



User Guide

Module 4: Managing Your Account

Module 4 provides information on how to manage your COMPASS account. The guide contains the following information:

- How to set up your Test Center.
- How to add staff with rights to manage your system at both the Campus and Test Center levels.
- How to buy units online and how to monitor your unit usage.

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Part I Administrator's Roles and Rights

The following are the two types of Administrators and the rights associated with each role.

- **Campus Administrators:** Responsible for setting up the overall rules and procedures for a Campus and all of the associated Test Centers. They can set up Test Centers both on and off-campus (i.e., at local high schools).
- **Test Center Administrators:** Associated with a specific Test Center owned by the Campus.

The following table shows the tasks that the Campus and Test Center Administrators have the right to perform in managing a Campus or Test Center.

Site Management Rights*	Campus Level	Test Center Level
Edit site contact information	✓	✓
Create/edit/delete staff members	✓	✓
Run unit usage report	✓	✓
Purchase or transfer units	✓	
Create Test Centers	✓	
Activate remote testing		✓

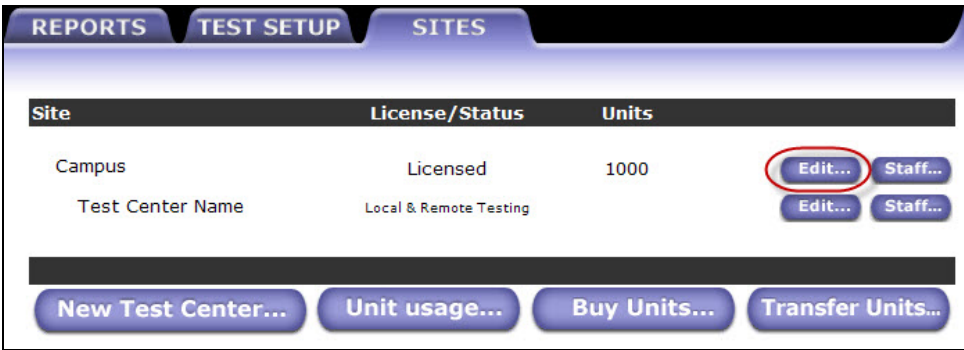

* Default rights for the roles

Part II Managing Your Campus Account

Complete the following to review, add, or edit existing Campus information.

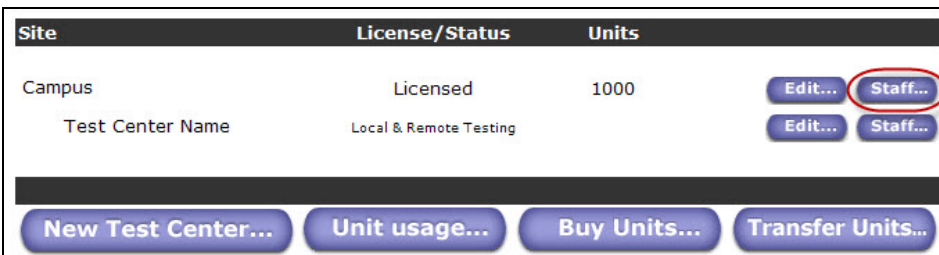
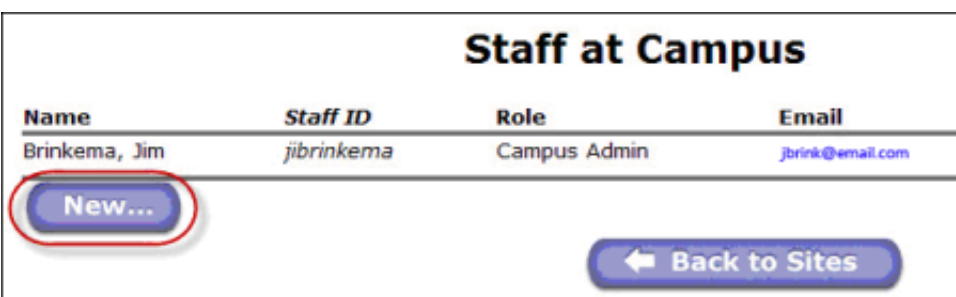

NOTE: The amount of information displayed is based on the user rights assigned to you.

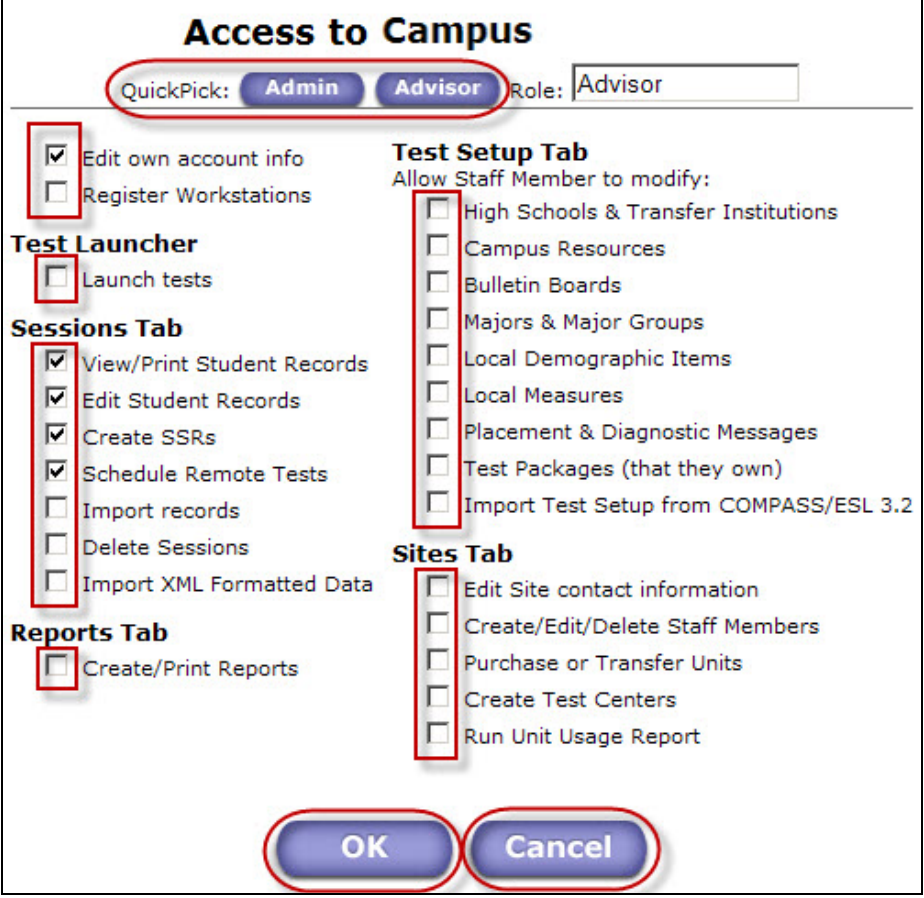
Step	Action
1	<p>Locate the <i>Welcome</i> email sent from ACT that contains the following information:</p> <ul style="list-style-type: none"> COMPASS URL (www.compass.act.org) NOTE: Bookmark the URL. Staff ID Initial password: You will be prompted to change your password after logging in the first time.
2	<p>Log into COMPASS. Type the Staff ID and password. Click Login!</p> <div data-bbox="410 802 998 1192" data-label="Form"> </div> <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.</p>
3	<p>Click the SITES tab.</p> <p>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.</p> <div data-bbox="410 1442 1369 1610" data-label="Image"> </div>
4	<p>Review the information on the SITES tab for accuracy.</p> <p>See <i>Appendix</i>, Examining the SITES Tab, Page 32 for the screen options.</p>

