



PLAN AHEAD: Key Steps to Initiating Your COMPASS®/ESL Internet System

To prepare for the addition of the Internet system at your campus, review the following steps, working out your answers to these items as you prepare to activate your “start-up” of the new system.

If you or your colleagues run into questions, please call on the appropriate ACT resources listed at the end of this document. We’ll be pleased to help!

Steps Before Accessing the New Internet Version:

1. Complete the COMPASS/ESL License (no new fees for currently licensed sites) and mail the signed document with the original signature and the name and email address of your COMPASS/ESL project coordinator to Customer Services in Hunt Valley, Maryland.
2. Sign up for one of the new “Jump Start” ACT-sponsored Webcasts (no charge). These “How to Get Started with the New COMPASS/ESL Internet System” sessions will begin Thursday, July 1.

For more information on the contents, schedule, and registration procedures for these “how-to” Webcasts, go to www.act.org/compass/webcast and enroll today!

3. Go to the ACT COMPASS/ESL website and download, print, and review with your staff the PDF file for the technical specifications for the new COMPASS/ESL Internet system (www.act.org/compass/index.html).
4. If you are currently using the COMPASS/ESL system, check to see if your campus is operating Version 3.2.1 (including Update 1). You must be using the 3.2.1 system to be able to import your current setups and student records into the new Internet system.

If your system is properly updated, your COMPASS/ESL Windows version will show the following message in the lower right of the opening screen: “Version 3.2.1”

If your college has not completed the upgrade to Version 3.2, you must install Version 3.2 (CD provided to all sites in April 2003). If you have not applied Update 1 to your Version 3.2 system, go to www.act.org/compass/support and select the appropriate Software Updates link. You will need the username and password; these can be obtained from your ACT Regional Staff member or by contacting ACT at 319-337-1054.

5. If your college is planning to upload data from the Internet system to your campus Student Information System, you will also want to download, print, and review with your staff the PDF file that includes information about several changes in the layout of the Single Student Record (SSR) for the Internet system. Go to www.act.org/compass/support/index.html

To Access the COMPASS/ESL Internet Version:

1. **After sending in your license agreement**, you will receive an email message from ACT containing the Internet address (URL) for the COMPASS/ESL Internet System, your staff ID, and your initial password. Print and keep these in your files, along with your new password setup in step 3 below.
2. **Go to the Internet address shown in your email**, enter your staff ID and your assigned password (as shown in the email), and click on “Login!” (You will use the “Edit My Account” and “Workstation Setup” options later.)

Upon logging in to the system, you will be invited to enter your preferred password (and related question and answer for use by ACT to verify your identity in the event you forget your password).

3. Complete the New Campus Setup Wizard:

- a. Enter the name you want to use for your college testing center, which will be your designated testing center; this name will also appear on reports for students tested in this Test Center when they are printed.
- b. Enter your Campus Coordinator and Technical Support Coordinator Contact Information (name, title, address, and phone, fax, and email information). Please check for accuracy; all items are required.
- c. Confirm your personal Staff Member account.

4. Complete the New License Setup Wizard

a. Designate your Student ID Format and Printing on Student Reports:

Questions to consider:

Do you want to print Student IDs on Standard Individual Student Reports?
What type of Student ID do you want to gather from your students?

Option 1: Use Student's Social Security Number as Student ID (student will be required to enter nnn-nn-nnnn)

Option 2: Use a custom-formatted Student ID; if you select this option, you must specify how many characters you will require, ranging from a minimum of 5 to a maximum of 20, and what type of character is required in each location (choices are: any number, any letter, any number or letter, specific characters you designate from several choices, or a space).

NOTE: Once initially selected, you may not make changes regarding this Student ID format. There will not be access to this setup wizard following initial entry of information.

- b. **SSR Location:** You may specify the location on your workstation or network where the Single Student Records (SSRs) are to be stored. Note that the SSR layout for the Internet version has changed slightly from the SSR layout for the Windows version. For complete information, go to www.act.org/compass/support/index.html and print out the PDF for the new Internet SSR layout.
- c. **Low-Unit Notifications:** You may enter two values you wish the system to use (first notification and second notification) to determine when it should send you a warning email message indicating that your available number of units is running low.

d. Test Center Status Indicators to Set:

- **Active** (has access to student records and can test students) or **Inactive** (no access to student records or testing; will come in handy for use with off-campus Test Centers with preferred testing windows of operation)
- **Local Testing**—This indicates this specific Test Center is set up to test local participants considering the local college.
- **Remote Testing**—This indicates this specific Test Center has agreed to administer the COMPASS/ESL tests to participants in the area who are considering attending an institution in another part of the state or in another state, usually for a fee, to cover the costs of test supervision, etc.

