

# QUICK REFERENCE

## National Health Science Assessment

### TEST ORDERING

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com).
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Ordering** on the right side of the screen.
4. Click on the **state** to begin the ordering process, then click on the **CareerTech Testing Center** and then **Health**.

### POINTERS:

- If your school has not ordered thru the CIMC catalog before, you will need to register your school as a **NEW COMPANY** during the checkout process.
- If your school has ordered thru CIMC before, but this is your first time ordering, you will need to register as a new user when during the checkout process.
- When ordering tests, please make sure that the address on the account is the **BILLING ADDRESS** as shown on your purchase order or credit card – You will input the name and address of the school administering the assessments in the **SHIPPING DETAILS** section.
- In the **SHIPPING DETAILS** section, please be sure to include the **SITE ADMINISTRATOR'S** email address, **not** the instructor, administrator, business manager, etc.
- If your state is purchasing tests through a statewide agreement, the PO number and billing address to be used will be shown under the **STATE SPECIFIC** link at [www.healthsciencetest.com](http://www.healthsciencetest.com). You will input the name and address of your school in the **SHIPPING DETAILS** section.
- If you are purchasing tests for multiple schools, you will need to do a separate order for each school. You may use the same account and PO number, but you will input the name and address of the school administering the assessments being ordered in the **SHIPPING DETAILS** section.
- When ordering, please make sure you note that this order is non-taxable since all schools are tax-exempt. You can leave the certificate number field blank.
- **There is no shipping charge for tests. The system may default to a \$9 shipping charge – this will be removed when the order is processed.**

**NOTE:** If you have not received a “Welcome” email from CTTC within two business days of ordering, first check your SPAM folder and email filters to see if it was intercepted. If you do not locate the email, please notify us at [CTTC@okcareertech.org](mailto:CTTC@okcareertech.org).

### TEST SITE SETUP

For more step-by-step instructions with screen shots, please refer to the User’s Manual at [www.healthsciencetest.com](http://www.healthsciencetest.com) under the Site Administrator or Instructor Link.

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com) and click on **Online Forms/ Templates** in the Navigation Menu on the left side of the screen
  - a. **Complete online Testing Agreement** (Site Administrator and Proctors) -
  - b. **Download and complete the Instructor Worksheet.** (Site Administrator) For fastest processing, please use the **Save As** command to give the file a name that makes it easy to match the file to the correct school.

**Example:** The file name for the instructor worksheet for Bates County High School in Georgia might be **GABatesCtyHSInstructors**.
  - c. **Download and complete the Roster Template** (Site Administrator or Instructors) for each class of students taking the assessment. For fastest processing, please use the **Save As** command to give the file a name that makes it easy to match the file to the correct school and instructor. Also, be sure to save the file to a location that will make it easy to find later, such as My Documents.

**Example:** The file name for the roster for Mary Adams’ first hour class @ Bates County High School in Georgia might be **GABatesCtyHSMAdams01**.

**NOTE:** All fields must be completed. *You must enter the information directly into the template file. DO NOT copy & paste the information from a different source into the template – this adds coding to the file that will prevent it from loading into the system properly.*

2. Transfer the instructor worksheet and student roster(s) using the Filestork link provided in your welcome email.

**IN ORDER TO PROTECT STUDENT'S PERSONAL INFORMATION,  
PLEASE DO NOT EMAIL THESE FILES TO US DIRECTLY!**

### **OBTAINING/DISTRIBUTING PARTICIPANT ID'S & PASSWORDS TO STUDENTS**

**NOTE: This section applies to Site Administrators and Proctors only!**

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com) .
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Site Management** on the right side of the screen.
4. Enter your Email address and the Password provided to you in the Roster Uploaded email.
5. Click on the Enterprise Manager tab.
6. Again, enter the Email address and Password to access the actual testing system.
7. Click on System Administration, then Participants
8. Retrieve Passwords for Students

#### ***Instructions for test sites that submitted only one roster (one instructor/one class):***

- a. Click on **Show Password** from the left hand menu
- b. If more than 25 participants exist, change number in drop-down menu under **Records Per Page**
- c. Highlight the entire table of participants including column headings
- d. Click on **File, Print, Print Selection, Apply**, then **Print** (manual pg. 29-30)

#### ***Instructions for test sites that submitted more than one roster:***

- a. Click on **Groups**.
- b. Locate the name of the first group you will be testing. Using the mouse, highlight the name of the first group you will be testing. Right-click on the highlighted group name and select **Copy** (or press Ctrl-C on the keyboard).

