

## NCCER 2017-18 Baseline Testing Survival Guide

*This handout contains condensed information and screenshots taken from the NCCER's Academic Proctor Certification Training Manual and the Testing Management System User Manual. It is intended for supplementary purposes and should be used in conjunction with the official resources available at [www.nccer.org](http://www.nccer.org).*

The national NCCER office has released a very helpful training video just for our state. It shows how to load students into the NCCER course shells and activate/enable exams. We recommend you take a few minutes to view this video: [http://youtu.be/gL9AW\\_bTq8Q](http://youtu.be/gL9AW_bTq8Q)

### **Adding Students to the NCCER Testing System Prior to Testing Day:**

Go to <http://www.nccer.org> and select “myNCCER” at the top of the page. Then select “Testing Management System” (do NOT select “NEW Testing System”).

On the right side of the screen under “Administrative Login,” input your NCCER User Name (your NCCER ID number) and Password (received from MCEF) into the fields. Then click “Administrative Login.” Under “Choose Responsibility,” select “Training Instructor.”

You will select your school (Training Entity). It may display automatically. If not, search for it from the drop-down menu after entering your school name or a key word (e.g., If your school name were “Research & Curriculum Unit” – enter “R” or “Research” and search for your school using the drop-down arrow menu).

Once your school name is displayed as the Training Entity, then next to Class Name, use the drop-down arrow to view your existing course shells. Do **NOT** click on “Create New Class.” Your course shell and assessment will be created for you by the RCU prior to the baseline testing period.

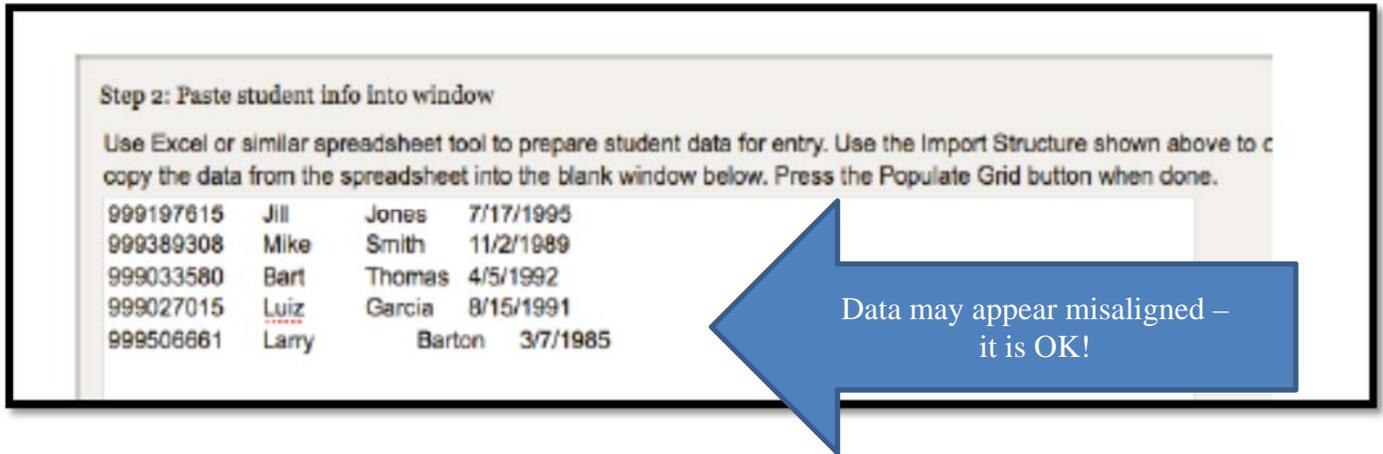
Click on the class you wish to view, then select “View Class.” (Note that first-year course titles will be denoted with the prefix “Y1\_17-18\_Core” and second-year course titles will be denoted with the prefix “Y2\_17-18.”) One course has been created for your Year 1 students, and another course for your Year 2 students. For example, if you have a welding pathway, then load all your Year 1 welding students into the course shell that begins with “Y1\_17-18\_Core\_Welding.” Even if you have multiple sections of your first-year course, all the first-year welding students will be loaded into the same course shell. Load all your Year 2 welding students into the course shell that begins with “Y2\_17-18\_Welding.”

