




USING COMPASS

Initializing and Administering Exams

September 17, 2019

Workforce Education Escambia County School District



Purpose

The links below will take you to the corresponding slide.

- [Setting up Compass and downloading exams](#)
 - *This set of steps will need to be completed on each computer.*
- [Creating and adding students to groups](#)
- [Signing in students](#)

Setting up Computers for Compass

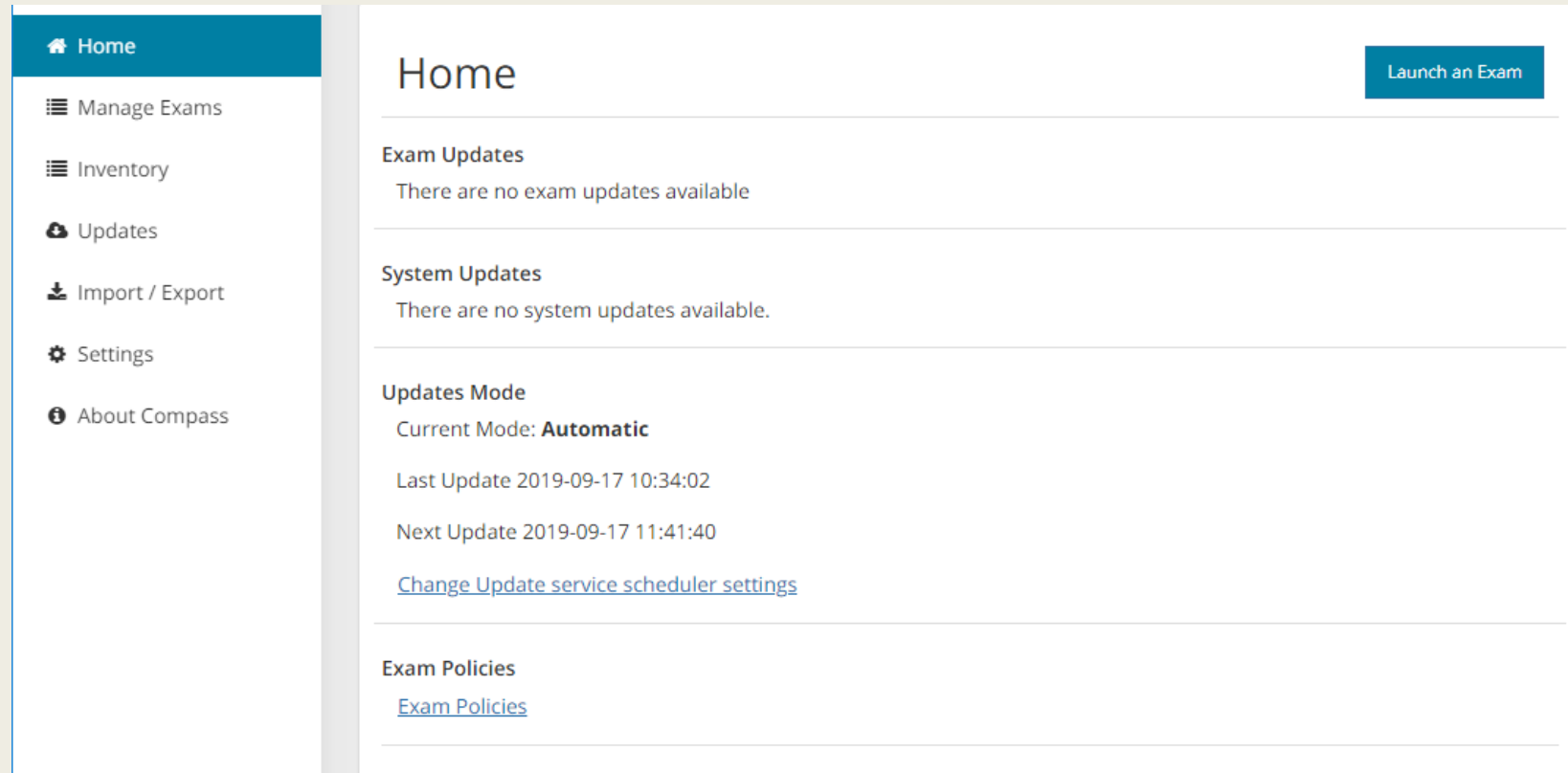
The following steps will need to be done on each computer.

