



COMPASS Software

System Navigation and Test Launch



COMPASS System Presentation Outline

- **Initial COMPASS login**
 - Main page
 - Login
 - Help Link
- **Workstation Set-up**
 - Location
 - Document Administration of COMPASS
 - Launcher
- **Test Administration**
 - Login
 - Launching the Test
 - Demographic Information
 - Testing
- **Reports**
 - SIR
 - eWrite Response
 - Customized List Report
- **Student Records**
 - Finding Students
 - SSR, MSR, CSV files
 - Merging Records
- **Resources: Network**
- **Local Measures**



COMPASS System Main Page

COMPASS Test Administrators are sent emails with their username and password once their account is created. **If you did not receive this email or cannot locate please call 800/645-1992 (option 4) for assistance.**

Test administrators access the system at <https://compass.act.org/eCompass>.

COMPASS/ESL: Staff Login - Windows Internet Explorer

https://compass.act.org/eCompass/index.jsp

COMPASS/ESL ACT

Staff Administrative Login

Staff ID:

Password:

Login!

[Login Help](#)

To launch COMPASS/ESL Test Packages, use the COMPASS/ESL Test Launcher.

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COMPASS System Main Page

When customers log into <https://compass.act.org/eCompass>, they will see the following four tabs; Sessions, Reports, Test Setup and Sites.

COMPASS/ESL **ACT**™ Hello, Melissa Coblenz
ZZ Lewis Community College

SESSIONS **REPORTS** **TEST SETUP** **SITES** ? **Logout**

Find Student:

Student's Last Name:

Student ID:

Search within: ZZ Lewis Community College ▾

GO

Remote Testing:

- [Find a student's Registration Number...](#)
- [Schedule a Remote Test...](#)

Student Records:

- [Create SSR, MSR or CSV files for use with Microsoft Excel® or Microsoft Access@...](#)
- [Create CSV File for Process of Returning ATB Certification Testing Information to ACT...](#)
- [Merge Student Records...](#)
- [Import System Information from COMPASS/ESL 3.2.x for Windows@...](#)
- [Import XML-formatted demographics...](#)

Resources:

- [COMPASS User Network](#)

Maintenance:

- [Edit my account...](#)
- [Workstation setup...](#)



COMPASS System Main Page

At any time, the help manual is accessible to the customer by clicking on the “?”.

COMPASS/ESL **ACT**™ Hello, Melissa Coblentz
ZZ Lewis Community College

[SESSIONS](#) [REPORTS](#) [TEST SETUP](#) [SITES](#) [?](#) [Logout](#)

Find Student:

Student's Last Name:

Student ID:

Search within: ZZ Lewis Community College ▾

GO

Remote Testing:
[Find a student's Registration Number...](#)
[Schedule a Remote Test...](#)

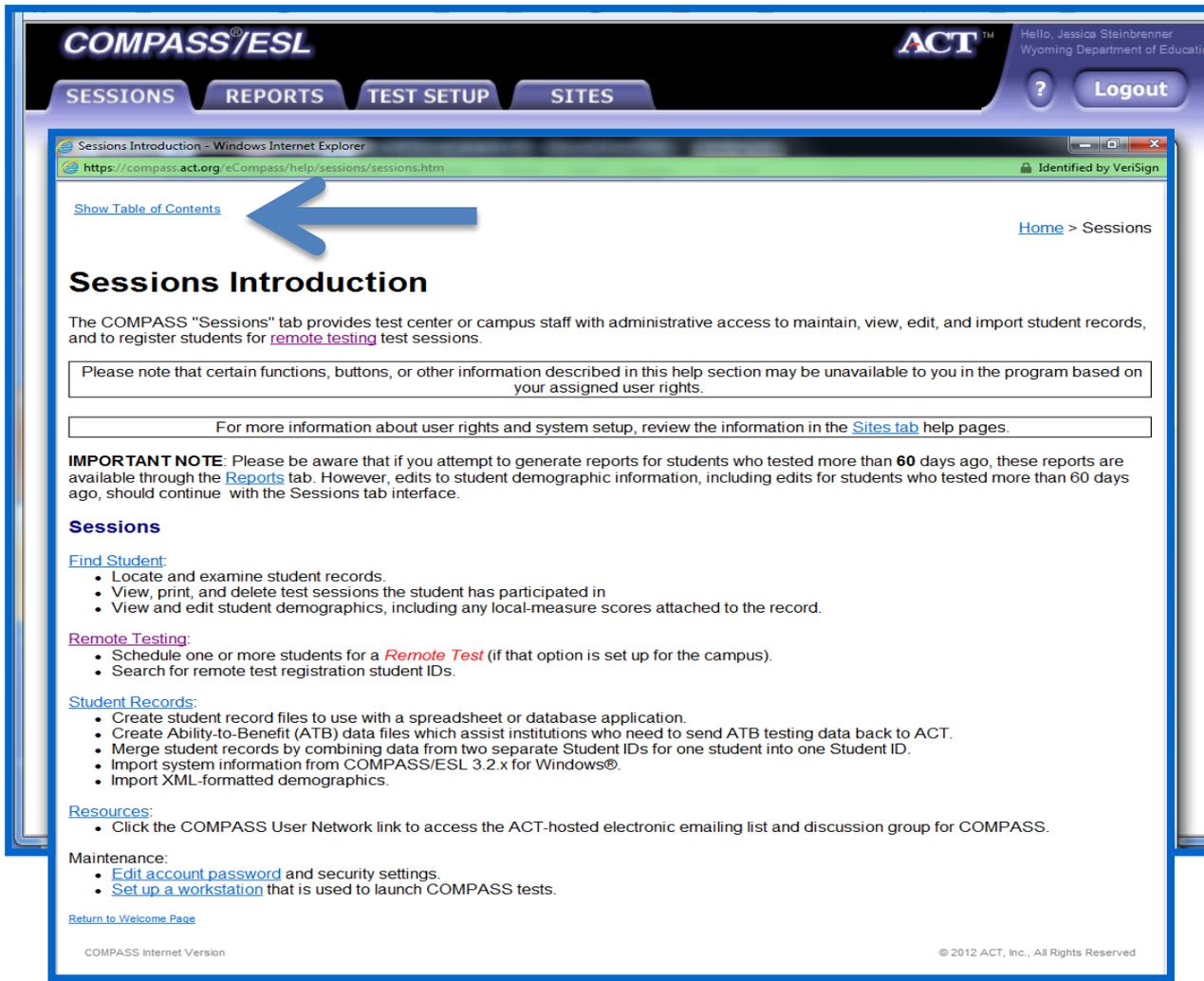
Student Records:
[Create SSR, MSR or CSV files for use with Microsoft Excel® or Microsoft Access@...](#)
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[Import XML-formatted demographics...](#)

Resources:
[COMPASS User Network](#)

Maintenance:
[Edit my account...](#)
[Workstation setup...](#)



COMPASS System Help Manual



The screenshot shows the COMPASS/ESL web interface. At the top, there are navigation tabs for SESSIONS, REPORTS, TEST SETUP, and SITES. A user is logged in as Jessica Steinbrenner. The main content area is titled "Sessions Introduction" and contains several sections: "Sessions Introduction" (overview), "Please note that certain functions, buttons, or other information described in this help section may be unavailable to you in the program based on your assigned user rights.", "IMPORTANT NOTE" (regarding reports for students tested more than 60 days ago), "Sessions" (overview), "Find Student:" (bullet points for locating and viewing records), "Remote Testing:" (bullet points for scheduling and searching), "Student Records:" (bullet points for creating and importing records), "Resources:" (bullet point for user network), and "Maintenance:" (bullet points for editing passwords and workstation setup). A blue arrow points to the "Show Table of Contents" link at the top left of the main content area.