Step	Action
5	<p>Click Edit to view or edit the Campus information.</p>  <p><i>Result:</i> The Campus setup screen displays.</p>
6	<p>View your license expiration date.</p> 

Step	Action
7	<p>View or edit the following three sections in the Contact Information area:</p> <ul style="list-style-type: none"> • Campus Coordinator: example shown below • Technical Support Coordinator • Bill-to Institution <p>IMPORTANT: Ensure email addresses are kept current, as ACT sends email messages to COMPASS users.</p> <div data-bbox="415 594 1099 1142"> <p>Campus Coordinator Your Campus Coordinator will be ACT's primary contact person for the Campus.</p> <p>First Name: <input type="text" value="Your"/></p> <p>Last Name: <input type="text" value="Name"/></p> <p>Job Title: <input type="text" value="Coordinator"/></p> <p>Address Line 1: <input type="text" value="11350 McCormick Road"/></p> <p>Address Line 2: <input type="text" value="EP1 Suite 200"/></p> <p>City: <input type="text" value="Hunt Valley"/></p> <p>State/Province: <input type="text" value="Maryland"/></p> <p>ZIP Code (U.S.A): <input type="text" value="21031"/></p> <p>Postal Code (Other): <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p> <p>Phone: <input type="text" value="888-888-8888"/> Ext. <input type="text"/></p> <p>Fax: <input type="text" value="888-888-8888"/></p> <p>Email: <input type="text" value="your.name@act.org"/></p> </div>
8	<p>View or edit the lowest number of units in the First and Second notification fields in the Low-Unit Notifications section.</p> <p><i>Result:</i> The system sends the Campus Coordinator a low-unit email notification when the unit number falls below the entered amounts.</p> <div data-bbox="415 1375 1278 1619"> <p>3. Low-Unit Notifications</p> <p>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.</p> <p>First notification at: <input type="text" value="100.0"/> Units</p> <p>Second notification at: <input type="text" value="50.0"/> Units</p> </div>
9	<p>Click OK.</p> <p><i>Result:</i> The SITES tab displays.</p>

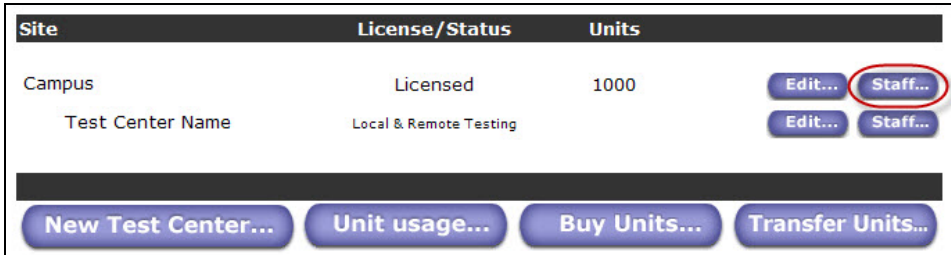
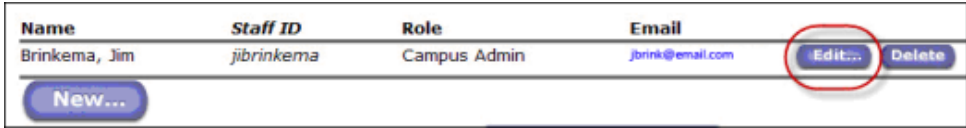
Complete the following to add a new staff member to a Campus.

Step	Action
1	<p>Log into COMPASS. Type the Staff ID and password. Click Login!</p> <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.</p>
2	<p>Click the SITES tab.</p> <p>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.</p>
3	<p>Click the Staff button for your Campus.</p>  <p><i>Result:</i> The Staff at Your Campus screen displays.</p>
4	<p>Click New.</p>  <p><i>Result:</i> The New Staff Member screen displays.</p>
5	<p>Type the staff member's name and contact information in the fields at the top of the form.</p> 

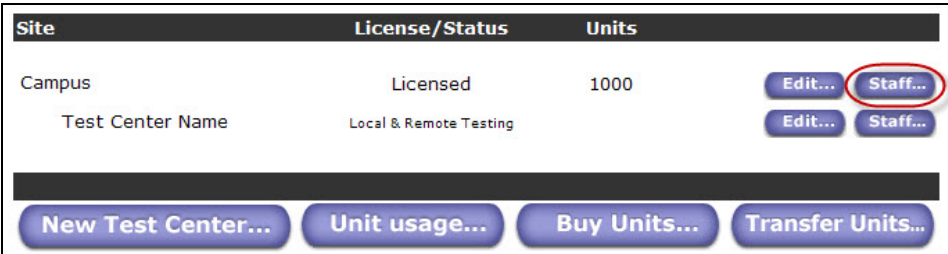
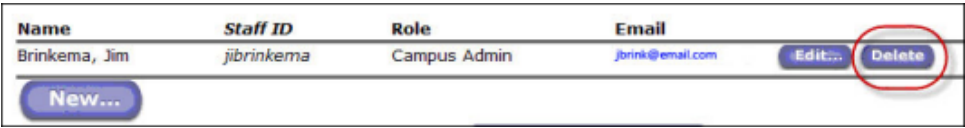
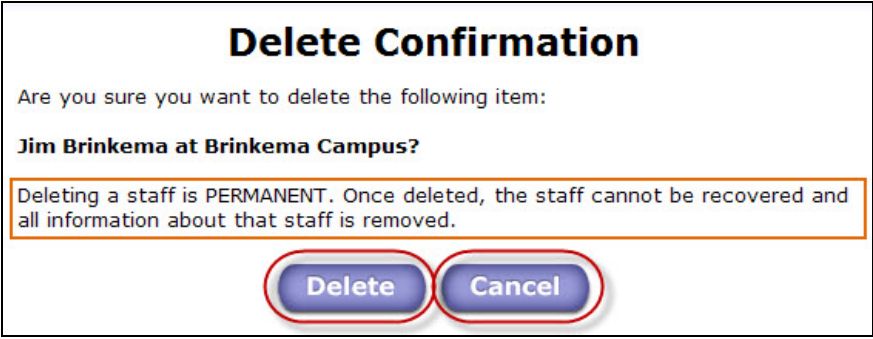
Step	Action
6	<p>To assign the staff member's rights, select one of the following options:</p> <ul style="list-style-type: none"> Assign a role with the rights preselected by clicking Admin or Advisor. <i>Result:</i> Your selection displays in the Role field and the rights are preselected for that role. <p>NOTE: You can customize the role by selecting or deselecting the checkboxes of the rights you wish to assign or remove.</p> <ul style="list-style-type: none"> Select the checkboxes for the rights that you want to assign. 
7	<p>Click OK to save the selections and return to the Staff screen or click Cancel to exit the screen without adding a staff member. Click Back to Sites to return to the SITES tab.</p>

NOTE: For a further explanation of the rights, see the *Appendix*, [COMPASS User Rights and Roles](#).