**NOTE:** The numbers after the instructor's name provide the date the roster was loaded in MM/DD/YY format – this might be helpful in trying to identify the correct group(s).

- c. Right above the list of groups, click on **Administration**.
- d. Click on **Participants**.
- e. Click on the field to the right of **Group Name Contains** and select Edit, Paste from the Menu bar (or press Ctrl-P on the keyboard), then Click **Search**.
- f. The results will only show students that are part of that particular roster
- g. If more than 25 participants exist, change number in drop-down menu under **Records per Page**
- h. Highlight entire table of participants including column headings
- i. Click on **File, Print, Print Selection, Apply**, then **Print** (manual pg. 29-30)

### **ASSISTING STUDENTS WITH ACCESSING THE ONLINE TESTING SYSTEM**

**NOTE: This section applies to Site Administrator and Proctors only!**

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com)
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Testing** on the right side of the screen.
4. The student enters his/her Participant ID & Password.
5. The student selects **National Health Science Assessment**.
6. After the student completes the assessment, there will be a link to the coaching report.

7. At the top of the coaching report is a link to print the certificate for a passing student.

### **BULK PRINTING CERTIFICATES**

**NOTE: This section applies to Site Administrator and Proctors only!**

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com)
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Site Management** on the right side of the screen
4. Enter your Email address and Password to access the Dashboard system.
5. Click on the **Certificate** tab at the top
6. Choose the **Option** you wish to search by:
  - a. Group Name
  - b. Assessment Name
  - c. Participant ID
  - d. Student First Name
  - e. Student Last Name
7. Tick in the certificates you wish to print. (Note: There are 20 listing to a page and you can only print one page at a time) The 20 certificates will open as one pdf with each page being a certificate.
8. Click **Generate Certificates** at the top right of the list table.
9. Click on the **Refresh button** at the top right of the list table.
10. Click on the **Download PDF** link

### **RE-PRINTING COACHING REPORTS OR INDIVIDUAL CERTIFICATES**

**NOTE: This section applies to Site Administrator and Proctors only!**

To access the system for reprinting Coaching Reports or printing certificates with a color printer:

1. Go to [www.healthsciencetest.com](http://www.healthsciencetest.com)
2. On the left side of the screen in the Navigation Menu, click on **Tools**
3. Click on **Reporting** on the right side of the screen.
4. The site administrator/proctor will be required to enter his/her Email address and Password to access the reporting system.
5. From the list of options presented, select **Enterprise Reporter**.
6. In the next screen, select **Score List Report**.
7. In the Select a Report Template Field, select **Quick View** from the dropdown menu.
8. Click the **Find Assessments** button and select **2012 National Health Science Assessment**.
9. Click on **View Report** to display a list of students testing at that site.
10. Find the student whose Coaching Report and/or Certificate you wish to print. (**Note:** If you do not see the student's name, increase the **Records Per Page** or scroll thru the other pages of results by clicking on the page numbers.)
11. Click on the link for the desired document. Print the document as you would normally print thru your internet browser. (**Note:** A certificate will only be displayed for students who pass the assessment.)

Questions? Please call 800.522.5810: Ext. 403, Teena Friend ([cttc@okcareertech.org](mailto:cttc@okcareertech.org))  
Ext. 427, Jennifer Nuttle ([cttc@okcareertech.org](mailto:cttc@okcareertech.org))  
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