

COMPASS[®]



User Guide

Module 11: Upgrading from Windows to the Internet Version

Module 11 provides information on how to upgrade from the COMPASS Windows version to the Internet version.

Refer to *Module 4: Managing Your Account, Part IV Managing Your Units* for the following procedures:

- Viewing your units
- Viewing your unit usage
- Buying units
- Transferring units

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Part I Current Windows Version Users

The following information pertains to ensuring your Windows version is up-to-date. You must be using the 3.2.4 version to be able to import your current setups into the Internet version.

- Verify your campus is using COMPASS Windows version 3.2.4, that includes Update 4. View the lower right of the Windows opening/main screen. Ensure it displays: *Version 3.2.4*.
- If your college has *not* upgraded to version 3.2, install version 3.2 using the CD that was provided to all sites in April 2003.
- If you have *not* applied Update 4 to your Windows version 3.2, access the COMPASS website at the following url and complete the following steps:

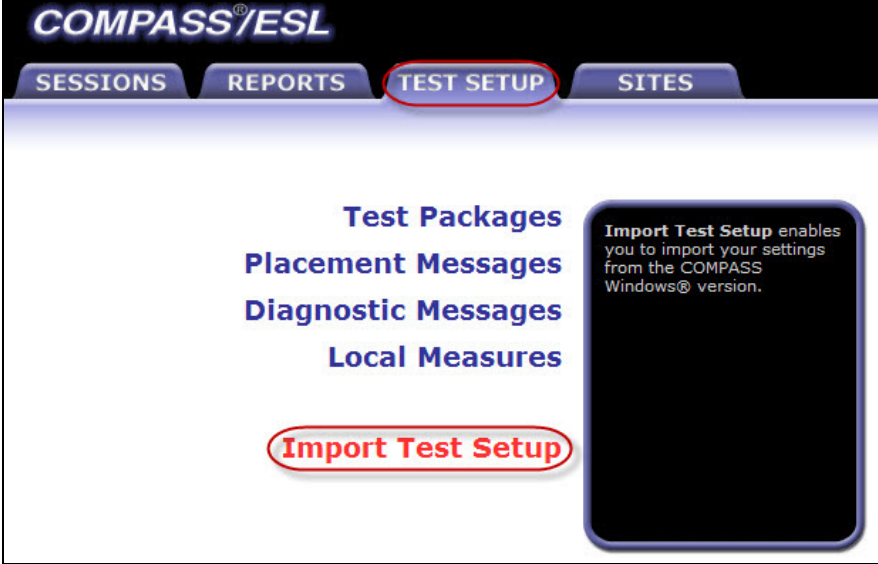
www.act.org/compass/tech/windows.html

Step	Action
1	<p>Click the Software Updates link.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NEW! Software Update 4 for COMPASS 3.2 (Windows Version) All campus clients who are using Version 3.2. (Windows Version) should download and apply an update that corrects several known issues in the system. Update 4 includes the contents of Updates 1–3, plus additional fixes and features. Update 4 is designed so that it can be applied to Windows Versions 3.2, 3.2.1, 3.2.2, and 3.2.3, updating all of these earlier versions to Version 3.2.4.</p> <p>Please go to the Software Updates page. Access to the update page is available for current customers. Contact your nearest ACT office to receive an authorized user name and password if you have not already received one.</p> </div> <p><i>Result:</i> A login window displays.</p>
2	<p>Type the following, in caps, in the appropriate fields:</p> <ul style="list-style-type: none"> • User name: <i>COMESL-UPDATE</i> • Password: <i>UPD1270</i> <p>Click OK.</p>
3	<p>Follow the instructions on the Software Updates screen to update to 3.1, 3.2, and 4, if applicable.</p>

Part II Importing Information from Windows to the Internet Version

The COMPASS Internet version includes the capabilities to move two types of information from the Windows version 3.2.4 into the Internet version in two separate stages:

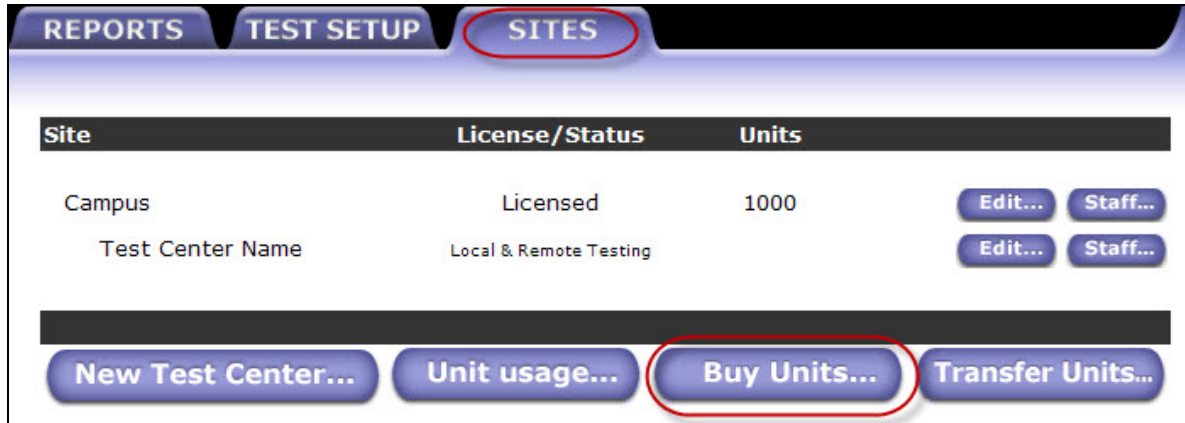
- 1) **Importing System Setups:** This option allows you to move the majority of your current setups (test administration modes, cut scores, placement messages, local items, high school/college lists, etc.) from your Windows version 3.2.4 into the Internet version.

