


## Entering Test Results-092807

1.	Navigate: <b>Records and Enrollment &gt; Transfer Credit Evaluation &gt; Test Results</b> <b>or</b> <b>Student Admissions &gt; Application Entry &gt; Academic Information &gt; Test Results.</b>
2.	Enter search criteria to find the correct student. Click <b>Search</b> .
3.	Each different <b>Test ID</b> requires its own row. If necessary, click the <b>Add a new row</b> button.
4.	Click the <b>Look up Test ID</b> button. Select the correct test.
5.	Select the <b>Checklist Item Update</b> check box to indicate that the checklist related to this row of data is updated when you run the <b>Checklist Item Update Automated</b> process.  When you save the page, the system selects this check box automatically. To clear this check box, save the page, clear the check box, then save the page again.
6.	Enter the date when the test was taken into the <b>Test Date</b> field.
7.	Select the source for the test data in the <b>Data Source</b> list..
8.	Select the student's academic level when the test was taken in the <b>Acad Level</b> list.
9.	Many of the tests have multiple components. You must add rows to record all the components taken by the student.  Click the <b>Component</b> button to select a test component.
10.	Enter the test score into the <b>Score</b> field.
11.	To add a second component, click the <b>Add a new row</b> button. Select another component and fill in the score.
12.	Click the <b>Save</b> button. 
13.	<b>End of Procedure.</b>