

Steps to Create A Standard/Print Voucher

The information that follows include step-by-step instructions for generating a Standard/Print voucher.

Use this type of voucher in these scenarios:

- Face to Face Proctoring (optional)
- Large Group Proctoring
- Video Web Chat Service (i.e. Zoom, Microsoft Teams)

There are 3 methods for creating vouchers:

- Pre-registration
- Create Single Student Record
- Find Student

Log on to https://accuplacer.org and log on as Site Manager, Proctor Reporter or Proctor.

Pre-Registration (Use this option if you have multiple students who need vouchers)

- 1. Follow these steps to begin:
 - Click Vouchers
 - Click Student Pre-registration
 - o Open Student Pre-Registration Template

•	Vouchers
	Student Pre-registration
	Generate Vouchers
	Manage Vouchers

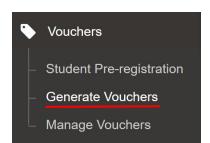
€ CollegeBoard AC	CUPLACER	Deborah Proctor Reporter	•
A Home			
Certificate of Test Administration	Student Pre-registration		
🚯 Dashboard Menu	Click on the "Drop file here to Upload" and choose a file to batch import Student Profiles. The file format MUST match the Student Pre-Registration Template and will only accept the following file formats: " .xls ", " .xlsx ", and " .csv ".		
🐸 Users	Please refer to the Student Pre-Registration Guidelines for detailed information.		
Vouchers	1 Import Student Profiles		
 Student Pre-registration Generate Vouchers 	Does your file include a header row?		

- 2. Steps to complete and import the template:
 - This information is required: Student ID#, First Name, Last Name, Date of Birth
 - Next save the template
 - Then import template—click on "black" cloud, find file, click Import. File will appear below black bar.

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1 Student Id First Name Middle Name Last Name	Date of Birth(MM/DD/YYYY) Addres	ss 1 Address 2 City Country	State/Province ZIP/Postal Code	If other Specify Email Address
2		United States		
3				
4				
5				
6				
/				
2 2				

🏂 Import Student Profiles								
✓ Student Batch deleted successfully.								×
Does your file include a header row?	• Yes							
Math and ELAR.xls (0.04 MB)		Crop file here to uplo (or Click)	ad					
							Cancel	• Import
III Student Profile Information Imports								2
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Pre-Registered Imported Date	Pre-Registered File Name	No Of Students	Imported	0 F	ailed To Import	Status	\$	Action
Feb 22, 2021 11:58:17 AM	Math and ELAR.xls	4 📥	4 📥			Imported		ê

- 3. Steps to Generate Voucher:
 - o Click Generate Voucher



- 4. Steps to Assign Branching Profile:

 - Select file from Load Pre-Registered Student Records
 Select Voucher Type—Standard Print
 Put a checkmark next to student name then Select Branching Profile
 - If all students are taking same branching profile, put checkmark in top square to • select all names, then click 'Select Branching Profile' then click the 'Apply to All' button.
 - If students are taking different branching profiles, put checkmark next to name(s), then click 'Select Branching Profile' then click the 'Apply to Selected' button.

• 0	Generate Voucher								
🗣 Ge	enerate Voucher								
.0:	ad Pre-Registered Student Re	cords			Select Voucher Expl	iration			
	Math and ELAR.xls 25-Fe	b-2021, 11:18:50 AM		~	90 Days	~			
Sel	lect Voucher Type								
	Standard/Print Voucher			~					
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								Reset	Generate Voucher
	udents List				曲 Remove Students	+ Create Single Student Record	Q Find Students Ex	port Options -	Print Print All
	elect Branching Profile	← Apply To Sel	ected Apply To All		E renove ordeno	Forcare offigie officient record		port options.	10 ~
	Student ID	First Name	Last Name	Date of Birth	Email Address	Sranching Profile	e 🗘 vi	oucher No.	Expires On
	+ 555666	Douglas	Anderson	01-Jan-2001					26-May-2021
	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001					26-May-2021
	+ 9998887777	Deborah	Anderson	02-Jan-1999					26-May-2021

⊞ St	udents List				Remove Students	+ Create Sing	le Student Record	Q Find Students	Export Options -	🖶 Print 🔒 Print All
Se	elect Branching Profile	✓ Apply To Se	lected Apply To All							10 🗸
	Student ID	First Name		Date of Birth	Email Address		Branching Profile	, ¢	Voucher No.	Expires On
		Douglas	Anderson	01-Jan-2001						26-May-2021
	1234567813	DOUGLAS	Anderson	01-Jan-2001						26-May-2021
	9998887777	Deborah	Anderson	02-Jan-1999						26-May-2021