Complete the following to edit Campus staff member information.

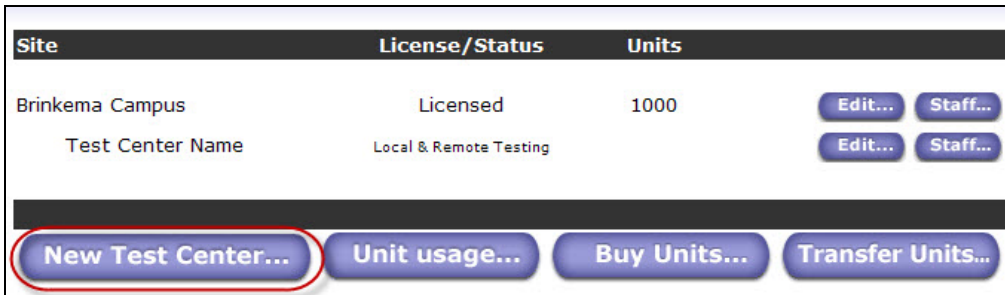
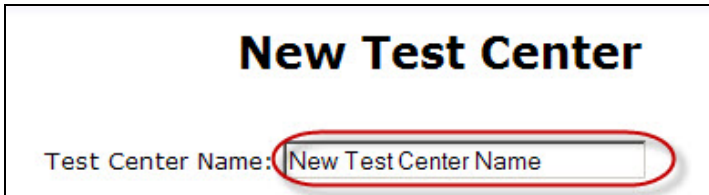
Step	Action
1	Log into COMPASS. Type the Staff ID and password. Click Login! <i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.
2	Click the SITES tab. NOTE: The SITES tab does <i>not</i> display if the staff member does <i>not</i> have administrative rights to at least one of the functions on the tab.
3	Click the Staff button for your Campus.  <i>Result:</i> The Staff at Your Campus screen displays.
4	Click the Edit button by the staff name to edit the information.  <i>Result:</i> The person's staff information displays.
5	Change the name and contact information at the top of the screen, if desired.
6	Change the rights or assign a different role to the staff member. <ul style="list-style-type: none"> To change the rights, select or deselect the checkboxes of the rights listed. To assign a different role, click Admin or Advisor. <i>Result:</i> Your selection appears in the Role field and the rights are preselected for that role. NOTE: You can customize the role by selecting or deselecting the checkboxes of the rights you wish to assign or remove.
7	Click OK to save the changes and return to the Staff screen or click Cancel to exit the screen without editing a staff member. Click Back to Sites to return to the SITES tab.

Complete the following to delete a staff member from a Campus.

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 open.
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 the Staff button for your Campus.  <p><i>Result:</i> The Staff at Your Campus screen displays.</p>
4	Click the Delete button by the staff name to delete the member.  <p><i>Result:</i> The Delete Confirmation screen displays.</p>
5	Click Delete to remove the person or Cancel to stop the deletion and return to the Staff screen. Click Back to Sites to return to the SITES tab. IMPORTANT: Staff deletions are permanent and can <i>not</i> be recovered.  <p>Delete Confirmation</p> <p>Are you sure you want to delete the following item:</p> <p>Jim Brinkema at Brinkema Campus?</p> <p>Deleting a staff is PERMANENT. Once deleted, the staff cannot be recovered and all information about that staff is removed.</p> <p>Delete Cancel</p>


Complete the following to add a Test Center to your Campus.

Test Centers can be added to your Campus, allowing students to be able to take the test at locations other than your primary Test Center. The centers can include off-campus locations (i.e., high schools), outreach facilities or on-campus locations in different buildings and departments.

Step	Action
1	<p>Log into COMPASS. Type the Staff ID and password. Click Login!</p> <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.</p>
2	<p>Click the SITES tab.</p> <p>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.</p>
3	<p>Click New Test Center.</p> <div data-bbox="415 842 1414 1134">  </div> <p><i>Result:</i> The New Test Center screen displays.</p>
4	<p>Type the new Test Center name in the Test Center Name field.</p> <div data-bbox="415 1266 1120 1459">  </div>

Step	Action
5	<p data-bbox="418 254 1419 321">Type the contact information in the Test Center Coordinator and Technical Support Coordinator sections.</p> <p data-bbox="418 338 1370 405">NOTE: Ensure the email addresses are kept current, as ACT sends email messages to COMPASS users.</p> <div data-bbox="418 422 1170 1192"><p data-bbox="435 426 727 451">Contact Information</p><p data-bbox="483 472 764 497">Test Center Coordinator</p><p data-bbox="483 497 1130 539">Your Test Center Coordinator will be ACT's primary contact person for the Test Center.</p><div data-bbox="488 558 1003 1098"><p data-bbox="578 569 813 594">First Name: <input type="text"/></p><p data-bbox="578 606 813 632">Last Name: <input type="text"/></p><p data-bbox="597 644 946 669">Job Title: <input type="text"/></p><p data-bbox="542 703 946 728">Address Line 1: <input type="text"/></p><p data-bbox="542 741 946 766">Address Line 2: <input type="text"/></p><p data-bbox="634 779 946 804">City: <input type="text"/></p><p data-bbox="537 816 963 842">State/Province: <input type="text" value="- Select State/Province -"/></p><p data-bbox="521 854 813 879">ZIP Code (U.S.A): <input type="text"/></p><p data-bbox="496 892 813 917">Postal Code (Other): <input type="text"/></p><p data-bbox="602 930 987 955">Country: <input type="text" value="United States"/></p><p data-bbox="618 989 922 1014">Phone: <input type="text"/> Ext: <input type="text"/></p><p data-bbox="639 1026 813 1052">Fax: <input type="text"/></p><p data-bbox="626 1064 914 1089">Email: <input type="text"/></p></div><p data-bbox="483 1102 834 1127">Technical Support Coordinator</p><p data-bbox="483 1127 1146 1190">Your Technical Support Coordinator will be contacted by ACT regarding any technical problems that may arise, such as network traffic or workstation setup.</p></div>


