Overview

There is functionality in SIS that will automatically display to both students and advisors recommended courses based upon placement test results. This document illustrates the setup involved and how the course recommendations display.

Steps

Setup – Adding a New Rule

The setup screens are very similar to the screens used to articulate test scores to actual courses (such as AP tests), but instead of articulating the scores to courses, they are articulated to course recommendations.

1. Navigate to: Records and Enrollment> Transfer Credit Rules > IU Test Crse Recommendation. Security must be requested to use the screens.
2. Each campus needs a separate rule since tests and recommendations can vary greatly.
3. To add a new rule (only needed the very first time…the rule created may be modified at any time) click Add a New Value or Add a New Value.

4. Enter the Academic Institution for which the rule is being established and the Test Equivalency Rule (TER) that will display at later lookups.
5. Only 6 characters are allowed for the TER and the name should probably be the same as the Institution since only one rule per institution is necessary.
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6. Click **Add**.

7. Enter the **Effective Date** for the overall rule and whatever description is desired.
8. The **Status** must be “Active” for the rule to function, but may be set to “Inactive” during the creation process and switched to Active when the rule is completed.

9. Enter the **Test ID**. All IU placement tests start with “PLT” and end with the campus initial, in this case IN for Indianapolis. The name of the placement test displays to the right.

10. Enter or select the **Test Component**. Each **Test ID** has numerous **Test Components** attached to it. Each component represents a “holding area” for the raw test score. For example, MA700 at IUPUI is the component that holds the score for the “ALEKS Math Placement Test.”

   Multiple rows may be added/entered for every **Test Component** with each row containing a different score range to equate to a different course recommendations.

11. Enter the **Min/Max Score** range.

   **NOTE:** If a zero is entered, it will change automatically to a blank field when saved. A blank field means zero (0). Also, zero is NOT a valid value for **Max Score**.

12. The **Begin/End Date** defaults to “01/01/1900” and “12/31/9999” and does not need to be changed

13. **Maximum Age** defaults to 99 and is used to control how many months the score is valid. Most are left at 99, but can be changed if desired.

14. **Equiv Component** automatically fills containing the number of rows this particular **Test Component** has in the rule.

15. **Recommended Placement** is a free-form text field. The course recommendation(s) for the range entered should be entered here.
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**NOTE:**
Overlapping placements will work in this system and will display for all overlapping occurrences.

Example: A score between 25 and 50 might recommend a certain MATH course (or groups of courses, you can type in whatever is desired). A score between 30 and 40, using the **SAME Test Component**, might recommend a certain Chemistry course. Each should be entered on a separate row and both course recommendations will display separated by a semi-colon.

16. If a second range is necessary, click **+** to add another row

17. Enter the new data in the second row. **Equiv Component** automatically increments.
18. Two rows have now been entered. The process is repeated until all of the rows for this rule are entered and saved.

19. If the rule needs to be modified, use the lookup to find the rule, select Correct History, make the modifications, and save the rule.

**Placing the Recommendation(s) on the Student’s Record**

When a test score file is “dropped” by any IU testing center onto the secure server used, the scores not only are filled in for the student, but the recommendations are added to the IU recommendations field.

**NOTE:** The Crse Placement field at the end is scrollable and will hold up to 500 characters. This is NOT the display field that is seen by advisors and students.

If for some reason, the score(s) is/are entered manually by someone having the security to do so, the
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course recommendations must also be entered manually. The automatic articulation is kicked off by a file being dropped by an IU testing center.

The results are viewable by students in the Student Center and advisors in either the SIS Admin Center or AdRx.

Admin Center: Academics 2 > View Test Scores

![Test Summary](image1)

AdRx:

Test Scores/Transfer Credit/Test Credit/Other Credit

![Test Scores/Transfer Credit](image2)

Student Center:

Student Center > My Academics > View Test Scores
The functionality starts the operation based upon:

- The rule being in place
- The effective date entered on the rule
- The rule being placed into Active status

If a campus wants to go “back in time” a script exists that will allow a one-time historical run by campus and historical date.