- After clicking on the “?” a window will pop-up.
- At the top of the page is a link to the table of contents. This is a helpful tool when looking up specific questions.



Basic Functions: Sessions Tab

The Sessions Tab; “Maintenance”; Workstation Setup

SESSIONS **REPORTS** **TEST SETUP** **SITES** ? Logout

Find Student:

Student's Last Name:

Student ID:

Search within: ZZ Lewis Community College ▾

GO

Remote Testing:

[Find a student's Registration Number...](#)

[Schedule a Remote Test...](#)

Student Records:

[Create SSR, MSR or CSV files for use with Microsoft Excel® or Microsoft Access®...](#)

[Create CSV File for Process of Returning ATB Certification Testing Information to ACT...](#)

[Merge Student Records...](#)

[Import System Information from COMPASS/ESL 3.2.x for Windows®...](#)

[Import XML-formatted demographics...](#)

Resources:

[COMPASS User Network](#)

Maintenance:

[Edit my account...](#)

[Workstation setup...](#)

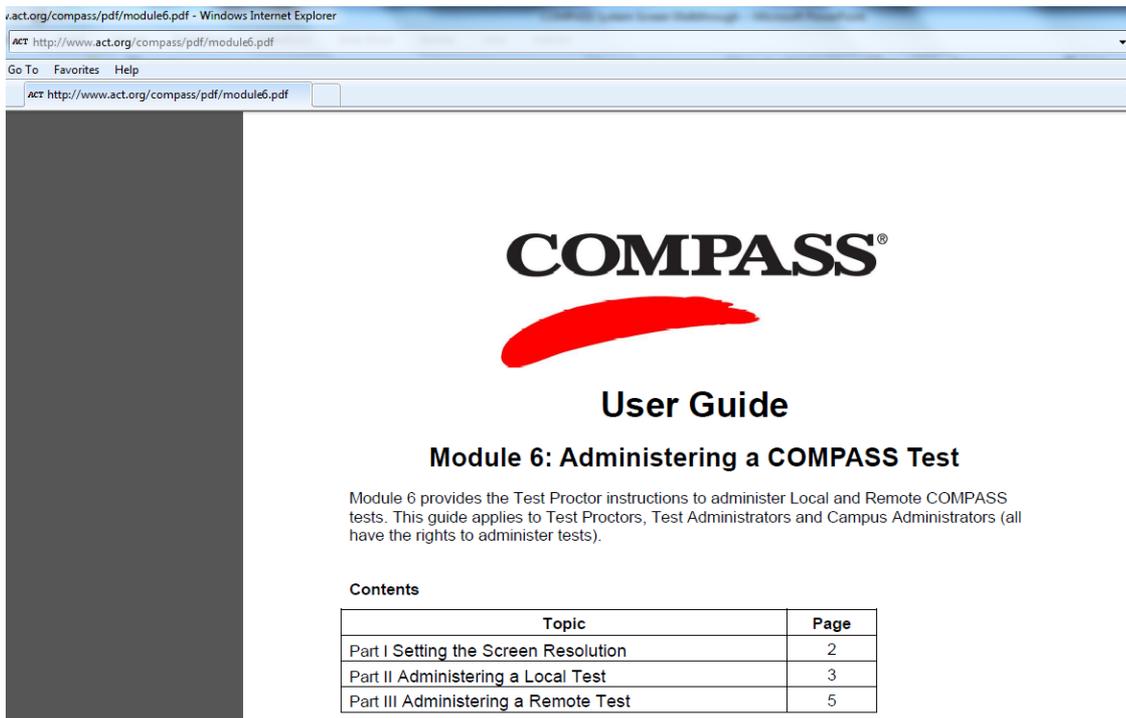
- Customers must log in on each PC to be used for test administration and download and install the test launcher.
- Detailed instructions on workstation setup can be found at this link:

<http://www.act.org/compass/pdf/module3.pdf>



Basic Functions: Launch a COMPASS Test

- All Test Administrators and Proctors should review the instructions at this link prior to the test administration date.
<http://www.act.org/compass/pdf/module6.pdf>
- Contact COMPASS Technical Support at **800/645-1992** for assistance.



COMPASS®

User Guide

Module 6: Administering a COMPASS Test

Module 6 provides the Test Proctor instructions to administer Local and Remote COMPASS tests. This guide applies to Test Proctors, Test Administrators and Campus Administrators (all have the rights to administer tests).

Contents

Topic	Page
Part I Setting the Screen Resolution	2
Part II Administering a Local Test	3
Part III Administering a Remote Test	5



Basic Functions: Sessions Tab

The Sessions Tab; “Maintenance”; Workstation Setup – The Test Launcher



- When the testing workstation setup is complete, the Compass test launcher icon appears on the desktop.
- The test launcher can function independently. You do not need to be in your administrative account to launch a test.
- Both require the administrator username and password to log on.
- Once you have logged in, the exit code to close the launcher at any point is **CTRL-ALT-Q**.



Basic Functions: Launch a COMPASS Test



- When you click on the test launcher, this menu appears.
- A customer can launch a test locally by selecting the test package and “GO”.

Launch Test Package:

COMPASS Mathematics Placement Only - Start in PreAlgebra (1.4 Units)
Math (1.4 Units)
Math and Writing (2.4 Units)
Read/Write/Math Placement Only—Start in Prealgebra (3.4 Units)
READING (1.4 Units)
Tim ewrite only 2-12 (3.9 Units)
TIMMATH NO PRINTING (1.4 Units)