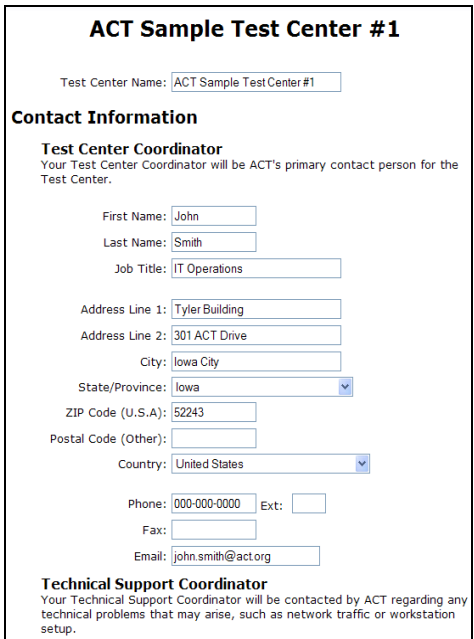
Step	Action
6	<p data-bbox="418 321 967 352">Complete the Test Center Status section.</p> <ul data-bbox="418 373 1398 489" style="list-style-type: none"> • Click Inactive for Test Centers that only administer tests at intervals. • Click Active for Test Centers that administer tests continually throughout the year. <div data-bbox="423 506 1117 1218"> <p>Test Center Status</p> <p><input type="radio"/> Inactive - no access to student records and no testing</p> <p><input checked="" type="radio"/> Active - has access to student records and provides:</p> <p><input checked="" type="checkbox"/> Local testing</p> <p><input type="checkbox"/> Remote testing</p> <p>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.</p> <p>Fee students must pay to take remote test: \$ <input type="text"/></p> <p>Accepted payment methods:</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx</p> <p>Hours Test Center is open: <input type="text"/></p> <p><input type="checkbox"/> Require an appointment to take a remote test at this Test Center</p> <p>To schedule an appointment, students should contact:</p> <p>Contact Name: <input type="text"/></p> <p>Contact Phone: <input type="text"/> Ext <input type="text"/></p> <p>Contact Email: <input type="text"/></p> <p>Additional instructions for remote testing students:</p> <div><input type="text"/></div> </div> <ul data-bbox="418 1236 1421 1623" style="list-style-type: none"> • Local Testing – Local Testing is always selected. Local Testing refers to testing that is performed at any of the Test Centers associated with your Campus. This includes both on-campus locations (your primary Test Center and any Test Centers you add that can be located in different departments or buildings) and off-campus locations (high schools, outreach centers, etc.). • Remote Testing – Enable Remote Testing <i>only</i> at the primary Test Center located on your Campus, if you administer COMPASS tests to local students who live too far from the institutions that they plan to attend to make testing at their Campuses feasible. (Preview sites are not eligible for remote testing.) <p data-bbox="451 1650 1425 1816">IMPORTANT: Do <i>not</i> select Remote Testing when adding <i>secondary</i> Test Centers to your Campus. Secondary Test Centers are sites that are located either off-campus in high schools and outreach centers or on-campus in other buildings and departments.</p>

Step	Action
7	<p>Type the number of reports to print for each student in the Report Copies box.</p> <p>NOTE: The system prints one report per student by default.</p> <div><p>Standard Individual Report Copies</p><p>COMPASS/ESL for Internet can print multiple copies of the Standard Individual Report at the end of a test. You can choose/edit the number of copies to be printed.</p><p>Report Copies: </p></div>
8	<p>SSR Location</p> <p>If the Test Center is <i>not</i> connected to your Campus network (such as at a high school or at another off-campus testing facility) do the following:</p> <ul style="list-style-type: none">• Leave the Directory Location for SSR field blank <u>and</u>• Do <i>not</i> use Test Packages that include the automatic generation of an SSR file. Otherwise, the test results store by default on the <i>C:/drive</i> of the testing workstation and can be viewed by students using that workstation. <div><p>SSR Location</p><p>COMPASS/ESL for Internet can create SSR files at the end of a testing session or through the reports generation process. You can choose/edit the location on your workstation or network where these files will be stored.</p><p>Directory Location for SSR: <input type="text"/> <input type="button" value="Browse.."/></p><p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>
9	Click OK .

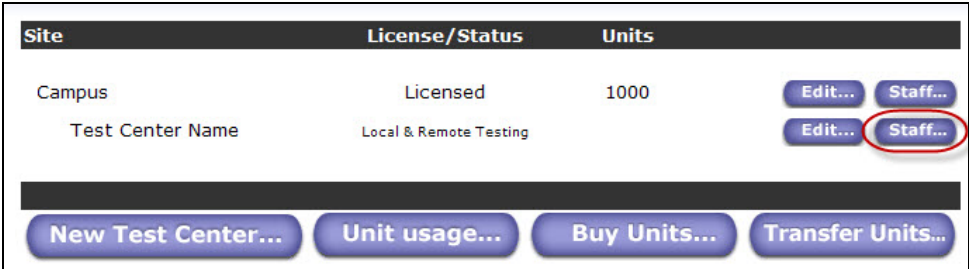
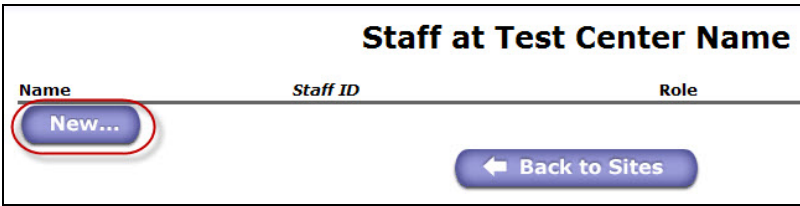

Part III Managing Your Test Centers

Complete the following to review, add, or edit existing Test Center information.

NOTE: The amount of information displayed is based on the user rights assigned to you

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 open.
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 Edit to view or edit the Test Center information.  <p><i>Result:</i> The Test Center setup screen displays.</p> 
4	Review or edit the information. Click OK . <i>Result:</i> The SITES tab displays.

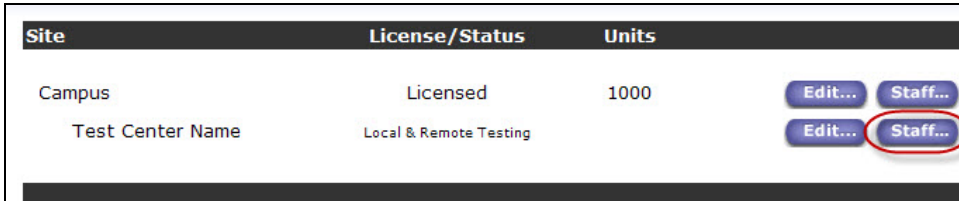
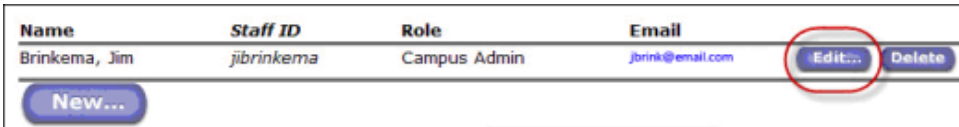
Complete the following to add a new staff member to a Test Center.

