

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