GO
907.1
Units left

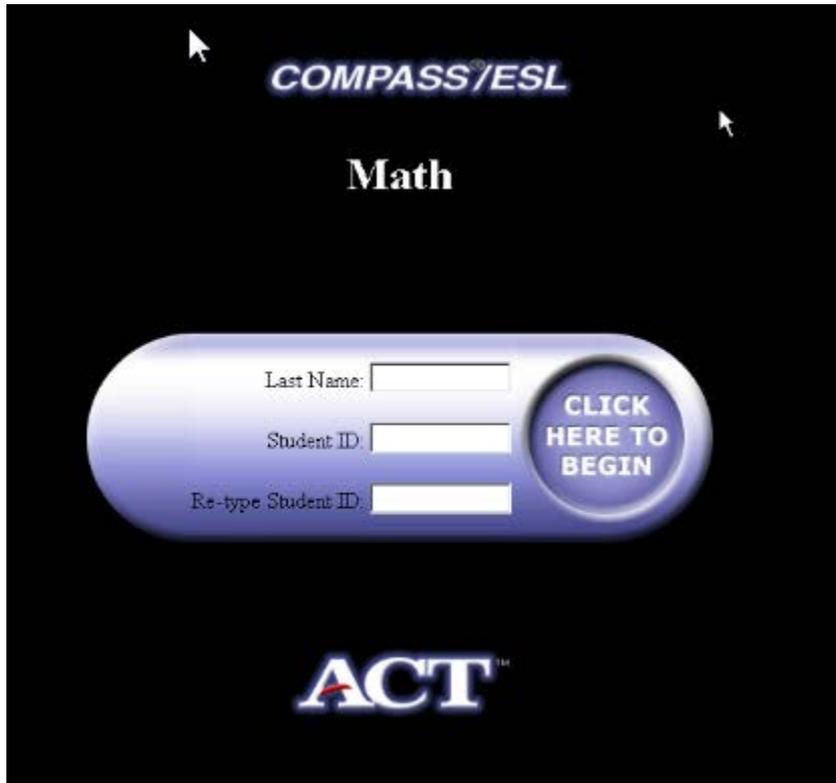
Remote Testing:

[Launch a Test Package for another campus...](#)

[Find a student's Registration Number...](#)



Basic Functions: Launch a COMPASS Test



COMPASS/ESL

Math

Last Name:

Student ID:

Re-type Student ID:

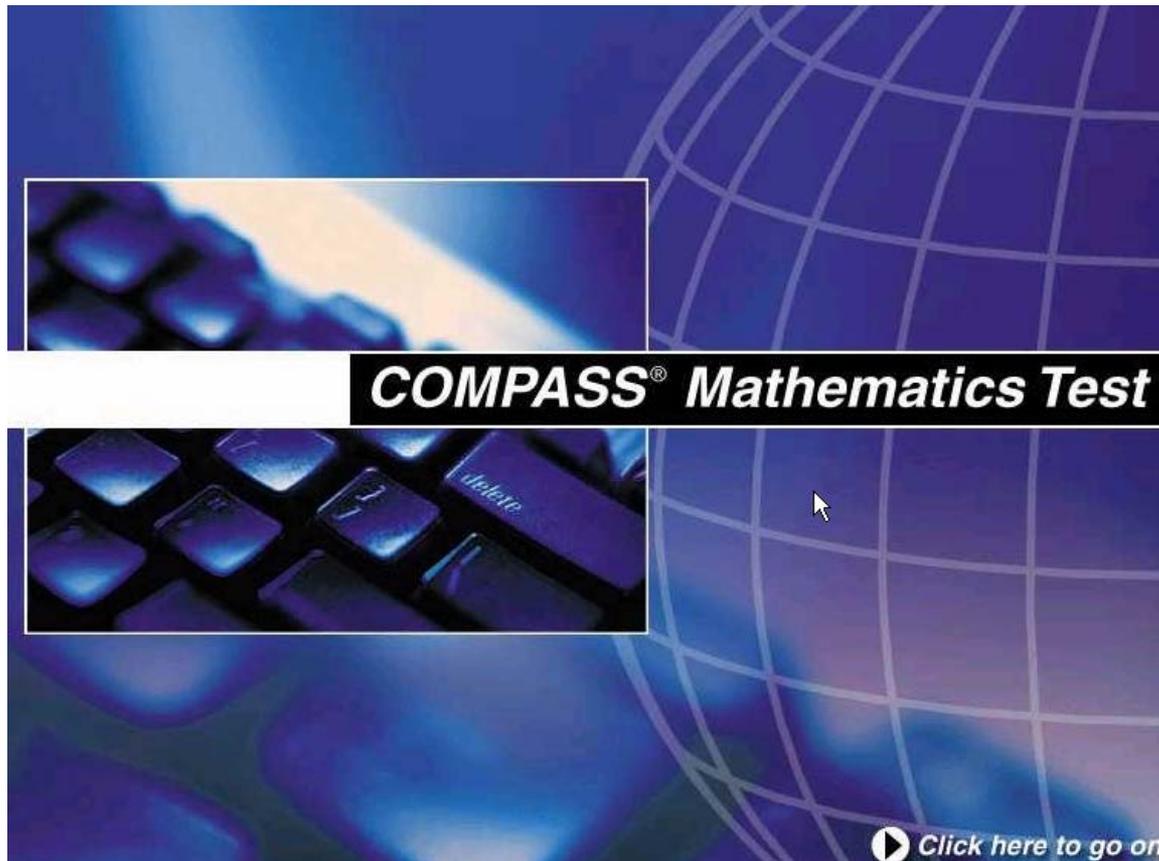
CLICK
HERE TO
BEGIN

ACT™

- A proctor will administer a local test by first selecting the test, then entering the student name and 9-digit WISER ID.



Basic Functions: Launch a COMPASS Test



- Once the test is launched, the student clicks in the lower right corner to begin.



Basic Functions: Launch a COMPASS Test

Please answer all questions, then click the "Go On" button. Your answers to these questions will not affect your test score.

First Name:

Last Name:

Middle Initial:

Student ID: 99663322

Date of Birth:

Gender: Male Female

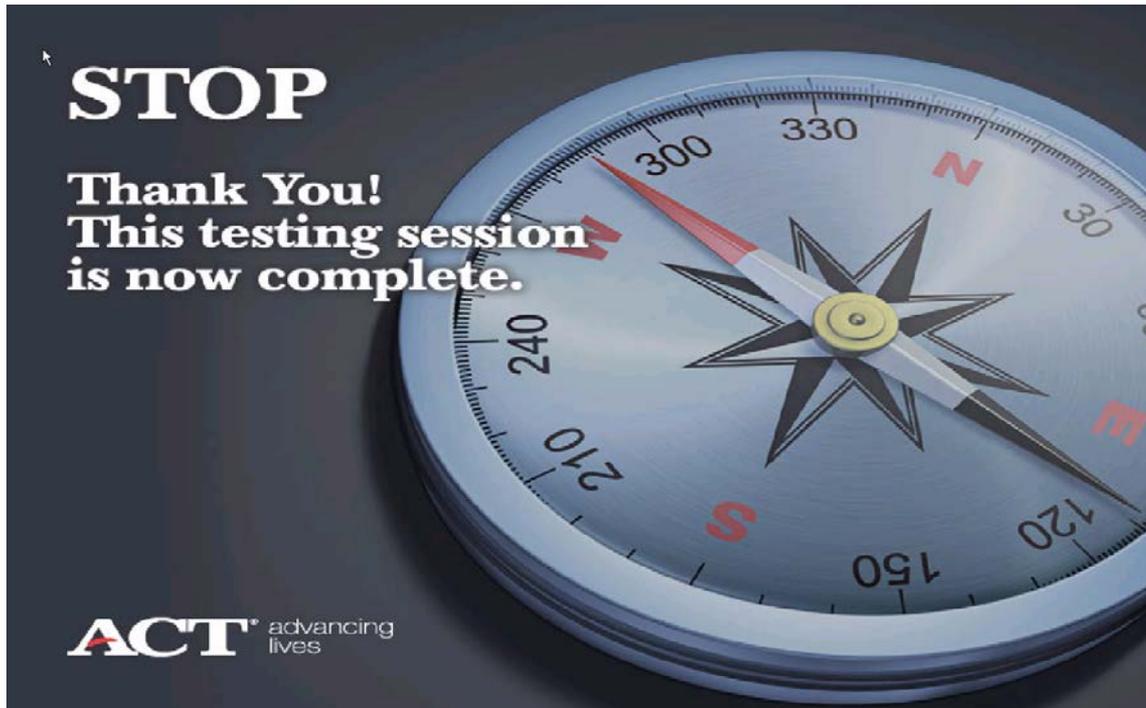
Ethnicity:

Page 1 of 1

- Students will complete a mandatory test navigation tutorial.
- Students also complete the demographics portion before the actual test begins.



