

## How to Access Assessment Scores in Peoplesoft

Below is information about the Portability Cross Reference Tool created by District IT. You need to sign in to your People Soft access and then go into the Records and Enrollment area. Follow the instructions below.

If you don't have access to Records and Enrollment you will need to go through your Dean/Supervisor to get this added.

### New Tab under LR Assessment Data:

Today, Monday, April 4, 2011 the staff pages that support the Assessment Portability project are available for viewing and can be found under **Records and Enrollment > Enroll Students > LR Assessment Data**. The original Assessment Data tab displays the student's Placement Test Results along with a Placement Level. We have added a new tab – Placement Reference – that lists all of the courses available in the district for the student's Placement Level listed by subject area. The placement tests include Math, English Writing and English Reading. (Process Status MNotfound means that a milestone was NOT created for the placement test)

The Placement Tests shown on these pages include placements tests from February 1, 2011 forward.

#### Assessment Data

PLACEMENT DETAILS							
Subject Area	Placement Level	Test Date	College	Test	Result	Process Status	Milestone
ENGRD	ENGRD_3	03/30/2011	ARCC	ENGRDM	23	MNot found	
ENGWR	ENGWR_4	03/30/2011	ARCC	ENGWRM	75	MNot found	

#### Placement Reference

SUBJECT AREA PLACEMENT LEVEL			
Placement Level: ENGRD_3	College Level Reading		
PLACEMENT LEVEL COURSE DETAILS			
College	Subject	Catalog	Course Description
ARCC	ENGRD	116	Proficient Reading
CRCC	ENGRD	110	Reading Strategies for College
FLCC	ENGRD	110	Reading Strategies for College
SCCC	ENGRD	110	Reading Strategies for College

**Security:**

The security for these pages is under the Basic Student Info View. When we rolled out the assessment upload project last fall we added the LR\_ASSESSMENT\_DATA page to the Student Info View I – Basic. If for some reason you are unable to access the LR\_ASSESSMENT\_DATA page you will need to request the security for the page.

**eServices Student Center – New Tab:**

The student will be able to see the courses identified with their placement level under the Assessment Tab in the Student Center. The display for the student is the same as the display under the Placement Reference Tab shown above – College, Subject, Catalog and Course Description – Placement Level Course Details.



**Assessment Portability Cross Reference Guide:**

Attached to this email is an Assessment Portability Cross Reference guide that details all of the Assessment Placement Levels and the corresponding courses for all four colleges. The cross reference chart can be copied and distributed per your business process.