- Set your school as a testing location.
- Download the appropriate exams.
- Complete a configuration exam for certain exams.

You will be notified if quicker process is determined and put in place.

Setting up Compass

- Sign in with your teacher account.
- Choose your **school** if prompted.
 - *This will only need to be done once per computer.*
- Install any **updates** if prompted.



The screenshot displays the Compass application interface. On the left is a vertical navigation menu with the following items: Home (with a house icon), Manage Exams, Inventory, Updates, Import / Export, Settings, and About Compass. The main content area is titled 'Home' and features a 'Launch an Exam' button in the top right corner. Below the title, there are three sections: 'Exam Updates' with the message 'There are no exam updates available'; 'System Updates' with the message 'There are no system updates available.'; and 'Updates Mode' which shows 'Current Mode: Automatic', 'Last Update 2019-09-17 10:34:02', and 'Next Update 2019-09-17 11:41:40'. A link for 'Change Update service scheduler settings' is provided below the update mode section. At the bottom, there is an 'Exam Policies' section with a link to 'Exam Policies'.

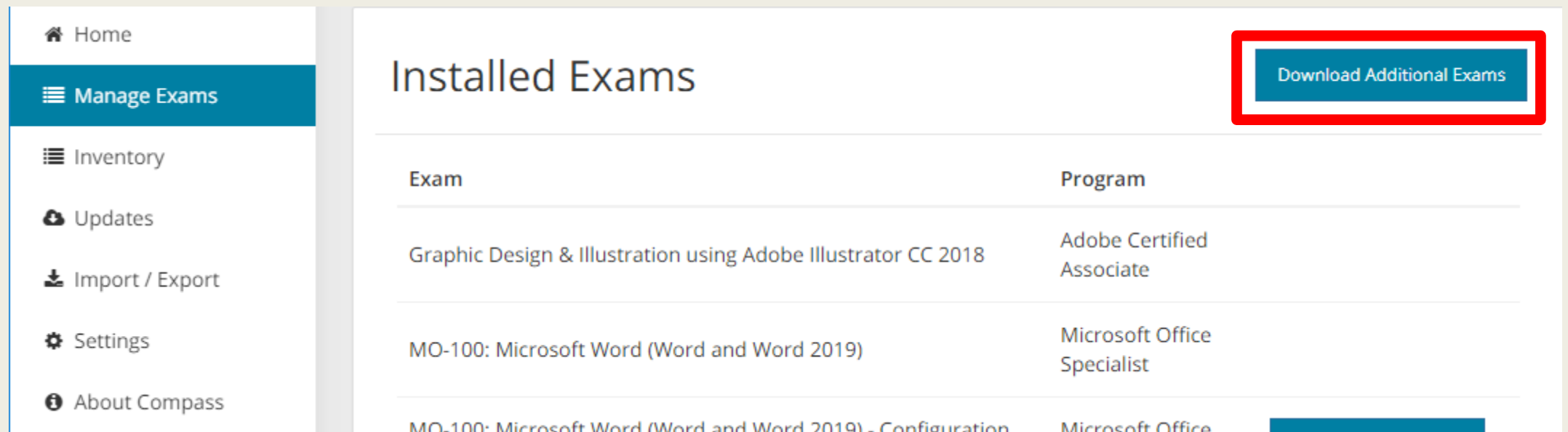
Installing Exams 1/3

- Choose **Manage Exams** on the left side.
 - *The software needed for the exam must be installed for that exam to appear on the list. I.e. if Photoshop is not installed, you won't have the ability to download the Photoshop exam.*
- Select and download the appropriate exams.

The screenshot shows a web interface for downloading exams. On the left is a navigation menu with the following items: Home, Manage Exams (highlighted in blue), Inventory, Updates, Import / Export, Settings, and About Compass. The main content area is titled 'Download Exams' and features a dropdown menu set to 'Exams with Licenses'. Below the title are two filter options: 'All Exams' and 'Adobe Certified Associate' (with a dropdown arrow). A blue 'Download Exams' button is located at the bottom right of the main content area.

Installing Exams 2/3

- If any exams are already installed, you will need to click the **Download Additional Exams** button in the upper right corner.