Basic Functions: Launch a COMPASS Test



- At the end of a test, students may or may not receive a printed score report based on test package setup. Scores are not visible on the screen.



Basic Functions: Reports Tab

The Reports Tab; “Standard Individual Report, SIR”



- Student score records can be found here as well as on the Sessions tab.



Basic Functions: Reports Tab

The Reports Tab; “Standard Individual Report, SIR”

SESSIONS **REPORTS** **TEST SETUP** **SITES** ? Login

Create Standard Individual Reports

Sessions to Report
Auto-select sessions that meet ANY of these Criteria Sets:

Manually selected sessions:

Sort Sessions by
Session ID (default)

Run Report

Back to Reports

- Sites will use the manually selected sessions option to find a single SIR.



Basic Functions: Reports Tab

The Reports Tab; “Standard Individual Report”

Create Standard Individual Reports

Sessions to Report

Auto-select sessions that meet ANY of these Criteria Sets:

Add...
Remove
Saved Criteria Sets...

Manually selected sessions:

Add...
Remove

Sort Sessions by

Session ID (default) ▾

New...
Saved Sorts...

Run Report

- When creating a report in Compass you have the option of selecting each person individually (Manually selected sessions) or using criteria (Auto-select sessions).



Basic Functions: Reports Tab

The Reports Tab; “Standard Individual Report”

Find Student Session To Add

Student's Last Name:

Student ID (optional):

Search within:

- You can now type in the student's last name or id and select GO



Basic Functions: Reports Tab

The Reports Tab; “Standard Individual Report”



- Press the Select button to choose the candidate to report on.



Basic Functions: Reports Tab

The Reports Tab; "Standard Individual Report"

COMPASS Report Viewer - Windows Internet Explorer

ZZ Caine Thomas University	
STUDENT NAME	ZZ Read/Write/Math Placement Only--Start in Prealgebra
	Taken Jan 16, 2013 at ZZ Caine OPM Session #13658463, Total Time 00:08:47

Student Background and Educational Plans

(Time: 00:00:50)

COMPASS Reading Placement Test

(Directions Time: 00:00:33)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Reading	40	00:02:08	Placement Domain

General Recommendations:

Sample placement message; as part of the COMPASS set up process, the college must modify this message to fit local courses, support services, and preferences. Enroll in RDG 080: Reading Development I (3 credits; not a college transfer course; course description appears on page 208 of the college catalog). To help you succeed, be sure to use the "Tips for Success in Reading Courses" ideas (see blue Success Tips document) and the Reading and Study Skills materials in the Learning Center, Johnson Hall, Room 101 (no charge; 8 am - 7 pm, M-F; call 333-1211 for more information on these services). Also talk with your advisor if you have questions about course choices.

(Directions Time: 00:02:46)

COMPASS Writing Skills Placement Test

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
COMPASS Writing Skills	9	00:01:41	Placement Domain

General Recommendations:

Sample placement message; as part of the COMPASS set up process, the college must modify this message to fit local courses, support services, and preferences. Enroll in ENG 080: English Development I (3 credits; course does not apply to AA or AS degree; description appears on page 201 of the college catalog). To help you succeed, be sure to use the "Tips for Success in English Courses" ideas (see blue Success Tips document) and the Writing and Study Skills materials in the Learning Center, Johnson Hall, Room 101 (no charge; 8 am - 7 pm, M-F, call 333-1211 for more information on these services). Also talk with your advisor if you have questions about course choices.

COMPASS Math Placement Test

(Directions Time: 00:00:19)

<u>Placement Test</u>	<u>Score</u>	<u>Test Time</u>	<u>Note</u>
Pre Algebra	18	00:00:30	Placement Domain

General Recommendations:

Good Job



Basic Functions: Reports Tab

The Reports Tab; “e-Write Response”



- Proctors have the ability to access the exact text that a student entered during an eWrite test.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”



- The customized list report allows sites to use many different selection fields to access very specific information from the system.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”

Create Customized List Report

Sessions to Report
Auto-select sessions that meet ANY of these Criteria Sets:

Add...
Remove
Saved Criteria Sets...

Manually selected sessions:

Add...
Remove

Sort Sessions by
Session ID (default)

New...
Saved Sorts...

Customized List
Compass Scores

New...
Saved Lists...

Run Report

← Back to Reports

- After selecting this report you are brought to the standard Compass reporting screen.
- Note the Add button aligned with the Auto-select row.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”

Add Criteria Set

Choose a Criteria Set to auto-select sessions with.

- daily
- Monthly
- Math1
- Math2Fractions
- Math3decimals
- ABE
- ABE WRITING
- northview 1
- Booker T Washington
- Northview 2
- Math Scores by HS
- Terre Haute North
- sv

New...

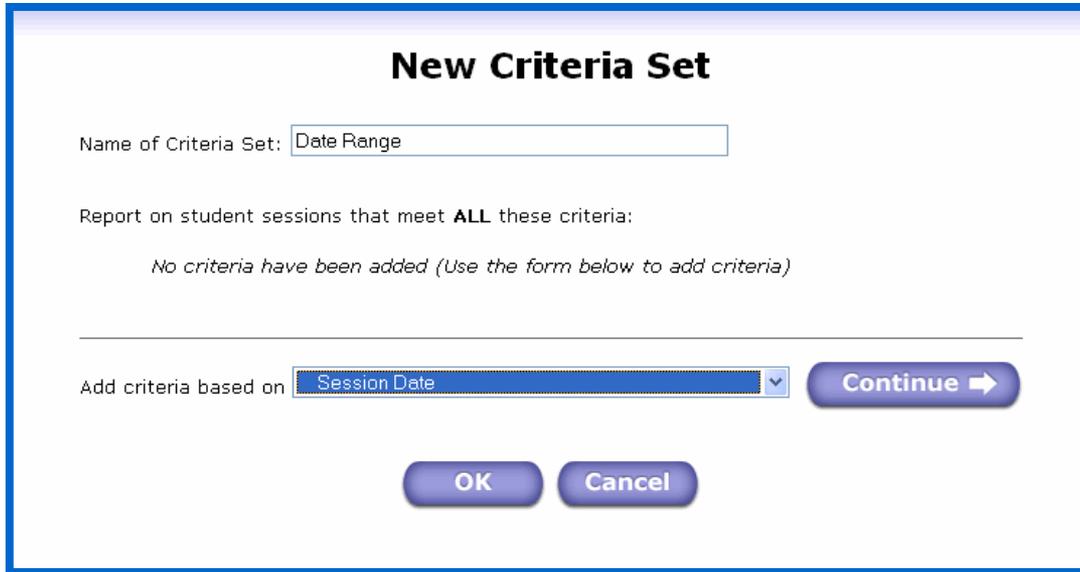
Add Selected Set **Cancel**

- After clicking on Add, you are able to choose a criteria set or create a new one.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”



New Criteria Set

Name of Criteria Set:

Report on student sessions that meet **ALL** these criteria:

No criteria have been added (Use the form below to add criteria)

Add criteria based on

- In this case, I select the “New” button and call my criteria set “Date Range”.
- I also select the field “Session Date” to select records.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”

Session-Selection Criteria

Select sessions taken by students whose

Session Date is after

- Here, I am selecting all test sessions that were taken after January 1, 2012.



