Manually Adding Test Credits-100107

1. Navigate: **Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual**
2. Enter search criteria such as student ID, Career and Institution.
3. Click the **Search** button.
4. If no matching items are found, it means this student does not have an existing Test Transfer Credit model for this combination of Career and Institution. To create one, click the **Add a New Value** tab, enter the student’s ID, Career and Institution and click **Add**.
5. On this page you could create a new model by using the **Add a new Row** button in the top right. Or you could add a new **Articulation Term** row by using the **Add a New Row** button in that page area. This would require entering a different Articulation Term value. Finally you could decide to add a new test to the current **Articulation Term**.
6. Click the **Add a new row** button to add a new test to the current model.
7. Click the Edit Equivalent Course button.
8. Enter the desired information into the **Test ID** field.
9. Enter the desired information into the **Component** field.
10. Select the **Data Source**.
11. Enter the desired information into the **Test Score** field.
12. Enter the Course ID of the equivalent course into the **Course ID** field.
13. Press **[Tab]**. The system will populate the remaining fields.
14. Click the **OK** button.
15. Click the **Test Credit by Term** tab.
16. Click the **Calculate** button.
17. Click **Post** to post an individual’s transfer credit for the corresponding model. Posting automatically saves the page. Once you post transfer credit, the system displays the posted transfer credit statistics according to the individual’s calculated transfer credit statistics on the page. Posting a transfer credit model also updates the status of the model from **Submitted** to **Posted** or **Completed**. When you post your transfer credit model, the fields in the **Target Information** group box on the first page of the component become unavailable. To update target information, you must first unpost your model by clicking the **Unpost** button.
18. **End of Procedure.**