Step	Action
1	<p>Click the Import Test Setup link on the TEST SETUP tab.</p> 
2	<p>Review the information on the To upload a System Directory screen. Click OK.</p> <div data-bbox="381 1234 1344 1774" style="border: 1px solid black; padding: 10px;"> <p>To upload a System Directory</p> <p>Click OK. You will be prompted to choose a system directory, which will then be uploaded to ACT. Please be patient, as these can be large files.</p> <p>NOTE: The function for uploading Student Directories (moving testing records for students tested in the Windows system to the Internet system) has been discontinued by ACT.</p> <p>When you are asked whether you wish to upload a Student Directory, click "No" to continue.</p> <p>Next, you will be asked if you would like to upload your eWrite essays, click "No".</p> <p>You cannot import any records from a previous version of COMPASS/ESL for Windows without first upgrading to version 3.2.1 or higher.</p> <p>You cannot upload a system directory while running a student report.</p> <p>Please do not use the browser "BACK" button! If you want to quit the upload process use the cancel buttons on this page and in the dialogs.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p><i>Result:</i> The Would you like to upload a system directory? window displays.</p>

Step	Action
3	<p>Click Yes.</p> <p><i>Result:</i> A Browse for Folder window displays.</p>
4	<p>Locate the following file: COMPASS\Readwrit\SystemDB. Click OK.</p> <p>NOTE: The folders/file is usually located on the C: drive.</p> <div data-bbox="380 506 915 1054" style="border: 1px solid gray; padding: 5px;"> </div> <p>NOTE: Import your system setups from version 3.2.4 into the Internet version before setting up additional test centers, beyond your first test center for your main campus.</p>

2) Test Units:

- Units can be purchased online (on the **SITES** tab, click **Buy Units**). Units are added by ACT into your COMPASS Internet version account within one business day. Refer to *Module 4: Managing Your Account, Part IV Managing Your Units* for detailed procedures.



- Units can be purchased using the standard paper COMPASS Order Form. Contact Customer Service Support (see [Page 6](#)) for the form. Units are added by ACT into your COMPASS Internet version account within one business day.
- Units can be imported from your current Windows version 3.2.4 into the Internet version using a units disk (3.5" disk provided by Customer Service Support) or directly from your existing COMPASS directory.

NOTES:

- This process requires access to *Power User* or *Administrator* level rights the first time (on a specific workstation) you attempt to transfer units from a Windows units disk or from your existing COMPASS Windows installation directory. Consult your IT staff to determine if you have this privilege/right or ask them to perform this task for you the first time.
- To perform preliminary trials of the Internet version, type *11111* and any following characters or *111-11* and any following characters on the student start/main screen in the password field. If you use this password, there is *no* charge to your college and it avoids using your units, until you are ready to test students.

Part III Additional Resources

The following are additional resources:

- **Online Help:** Click on the (?) icon in upper right hand corner of each screen. This opens the software manual specific to the options available to you on the screen.



- **Support Services:** If you require ACT assistance, contact the appropriate COMPASS resource listed in the table below.