Step	Action
1	<p>Log into COMPASS. Type the Staff ID and password. Click Login!</p> <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.</p>
2	<p>Click the SITES tab.</p> <p>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.</p>
3	<p>Click the Staff button for the Test Center you want to add staff to.</p>  <p><i>Result:</i> The Test Center Staff Name screen displays.</p>
4	<p>Click New.</p>  <p><i>Result:</i> The New Staff Member screen displays.</p>
5	<p>Type the staff member's name and contact information in the fields at the top of the form.</p> 

Step	Action
6	<p>To assign the staff member's rights, select one of the following options:</p> <ul style="list-style-type: none"> Assign a role with the rights preselected by clicking Admin or Proctor. <i>Result:</i> Your selection displays in the Role field and the rights are preselected for that role. <p>NOTE: You can customize the role by selecting or deselecting the checkboxes of the rights you wish to assign or remove.</p> <ul style="list-style-type: none"> Select the checkboxes for the rights that you want to assign. <div data-bbox="415 569 1256 1283"> <p style="text-align: center;">Access to Test Center Name</p> <p>QuickPick: Admin Proctor Role: <input type="text" value="Proctor"/></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Edit own account info <input type="checkbox"/> Register Workstations</p> <p>Test Launcher <input checked="" type="checkbox"/> Launch tests</p> <p>Sessions Tab <input checked="" type="checkbox"/> View/Print Student Records <input checked="" type="checkbox"/> Edit Student Records <input checked="" type="checkbox"/> Create SSRs <input checked="" type="checkbox"/> Schedule Remote Tests <input type="checkbox"/> Import records <input type="checkbox"/> Delete Sessions <input type="checkbox"/> Import XML Formatted Data</p> <p>Reports Tab <input type="checkbox"/> Create/Print Reports</p> </div> <div style="width: 45%;"> <p>Test Setup Tab Allow Staff Member to modify:</p> <p><input type="checkbox"/> High Schools & Transfer Institutions <input type="checkbox"/> Campus Resources <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Majors & Major Groups <input type="checkbox"/> Local Demographic Items <input type="checkbox"/> Local Measures <input type="checkbox"/> Placement & Diagnostic Messages <input type="checkbox"/> Test Packages (that they own) <input type="checkbox"/> Import Test Setup from COMPASS/ESL 3.2</p> <p>Sites Tab <input type="checkbox"/> Edit Site contact information <input type="checkbox"/> Create/Edit/Delete Staff Members <input type="checkbox"/> Run Unit Usage Report</p> </div> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
7	<p>Click OK to save the selections and return to the Staff screen or click Cancel to exit the screen without adding a staff member. Click Back to Sites to return to the SITES tab.</p>

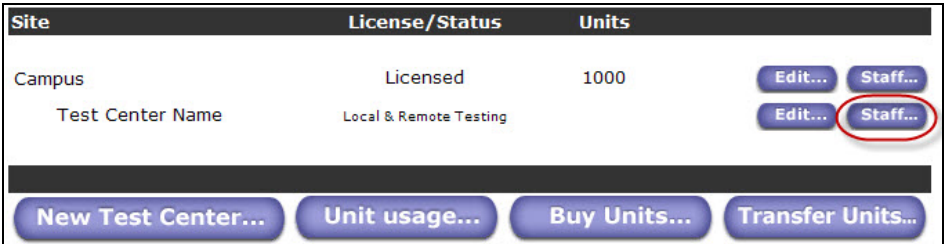
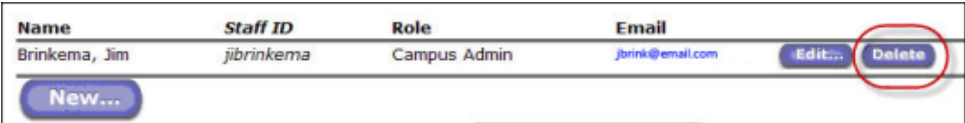
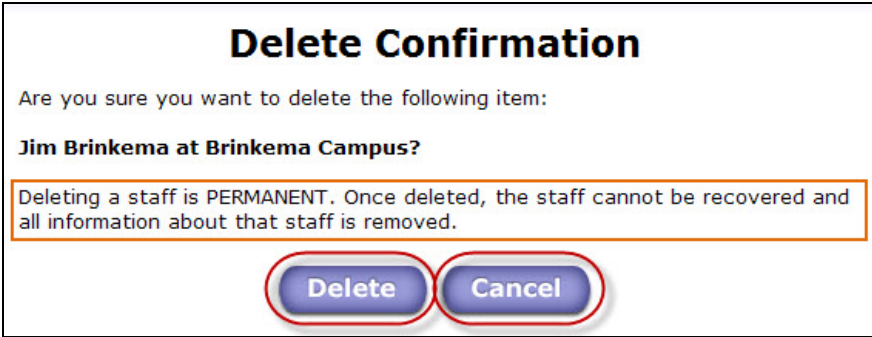
NOTE: For a further explanation of the rights, see the *Appendix*, [COMPASS User Rights and Roles](#).

Complete the following to edit Test Center staff information.

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 the Staff button for the Test Center you want to edit.  <i>Result:</i> The Test Center Staff screen displays.
4	Click the Edit button by the staff name to edit the information.  <i>Result:</i> The person's staff information displays.
5	Change the name and contact information at the top of the screen, if desired.
6	Change the rights or assign a different role to the staff member. <ul style="list-style-type: none"> To change the rights, select or deselect the checkboxes of the rights listed. To assign a different role, click Admin or Proctor. <i>Result:</i> Your selection appears in the Role field and the rights are preselected for that role. NOTE: You can customize the role by selecting or deselecting the checkboxes of the rights you wish to assign or remove.
7	Click OK to save the selections and return to the Staff screen or click Cancel to exit the screen without editing a staff member. Click Back to Sites to return to the SITES tab.

Complete the following to delete a Test Center staff member.


IMPORTANT: Staff deletions are permanent.

Step	Action
1	<p>Log into COMPASS. Type the Staff ID and password. Click Login!</p> <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.</p>
2	<p>Click the SITES tab.</p> <p>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.</p>
3	<p>Click the Staff button for the Test Center you want to delete a staff member from.</p>  <p><i>Result:</i> The Test Center staff screen displays.</p>
4	<p>Click the Delete button by the staff name to delete the member.</p>  <p><i>Result:</i> The <i>Delete Confirmation</i> screen displays.</p>
5	<p>Click Delete to remove the person or Cancel to stop the deletion and return to the Staff screen. Click Back to Sites to return to the SITES tab.</p> <p>NOTE: Staff deletions are permanent and can <i>not</i> be recovered.</p> 

Complete the following to activate Remote Testing at the Primary Test Center.

Enable Remote Testing *only* at the **primary** Test Center located on your Campus, if you will administer COMPASS tests to local students who live too far from the institutions that they plan to attend to make testing at their Campuses feasible.

IMPORTANT: Do *not* select **Remote Testing** when adding *secondary* Test Centers to your Campus. Secondary Test Centers are sites that are located either off-campus in high schools and outreach centers or on-campus in other buildings and departments.