⊞ Stu	dents List				BRemove Students	+ Create Single Student Record	Q Find Students	Export Options -	🕀 Print 🖨 Print.
** 0	1. TSIA2 Complete Test -	ELAF 🗸 Apply To Sel	ected Apply To All						10
	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profi	le 🌣	Voucher No.	Expires On
	+ 555666	Douglas	Anderson	01-Jan-2001		** 01. TSIA2 Co R & Math	omplete Test - ELA		26-May-2021
	1234567813	DOUGLAS	Anderson	01-Jan-2001		** 01. TSIA2 Co R & Math	omplete Test - ELA		26-May-2021
		Deborah	Anderson	02-Jan-1999		** 01. TSIA2 Co R & Math	omplete Test - ELA		26-May-2021

5. Generate Voucher:

• Select all students and click Generate Voucher

									Reset	Genera	te Voucher
⊞ Sti	udents List				Remove Students	+ Create Sing	le Student Record	Q Find Students	Export Options -	🔒 Print	Print All
	Student ID	First Name	🗘 Last Name	Date of Birth	Email Address		Branching Profile	-	Voucher No.	Expire	s On
	➡ 555666	Douglas	Anderson	01-Jan-2001			** 01. TSIA2 Com R & Math	plete Test - ELA	2T524BGB	26 <mark>-</mark> Ma	y-2021
	+ 1234567813	DOUGLAS	Anderson	01-Jan-2001			** 01. TSIA2 Com R & Math	plete Test - ELA	RX726Y3X	26-Ma	y-2021

Generate Single Student Record: (Use this option if you have 1 new student who needs a voucher)

Click Generate Voucher

- Click Generate Single Student Record

Generate Voucher				
oad Pre-Registered Student Records		Select Voucher Expiration		
Select Pre-Registered Students	~	90 Days	~	
elect Voucher Type				
Standard/Print Voucher	~			
				Reset Generate Vouc

Complete all * fields

• Click Create Repeat Steps 3-5 from above

* First Name		Middle Name	* Last Name
Deborah		Lynn	Anderson
Address 1		Address 2	
4136 Warbler Drive			
* Country		* State	If Other Specify
United States	~	Colorado	~
City		ZIP/Postal Code	Email
Fort Collins		80526	danderson-nonemp@collegeboard.org
Student ID		* Confirm Student ID	Supplemental Student ID
9998887776		9998887776	
Home Phone Number		Mobile Phone Number	* Date of Birth
9702299290		XXX-XXX-XXXX	01/01/2001
* Gender		* How do you describe yourself?	
I choose not to answer	~	I choose not to answer	
I choose not to answer			

Find Students (Use this option for students already in your database) • Click Generate Voucher

- Click Find Students

Senerate Voucher				
oad Pre-Registered Student Records	Select Vo	ucher Expiration		
Select Pre-Registered Students	∽ 90 Da	ys.	~	
elect Voucher Type	Selected	Remote Site		
Remote Network or Virtual Voucher	✓ -Select	One-		
	25			
				Reset Generate V

- o Type in Last Name or Student ID
- Click Search
- Put checkmark next to student name
- Click Add
- Repeat Steps 3-5 from above

Institution Name *Deborah Anderson Texas K12 Training Site		Site Name TSIA2 Rem	ote Beta Testing			
Student Created Date From	Student Created Da	ate To				
MM/DD/YYYY	MM/DD/YYYY		=			
tudent ID	Supplemental Stud	ent ID 🔞				
irst Name	Last Name					
	Anderson					
					Reset	Search
1 Student Search Results		Sort	By Student ID		Reset	Search
Student ID	dent ID	Sort	By Student ID	Date of Birth		
Student ID 🔶 Supplemental Stu	dent ID 🧳			Date of Birth 01-01-2001	- 1 <u>Å</u> 1 <u>Å</u>	
Student ID 🔶 Supplemental Stu	dent ID 🗧	First Name	Last Name		 ↓^A₂ ↓^Z_A ♦ Preregistered 	
Student ID 1234567893 Supplemental Student	dent ID	First Name 🔶 Deborah	Last Name	01-01-2001	 I^A₂ I^X_A Preregistered Y 	
1234567893 1234567813	dent ID	 First Name Deborah Deborah 	Last Name Anderson	01-01-2001	 ✓ 1^A_A ♦ Preregistered Y Y Y 	
Student ID Supplemental Stur 1234567893 1234567813 1234567813 9998877777	dent ID	First Name Deborah Deborah Deborah	Last Name Anderson Anderson Anderson	01-01-2001 01-01-2001 01-02-1999	 ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	