- When your Test Center checks this “*Remote Testing*” box to indicate it is willing to participate in the national COMPASS/ESL Remote Testing process, you will be asked to enter the information listed below. This information will be provided automatically via an email to each “Remote Testing” individual who wishes to complete their COMPASS/ESL tests at your Test Center.
 - What fee will you charge to these students (this is a local decision, intended to cover your costs of proctoring the test; \$15–\$25 for supervision fees may be appropriate)?
 - Which method(s) of payment will you accept (cash, check, VISA, MasterCard, Discover, Amex)?
 - What hours, which days, is your Test Center open for testing?
 - Do you require that the student make an appointment?
 - Who should the individual contact with questions or to schedule an appointment (name, phone, email)?
 - Additional instructions for remote testing students (text you prepare to answer typical student questions about what to bring, such as picture ID, payment, registration email, etc; when to arrive; what building; where to park; who to call with questions. Text should answer as many typical student questions as possible.).

5. Importing Test Packages, Student Data, and Test Units from Windows 3.2.1 to Internet System
(Note that you may only import your setups and data via 3.2.1, which means you have applied the Update 1 file):

The COMPASS/ESL Internet system includes capabilities to move three types of information from the Windows Version 3.2.1 into the Internet system in three separate stages:

- a. ***Importing System Setups*** (COMPASS Directory, ReadWrit, SystemDB): In the “TEST SETUP” Tab, the “Import Test Setup” option will allow you to move the majority of your current setups, such as Test Administration Modes, cut scores and placement messages, local items, high school/college lists, etc. from your Windows Version 3.2.1 into the Internet system (saving lots of start-up time and effort).

Recommendation: It is recommended that you consider importing your System Setups from Version 3.2.1 into the Internet system *right away*, before setting up additional Test Centers (beyond your first Test Center for your main campus).

- b. ***Importing Student Records*** (go to your COMPASS/ESL Version 3.2.1 Directory, ReadWrit, Student; could be several of these files if you have used several student databases in your COMPASS/ESL Version 3.2.1 application): In the “SESSIONS” Tab, the “Import records from COMPASS/ESL 3.2 for Windows” option (under Student Records) will assist you in bringing the records for students tested in Version 3.2.1 into the Internet system.

Recommendation: It is recommended that you *delay this step* of importing student records from the Windows system into the Internet system until after you have experimented with the Internet system.

The process of importing student data to the Internet Version can require a significant amount of time (several hours or more) when you have more than 2,000 sessions to move at a time. To reduce this time, it is recommended that you use the “Extract” function in the File section of the COMPASS/ESL 3.2.1 system to break up your current files (temporarily) into more manageable groups of 500–1,000 sessions.

- c. ***Importing Test Units:*** Units for the Internet system
- may be purchased “online” from within the system (go to the “Sites” Tab and click on “Buy Units,” which makes units available in your system within one business day),
 - may be purchased via the standard paper COMPASS/ESL Order Form, or

- may be imported from your current Version 3.2.1 system into the Internet system (via disk or directly from your existing COMPASS/ESL directory).

Recommendation: Use the 111-11-nnnn capability to do your preliminary “trials” of the Internet system at no expense to your college, thereby avoiding using “real” units until you are ready to test students “for real.”

6. Initial Workstation Setup Options

To provide maximum campus system protection and security, the COMPASS/ESL Internet system requires an “initial workstation setup step” for *each* computer to be used for testing. This setup process registers the particular workstation as an eligible part of the COMPASS/ESL Internet system, places a secure browser on that workstation for use in testing, and places a copy of the (encrypted) test items onto the work station.

This workstation setup is necessary so that students cannot “jump” out of the COMPASS/ESL Internet system to other Internet sites or other parts of the campus computer system while they are testing.

Options for initial workstation setup process:

- a. Internet download of files to the individual workstation (may require 10–40 minutes or more, depending on bandwidth and traffic loads; suggest early morning, late afternoon, etc. to avoid peak Internet use times, or use one of the options below)
- b. Internet download of files to the server for distribution to the connected workstations
- c. Internet download of files to the server and burning to a CD for use to prepare individual workstations
- d. Use of CD from ACT (to be provided to all users in late July at no charge) for use to prepare individual workstations

7. Additional Resources to Help You Get Underway:

- a. For “Jump Start” webcasts, go to www.act.org/compass/webcast
- b. For more information on
 - the new strengths/capabilities of the Internet system, go to www.act.org/compass/announce/index.html
 - the new Technical Specifications, go to www.act.org/compass/index.html
 - the Single Student Record layout for the Internet system (for uploading tests results to your campus Student Information System), go to www.act.org/compass/support/index.html
- c. Once you have opened up your account in the Internet system, use the extensive online help system. Access to help is behind the question mark icon located in the upper right hand corner of every page in the system.
- d. For additional questions/training related to your implementation of the system and its services, contact your regional office COMPASS/ESL consultant, no charge. Go to www.act.org/contacts/field.html for addresses and phone numbers.
- e. For Technical Support questions related to computers, software, installation, migration across versions, etc., please call the ACT Help Desk for COMPASS/ESL Technical Support at 800/645-1992, 24 hours a day/7 days a week, no charge, or send an email to hvtechs@act.org
- f. For COMPASS/ESL Customer Service Support with license information, unit orders, or updating your campus contact information, please call 1-800-645-1992 or email hvservice@act.org