

July 23, 2012

Dear Test Administrators,

McCann Associates is proud to announce an update to the College Success system: students may now exist across multiple institutions, allowing site managers to transfer students from one institution to another. This new function allows students to easily move from school to school across the state.

Along with this update, you will find important new features:

- Permission levels for the student transfers are enabled at the site level under the **User** tab.
- Each site is defaulted to **Yes** to allow student transfers. If you do not want your site to participate in the transfer feature, simply set the default to **No**.
  - These permissions are enabled under the **Edit Testing Site** tab.
- By selecting **Student Transfer**, students can be transferred to the site from a different institution.
  - To complete the student transfer you will need to know:
    - Student ID
    - Student Last Name
    - Student Date of Birth

In addition to the student transfer feature, McCann is looking into developing bulk student transfers and reporting of test scores of the transferred student. (**NOTE:** Score reports do not follow transferred students; however, the student will always have access to his/her completed test session information from the student dashboard.)

Below you will find screenshots and explanations of the new system.

Sincerely,

McCann Associates

## Access to the Student Transfer Function:

- This function is available at the Site Manager level.
- Click **User** to begin.



The screenshot shows the College Success website interface. At the top, the "College Success" logo is displayed. Below the logo is a navigation menu with the following items: "My Account", "User", "Administer Tests", "Reports", "Resources", "Orders", "CS Blog", and "Log Out". A red arrow points to the "User" link. The main content area features a welcome message: "Welcome to College Success". To the left of the text is an image of a stack of books with a graduation cap on top. To the right of the text is a decorative graphic of several stars. Below the main content area, there is a large red star and a smaller grey star.

College Success

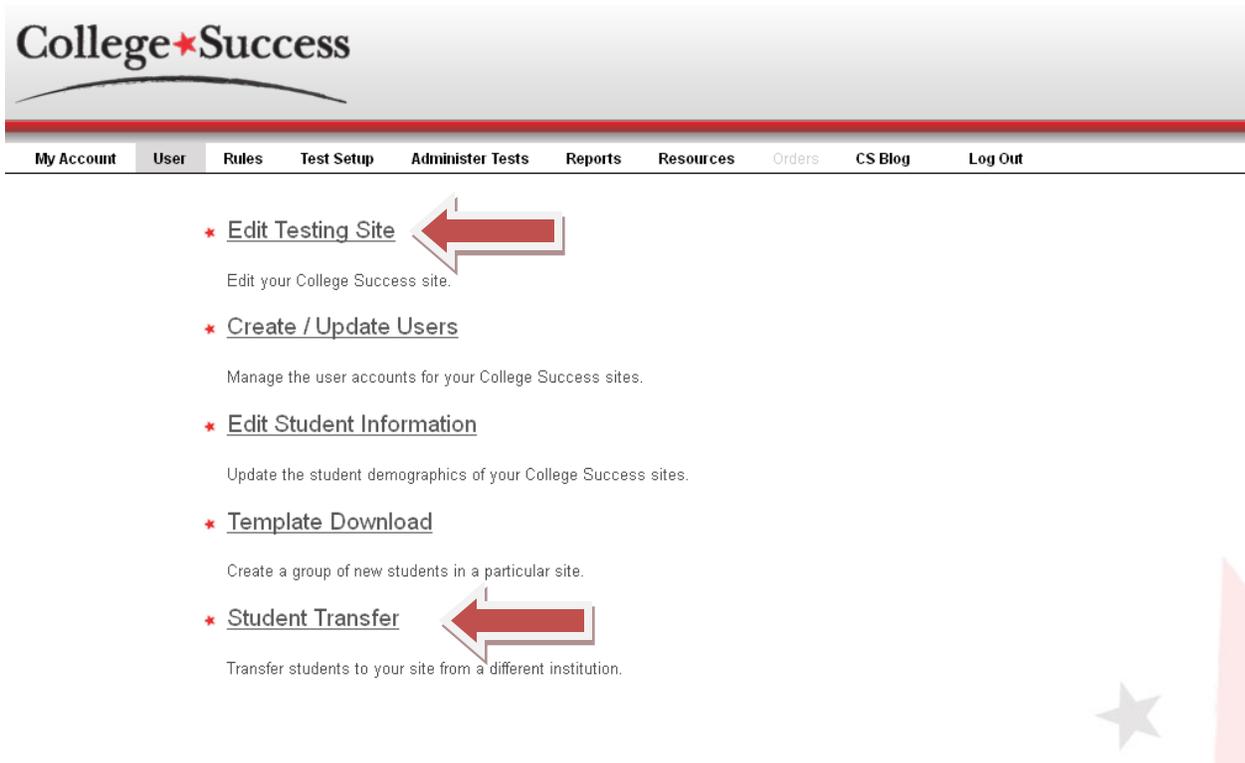
My Account User Administer Tests Reports Resources Orders CS Blog Log Out

