

InTERS - Testing QuickStart Guide

To Enter Test Results:

1. Click on the **Tasks** tab in the ribbon bar.
2. Click on **Testing** icon.
3. When the Testing page opens, a list of post-test eligible students at your program should automatically appear. To see students who need pre-test scores entered, click on the **Needs Pre-Test** circle. To view all students, click on the **All** circle.
4. To enter a test result, double click on the **name of the testing student** to open the student's record.
5. Click on the **Testing** icon.
6. Right click in the test results history section of the screen and select **Add Test**. The Test Editor window will open.
7. Fill in all test information through Raw Score. Once a Raw Score is entered, the remaining fields will automatically calculate.
8. Click **OK**.
9. Repeat steps 6-8 to enter in all test subjects.
10. Right click on the newly added test results and select **Recalc This Test**.
11. Click **OK** on the pop-up box.
12. Click on **Close** icon and click **Yes** to save changes.
13. Double click on the **student's name** again and return to the testing page to see updated results including level gains and eligible reimbursements.