COMPASS®

User Guide

Module 3: Installing COMPASS

Module 3 provides the steps to install COMPASS on the workstations at your test site. After installing the software you will be able to do the following:

- Create staff accounts
- Set up and administer tests
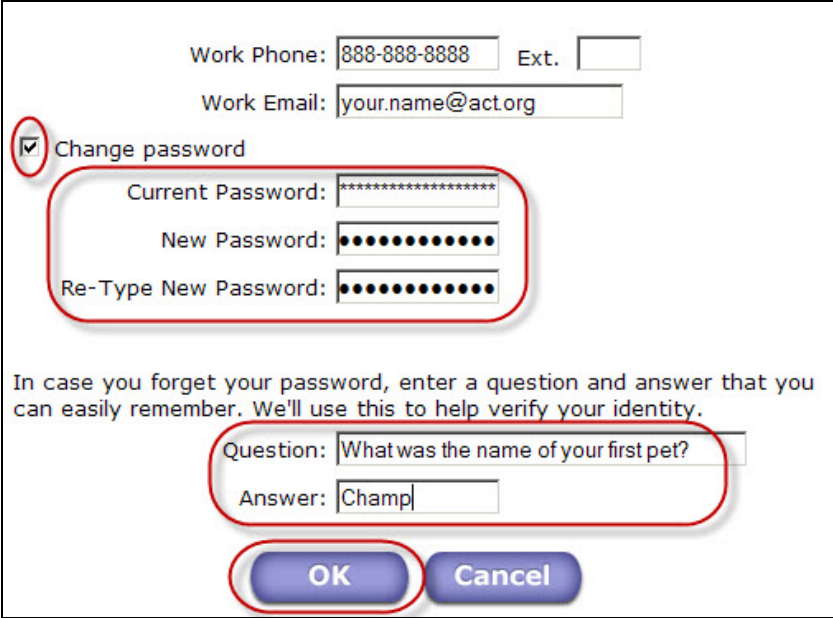- Perform all other program functions

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Part I   Setting Up the Campus Site (Campus Administrator)

Complete the following to access COMPASS.

Step	Action
1	Locate the *Welcome* email, sent from ACT, that contains the following information: ● COMPASS URL (www.compass.act.org) **NOTE**: Bookmark the URL. ● Staff ID ● Initial password
2	Log into COMPASS. Type the Staff ID and password. Click **Edit My Account**. *Result*: The change password screen displays.

Step	Action
3	Select the **Change password** checkbox. Work Phone: 888-888-8888 Ext. Work Email: your.name@act.org ☑ Change password Current Password: ****************** New Password: ●●●●●●●●●●●● Re-Type New Password: ●●●●●●●●●●●● In case you forget your password, enter a question and answer that you can easily remember. We'll use this to help verify your identity. Question: What was the name of your first pet? Answer: Champ OK Cancel
4	Type the current password in the **Current Password** field. Type a newly created password in the **New Password** and **Re-Type New Password** fields.
5	Type a created question in the **Question** field and type the answer to that question in the **Answer** field. **NOTE**: The question and answer verifies your identity if you forget the password. Click **OK**. *Results*: ● An email is sent to you with the new password. Keep the password and your Staff ID confidential. ● The **Staff Administrative Login** screen displays.
6	Type the Staff ID and the newly created password. Click **Login!** *Result*: The **New Campus Setup Wizard** screen displays.

Complete the following to set up your Campus and Test Center.

Step	Action
1	Type the Test Center name in the **Test Center Name** field. **NOTE**: The name displays on the student test reports as it was entered. **New Campus Setup Wizard** Welcome to the Internet version of COMPASS/ESL! Before you get started, you'll need to set up a few things by completing this form. We've prefilled the information you gave us upon initial signup, but if any of it is incorrect, please feel free to correct it. (If you ever need to edit this information later, it's always available in the "Sites" tab.) **Note: all fields are required to be completed.** **1. Name your Campus and Test Center** In the COMPASS/ESL Internet version, a "Campus" is an administrative body that governs one or more Test Centers. A Test Center is a facility where COMPASS/ESL tests are administered. We'll set up a Test Center for you using the same contact information as what you supply for the Campus below. Campus Name: **Campus** Test Center Name: Your test center name
2	Type the appropriate information in the **Campus Coordinator** fields. **NOTE:** All the fields must be populated. **2. Enter Your Campus Contact Information** **Campus Coordinator** Your Campus Coordinator will be ACT's primary contact person for the Campus. First Name: Your Last Name: Name Job Title: Coordinator Address Line 1: 11350 McCormick Road Address Line 2: EP1 Suite 200 City: Hunt Valley State/Province: Maryland ZIP Code (U.S.A): 21031 Postal Code (Other): Country: United States Phone: 888-888-8888 Ext. Fax: 888-888-8888 Email: your.name@act.org