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”

Create Customized List Report

Sessions to Report

Auto-select sessions that meet ANY of these Criteria Sets:

Saved Criteria Sets...

Manually selected sessions:

Sort Sessions by

Saved Sorts...

Customized List

Saved Lists...

- Now that I have created my criteria and selected it, I can move to the Sort Sessions area
- Now I can choose to sort my data based on selected fields
- I am also able to select which fields I would like to have print on my report



Basic Functions: Reports Tab

The Reports Tab; “Customized List Report”

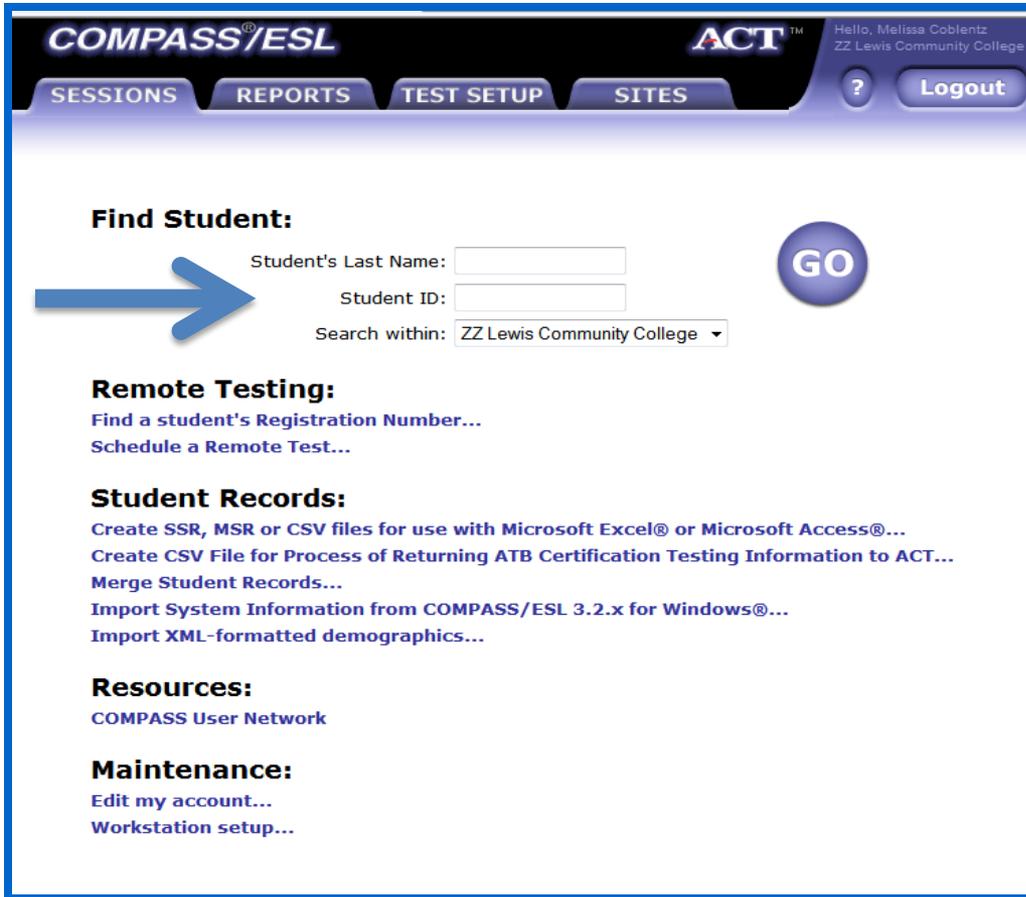
<u>Standard Reading Score</u>	<u>Standard Writing Score</u>	<u>Prealgebra Score</u>	<u>Algebra Score</u>	<u>College Algebra Score</u>	<u>Trigonometry Score</u>
	53				
	53				
81	79	55	18		
	97				
68	3		41		
89	99	47	18		
82	81	28	16		
92					
	78				
	15				
			30		
			24		
54	26	39	15		
76	42	41	16		
89	85		97	63	21
71	77	51	22		

Sample List Report



Basic Functions: Sessions Tab

The Sessions Tab; “Find Student” features



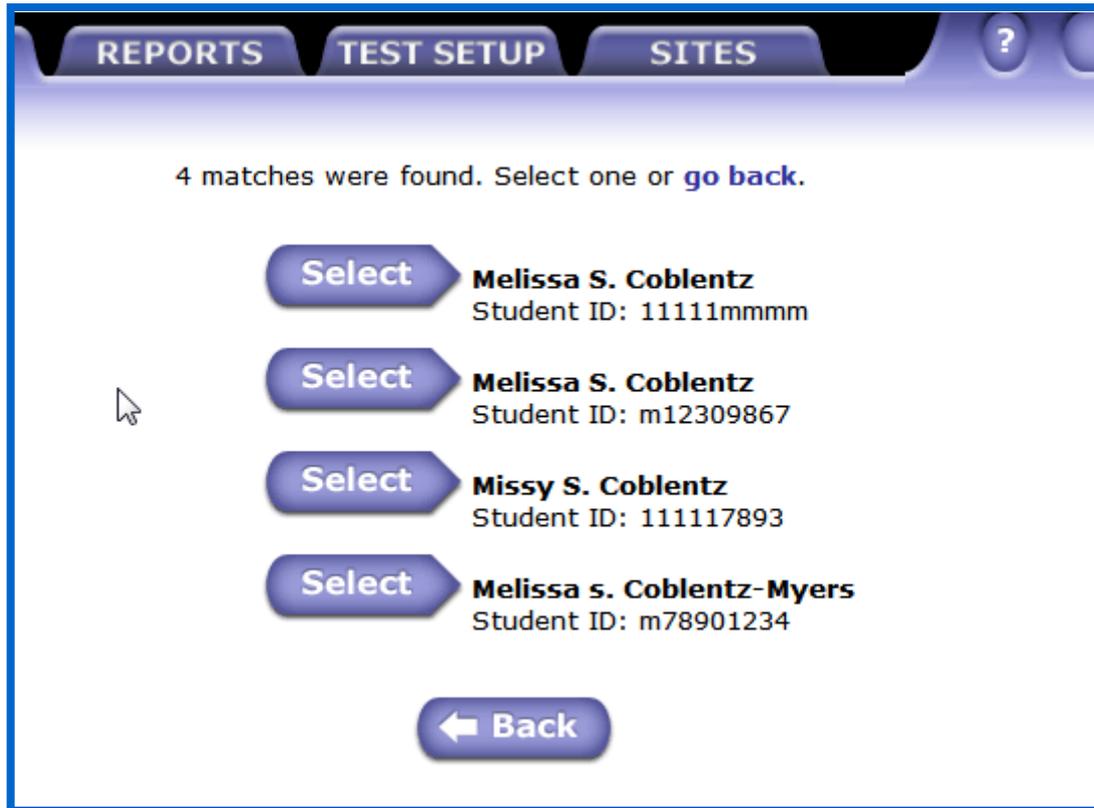
The screenshot displays the COMPASS/ESL web application interface. At the top, there is a navigation bar with tabs for 'SESSIONS', 'REPORTS', 'TEST SETUP', and 'SITES'. The 'SESSIONS' tab is currently selected. In the top right corner, the user is logged in as 'Hello, Melissa Coblentz' from 'ZZ Lewis Community College', with a 'Logout' button and a help icon. The main content area features a 'Find Student:' section with a blue arrow pointing to the search fields. These fields include 'Student's Last Name:', 'Student ID:', and a dropdown menu for 'Search within:' set to 'ZZ Lewis Community College'. A blue 'GO' button is positioned to the right of the search fields. Below the search section, there are links for 'Remote Testing:', 'Student Records:', 'Resources:', and 'Maintenance:'.