Welcome to College Success

Welcome to College Success, your comprehensive placement and diagnostic assessment platform. College Success allows you to make effective and efficient course placement decisions using advanced, computer-adaptive technology. And, with the addition of diagnostic assessments, you and your students can easily determine student strengths and weakness across core competencies and access helpful learning resources using our patented ISEEK search technology!

## User Page:

- Select **Edit Testing Site** if you would like to set the allow student transfer function to **No**.
  - Setting the function to **No** will prohibit other institutions from pulling students from the site.
- Select **Student Transfer** to pull a student from another institution into the site.



The screenshot shows the College Success user interface. At the top is the "College Success" logo. Below it is a navigation menu with the following items: My Account, User, Rules, Test Setup, Administer Tests, Reports, Resources, Orders, CS Blog, and Log Out. The "User" menu is expanded, showing several options:

- \* [Edit Testing Site](#) (indicated by a red arrow pointing left) - Edit your College Success site.
- \* [Create / Update Users](#) - Manage the user accounts for your College Success sites.
- \* [Edit Student Information](#) - Update the student demographics of your College Success sites.
- \* [Template Download](#) - Create a group of new students in a particular site.
- \* [Student Transfer](#) (indicated by a red arrow pointing left) - Transfer students to your site from a different institution.

Decorative elements include a grey star and a pink vertical bar on the right side of the page.

## Edit Testing Site Page:

- Allow Student Transfer is defaulted **Yes**.
  - This is a new feature to the Edit Testing Site page.

Hierarchy	:	College Success Region > Broderick University > Broderick1	
SiteID	:	34420	
Group Type	:	SITE	
Created	:	2010-09-21	
Last Modified	:	2011-10-27	
Site Name *	:	<input type="text"/> Please do not use abbreviations for the Site Name.	
Description *	:	<input type="text"/>	
Address 1 *	:	<input type="text"/>	
Address 2	:	<input type="text"/>	
City *	:	<input type="text"/>	
State *	:	Virginia <input type="button" value="v"/>	
Zip Code *	:	<input type="text"/>	
Country *	:	United States <input type="button" value="v"/>	
Institution Type *	:	4 - Year <input type="button" value="v"/>	
Student Body Size *	:	500 or less <input type="button" value="v"/>	
Category of Institution *	:	Public <input type="button" value="v"/>	
Location of Institution *	:	Suburban <input type="button" value="v"/>	
Student ID Format *	:	Alpha-Numeric <input type="button" value="v"/>	
Student ID Length *	:	Min <input type="text" value="5"/> Max <input type="text" value="18"/>	* If you are using the Fixed Length Field format for Fast Reporting and report uploads -- you MUST use the Max value of 12.
Import Code	:	<input type="text"/>	
Price per Unit	:	<input type="text" value="\$1.50"/>	
Student Sign In Password *	:	<input type="text"/>	
Allow Student Transfer	:	Yes <input type="button" value="v"/>	

Note: Student Sign In Password is required if the site allows Student Self Registration only.

