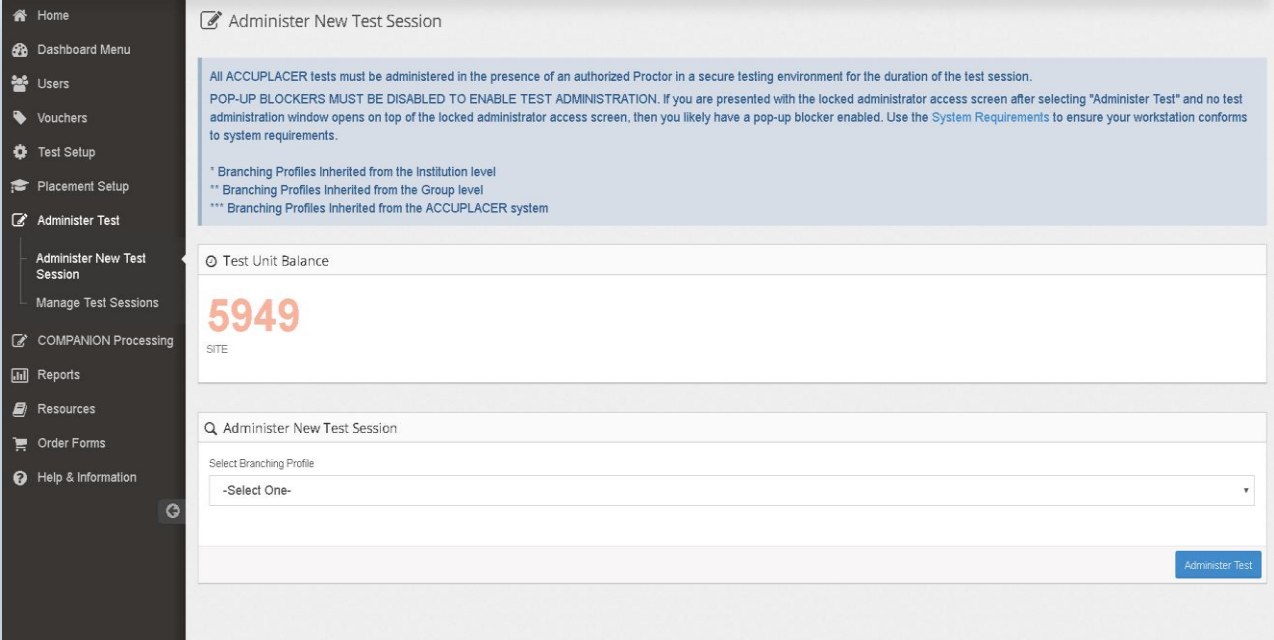
### 4. REPRINT VOUCHERS (If Necessary)

- Go to Vouchers/Reprint Vouchers
- Follow online instructions

## STEP 5: ADMINISTER TESTS

After you complete steps 1-4, the ACCUPLACER system is ready to **Administer Test**.

Follow the steps below to *administer a test*.



The screenshot shows the 'Administer New Test Session' page in the ACCUPLACER system. On the left is a dark sidebar with a menu including Home, Dashboard Menu, Users, Vouchers, Test Setup, Placement Setup, Administer Test (expanded), COMPANION Processing, Reports, Resources, Order Forms, and Help & Information. The 'Administer Test' menu is expanded, showing 'Administer New Test Session' and 'Manage Test Sessions'. The main content area has a title 'Administer New Test Session' and a blue informational box stating: 'All ACCUPLACER tests 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, it lists three levels of branching profiles: '\*' Branching Profiles Inherited from the Institution level, '\*\* Branching Profiles Inherited from the Group level', and '\*\*\* Branching Profiles Inherited from the ACCUPLACER system'. A section titled 'Test Unit Balance' shows a large orange number '5949' with 'SITE' underneath. Below that is a search bar 'Administer New Test Session' and a 'Select Branching Profile' dropdown menu currently showing '-Select One-'. An 'Administer Test' button is in the bottom right corner.

1. Log in as a Proctor and select the **Administer Test** menu option.
2. After the Administer Test menu expands, click **Administer New Test Session**.
3. Note the number of test units remaining in your site.
4. From the Select Branching Profile drop-down menu, select the Branching Profile you want to use.
5. Click **Administer Test** and seat the student when the *ACCUPLACER Student Privacy Policy* screen appears.

**Note:** Tests being administered to students should always be done in a proctored environment. Review the **ACCUPLACER User's Guide** found in the **Resources** section to learn more about proctor requirements and test administration.

## STEP 6: CREATING REPORTS (CONTINUED)

After you complete steps 1-4, the ACCUPLACER system is ready to **Administer Test**.

The diagram illustrates the ACCUPLACER Reports menu and its various options. The menu is titled "Reports" and includes the following items:

- Individual Score Report
- Report Scheduler
- Roster Reports
- Demographic Reports
- WritePlacer Response Report
- Diagnostic Test Reports
- Test Unit Reports
- Custom Reports
- List and Enter User Defined Fields Data
- Local Test Report
- Report Queue

Four callouts provide detailed information about specific report types:

- WritePlacer Response Report:** The WriterPlacer Response Report generates a copy of a scored essay.
- Diagnostic Test Reports:** The Diagnostic Test Reports provides a test score roster reports and summary reports for diagnostic tests.
- Test Unit Reports:** Test Unit Reports provides a history of when units were purchased, used or transferred from site-to-site.
- Custom Reports:** Custom Reports gives you the opportunity to generate reports that combine different parameters to create unique data sets.

**Note:** For more information about creating reports, review the *ACCUPLACER User's Guide* found in the **Resources** section.