The screenshot displays a web interface for managing exams. On the left is a navigation sidebar with the following items: Home, Manage Exams (highlighted), Inventory, Updates, Import / Export, Settings, and About Compass. The main content area is titled 'Installed Exams' and features a table with two columns: 'Exam' and 'Program'. A blue button labeled 'Download Additional Exams' is located in the top right corner of the main area and is highlighted with a red rectangular border.

Exam	Program
Graphic Design & Illustration using Adobe Illustrator CC 2018	Adobe Certified Associate
MO-100: Microsoft Word (Word and Word 2019)	Microsoft Office Specialist
MO-100: Microsoft Word (Word and Word 2019) - Configuration	Microsoft Office

Installing Exams 3/3

- Microsoft exams require you to **Launch Config Exam** before that particular exam can be taken.
- You will be guided through a single exam question to ensure that the Microsoft programs are configured to run the exam.

The screenshot displays the 'Installed Exams' section of a software interface. On the left is a navigation sidebar with options: Home, Manage Exams (selected), Inventory, Updates, Import / Export, Settings, and About Compass. The main content area is titled 'Installed Exams' and includes a 'Download Additional Exams' button. Below the title is a table with two columns: 'Exam' and 'Program'. The table lists several exams, with the configuration exam for each highlighted by a red box and a 'Launch Config Exam' button.

Exam	Program
Graphic Design & Illustration using Adobe Illustrator CC 2018	Adobe Certified Associate
MO-100: Microsoft Word (Word and Word 2019)	Microsoft Office Specialist
MO-100: Microsoft Word (Word and Word 2019) - Configuration Exam	Microsoft Office Specialist
MO-200: Microsoft Excel (Excel and Excel 2019)	Microsoft Office Specialist
MO-200: Microsoft Excel (Excel and Excel 2019) - Configuration Exam	Microsoft Office Specialist
MO-300: Microsoft PowerPoint (PowerPoint and PowerPoint 2019)	Microsoft Office Specialist
MO-300: Microsoft PowerPoint (PowerPoint and PowerPoint 2019) - Configuration Exam	Microsoft Office Specialist

Exam Groups

- **Students** will join your exam group.
- **Teachers** will need to accept students into their exam group.

Adding Exam Group ID:

- This applies to students that just created an account or had an existing account.
- Have the students sign in to certiport.com
- They will enter the **Exam Group ID** that you provide them and click **Register Me**.

The screenshot shows the Certiport website interface. At the top, there is a navigation bar with the Certiport logo, a 'Welcome Charles!' message, a 'Test Candidate' dropdown menu, and 'My Profile' and 'LOGOFF' buttons. Below the navigation bar are two tabs: 'MY CERTIPOINT' (selected) and 'MY TRANSCRIPT'. The main content area features a banner with a woman sitting cross-legged with a laptop, and the text 'Show the world you did it. Send your transcripts to anyone, anytime. Click to view transcripts.' Below the banner is a 'Contacting Support:' section with two bullet points: 'For Test Candidates inside North America: Use the Email form or dial (800) 497-8923.' and 'For Test Candidates outside North America: Contact the Solution Provider in your area.' Below this is a link to 'frequently asked questions' and a checkbox for authorizing Certiport and its third-party partners to view transcripts and contact the user regarding potential employment opportunities. The 'My Exams' section is highlighted with a red border and contains three sub-sections: 'CERTIFICATION EXAMS' (with the message 'You have no assigned exam vouchers.'), 'EXAM RESULTS' (with the message 'No exams found.'), and a section for adding an Exam Group ID. This section includes a text input field for 'Voucher or license code:' with a 'Purchase Exam Voucher' button, and another text input field for 'Exam Group ID:' with a 'Register Me' button. The right sidebar contains several promotional tiles: 'MY MESSAGES' (TOTAL: 2 UNREAD: 2, View Messages), 'LOCATE A CATC' (with a map), 'MICROSOFT OFFICE SPECIALIST WORLD CHAMPIONSHIP' (LEARN MORE), 'create' (LEARN MORE), 'my Certiport story', and 'Earn IACET Continuing Education Units'. At the bottom right, there is a button for 'Exam Lengths'.

Accepting Students to Your Exam Group

- Sign in to Certiport with your teacher account.
- Change your **role** to **teacher**.
- Change the **exam group** as appropriate.
- **Accept** the students that are manually joining your group.