On the Class tab, on the Class Dashboard page, under “Class Setup,” select “Add Students.” Select the MSIS as the identifier to import students. The import may be done by cutting-and-pasting student data from a spreadsheet or by typing in names. Select your preferred method.

1. Loading a class roster using an Excel file:
  - a. Prepare an Excel file that includes the following columns: MSIS, First Name, Middle Initial (optional), Last Name, and Birth Date (MM/DD/YYYY). Your spreadsheet will look something like this (column heading names are not important, but column order is important):

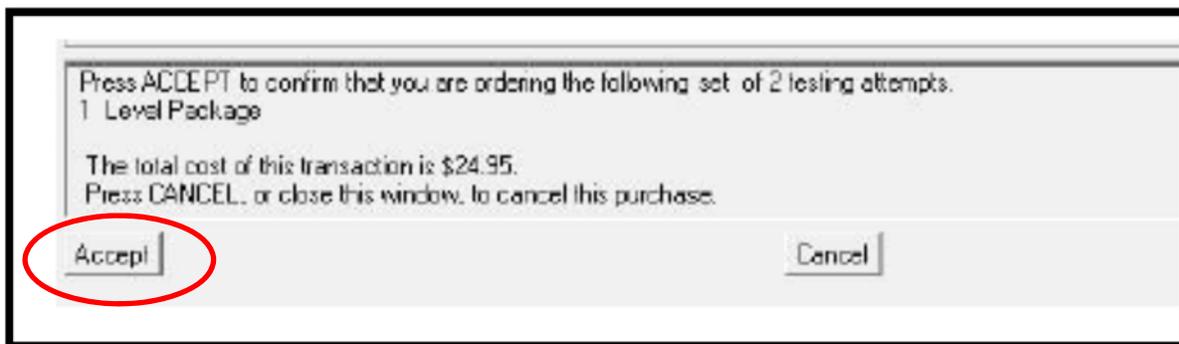
MSIS	STUDENT FIRST NAME	STUDENT MIDDLE INITIAL	STUDENT LAST NAME	DOB (MM/DD/YYYY)
000123456	DONALD	L	DUCK	12/27/1998
000987654	MINNIE		MOUSE	01/01/2000

- b. Once your spreadsheet is ready and the columns are correctly ordered, copy/paste the student data from the spreadsheet into the “Paste Data Window” that displays (do **NOT** copy the spreadsheet header row) and click “next.” Note that the spacing of the data may appear misaligned, as shown below, but this is not a problem.