Step	Action
3	Type the appropriate information in the **Technical Support Coordinator** fields. **NOTE:** All the fields must be populated. **Technical Support Coordinator** Your Technical Support Coordinator will be ACT's contact person for any technical problems that may arise, such as network outages or workstation setup issues. First Name: Your Last Name: Name Job Title: Coordinator Address Line 1: 11350 McCormick Road Address Line 2: EP1 Suite 200 City: Hunt Valley State/Province: Maryland ZIP Code (U.S.A): 21031 Postal Code (Other): Country: United States Phone: 888-888-8888 Ext. Fax: 888-888-8888 Email: your.name@act.org
4	Confirm that the information populated in the **Confirm Your Staff Member Account** section is correct. Correct the information if it is *not* correct. Click **Continue.** **3. Confirm Your Staff Member Account** In COMPASS/ESL, a "Staff Member" is someone who has a COMPASS/ESL Staff ID and Password that allows them to log in to COMPASS/ESL. Normally, setting up a new Staff Member includes assigning certain access rights that limit what the person is able to do in COMPASS/ESL. However, since this is the first Staff Member account, we will automatically give it full access. You can add more Staff Members in the Sites tab. First Name: Your Last Name: Name Staff ID: jibrinkema Work Phone: 888-888-8888 Ext. Work Email: your.name@act.org Continue ➡ Cancel *Result*: The **New License Setup Wizard** screen displays.

Complete the New License Setup Wizard procedure.

- You can *not* access the **New License Setup Wizard** after the initial setup. Only the test and campus information can be changed on the **SITES** tab. (Click **Edit**). Due to database constraints, the Student ID format and print option cannot be edited once they are selected.

- To change the Student ID format or to change the print option previously selected, you will need to call ACT Customer Service at (800) 645-1992 (001-319-337-1963 if outside of the United States). Follow the prompts to reach Customer Service staff. Or send an email to compass@act.org.

Step	Action
1	Select the **Print Student ID on Standard Individual Reports and e-write Responses** checkbox to have the Student IDs print on the reports. **New License Setup Wizard** As a licensed Campus, you'll need to set up a few more things. Note that all information except the Student ID format can be edited in the "Sites" tab of COMPASS/ESL. If you wish to modify the format of your institution's Student ID, you must contact ACT Help Desk. **1. Student IDs** ☐ Print Student ID on Standard Individual Reports and e-Write Responses
2	Click one of the following radio buttons to select which format to use for the Student ID: - **Use student's Social Security Number as Student ID** - **Use custom-formatted Student ID:** Click the **Number Characters in Student ID** drop-down to change the number of characters allowed (*20* is the maximum). **NOTE**: If custom-formatted is selected, specify one of the formats for the first 5 or 6 characters so you can perform preliminary testing without using units: *11111* or *111-11*. ○ Use student's Social Security Number as Student ID ● Use custom-formatted Student ID: Number of Characters in Student ID: 9 Character: 1 — This character: — 1 Character: 2 — This character: — 1 Character: 3 — This character: — 1 Character: 4 — This character: — 1 Character: 5 — This character: — 1 Character: 6 — Any number or letter Character: 7 — Any number Character: 8 — Any letter / Any number or letter Character: 9 — This character: / Space

