

Filling out Biographical Information

(this sheet can be used for student handouts)

NCRC Test Portal - Student

<https://rsp.act.org/1036553068>

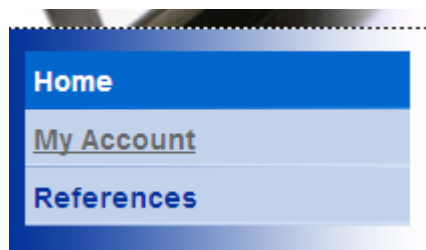
NCRC Test Portal - Teacher

<https://vtc.act.org/1036553068>

1. Using Microsoft Explorer, students should go to the NCRC Test portal from the Favorites list. They should go to the student login site.

2. Have students fill in the login information. The student login and password is typically the student ID number. You should have been sent a student list of the students in the system.

3. Have students go to My Account on the left.



4. Fill out all starred information and save.

* State/Province:


* ZIP Code:

If a student does not have a login:

Have students Create Account. You will either have to register/authorize this student individually, or add them to the correct period group. See “Registering and Authorizing a Test for an Individual Student” or “Adding a Student to a Group” page in this packet.

Please Enter
User ID:

Please Enter
Password:



Registering Students for a Test

Important Note: This does not have to be done within the 30 minute window. It can be done anytime. “Registering” is equivalent to signing students up for the tests. The next step, “Authorizing,” does have to be done within the 30 minute window. Authorizing is giving students permission to start the test.

Note: Must be done no earlier than 30 minutes before students take the test. (note: students can also do this individually after they login)

1. Log into the testing center. (Your Login is case sensitive)
2. Go to Group Management



Recommended Test Order

Locating Information
Applied Mathematics
Reading for Information

3. Search for your testing period.

Spring 2013 Period Code = School Initials - Teacher Abbreviation - Period

(For Example)

JHS Codes:

JHS-Mont-2

JHS-Mont-3

JHS-Thor-2

Name:

Type:

ContextID:

TIP: for searching, put your last name in + %. This will do a wildcard search.

.

4. Select your period and choose Register.

Use % for wild card searches.

Select	Name
<input checked="" type="radio"/>	browse
<input type="radio"/>	BowersN
<input type="radio"/>	Chambers3

More actions...
More actions...
Authorize
Unauthorize
Email
Register
Delete

5. On the next page select "Create"

.....

Create

6. Select the correct test (s) and then "Submit"

Note: You will typically want to register students for all three tests the first time. This will save you from going through these steps again

.....

Edit User: 116001G

User	Security	Roles
Select and Submit		
Select	Title	
<input type="checkbox"/>	Applied Math Preparatio	
<input checked="" type="checkbox"/>	Applied Mathematics	

7. Choose financial role as “WorkKeys-Education”. Press “Submit”

Finance

* Financial Profile:?

= Required

WorkKeys - Education

Submit Cancel

If you are going to immediately authorize the test after you register, follow steps 9 and 10. Otherwise go to the next page.

8. Choose a test to authorize and select “Authorize”

User	Security	Roles	Registration	Group
Select and	Edit	More actions...		
Select	Title	More actions...		
		Authorize		
		Instant Report		
		Ticket		
		History		
		Assign Forms To Registration		

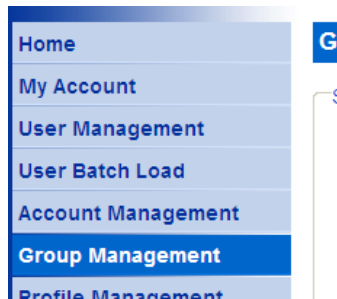
9. Status should say “Pending”. Students can log-in and start.

Date	Status
2013 40 PM	Pending

Authorizing Students for a Test

Note: Must be done no earlier than 30 minutes before students take the test.

1. Log into the testing center.
2. Go to Group Management



3. Search for your testing period.

Spring 2013 Period Code = School Initials - Teacher Last Name - Period

Example: EHS-Chambers-3

Name:

Type:

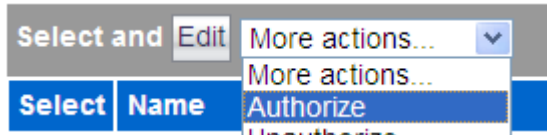
ContextID:

TIP: for searching, put your last name in + %. This will do a wildcard search.