\* [Cancel](#) \* [Save](#)



## Student Transfer Page:

- Enter the student's information that you would like transferred into your site.
  - Student ID
  - Student Last Name
  - Student DOB
- Click **Next**.

College★Success

[My Account](#) [User](#) [Rules](#) [Test Setup](#) [Administer Tests](#) [Reports](#) [Resources](#) [Orders](#) [CS Blog](#) [Log Out](#)

### STUDENT INFORMATION

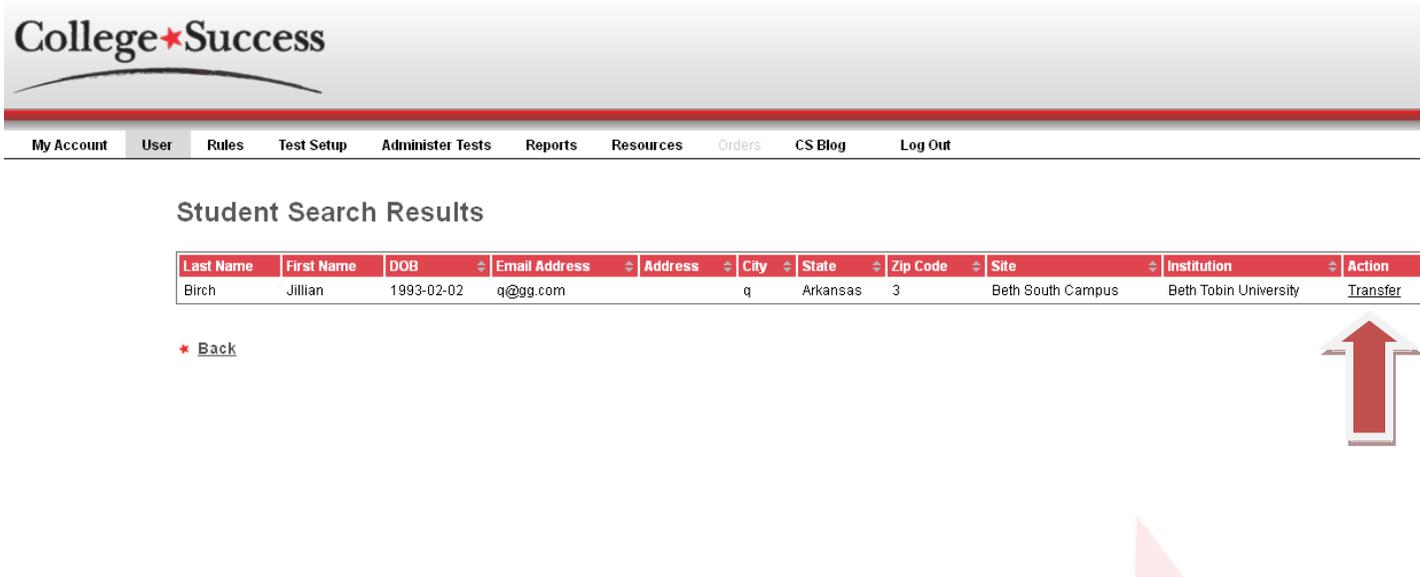
Student ID \* :    
Last Name \* :   
Date of Birth \* :

\* [Cancel and Exit](#)

\* [Next](#) 

## Student Transfer Search Results Page:

- Confirm this is the student to be transferred into your site.
- Click **Transfer**.