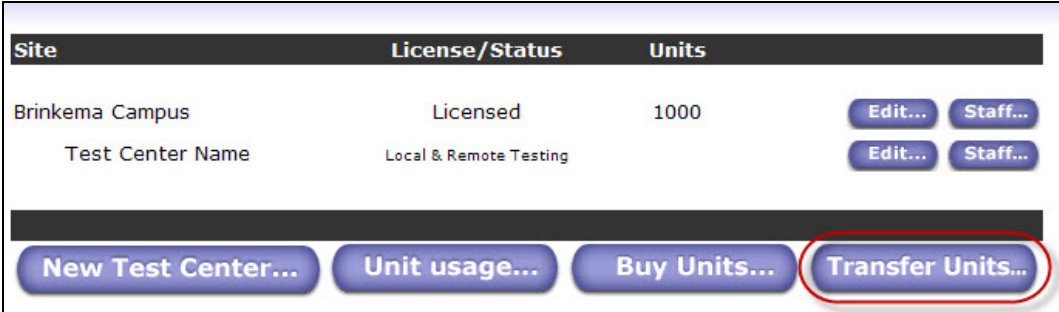
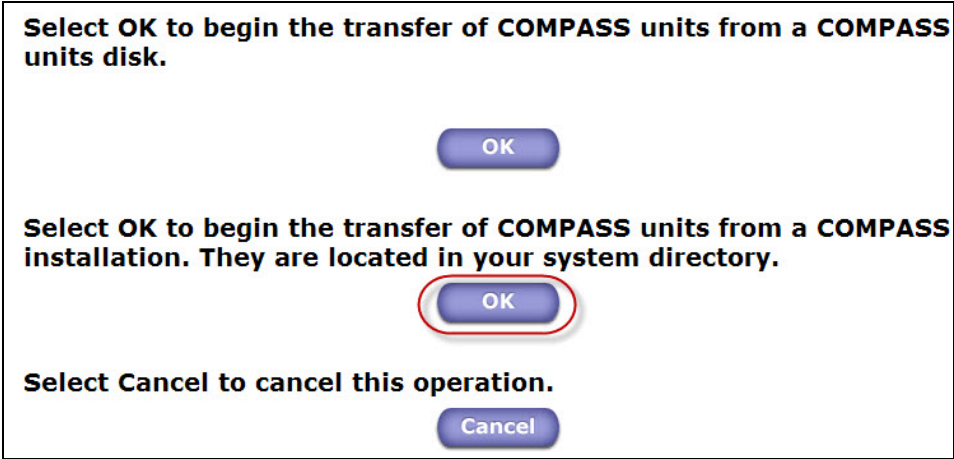
For this service:	Please contact:
Ordering or Billing status inquiries	ACT Customer Service 8:30 a.m. – 5:00 p.m. CST, M-F (800) 645-1992 (follow the prompts) compass@act.org
Help with installation, launch, browser, and technical issues	ACT Help Desk 24 hours a day/7 days a week (800) 645-1992 (follow the prompts) acthelpdesk@act.org
Participate in or request data from ACT's research services (Entering Student Descriptive Report, Returning Student Retention Report, Course Placement Service, etc.)	ACT Research Services 8:30 a.m. – 5:00 p.m. CST, M-F (800) 645-1992 (follow the prompts) compass@act.org
Ordering units, changes to site status or site information, license renewal or cancellation; have your remote test center listed in the directory	ACT Customer Service 8:30 a.m. – 5:00 p.m. EST, M-F (800) 645-1992 (follow the prompts) compass@act.org
Implementation ideas, training, questions about operational features or content-related issues	Your ACT Regional Office www.act.org/contacts/field.html

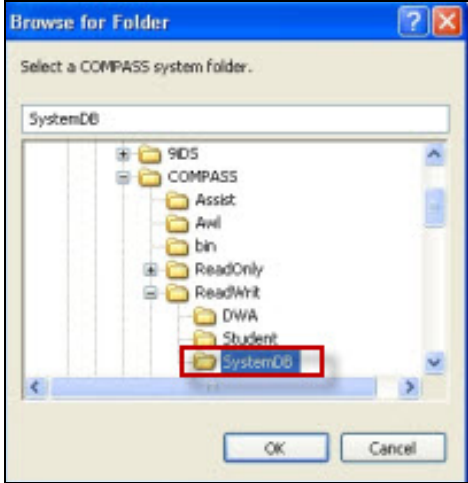
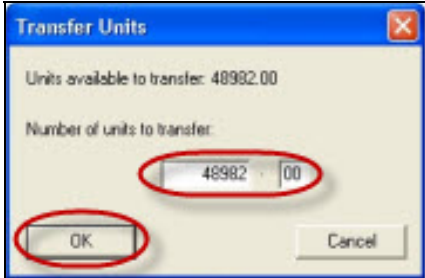

Part IV Transferring Units

Complete the following to transfer Window version units to the Internet version.

IMPORTANT:

- You can *not* transfer Internet units back to the Windows version.
- You can *not* transfer units between campuses in a system.

Step	Action
1	Log into COMPASS. Type the Staff ID and password. Click Login! <i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.
2	Click the SITES tab. NOTE: The SITES tab does <i>not</i> display if the staff member does <i>not</i> have administrative rights to at least one of the functions on the tab.
3	Click Transfer Units . 
4	Review the three options. Click the second OK to transfer units from a directory.  <i>Result:</i> A Browse for Folder window displays.

Step	Action
5	<p>Locate the following file: COMPASS\Readwrit\SystemDB. Click OK.</p> <p>NOTE: The folders/file is normally located on the C:\ drive.</p>  <p><i>Result:</i> The Transfer Units window displays the number of units available to transfer.</p>
6	<p>Type the number of units you want to transfer in the transfer field. Click OK.</p> <p>NOTE: You can transfer some or all of the available units.</p>  <p><i>Result:</i> The Upload complete window displays the number of units that were transferred.</p> 
7	<p>Click OK.</p>