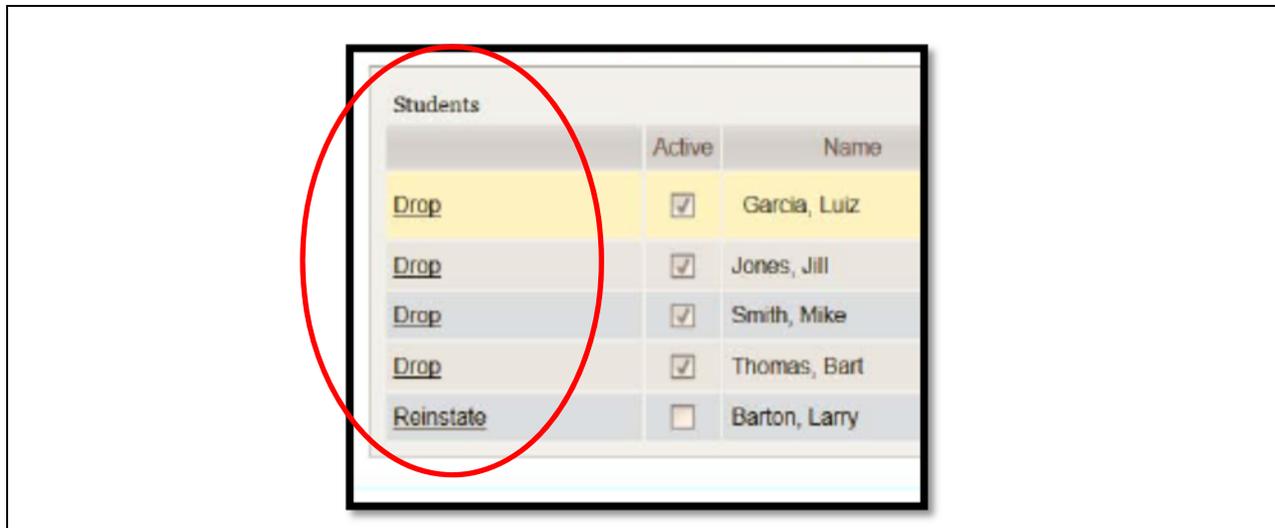
- c. **Review the grid information for accuracy. This is your last opportunity to make corrections to a student’s name, birthdate, etc. Any inaccuracies will be recorded on the student’s official NCCER transcript and cannot be changed easily.** Click on the fields to make changes, if needed.
  - d. If/when the grid is correct, select “Next” to save changes under “Accept and Load.”
2. Adding students individually:
    - a. Scroll to the bottom of the screen and select the “Add” icon.
    - b. Complete the fields: Student Identifier Type, MSIS, First Name, M.I. (optional), Last Name, and Birth Date (MM/DD/YYYY).
    - c. Once the grid fields are complete, select “Next” to save changes under “Accept and Load.”

A pop-up message may display asking you to confirm a set of tests. If this pop-up message appears, select “Accept.” Note there is no charge to your school for the baseline tests.



**TIP** – Check that a student import went through correctly by selecting the “Class Members” tab and viewing the students displayed.

**TIP** – If a student drops a course, the student may be unenrolled from the course by selecting the “Drop” option next to the student’s name. The checkmark in the “Active” box next to the student’s name will disappear. (If the student later rejoins the class, the student may be added back to the roster by selecting the “Reinstate” option. The student cannot be removed entirely from a roster, only denoted as active or not active.)



**Activating/Enabling Tests in the NCCER Testing System Prior to Testing Day:**

After loading students into shells, on the Class Dashboard page under Activities:

1. Select "Place Order."
2. Check the boxes of the students who will test or select "Select all." An Order Summary will now appear. A cost should not appear next to "Total."
3. Leave the order information (e.g., PO field) blank and select "Accept." This will return you to the Class Dashboard page and you will see a message at the top of the screen confirming your tests have been ordered. ***There is no charge to your school or students to order these exams.***
4. Now you will be able to activate the exams.
5. In the course shell, under "Activities" on the left side of the page, select "Activate Tests."
6. In the list of students displayed, in the column heading above the exam name, click on "Activate." This is also the location to activate an extended time accommodation for a student with an IEP-documented accommodation by selected the "Extended Time" checkbox. This will enable the student to test without time constraints, up to one school day. The proctor will then monitor the time for the student based on the IEP guideline (e.g., time and a half, etc.).
7. Select the checkbox next to the names of the students enrolled in the course, and then click "Save and Return."
8. Refresh your screen. The students who have enabled/activated tests should have an "A" showing next to the activated test name. Select the "close" button.
9. To ensure the tests are activated, log out of the Testing Management System and log back in but select "Launch Exams" as the responsibility.
10. Select your training entity (school name), training class, and then "List Students/Tests." Any student who has an activated exam will appear in the list. Select the student name to initiate the test.