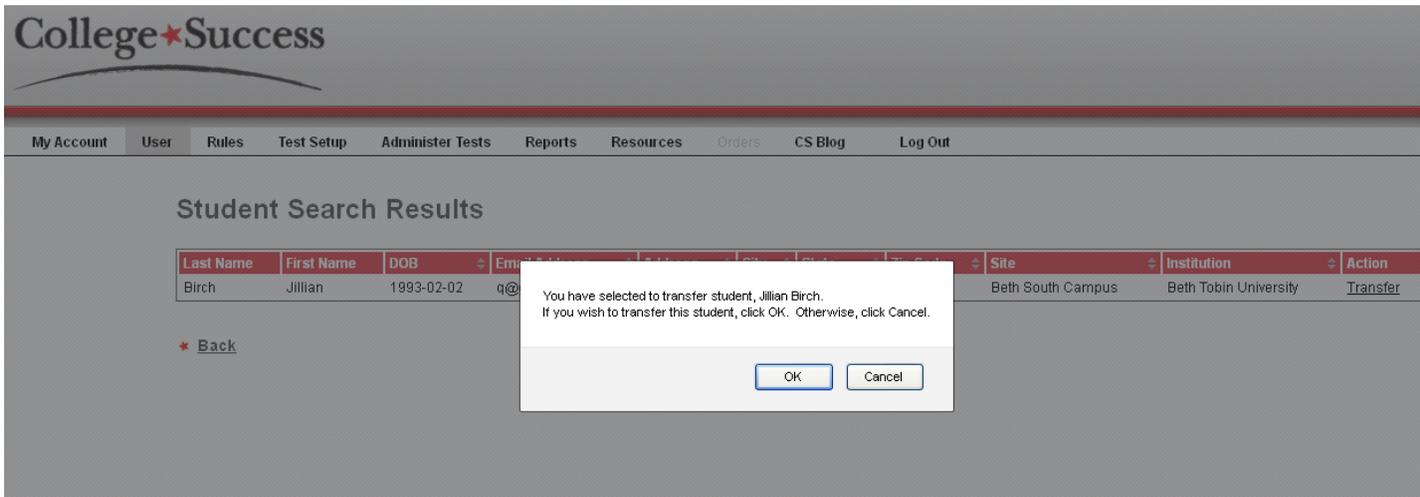
College Success

My Account User Rules Test Setup Administer Tests Reports Resources Orders CS Blog Log Out

### Student Search Results

Last Name	First Name	DOB	Email Address	Address	City	State	Zip Code	Site	Institution	Action
Birch	Jillian	1993-02-02	q@gg.com		q	Arkansas	3	Beth South Campus	Beth Tobin University	<a href="#">Transfer</a>

\* [Back](#)



College Success

My Account User Rules Test Setup Administer Tests Reports Resources Orders CS Blog Log Out

### Student Search Results

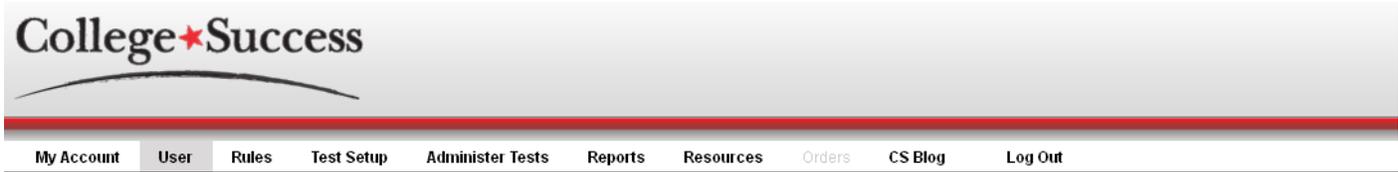
Last Name	First Name	DOB	Email Address	Address	City	State	Zip Code	Site	Institution	Action
Birch	Jillian	1993-02-02	q@gg.com		q	Arkansas	3	Beth South Campus	Beth Tobin University	<a href="#">Transfer</a>

\* [Back](#)

You have selected to transfer student, Jillian Birch.  
If you wish to transfer this student, click OK. Otherwise, click Cancel.

## Student Transfer Confirmation Page:

- The student has been successfully transferred into your site.



### Student Transfer Confirmation

Student Jillian Birch has been successfully transferred to Broderick1 (Institution: Broderick University)

[\\* Back to Menu](#)