Step	Action
3	Click **Browse** to select a location to store the Single Student Records (SSRs). **NOTE:** Do *not* store the SSRs on the *C:\drive* because the records can be viewed by anyone who uses the workstation. **2. SSR Location** COMPASS/ESL for Internet can create SSR files at the end of a testing session or through the reports generation process. Please choose a location on your workstation or network where these files will be stored. I:\testServiceDeskRepository\ Browse
4	Type the desired lowest number of units in the **First** and **Second notification** fields. **Result:** The system sends the Campus Coordinator a low unit email notification when the unit number falls below the amounts listed. **3. Low-Unit Notifications** When any of your Test Centers administer a COMPASS/ESL test, it costs the Campus a few Units. If you run out of Units, your Test Centers cannot administer tests. A low-unit notification email will be sent to your Campus Coordinator when the number of Units falls below the amounts listed below. First notification at: 100.0 Units Second notification at: 50.0 Units
5	Click one of the following radio buttons: • **Inactive:** for a Test Center that can *not* access student records or perform testing. Use for off-campus Test Centers with preferred testing windows of operation. • **Active:** for a Test Center that can access student records and test students. **4. Test Center Status** ○ Inactive - no access to student records and no testing ⊙ Active - has access to student records and provides:

Step	Action
6	Select the **Remote testing** checkbox if the Test Center offers remote testing. Go to *Step 7*.
	NOTE: Local testing is always selected. If your licensed Campus is *not* offering remote testing, go to *Step 12*. (Preview sites are ineligble for remote testing.)
	☑ Local testing ☐ Remote testing A remote test is a COMPASS/ESL test taken at another school's Test Center. ACT highly recommends allowing remote testing because it enables students to test closer to home and at more convenient times. Administering a remote test will not cost you any Units, and the test results will be stored at the campus who scheduled the remote test.
7	Type the cost of the test in the **Fee students must pay to take remote test** field.
	NOTE: A suggested amount is $15-20.00.
	Fee students must pay to take remote test: $ 15.00
8	Select the checkbox for the method of payment(s) accepted, in the **Accepted payment methods** section.
	Accepted payment methods: ☑ Cash ☑ Check ☑ VISA ☑ MasterCard ☐ Discover ☐ Amex
9	Type the hours of operation in the **Hours Test Center is open** field.
	Hours Test Center is open: 8:00-5:00
10	Select the **Require an appointment to take a remote test at this Test Center** checkbox, if the students must make an appointment to take the test.
	Type the information in the **Name**, **Phone**, and **Email** fields.
	☑ Require an appointment to take a remote test at this Test Center To schedule an appointment, students should contact: Name: Your Name Phone: XXX-XXX-XXXX Ext. Email: your.name@act.org

Step	Action
11	**OPTIONAL:** Type the following information in the **Additional instructions for remote testing students** box. E.g.: • Items students should bring with them (picture ID, payment, registration email, etc.) • Time to arrive prior to testing • What building to go to • Where to park • Whom to call with questions **NOTE**: The additional instructions are emailed to each student when they register for remote testing at your site. Additional instructions for remote testing students: Students bring the following items with you:
12	Click **Continue**. *Result:* The **COMPASS/ESL Quickstart Guide** displays.

Part II Setting Up the Testing Workstations (IT Staff)

Complete the following procedure to set up the testing workstation.

Step	Action
1	Review the four technical documents listed below. The documents are located at the following URL: www.act.org/compass/tech/index.html **Technical Support for COMPASS® Internet Version** Technical Support for COMPASS for Windows **Documentation** • Technical Specs *(Revised May 2010 for Internet Explorer 8 and Windows 7)* Minimum workstation requirements and settings needed to install COMPASS • Technical Checklist *(Revised May 2010)* Things to watch for as you install COMPASS • Installation Guide *(Revised May 2010 for Internet Explorer 8 and Windows 7)* Step-by-step instructions for installing COMPASS • Supplemental Guide for XP Service Pack 2 *(Revised May 2010)* Preliminary installation steps to follow if your workstation is running Windows XP
2	Review and select one of the following four options provided in the table below for downloading the secure browser and the COMPASS files.