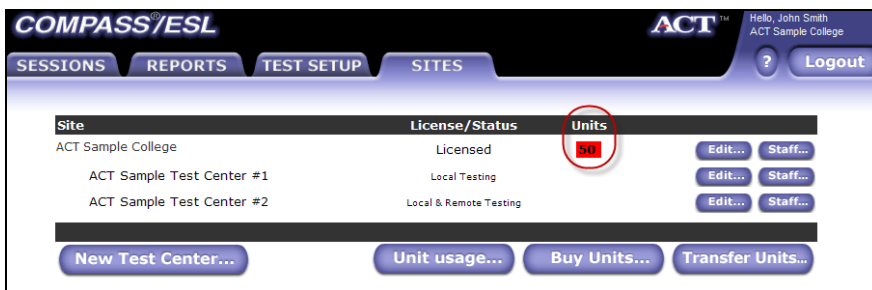
Step	Action
1	Log into COMPASS. Type the Staff ID and password. Click Login! <i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab opened.
2	Click the SITES tab. NOTE: The SITES tab does <i>not</i> display if the staff member does <i>not</i> have administrative rights to at least one of the functions on the tab.
3	Click Edit for the desired Test Center.  <i>Result:</i> The Campus setup screen displays.

Step	Action
4	Scroll down to the Test Center Status section. Select the Remote testing checkbox. (Preview sites are not eligible for remote testing.)
5	<p>Populate the fields (test cost, payment method, hours, contact information, and additional instructions). Click OK.</p> <p><i>Result:</i> The SITES tab displays.</p> <div data-bbox="418 485 1377 1388"> <h3>Test Center Status</h3> <p> <input type="radio"/> Inactive - no access to student records and no testing <input checked="" type="radio"/> Active - has access to student records and provides: </p> <p> <input checked="" type="checkbox"/> Local testing <input checked="" type="checkbox"/> Remote testing </p> <p>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.</p> <p>Fee students must pay to take remote test: \$ <input type="text" value="15"/></p> <p>Accepted payment methods:</p> <p> <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AmEx </p> <p>Hours Test Center is open: <input type="text" value="8:00-5:00"/></p> <p><input checked="" type="checkbox"/> Require an appointment to take a remote test at this Test Center</p> <p>To schedule an appointment, students should contact:</p> <p> Contact Name: <input type="text" value="Your Name"/> Contact Phone: <input type="text" value="555-555-5555"/> Ext <input type="text"/> Contact Email: <input type="text" value="your.name@actorg"/> </p> <p>Additional instructions for remote testing students:</p> <p><input type="text" value="Student bring the following with you...."/></p> </div>

Part IV Managing Your Testing Units

Complete the following to view the number of units your Campus has in its account to administer tests.

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. <i>Result:</i> The site information displays. The number is shaded red when it is time to purchase additional units.



Low-Unit Notification:

Set the Low-Unit Notification level to the lowest number of units. The system sends the Campus Coordinator a low-unit email notification when the unit number falls below the entered amounts. The email allows adequate time for your institution to complete the purchasing process.

IMPORTANT: If there are no units or an insufficient quantity of units available for testing, students are *not* able to take the tests.

To change the Low-Unit Notification amount, see *Part II Managing Your Campus Account*, [Page 5, Step 8](#).

Example:

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: Units

Second notification at: Units

Complete the following to view your Campus Unit usage.

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 Unit usage . <div data-bbox="410 684 1367 959" data-label="Image">The screenshot shows the 'SITES' tab interface. It features a table with the following data:<table><tr><th>Site</th><th>License/Status</th><th>Units</th></tr><tr><td>Brinkema Campus</td><td>Licensed</td><td>1000</td></tr><tr><td>Test Center Name</td><td>Local & Remote Testing</td><td></td></tr></table>Below the table, there are four buttons: 'New Test Center...', 'Unit usage...' (which is circled in red), 'Buy Units...', and 'Transfer Units...'.</div> <i>Result:</i> The Unit Usage Viewing Options screen displays.	Site	License/Status	Units	Brinkema Campus	Licensed	1000	Test Center Name	Local & Remote Testing	
Site	License/Status	Units								
Brinkema Campus	Licensed	1000								
Test Center Name	Local & Remote Testing									

Step	Action
4	<p>Select the option(s) to display the desired data:</p> <ul style="list-style-type: none"> • Date Range: Specify the dates to include by clicking the drop-downs. • Test Centers: Select the checkbox(s) of the Test Centers to view their usage. • Demographics: Select the checkbox to display the unit usage for the demographics for your entire Campus. This includes the testing done at your Test Centers and at remote sites on behalf of your college. • Test Types: Click Total of all test types to combine the usage for both Local and Remote Testing or click Local Tests or Remote Tests to display the unit usage individually. <div data-bbox="423 730 1110 1493"> <h3 style="text-align: center;">Unit Usage Viewing Options</h3> <p>Date Range: Apr 3 2010 to May 3 2010</p> <p>Test Centers: ACT Sample College: <input type="checkbox"/> ACT Sample Test Center #1 <input type="checkbox"/> ACT Sample Test Center #2</p> <p style="text-align: center;"><small>(Results will be combined if multiple sites are selected)</small></p> <p>Demographics: <input type="checkbox"/> Total Usage Campus Wide (includes all Test Centers and Remote Testing)</p> <p>Test Types: <input checked="" type="radio"/> Total of all test types <input type="radio"/> Local Tests <input type="radio"/> Remote Tests</p> <p style="text-align: center;">View Unit Usage</p> <p style="text-align: center;">← Back to Sites</p> </div>

Step	Action																																																																																																																
5	<p>Click View Unit Usage to display the data.</p> <p><i>Result:</i> The COMPASS/ESL Internet Unit Usage screen displays.</p> <div><p>COMPASS/ESL Internet Unit Usage - Local and Remote Tests</p><p>Units Used 9/21/2010 to 10/21/2010 at</p><table><tr><th>Category:</th><th colspan="2">Initial Testing</th><th colspan="2">Retesting</th><th colspan="2">Posttesting</th><th>Totals</th></tr><tr><td>COMPASS Math</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>COMPASS Reading</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>COMPASS Writing Skills</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>ESL Listening</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>COMPASS e-Write (2-8)</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>ESL Reading</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>ESL Grammar/Usage</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>COMPASS e-Write (2-12)</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>ESL e-Write (2-12)</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>Math Diagnostics Only</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>Reading Diagnostics Only</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>Writing Skills Diagnostics Only</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr><tr><td>Total</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td><td>0%</td><td>0.0</td></tr></table><div><div>Print</div><div>Save...</div><div>Close Window</div></div></div>	Category:	Initial Testing		Retesting		Posttesting		Totals	COMPASS Math	0.0	0%	0.0	0%	0.0	0%	0.0	COMPASS Reading	0.0	0%	0.0	0%	0.0	0%	0.0	COMPASS Writing Skills	0.0	0%	0.0	0%	0.0	0%	0.0	ESL Listening	0.0	0%	0.0	0%	0.0	0%	0.0	COMPASS e-Write (2-8)	0.0	0%	0.0	0%	0.0	0%	0.0	ESL Reading	0.0	0%	0.0	0%	0.0	0%	0.0	ESL Grammar/Usage	0.0	0%	0.0	0%	0.0	0%	0.0	COMPASS e-Write (2-12)	0.0	0%	0.0	0%	0.0	0%	0.0	ESL e-Write (2-12)	0.0	0%	0.0	0%	0.0	0%	0.0	Math Diagnostics Only	0.0	0%	0.0	0%	0.0	0%	0.0	Reading Diagnostics Only	0.0	0%	0.0	0%	0.0	0%	0.0	Writing Skills Diagnostics Only	0.0	0%	0.0	0%	0.0	0%	0.0	Total	0.0	0%	0.0	0%	0.0	0%	0.0
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Writing Skills Diagnostics Only	0.0	0%	0.0	0%	0.0	0%	0.0																																																																																																										
Total	0.0	0%	0.0	0%	0.0	0%	0.0																																																																																																										
	<p>Select from the following options:</p> <ul style="list-style-type: none">• Print – Click and select the printer output options.• Save – Click and specify the location to save the report file.• Close Window – Click the link to return to the Unit Usage Viewing Options screen.																																																																																																																
6	<p>Repeat the procedure to generate a new report or click Back to Sites to return to the SITES tab.</p>																																																																																																																

Complete the following to buy units.

