

OCollegeBoard

User's Guide Addendum

2019

Bulk Updating User Account Expiration Dates

An Institutional Administrator or Site Manager can update the expiration date for multiple user accounts by selecting the desired check boxes in the User Profile Search Results.

Select the desired check boxes for the accounts to be updated (selecting the check box in the header row will select all user accounts displayed), and then click on the **Update Account Active Dates** button.

⊞ U	ser Profile Search Results			Update A	Account Active Dates	Export Options - De	elete Users O Add
				Update A	ccount Active Dates	↓ ^Z A	↓ ^A / _Z 10 -
~	Username	Site Name	Status	Last Name	First Name	Expiration Date	Action
~	cbpu_dbash_sm	CBUAT Site 1	Active	Bash	Darrin	2019-07-26	C 🗎 C
~	UATpr	CBUAT Site	Active	Anderson	Deborah	2017-06-30	C 🗎 C
~	cbuat_pro	CBUAT Site 1	Active	Patil	Milind	2020-01-04	C 1
~	cbuat_sm	CBUAT Site 1	Active	pierce	shawn	2020-01-04	6
1 to	4 of 4 Records					First Prev 1	Next Last

The **Edit User Account Dates** pop-up will display. Enter the updated From and To date range, and click on the **Save** button.

Edit User Account Dates		×
Enter account active dates for the sel * Active Account		
From 01/14/2019	To 01/14/2020	1
Time(Optional)	Time(Optional)	
^ ^	^ ^	
12 : 00 AM	12 : 00 AM	
× ×	* *	
	Close	Save

The User Profile Search Results screen will refresh displaying the updated Expiration

Date for the selected user accounts.

∎ Us	er Profile Search Results			Update Acc	ount Active Dates Ex	port Options - Dele	ete Users O Ado
				Sort By	First Name	- L ^Z	↓ <u>A</u> 10 -
	Username	Site Name	Status	Last Name	First Name	Expiration Date	Action
	cbpu_dbash_sm	CBUAT Site 1	Active	Bash	Darrin	2020-01-14	C 🖹 C
	UATpr	CBUAT Site 1	Active	Anderson	Deborah	2020-01-14	0 î C
	cbuat_pro	CBUAT Site 1	Active	Patil	Milind	2020-01-14	1 1 C
	cbuat_sm	CBUAT Site	Active	pierce	shawn	2020-01-14	
1 to	4 of 4 Records				Fi	rst Prev 1	Next Last

Test Activity Report

After clicking **Submit**, your report will display. If you click on the **+** sign in the Institution ID column, the number of units for each of the selected tests will display.

In the example shown below, there were 11 units for the COMPANION[™] Next-Generation Advanced Algebra & Functions Form J (Digital) and 3 units for the COMPANION Next-Generation Advanced Algebra & Functions Form K (Digital):

	ctivity Report Search Results									
Institution *CBUAT In	n Name	Creation Time 2019-01-14 16:21	EST	Test Date Limit From 2018-01-14	1		Test Date Li 2019-01-14	mit To		
🆽 Test A	ctivity Report Search Results							Exp	port Options -	Print
				Sort By Ins	stitution ID			 ↓^z_A 	₽₽	10 🕶
Institution ID	Institution Name	Site ID	Site Name	Region	♦ St	tate 🔶	Test Date From	¢	Test Date T	ō
0 116 65	*CBUAT Institution	011665-001	CBUAT Site 1	Midwestern Region	lo	wa	2018-01-14		2019-01-14	1
Total Units Units Rem arit: c_tx_d_m: calge: carit: cclm:	0									

If you click on **Export Options,** a file like the one shown below will be created. Site Name, Region, and State have been hidden.

N	12	• : ×	√ fx													*
	A		С								N	0		Q		S 🔺
1	Institution ID	Institution Name	Site ID	Test Date From	Test Date To	Total Units Used	Units Remain	arit	c_tx_d_m	calge	carit	cclm	cdmp3_j	cdmp3_k	clgus	clm
2	011665	*CBUAT Institution	011665-001	2018-01-14	2019-01-14	14.0	406.0	0.0	0.0	0.0	0.0	0.0	11.0	3.0	0.0	0.0
3																
4																

Canceling a Voucher

A Site Manager, Proctor, or Proctor-Reporter can cancel an unused voucher prior to its expiration date. To do so, search for a specific voucher or search for all unused vouchers by voucher type. From the **Voucher Search Results**, select the check box next to the voucher(s) to be canceled, and then click on the **Cancel Voucher** button.

