

Skill Connect Assessment Instructor checklist

Instructor- As an Instructor a log-on has been created for you which gives you the capability to preview the assessment, to access student grades, view & print certificates, and run reports to measure & track the student's progress.

Proctor- The Proctor does not need to access the system to proctor the assessments. A log-on **has not been created** for the Proctor. The Proctor has been provided with the passwords to un-lock the course(s) on test day.

Review the following documents prior to test day:

- [Skill Connect Assessment Getting Started Guide](#) (Technical support guide)
- [Testing Policies for SkillsUSA](#)

Ensure the hardware is "test ready". Before test day, you must make sure that all computers to be used for the assessment are "test ready".

- Refer to the "[Skill Connect Assessment Getting Started Guide](#)" starting on page # 3 for minimum computer requirements, required plug-ins, supported browsers & internet requirements.
- Verify System Requirements - Access the login page to the assessments. 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](#)".
- 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.

Enroll your students into the system prior to test taking.

- It takes only a couple of minutes per student. All students who will be taking the assessment can enroll simultaneously just prior to testing or you may enroll them ahead of time. Refer to the instructions that were emailed to you for enrollment procedures.

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

- Log-on to the Learnmate system (using the log-on you received in an email). Click on the assessment course name.
- **Grades:** Click on "Grades" on the left of screen under "Administration".
- **Certificates:** Click on a certificate (form A-D) link 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](#)" beginning on page #25.

IMPORTANT INFORMATION:

- Your students **SHOULD NOT** use your log-on account to take the tests. They need to self-enroll and create their own user accounts in the system.
- Once the student enrolls & creates a log-on a purchased license is considered used and will decrement from the total purchased. If a student or Instructor enrolls twice in error contact the Skill Connect Support Team for assistance, as another student may not be able to enroll. (See support numbers below.)
- Verify the student has typed their first & last name correctly in the enrollment section titled “ More Details”. The information typed in this section will transfer exactly how it appears to certificates & reports.
- Students may only take the assessment once. Once they have launched the assessment, the system records this as an attempt. No further attempts will be allowed. If one of your students legitimately launched an assessment by mistake and needs an additional attempt, please contact our Skill Connect Support team via email or by phone. (See support numbers below.)
- 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.
- If you are administering a pre & post-test for the same students, the proctor should assign **forms A & B for the pre-test & forms, C, and D the post-test**. This will allow you to compare the scores of the two tests more efficiently. Please notify SkillsUSA if you plan to administer as a pre & post to ensure you have the appropriate number of licenses for testing.

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](#)” PDF document
- Email Skill Connect Support at skillconnect@skillsusa.org <<mailto:skillconnect@skillsusa.org>>
- Call (703) 777-8810 and ask for a Skill Connect Assessment Team member.