Each test administered or student record created uses units. Each test can cost a different number of units based on how the test was set up. Your Campus is charged based on the number of units it uses.

Licensed Campuses must have an ample supply of units for the Test Center(s) so testing is *not* disrupted.

Units are charged as follows:

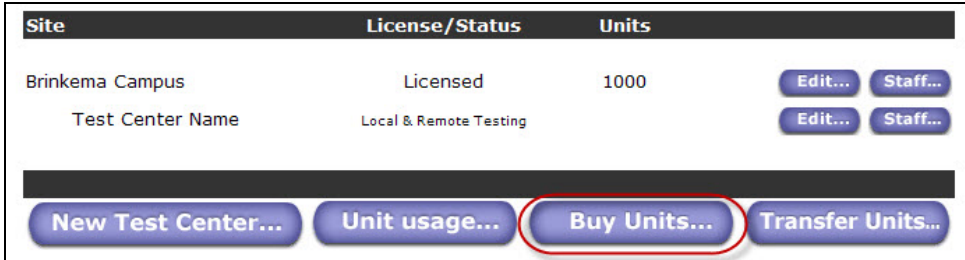
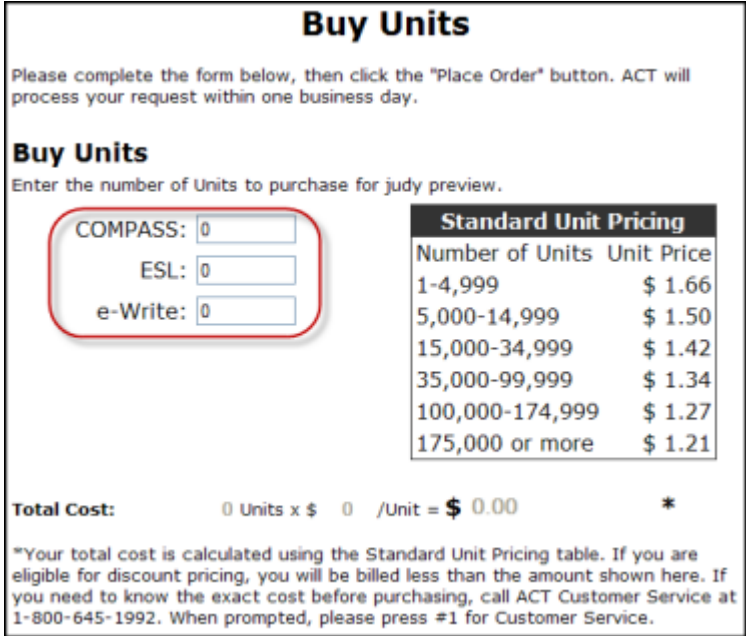
Description	# of Units
Demographics items (student record creation)	.4 unit
Assessments	1.0 unit
Diagnostics	1.0 unit
COMPASS e-Write/ESL e-Write	3.5 units
Retest/Post-test administration of previously used test (except COMPASS e-Write or ESL e-Write)	.5 unit

IMPORTANT:

- Each Campus must purchase its own units.
- You can *not* transfer units between Campuses.
- Pricing:
 - For orders placed within the U.S the Standard Unit Pricing list shows U.S. prices effective through August 31, 2010 and is for reference *only*.
 - For orders placed outside the U.S use the pricing and method of payment on the COMPASS International Order Form.

Complete the following to buy units.

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.

Step	Action
3	<p>Click Buy Units.</p>  <p>Result: The Buy Units screen displays.</p>
4	<p>Type the number of units you want to buy for each item.</p> <p>NOTE: The total is calculated automatically.</p> 

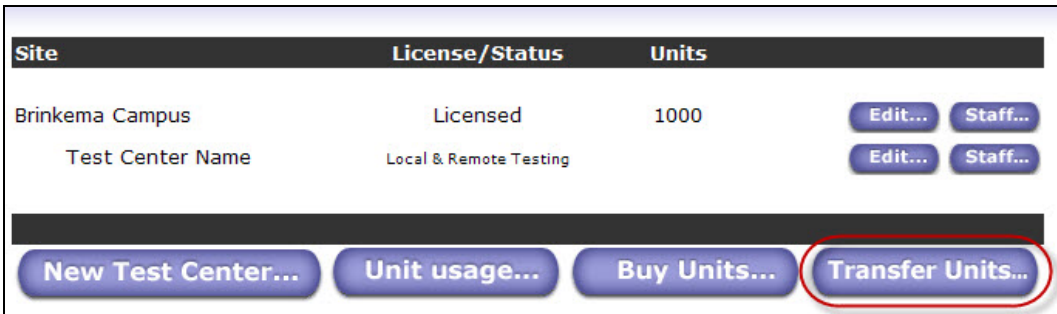
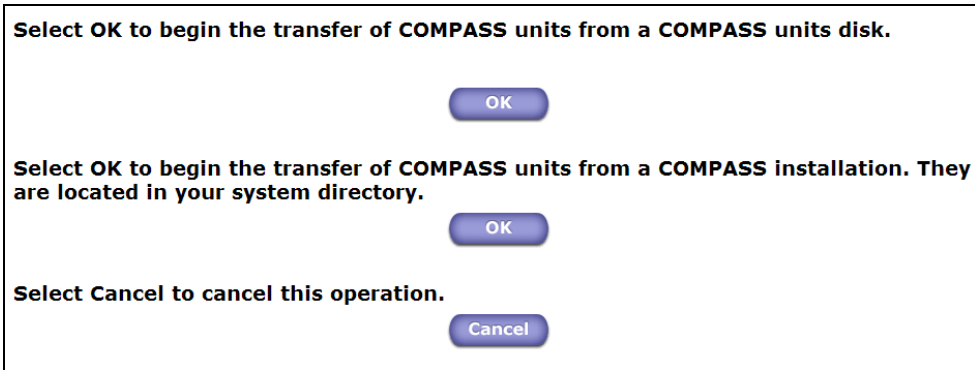
Step	Action
5	<p>Verify the contact and address information is correct in the Bill-to Institution section. Edit, if necessary.</p> <div data-bbox="418 333 1027 951"> <p>Bill-to Institution</p> <p>The Bill-to Institution is the institution who is paying for the testing units. This may or may not be the same as the campus who holds the license. Your billing "Contact Person" is whom ACT will contact if billing issues arise, such as with license renewals, purchase orders, or credit cards.</p> <p>Contact Person: <input type="text" value="Lucy"/></p> <p>Job Title: <input type="text" value="Admissions Counselor"/></p> <p>Institution: <input type="text" value="Campus School"/></p> <p>Department/Position: <input type="text" value="Education Admissions"/></p> <p>Address Line 1: <input type="text" value="1234 Main Street"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text" value="Tree"/></p> <p>State/Province: <input type="text" value="Maryland"/></p> <p>ZIP Code (U.S.A): <input type="text" value="54555"/></p> <p>Postal Code (Other): <input type="text"/></p> <p>Country: <input type="text" value="United States"/></p> <p>Phone: <input type="text" value="444-444-4444"/> Ext. <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Email: <input type="text" value="LucyVanPelt@email.com"/></p> </div>
6	<p>(Optional) If you have a purchase order number you would like to use to attach to your Units request, enter the information in the Payment Method section.</p> <div data-bbox="418 1134 1166 1377"> <p>Payment Method</p> <p>ACT no longer accepts credit card payments through the COMPASS application. All charges will be invoiced and you can use your credit card to pay the invoice. If you have a Purchase Order Number that you would like printed on your invoice, enter it below.</p> <p>Enter Purchase Order Number (if available): <input type="text"/></p> <p><input type="button" value="Place Order"/> <input type="button" value="Cancel"/></p> </div>
7	<p>Click Place Order to complete the transaction or click Cancel to stop the action and return to the SITES tab.</p> <p>Once you place an order, charges will be invoiced to the Bill-to Institution.</p>