- Quick search for student records
- Student ID not required
- Can search a specific test center or the full campus



Basic Functions: Sessions Tab

The Sessions Tab; “Find Student” features



- A search by last name reveals all student records under that name.



Basic Functions: Sessions Tab

The Sessions Tab; “Student Records” features; Creating SSR,MSR and CSV files

SESSIONS **REPORTS** **TEST SETUP** **SITES** ? Logout

Find Student:

Student's Last Name:

Student ID:

Search within: ZZ Lewis Community College ▾

GO

Remote Testing:

[Find a student's Registration Number...](#)

[Schedule a Remote Test...](#)

Student Records:

[Create SSR, MSR or CSV files for use with Microsoft Excel® or Microsoft Access®...](#)

[Create CSV File for Process of Returning ATB Certification Testing Information to ACT...](#)

[Merge Student Records...](#)

[Import System Information from COMPASS/ESL 3.2.x for Windows®...](#)

[Import XML-formatted demographics...](#)

Resources:

[COMPASS User Network](#)

Maintenance:

[Edit my account...](#)

[Workstation setup...](#)

- SSR =Single Student Report
- MSR =Multiple Student Report
- CSV = Comma Separated Value



Basic Functions: Sessions Tab

The Sessions Tab; “Student Records” features; Creating SSR,MSR and CSV files

Create SSR, MSR or CSV Files

1. Specify Dates:
Date Range: Dec 20 2012 to Dec 20 2012

2. Specify Test Centers:
Test Centers: ZZ Lewis Community College:
 ZZ Susan Center
 ZZ Buddy Center
 ZZ Melissa's Test Mart
 ZZ Practice Test - HV Only
 Amy's Test Lab
 ZZ Fun in Fiji - INACTIVE
 Blue Pages Assignment Ctr

 Remote Testing
(Results will be combined if multiple sites are selected)

3. Specify Type of File for Output:
 Concatenate SSRs into one MSR file
 Insert carriage return after each SSR

 Create each SSR as a unique file

 Concatenate SSRs into one CSV file

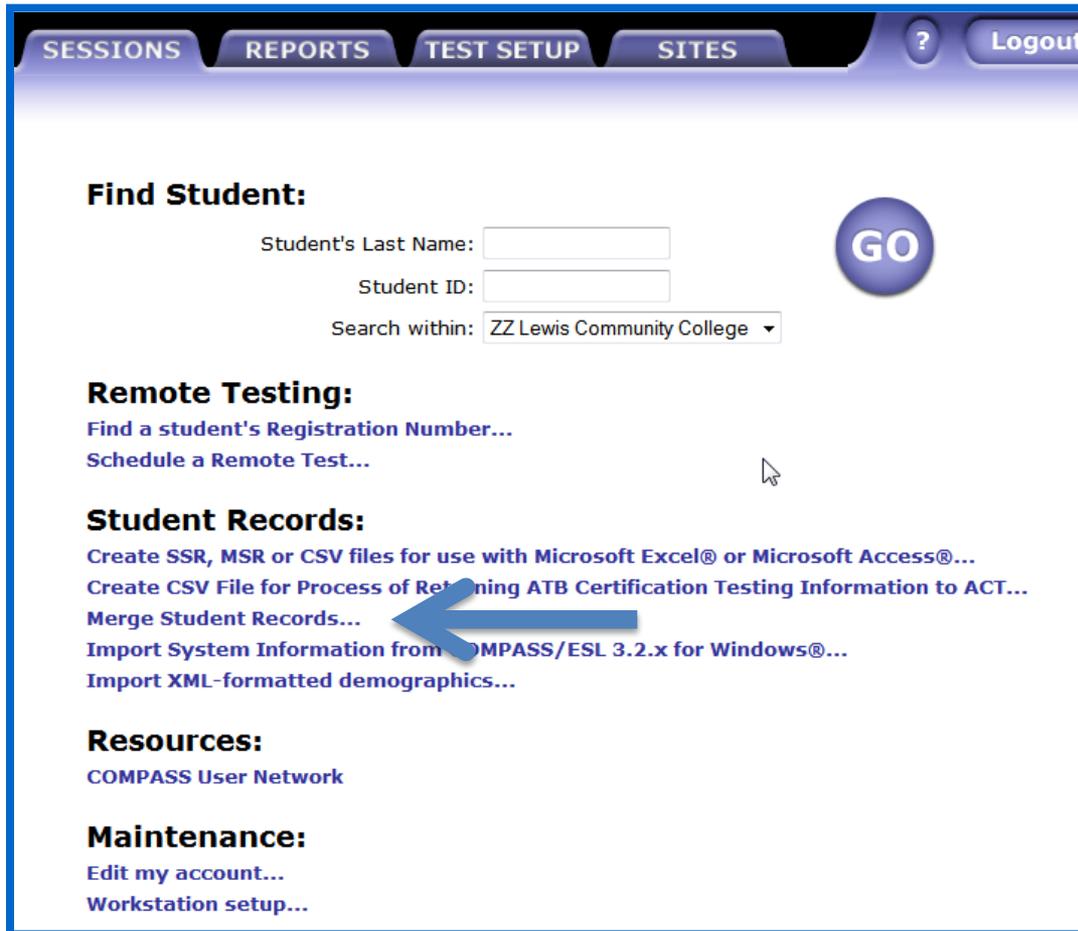
[Create SSRs](#)
[← Back to Sessions](#)

- These files allow student data to be transferred to a third party system. (e.g.Banner)
- The customer selects a date range, the specific test centers and the file type.