The screenshot displays the Certiport Teacher Community interface. At the top, the Certiport logo is visible, along with a welcome message for Charles, a dropdown menu set to 'Teacher', and a 'My Profile' button. Below this is a navigation bar with 'MYCERTIPORT', 'EXAM GROUPS', 'BULK REGISTRATION', and 'REPORTS'. A welcome message for the teacher community is shown with a profile picture. The main section is titled 'Exam Group Registration Information' and includes a dropdown for 'Exam Groups' set to 'Do Not Use'. Below this, statistics are shown: Exam Group ID: 2173480, Number of students expected: 0, and Number of students enrolled: 1. A table lists the enrolled student, Charles Henderson, with his login 'escchenderson2', enrollment date '9/17/2019', and '0' exams taken. His status is 'Pending', and there are 'Accept Remove' links. Below the table is a blue bar for 'ADD ADDITIONAL USERS' and a 'FIND USERS' section with a search input and a 'Submit' button.

Student Name	Login	Date Enrolled	Exams Taken	Status	
Henderson, Charles	escchenderson2	9/17/2019	0	Pending	Accept Remove

Signing in Students

- Students will select the following:
 - *Program for the exam*
 - *Exam group*
 - *Specific exam*
 - *Choose payment method*
- Then the proctor will then need to sign the students in

Selecting Program

- Students will need to select the **Program** for the exam.
 - *E.g. Adobe Certified Associate or Microsoft Office Specialist*
- They must select **Yes** for exam group, then choose your group.
- If they do not see your group, follow these steps.

Program
Select your program
(* indicates a required field)

Program *

Select

Exam Group
Do you want to associate your exam with an exam group?

No
 Yes

Next

Program
Select your program
(* indicates a required field)

Program *

Select

- Select
- Adobe Certified Associate
- Adobe Certified Expert
- App Development with Swift Certification
- Autodesk Certified Professional
- Autodesk Certified User
- EC-Council Associate
- Entrepreneurship and Small Business
- IC3 Digital Literacy Certification
- Intuit QuickBooks
- Microsoft Certified Educator
- Microsoft Office Specialist
- Microsoft Technical Certifications
- Microsoft Technology Associate
- Unity Certified User

Next

Program
Select your program
(* indicates a required field)

Program *

Select

Exam Group
Do you want to associate your exam with an exam group?

No
 Yes

Select Exam Group

Select

- Select
- 2173480 - Do Not Use

Enter exam group

Next

Select Exam

- After selecting their Program and Exam Group, students will be able to select the **specific exam** associated with the Program.

Select Exam

Find an Exam:

Exam Code	Exam Name
ACA_101	Visual Design using Adobe Photoshop CC 2018
ACA_201	Graphic Design & Illustration using Adobe Illustrator CC 2018
ACA_301	Print & Digital Media Publication using Adobe InDesign CC 2018
ACA_401	Digital Video using Adobe Premiere Pro CC 2018
ACA_501	Visual Effects & Motion Graphics using Adobe After Effects CC 2018
ACA_601	Web Authoring using Adobe Dreamweaver CC 2018
ACA_701	Multiplatform Animation using Adobe Animate CC 2018

Payment Method

- The Payment Method will always be Inventory / Site Licenses.

Payment Method

Visual Design using Adobe Photoshop CC 2018

West Florida High School of Advanced Technology - Escambia (90022361)

Select the payment method below.

Inventory / Site Licenses

Voucher / Assigned Licenses

Previous

Next

Verify & Unlock Exam

- The **Proctor** will enter their username and password to unlock the exam.
- The following screen will have a **Start Exam** button that will lead to the exam tutorial.

Verify & Unlock Exam

Candidate, please verify that the following information is correct.

Candidate & Exam Information

Name	Exam details	Test center	Payment type
Charles Henderson	Visual Design using Adobe Photoshop CC 2018 Change exam Language: English Change language Accommodations: None Duration: 00:50:00 Exam Group: Do Not Use (2173480)	West Florida High School of Advanced Technology - Escambia	Inventory / Site Licenses

⚠ Candidate, please notify the proctor that you are ready to proceed.

Proctor Authentication

All fields are required.

Proctor Username:

Proctor Password:

Previous

Unlock Exam