

## Skill Connect Assessment Instructor checklist

As an Instructor a username has been created for you which gives you the capability to access student grades, view & print certificates, and run reports to measure & track the student's progress. A username to access the test system was not created for the Proctor. If the Proctor needs access to the grade reports you can save the grade report to excel for the Proctor.

**The assessment should last approximately 1 to 1 ½ hours.**

**Assessment licenses expire on July 31st. Assessments will need to be administered prior to this date.**

**You can test students on different days/times as long as they are tested by July 31<sup>st</sup>.**

❑ **Read the following document prior to testing:**

(Click on the link below to select the document from a list or click on the document name below to launch the document)

Website: [http://www.workforcereadysystem.org/technical\\_support.shtml](http://www.workforcereadysystem.org/technical_support.shtml)

- [Testing Policies for SkillsUSA](#)

❑ **Ensure the hardware & software is "test ready":** Refer to the "[Skill Connect Assessment Getting Started Guide](#)" at: [http://www.workforcereadysystem.org/technical\\_support.shtml](http://www.workforcereadysystem.org/technical_support.shtml) starting on page # 3 for additional information on computer requirements.

- Operating system
  - PC: Windows XP, Vista or Windows 7 (Internet Explorer V 8 only)
  - Macintosh: Mac OS X (Tiger, Leopard or Snow Leopard)
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- Broadband Internet access (DSL/Cable/T1)
- 1 GHz processor
- 512 MB RAM
- Flash (version 9 or higher)
- Sound card (or onboard sound)
- Video card (or onboard video) capable of a minimum of 800x600 resolution with 24-bit color. (For optimum display, we recommend a Video card capable of 1024x768 resolution with 32 bit color, and that the system be configured to these settings.)
- Text-to-speech (TTS) narration is available for students with IEP's. TTS should be configured ahead of time on the computers of the students who need it. TTS is properly installed if a speaker icon appears before the text in the assessments. Refer to the document "[Skill Connect Assessment Getting Started guide](#)" page #10 for details.
- Assessments Audio-Radio Production, Television Video Production & Computer Maintenance require sound. Please ensure a sound card is installed. Text-to-Speech is not required unless the student needs narration under an IEP.
- You can test each computer to ensure the graphics & sound (if applicable) is working by running our 10 question sample assessments. Go to: <http://www.workforcereadysystem.org/demo.shtml>. Follow the instructions to enroll as a demo user first, then click the Launch Demo button to run the sample assessment.
- If needed, Verify System Requirements - Access the login page to the assessments (URL: <http://www.skillconnect.org>). Then click "Utility Check". This page will enable you to check whether all

required plug-ins are available on each computer to be used. Refer to page #8 in the "[Skill Connect Assessment Getting Started Guide](#)" for instructions.

- **Grades & Reports** - After the students have completed the testing, the Instructor can access the grades, certificates & reports up until the license expiration date.

Once logged onto the site using the username sent to you in an e-mail from "SkillsUSA Orders":

- Click on the course name.
- Grades: Click on "Grades" on the left of screen under "Administration".
- Certificates: Click on a certificate form (Certificate links are under the "Certificate" section in the center of the screen.) Then click on "View Certificate" next to the student's name.
- Reports: Click on one of the reports on the left side of screen under "Reports".

Detailed Instructions on how to export & save this information along with other instructions can be found in the "[Skill Connect Assessment Getting Ready Guide](#)" on our website at [http://www.workforcereadysystem.org/technical\\_support.shtml](http://www.workforcereadysystem.org/technical_support.shtml) beginning on page #25.

- **Enroll students into the system**: Each student MUST enroll into the system to have access to the test. You may enroll the students ahead of time or the students may enroll themselves a few minutes prior to taking the test. (See the e-mail instructions previously sent to you for enrollment instructions.)
  - Please coordinate with your proctor to enroll your students into the test system.
  - Verify you have received an e-mail from "SkillsUSA Orders" that contains an enrollment key that is necessary to enroll the students. Contact us if you have not. (See support numbers below).
  - Once the student enrolls & creates a username a purchased license is considered used and will decrement from the total purchased. If a student enrolls twice for any reason contact the Skill Connect Support Team for assistance, as another student will not be able to enroll & take the test. (See support numbers below.)
  - During enrollment, verify the student has typed their name correctly in the section titled " More Details". The information typed in this section will transfer exactly how it appears on certificates & reports.
  - **Instructors should not enroll** themselves using the student enrollment key. Doing so will use up one of the tests you purchased for the student(s). Use the username previously created for you as mentioned above.
  - Your students **SHOULD NOT** use your username to take the test. They need to self-enroll and create their own username account in the system.
- **Support**: If at any time you have questions regarding the assessment process or need assistance on test day; the following venues are available to you:
  - See the "[Skill Connect Assessment Getting Started Guide](#)" on our website: [http://www.workforcereadysystem.org/technical\\_support.shtml](http://www.workforcereadysystem.org/technical_support.shtml)
  - Email Skill Connect Support at [skillconnect@skillsusa.org](mailto:skillconnect@skillsusa.org) <mailto:skillconnect@skillsusa.org>.

- Call (703) 777-8810 and ask for a Skill Connect Assessment Team member.