Option	Description	Steps performed on each workstation
A	**Set up one workstation at a time.** Download the secure browser and test files from the Internet to each workstation. These activities may take 5–20 minutes per workstation depending on local bandwidth, the speed of the Internet connection, and the volume of traffic.	Complete *Steps 1-7* on *pages 12-13*.
B	**Distribute from a server to all workstations on a network.** Download the browser and test files to your server and distribute to your workstations.	Complete *Steps 1-5* on *pages 12-13*. **NOTE**: In *Step 4* click **Do not download anything.**
C	**Distribute by using a disk imaging application.** Download the browser and test files to a PC, make a disk image of the data, and install the data on the other workstations.	Complete *Steps 1-5* on *pages 12-13*. **NOTES**: ● In *Step 4* click **Do not download anything.** ⓘ Register the MAC address on each individual machine after the imaging is complete. This must be done for the testing to work correctly.
D	**Burn a CD of the downloaded browser and test files and use it to set up each workstation.** This is useful for remote Test Center installations	Complete *Steps 1-5* on *pages 12-13*. **NOTE**: In *Step 4* click **Do not download anything.**

Complete the following to download the software on a workstation.

NOTES:

- Sites using security products like **Deep Freeze** or **Centurion Guard** must disable the applications in order to download the COMPASS software.

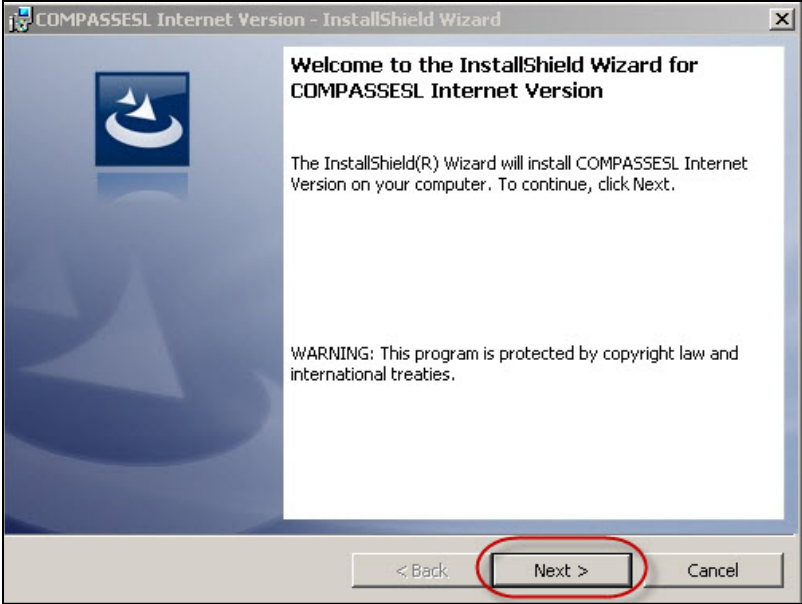- Download the files at off-peak times to avoid Internet delays.