Complete the following to transfer units.

NOTE: This option applies to customers who are using COMPASS/ESL 3.2.x for Windows and want to transfer the Windows units to the COMPASS Internet Version.

IMPORTANT:

- You can *not* transfer Internet units back to the Windows version.
- You can *not* transfer units between Campuses.

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 OK to make a selection or click Cancel to return to the SITES tab. 

Part V Appendix

COMPASS User Rights and Roles

The following table shows the COMPASS roles and the rights assigned to each role by default.

NOTE: Staff members only have access to the tabs where they have been assigned administrative functions.

	<i>Level = Role =</i>	Campus			Test Center	
		Admin	Advisor		Admin	Proctor
General User Rights	Edit own account	✓	✓		✓	✓
	Register Workstations for testing	✓			✓	
	Launch Tests*	✓			✓	✓
SESSIONS Tab	View/Print Student Records**	✓	✓		✓	✓
	Edit (and Delete) Student Records	✓	✓		✓	✓
	Create SSRs (Create Single Student Records for uploading to Campus databases outside COMPASS)	✓	✓		✓	✓
	Schedule Remote Tests (Register students for testing at a Test Center not affiliated with your Campus)	✓	✓		✓	✓
	Import Records (from COMPASS/ESL Windows 3.2.x)	✓			✓	
	Delete Sessions	✓			✓	
REPORTS Tab	Create/Print Reports	✓			✓	
TEST SETUP Tab	High Schools & Transfer Institutions (Add, edit, or delete names)	✓			✓	

	Level =	Campus		Test Center	
	Role =	Admin	Advisor	Admin	Proctor
	Campus Resources (Modify and/or select resources and contact information; also, add, edit, or delete a site-specific, local Campus resource)	✓		✓	
	Bulletin Boards	✓		✓	
	e-Write Setup (Modify the e-Write test setup for both COMPASS and ESL)	✓		✓	
	Majors & Major Groups (Add, edit, delete)	✓		✓	
	Local Demographic Items (Add, edit, or delete local, site-specific items)	✓		✓	
	Local Measures (Add, edit, or delete the local, site-specific scoring measures)	✓		✓	
	Placement & Diagnostic Messages (Add, edit, or delete the messages that students receive based on their test scores)	✓		✓	
	Test Packages***	✓		✓	
	Import Test Setup (from COMPASS/ESL Windows version 3.2.x)	✓		✓	
SITES Tab	Edit Site Contact Information	✓		✓	
	Create/Edit/Delete Staff Members	✓		✓	
	Purchase or Transfer Units	✓			

	<i>Level =</i>	Campus			Test Center	
	<i>Role =</i>	Admin	Advisor		Admin	Proctor
Access to Student Records	From all Test Centers in the System					
	From all Test Centers associated with a single Campus	✓	✓		✓	
	From one Test Center only					✓

* If Launch Tests is allowed, staff members can access **Find a student's Registration Number** on the **Test Launcher** tab.

** If View/Print Student Records is allowed, staff members can access **Find a student's Registration Number** on the **SESSIONS** tab.

*** Restrictions on editing test packages:

Administrator Type	Editing Rights
Campus	<p>Can edit any test packages created by their Campuses, assuming they have been given rights to do this task.</p> <p>May <i>not</i> edit any test packages created by the system, even if they have rights to create or modify test packages. However, they can duplicate a test package and edit the duplicated version.</p>
Test Center	<p>Can edit any test packages created by their Test Centers, assuming they have been given rights to do this task.</p> <p>May <i>not</i> edit any test packages created by the system or Campus, even if they have rights to create or modify test packages. However, they can duplicate a test package and edit the duplicated version.</p>

Examining the SITES Tab

The **SITES** tab allows users to review, add, or edit site information based on the user rights assigned to them. The following are the options available on the tab.

<p>Site: Your school is listed first, and the test centers associated with your campus are listed below it.</p> <p>License:</p> <ul style="list-style-type: none"> If you are previewing COMPASS, you will see <i>Preview</i>. If your account is licensed, you will see <i>Licensed</i>. 	<p>Status: For each test center, Local Testing, Remote Testing, or both will be listed, depending on how the center was set up.</p> <p>Units: This is the number of remaining units your campus currently has in its account to administer tests. The number is shaded red when it is time to purchase more units.</p>	<p>Edit... buttons display the setup page where you can edit contact information and select options for how your campus or test centers operate.</p> <p>Staff... buttons display the Staff page for the campus or test center where you can add, edit, or delete staff members.</p>
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The screenshot shows the COMPASS/ESL SITES tab interface. At the top, there are navigation tabs: SESSIONS, REPORTS, TEST SETUP, and SITES (which is selected). The user is logged in as John Smith at ACT Sample College. The main content area displays a table with the following data:

Site	License/Status	Units	
ACT Sample College	Licensed	50	Edit... Staff...
ACT Sample Test Center #1	Local Testing		Edit... Staff...
ACT Sample Test Center #2	Local & Remote Testing		Edit... Staff...

Below the table, there are four buttons: New Test Center..., Unit usage..., Buy Units..., and Transfer Units... The 'Licensed' status and the '50' units are highlighted with red circles and red text, respectively.

<p>New Test Center: You can click this button to begin the process of creating a new test center for your campus.</p>	<p>Unit Usage: You can click this button to check the unit usage by test type and test center or to get a summary of all testing campus-wide.</p>	<p>Buy Units: You can click this button to purchase more units for your campus.</p>	<p>Transfer Units: You can click this button to begin the process of transferring units from a COMPASS disk or installation.</p>
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