Basic Functions: Sessions Tab

The Sessions Tab; “Student Records” features; Merging Student Records

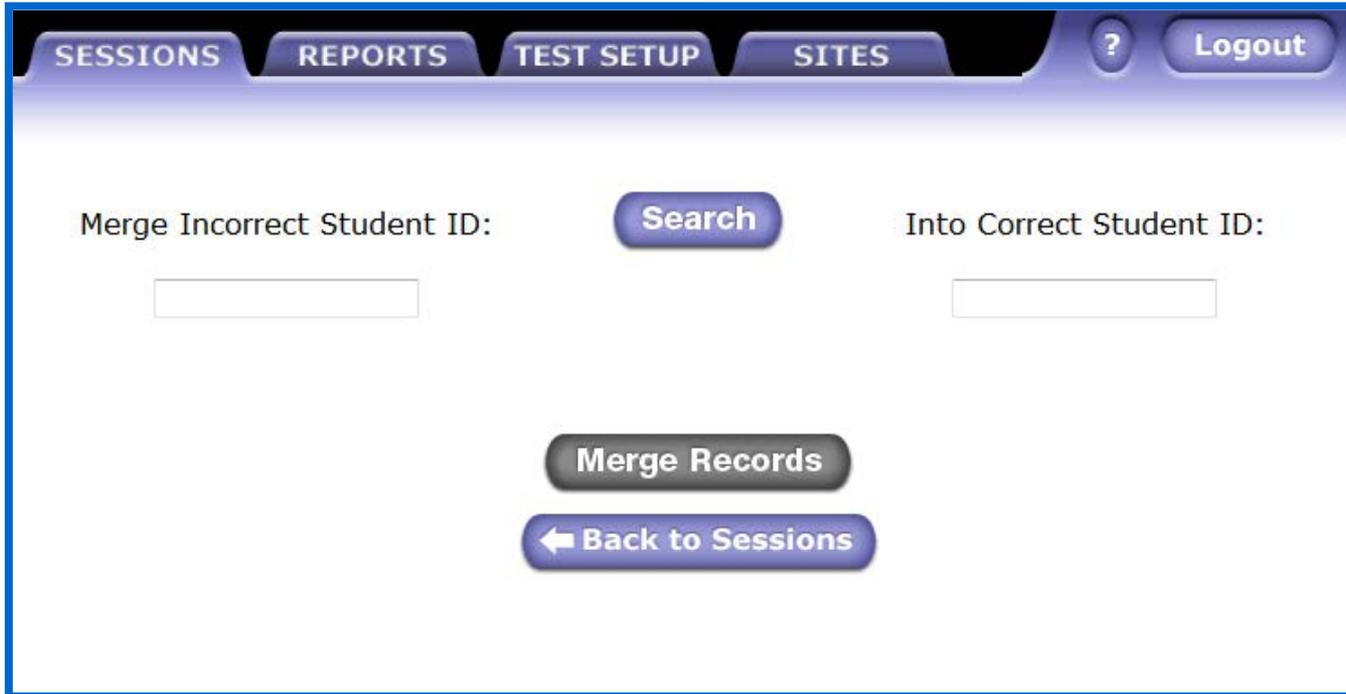


- When student records are accidentally created under 2 or more Student IDs, the files can be integrated by using the new merge tool.



Basic Functions: Sessions Tab

The Sessions Tab; “Student Records” features; Merging Student Records



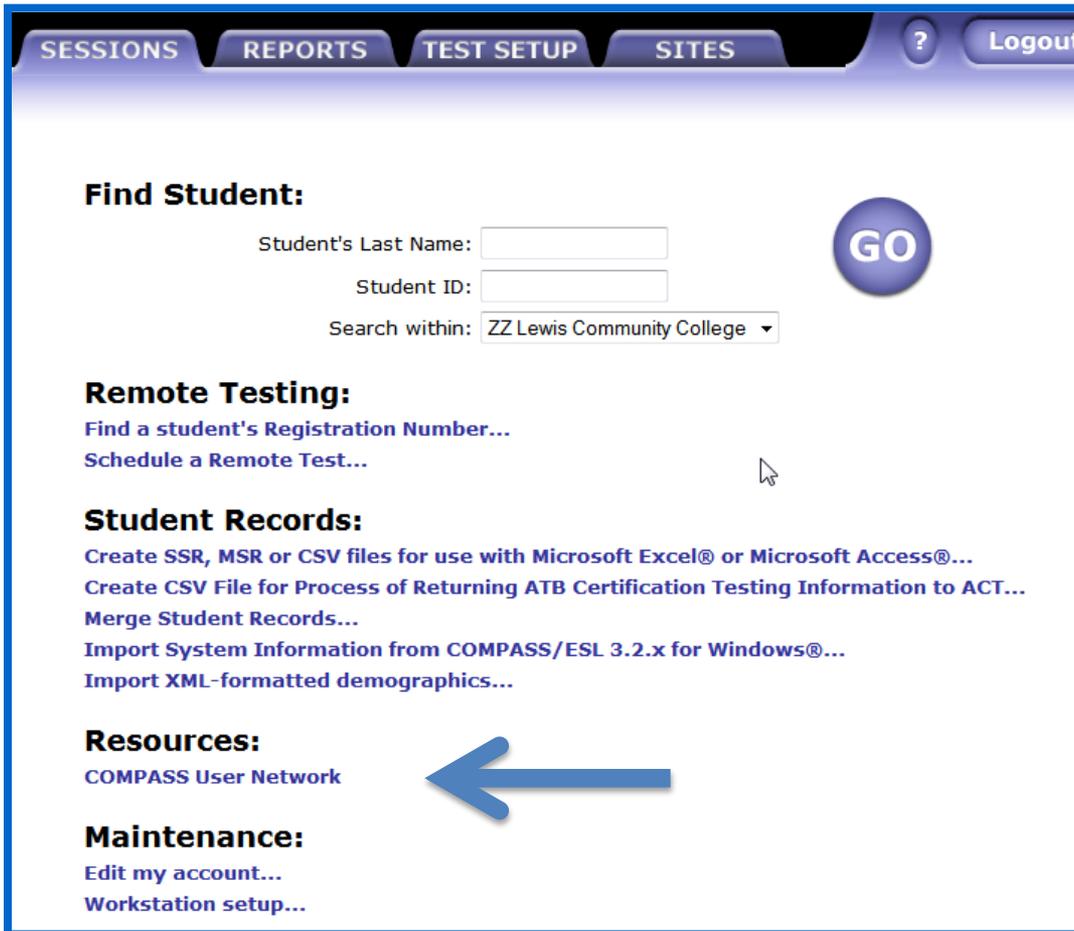
The screenshot shows the COMPASS web application interface. At the top, there are navigation tabs: SESSIONS, REPORTS, TEST SETUP, and SITES. To the right of these tabs are a help icon (?) and a Logout button. The main content area is titled "Merge Incorrect Student ID:" and "Into Correct Student ID:". Below each title is a text input field. A "Search" button is positioned between the two input fields. Below the input fields, there is a "Merge Records" button and a "← Back to Sessions" button.