	Search										
stitution Name			Site Name		Voucher St	itatus			Voucher Type		
*CBUAT Institution			CBUAT Sit	e 1	Unused	d		٣	Remote Network or	Virtual Voucher	
ucher Greated Date				Voucher Greated Date From				Voucher Greated Date	То		
Last 7 Days				▼ 01/03/2019				01/14/2019			
udent ID				Student First Name				Student Last Name			
e-Registered File Name											
-Select One-											
-00/01/ 01/0-											
-oublit onb-										Rez	et Se
										Rez	et Se
Voucher Search Res	suits									ncel Voucher Export Options	
	suits					Sort By S	Student ID				• Rej
	+ First Name	Last Name	Date of Birth	Email Address	Branching Profile	Sort By S		o 🕴 Remote Site	Car	ncel Voucher Export Option	
Voucher Search Res		Last Name Zbornak	 Date of Birth 01-Jen-2000 	Email Address dbash@collageboard.org	Branching Profile Next-Generation Anthreat		itudent ID		Car	ncel Voucher Export Options	 Rep 10 Activ
Youcher Search Res	🖗 First Name					io - A11Y	itudent ID	8 *Pearson Po	Car	Ancel Voucher Export Options	 Rep 10 Activ
Voucher Search Res Student ID © 027654321e	First Name Dorothy	Zbornak	01-Jan-2000	dbash@collegaboard.org	Next-Generation Arithmeti	ie - A11Y ic - A11Y	Student ID	6 *Pearson Pe *Pearson Pe	Can Name arson Automation Site	Acel Voucher Export Options Acel Voucher Is Expiry Date 14-Apr-2010	 Rej 10 Activ Meter

When canceling a Remote Network and Virtual Voucher, a cancellation email will automatically be sent to the student, the remote site's contact email address, and the Site Manager, Proctor, or Proctor-Reporter who created the voucher.

ACCUPLACER <noreply@accuplacer.info> Bash, Darrin; rashmi.shinde@ness.com; shawn.pierce@pearson.com • [EXTERNAL] Remote Voucher Cancellation Notification</noreply@accuplacer.info>
Dear Dorothy Zbornak:
Custom Email Greeting
The voucher CGUU8A56, created for you from *CBUAT Institution, CBUAT Site 1 has been cancelled as of Mon Jan 14 19:58:58 UTC 2019
Student ID: 987654321e Examinee Details: Dorothy Zbornak
// Mobile Phone: Home Phone: Email: <u>dbash@collegeboard.org</u>
Please contact your Institution Administrator for more details. *Pearson Pearson Automation Site C6, 2551 Coralville, Iowa, 52241
Email: <u>rashmi.shinde@ness.com</u>

To resend the cancellation email, search for the canceled voucher, and click on the icon in the Action column.

	Voucher Search Resu	lts									Expor	t Options 👻
						Sort By	Stude	nt ID		- 13	^z I ^A	10 -
	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile		Voucher No	Remote Site Name	0	Expiry Date 🔹	Action
	987654321e	Dorothy	Zbornak	01-Jan-2000	dbash@collegeboard.org	Next-Generation Arithmetic - A11Y		CGUU8A56	*Pearson Pearson Automation Site		14-Apr-2019	
	987654321g	Blanche	Devereaux	01-Jan-2000	dbash@collegeboard.org	Next-Generation Arithmetic - A11Y		MC3PM73Q	*Pearson Pearson Automation Site		14-Apr-2019	
1 to	2 of 2 Records									First	Prev 1 Next	t Last

The Resend Remote Voucher Cancellation Notification Email pop-up will display.

Resend Remote Voucher Cancellation Notification Email	×
Student ID: 987654321e Last Name: Zbornak Voucher ID: CGUU8A56 * Email Address:	
student@aol.com	
	Resend Email

Edit the Email Address field, and click on the **Resend Email** button.

Resuming Tests Started with a Voucher

A test session can be resumed from the ACCUPLACER homepage (https://www.accuplacer.org/) by clicking on the Use Voucher button under Start Test with Voucher when resuming a test session with a Remote Network voucher. To resume, follow the onscreen directions, entering the same Remote Network voucher number used to launch the initial test session.

Digital COMPANION Forms

Next-Generation paper COMPANION forms are also available in a fully accessible digital format. The available digital COMPANION forms are:

- COMPANION Next-Generation Reading Form J (Digital)
- COMPANION Next-Generation Reading Form K (Digital)
- COMPANION Next-Generation Writing Form J (Digital)
- COMPANION Next-Generation Writing Form K (Digital)
- COMPANION Next-Generation Arithmetic Form J (Digital)
- COMPANION Next-Generation Arithmetic Form K (Digital)
- COMPANION Next-Generation Advanced Algebra & Functions Form J (Digital)
- COMPANION Next-Generation Advanced Algebra & Functions Form K (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra, & Statistics Form J (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra, & Statistics Form K (Digital)

Administering the Test

If you are establishing a next-generation type branching profile, the only existing tests that can be administered in combination with the five next-generation tests including their digital COMPANION forms (Next-Generation Reading; Next-Generation Writing; Next-Generation Arithmetic; Next-Generation Quantitative Reasoning, Algebra, and Statistics; and Next-Generation Advanced Algebra and Functions) are the following:

- ESL Reading Skills
- ESL Sentence Meaning
- ESL Language Use
- ESL Listening
- COMPANION ESL Reading Skills
- COMPANION ESL Sentence Meaning
- COMPANION ESL Language Use
- WritePlacer[®]
- WritePlacer ESL
- Local Tests