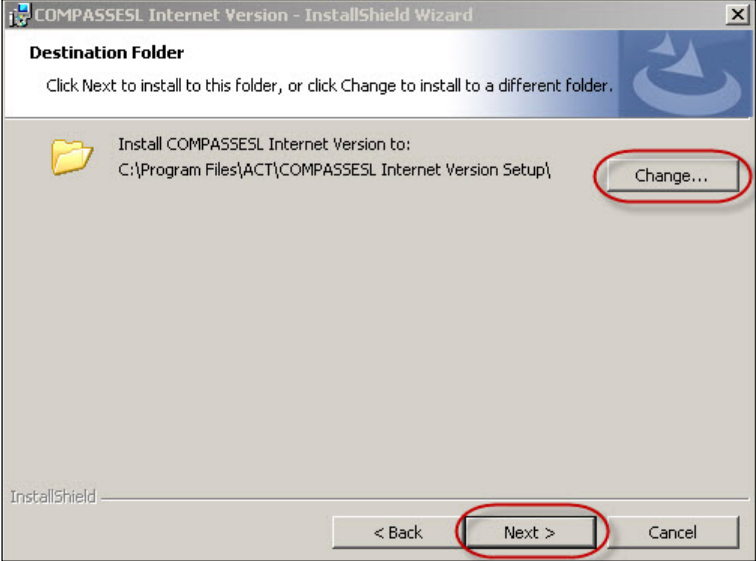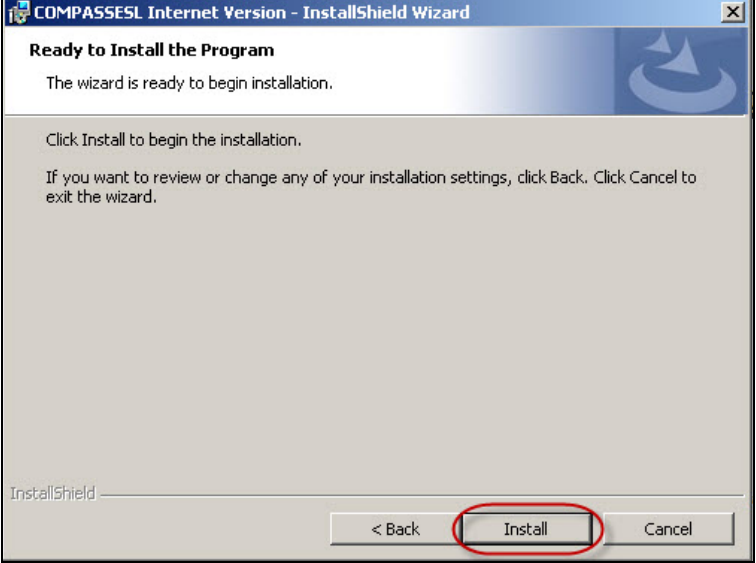| Step	Action
1	Log into COMPASS. Type the Staff ID and Password. Click **Workstation Setup**. Do not click *Login!* **Staff Administrative Login** Staff ID: yourloginname Password: ●●●●●● Login! Edit My Account Workstation Setup Login Help *Result:* The **Workstation Setup** screen displays.
2	Click the **Get MAC Address** link. **NOTE**: MAC stands for Media Access Control. **Workstation Setup** The workstation setup process requires a login that has a minimum of Power User rights. Please refer to the Technical Specifications and Browser Settings section of the **Workstation Setup and Installation Guide** for further details, or for help with initial setup. **Step 1** Select the "Register" option below, and then select "**Get MAC Address** for this computer." Choose "Unregister" only if you wish to Unregister this workstation. Status: ◉ Register ○ Unregister MAC Address: 00 22 19 FF 73 2D Get MAC Address for this computer. *Result:* The address displays in the **MAC Address** field.

Step	Action
3	Click the following link(s) to download the program(s) on the workstation, if they are *not* already installed: • **Java Virtual Machine** • **Windows Media Player** **Step 2** If this is the first time you are registering this workstation, download any of the following files that are needed for this Workstation. (Each of these links will open in a new window so you can download and install the needed files without leaving this page.) • Java Virtual Machine (needed to use e-Write) • Windows Media Player (version 9.x, 10.x, or 11.x) *Result:* A separate window displays with the download information.
4	Click one of the following options: • **NEW COMPASS Workstation** • **CURRENT COMPASS Workstation** • **Do not download anything** **Step 3** Select from the COMPASS/ESL file download options below to set up this Workstation. The first two options are compatible with both Windows 7 and Internet Explorer 8. ○ **NEW COMPASS Workstation**: If your site has never installed COMPASS on this workstation, select this option to download Test Launcher and COMPASS/ESL files (76 MB total). ○ **CURRENT COMPASS Workstation:** Select this option to update this workstation with the Spring 2010 version of COMPASS. ○ Do not download anything: Select this option if you have already downloaded the COMPASS installer file.
5	Click **OK.**
6	Click **Save** on the **File Download** window. Select the location where the application is to download. Click **Save**.
7	Click the **Back to Login** link when the download is complete. Please keep this computer on and connected to the internet until the download is complete. Once the download is complete, please go Back to Login.

Installing the Software

Complete the following to install the COMPASS files on each workstation.

NOTE: You must have *Power User* or *Administrator* rights in order to install the files.

Step	Action
1	Locate the file that downloaded in the previous procedure.
	Filename: ***COMPASSInternetVersionFull.exe***
	NOTE: The Icon displays on Desktop, if the Desktop was selected as the location to save the file.
2	Double-click on the file to start the installation.
	Result: The **InstallShield Wizard** screen displays.
3	Click **Next** on the **Welcome** screen.
	Result: The **Destination Folder** screen displays.

Step	Action
4	Click **Change** to change the default destination of the downloaded file. Click **Next**.
5	Click **Install**. *Result*: The **InstallShield Wizard Completed** screen displays.
6	Click **Finish**.
7	Restart the computer (**Start** | **Shut Down** | **Resart**).
8	Verify the **COMPASS Test Launcher** icon displays on the Desktop.