4. Select the period



5. Select Authorize under More Actions



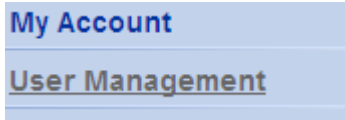
6. Select the correct test and authorize

Students are ready to log-in and take test.

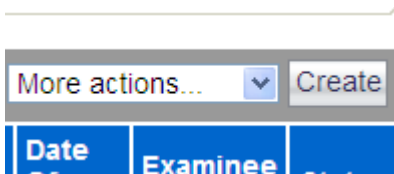
Loading a new student into the system

If you want to add student manually follow these steps. Alternately, have them do this themselves. See the bottom of the first page of this packet.

1. Log into the testing center.
2. Go to User Management



3. Choose Create in the lower right hand corner:



4. Fill out the starred information + the password and username.

* First Name: ?

Note: you can use any password/ExamineeID/userID. I used student number for all three.

5. Select "Submit" at the bottom

6. Select Role as "Examinee" and the "Submit"

☒ **Examinee**

7. If the student's class has not taken the assessment you can add the student to your period's group. (If you do not do this, you will need to register the test for the student individually. See the next page on how to do this.)

Select "Add" under Group

Registration	Group
<div>Add</div>	

8. Search for the period and then select "Add"

Search Criteria

Name:

Description:

Type:

Owner:

Search

Select and

Add

Select All

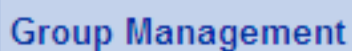
Deselect All

Select	Name	Description
<input checked="" type="checkbox"/>	Chambers3	

Adding a student to a group.

You will need to do this if a student created their own account at the login page. Alternatively you can register/launch the test individually. By adding them to your period group you will be able to include them in your class reports (otherwise you would have to do it individually).

1. Go to group management on the left

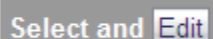
A blue rectangular button with the text "Group Management" in white.

2. Search for the period group

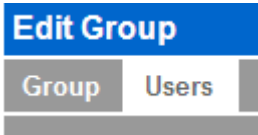
Search Criteria

Name:

3. Select and Edit

A grey rectangular button with the text "Select and Edit" in white.

4. Choose users

A form with a blue header "Edit Group" and two tabs: "Group" and "Users".

Group	Users
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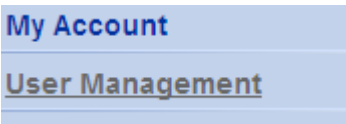
5. Select Add and search for the student to add to your group.

Registering and Authorizing a Test for an Individual Student

If a student is absent you will need to authorize a test. Remember that you have a 30 minute window. Also, if a student was not registered in a group, you will need to register and authorize.

The following instruction are for registering and authorizing.

- 1. Log into the testing center.
- 2. Go to User Management



- 3. Search for the student

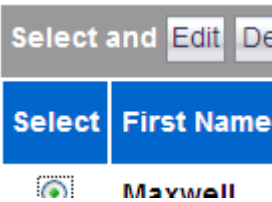
Search Criteria

Last Name:

First Name:

User ID:

- 4. Select the student and press “Edit”



- 5. Select “Registration” and then “Create”



6. Select the correct test and then “Submit”

Select	Title
<input type="checkbox"/>	Applied Math Preparation
<input checked="" type="checkbox"/>	Applied Mathematics

7. Choose financial role as “WorkKeys-Education”

* Financial Profile:?
 = Required
 WorkKeys - Education
 Submit Cancel

8. Choose the test again and “Authorize”

User	Security	Roles	Registration	Group
Select	Edit	More actions...	More actions...	strati
Select	Title	Authorize	Instant Report	strati
		Ticket	History	ys
		Assign Forms To Registration		nents

Select	Title	Status
<input checked="" type="checkbox"/>	Applied Mathematics	Pending

9. Status should say “Pending”

Date	Status
2013 40 PM	Pending

Student is ready to sign-in and take the test.