You must first select the “Search” option. This assures that the correct data is displayed before items are merged.



Basic Functions: Sessions Tab

The Sessions Tab; “Resources”; The Compass User Network



SESSIONS **REPORTS** **TEST SETUP** **SITES** ? Logout

Find Student:

Student's Last Name:

Student ID:

Search within:

GO

Remote Testing:

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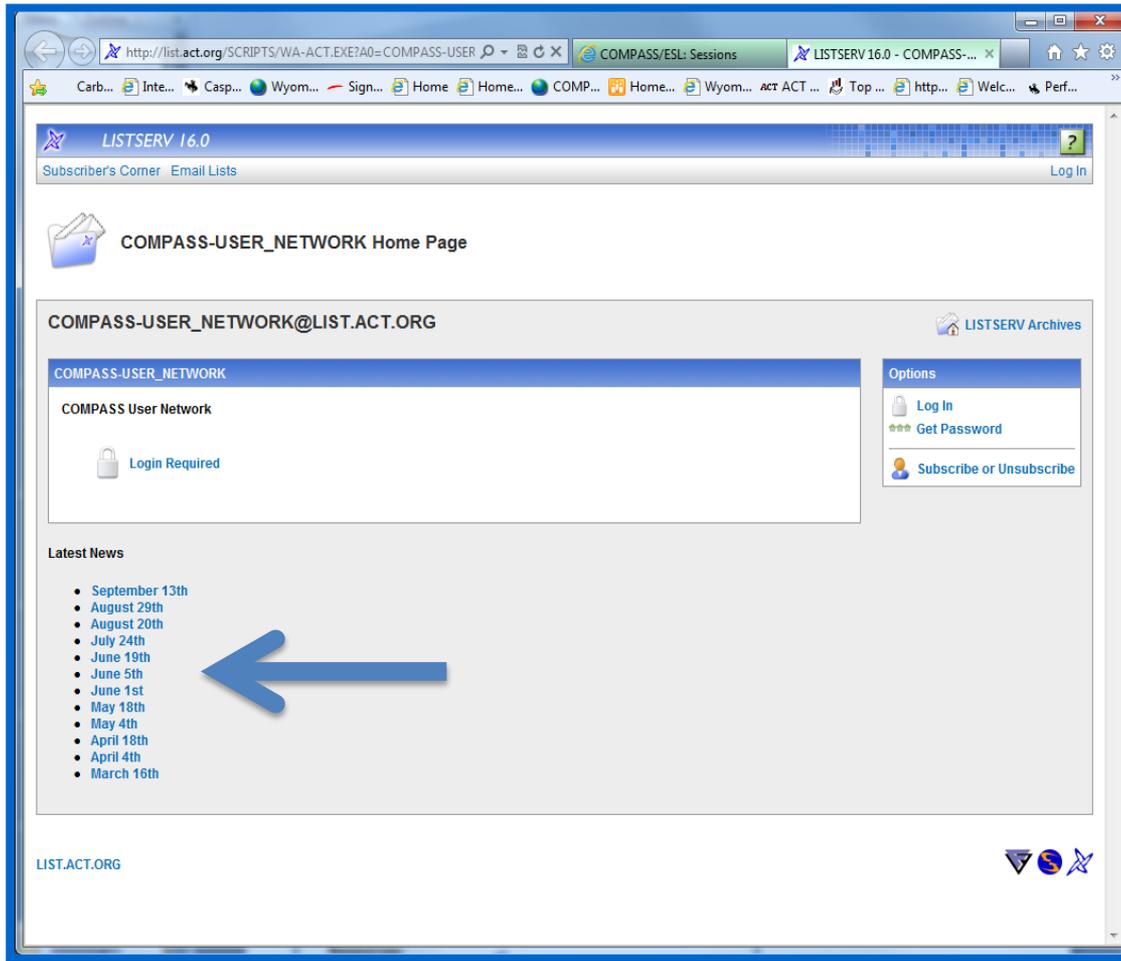
[Workstation setup...](#)

- This feature is part of the ListServ communication network.
- Compass Community correspondence and global messages from ACT are archived here.



Basic Functions: Test Setup Tab

The Test Setup Tab; Local Measures



- Correspondence is listed from most recent materials to earlier posted materials.



Basic Functions: Test Setup Tab

The Test Setup Tab; Local Measures

Test Packages
Placement Messages
Diagnostic Messages
Local Measures
Import Test Setup



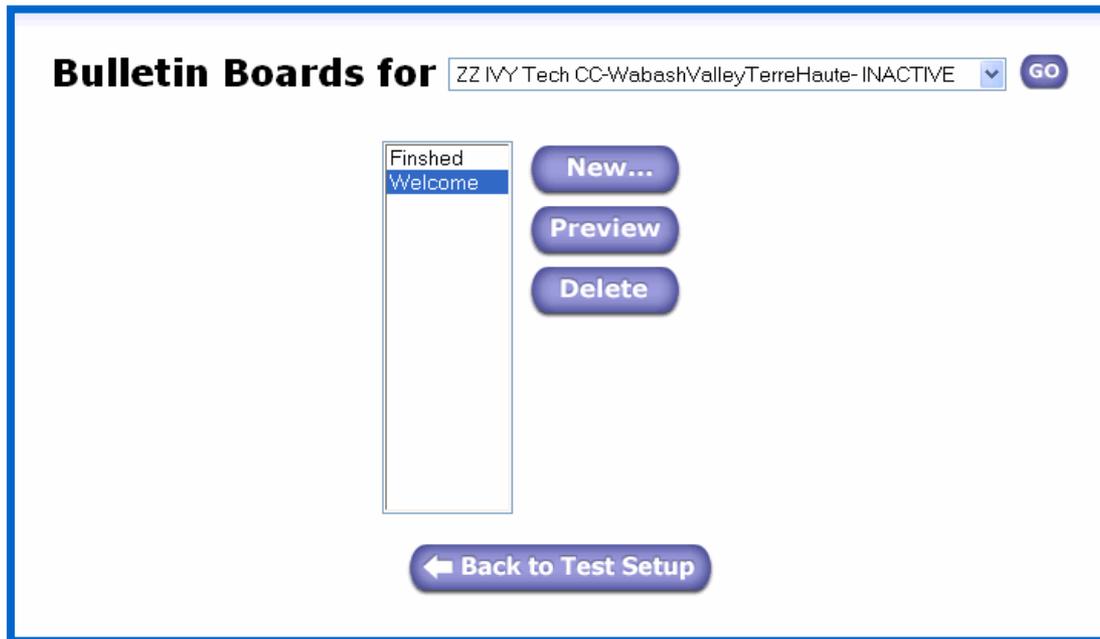
***Data used by
Test Packages:***
Bulletin Boards
Majors & Major Groups
Local Demographic Items:
Multiple Choice
Numeric Response
Campus Resources
Transfer Institutions
High Schools

- Previous test scores and other local assessment information can be integrated into the SIR by selecting the Local Measures feature.



Basic Functions: Test Setup Tab

The Test Setup Tab; Bulletin Boards



- Bulletin boards allow a site to create a custom message.
- This message can be delivered at the start or the end of a test.

