

September 05, 2012

Dear Test Administrators,

McCann Associates is proud to announce an update to the College Success system: Site Managers may now batch student transfers from one institution to another.

Along with this update, you will find important new features:

- The **'Batch Student Transfer'** link appears under the **'User'** tab.
- Student information is entered into the text areas as: student ID, student last name, student DOB (mm/dd/yyyy), separated by a tab or comma.
- You will see one student per line.
- You can transfer students from multiple institutions at one time.
- Click the **'Cancel'** button to cancel search. Click **'Search Students'** to search for students to transfer. Click **'Clear Text Area'** to remove student data.

In addition to the bulk student transfer feature, McCann is looking into developing the reporting of test scores of transferred students. (**NOTE:** Score reports do not follow transferred students; however, the student will always have access to his/her completed test session information from the student dashboard.)


Below you will find screenshots and explanations of the new system.

Sincerely,

McCann Associates

Access to the Student Transfer Function:

- This function is available at the Site Manager level.
- Click **User** to begin.



The screenshot shows the College Success website interface. At the top, the logo "College * Success" is displayed. Below it is a navigation bar with the following links: "My Account", "User", "Administer Tests", "Reports", "Resources", "Orders", "CS Blog", and "Log Out". A red arrow points to the "User" link. The main content area features a "Welcome to College Success" message, a stack of books with a graduation cap, and a paragraph of text: "Welcome to College Success, your comprehensive placement and diagnostic assessment platform. College Success allows you to make effective and efficient course placement decisions using advanced, computer-adaptive technology. And, with the addition of diagnostic assessments, you and your students can easily determine student strengths and weakness across core competencies and access helpful learning resources using our patented iSEEK search technology!". The page is decorated with several red and grey stars.

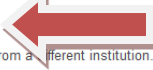
User Page:

- Select **Batch Student Transfer** if you would like to transfer multiple students from another institution into the site. **NOTE:** you may transfer students from multiple institutions.

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[My Account](#) [User](#) [Rules](#) [Test Setup](#) [Administer Tests](#) [Reports](#) [Resources](#) [Orders](#) [CS Blog](#) [Log Out](#)

- * [Edit Testing Site](#)
Edit your College Success site.
- * [Create / Update Users](#)
Manage the user accounts for your College Success sites.
- * [Edit Student Information](#)
Update the student demographics of your College Success sites.
- * [Template Download](#)
Create a group of new students in a particular site.
- * [Student Transfer](#)
Transfer students to your site from a different institution.
- * [Batch Student Transfer](#)
Batch Student Transfer to your site from a different institution.



Bulk Student Transfer Page:

- Enter the student information that you would like transferred into your site. Information is entered as one student per line.
 - **Student ID, Last Name, DOB (mm/dd/yyyy)**
- Click **Search Students**.

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- * Copy and paste Student ID, student last name, student DOB (mm/dd/yyyy) separated by tab or comma into the following text area. One student per line.
- * Click "Cancel" button to cancel search. Click "Search Students" to search for students.
- * After submitting your request, please wait for confirmation page.

```
111085, Broderick, 01/01/2000
3333333333333333, Casa-Bennett, 03/03/1998
12456842, Cozine, 07/07/1982
1009MD, Daneker, 01/01/2000
```

* [Search Students](#) * [Clear Text Area](#)

Student Transfer Search Results Page:

- Confirm the students to be transferred into your site.
- Select the students by checking the box next to their names. To select all students, click the red box next to **Student ID**.
- Click **Transfer Students**.

Student Search Results


Number of students can be transferred: 4



<input checked="" type="checkbox"/>	Student ID	Last Name	First Name	DOB	Email Address	Address	City	State	Zip Code	Site	Institution
<input checked="" type="checkbox"/>	111085	Broderick	Janine	01/01/2000	janine@aol.com		ewing	New Jersey	08628	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	3333333333333333	Casa-Bennett	Sabrina	03/03/1998	vn@vantage.com		d	Connecticut	3333	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	12456842	Cozine	Maureen	07/07/1982	m@vhgh.com		Metuchen	New Jersey	08652	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	1009MD	Daneke	Matt	01/01/2000	Mdaneke1009@vantage.com		Ewing	N/A	00900	Emerson	Institute of Daneke


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[* Transfer Students](#)



Student Search Results

Number of students can be transferred: 4



<input checked="" type="checkbox"/>	Student ID	Last Name	First Name	DOB	Email Address	Address	City	State	Zip Code	Site	Institution
<input checked="" type="checkbox"/>	111085	Broderick	Janine	01/01/2000	janine@aol.com		ewing	New Jersey	08628	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	3333333333333333	Casa-Bennett	Sabrina	03/03/1998	vn@vantage.com		d	Connecticut	3333	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	12456842	Cozine	Maureen	07/07/1982	m@vhgh.com		Metuchen	New Jersey	08652	Beth South Campus	Beth Tobin University
<input checked="" type="checkbox"/>	1009MD	Daneke	Matt	01/01/2000	Mdaneke1009@vantage.com		Ewing	N/A	00900	Emerson	Institute of Daneke

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[* Transfer Students](#)

Student Transfer Results Page:

- The students have been successfully transferred into your site.

Site Manager: Jay Bro

College  Success

My Account User Rules Test Setup Administer Tests Reports Resources Orders CS Blog Log Out

Student Transfer Results

Number of students transferred: 4

Student ID	Last Name	First Name	DOB	Email Address	Address	City	State	Zip Code	Site	Institution
111085	Broderick	Janine	01/01/2000	janine@aol.com		ewing	New Jersey	08628	Broderick1	Broderick University
3333333333333333	Casa-Bennett	Sabrina	03/03/1998	vn@vantage.com		d	Connecticut	3333	Broderick1	Broderick University
12456842	Cozine	Maureen	07/07/1982	m@vhgh.com		Metuchen	New Jersey	08652	Broderick1	Broderick University
1009MD	Daneker	Matt	01/01/2000	Mdaneker1009@vantage.com		Ewing	N/A	00900	Broderick1	Broderick University

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