



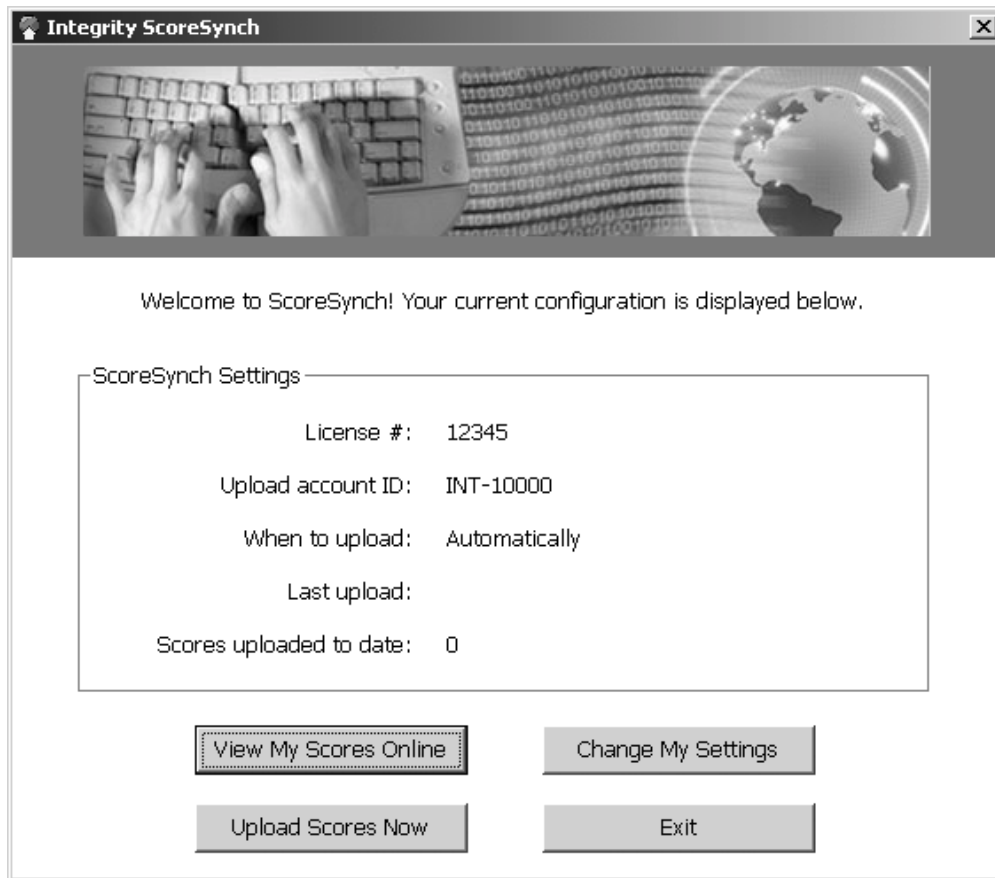
## Integrity ScoreSynch

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# Integrity ScoreSynch

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## ScoreSynch Main Status Screen

**Integrity ScoreSynch** allows you to link your desktop version of SkillCheck Professional to SkillCheck's **Online Testing** Internet service. Using **ScoreSynch**, you can upload the scores from any computer running SkillCheck Professional into a centralized, online database that can be accessed from any web browser.

If you also use SkillCheck **Online Testing** to provide testing over the Internet, scores from your desktop SkillCheck Professional product and scores from your **Online Testing** can all be stored in a single, online database.

- If you already have a SkillCheck **Online Testing** account, the following instructions explain how to connect your SkillCheck Professional desktop system to your existing online account
- If you do not have a SkillCheck **Online Testing** account, the following instructions explain how to create a new online account that will give you access to the scores database portion of SkillCheck's **Online Testing** system

**ScoreSynch** also allows you to upload scores for any SkillCheck test, including custom tests created with the **SkillCheck Professional ItemWriter** and the **SkillCheck Professional Plus TestMaker**.

## Starting ScoreSynch



### SkillCheck Professional TestCenter Screen with Integrity Menu Selected

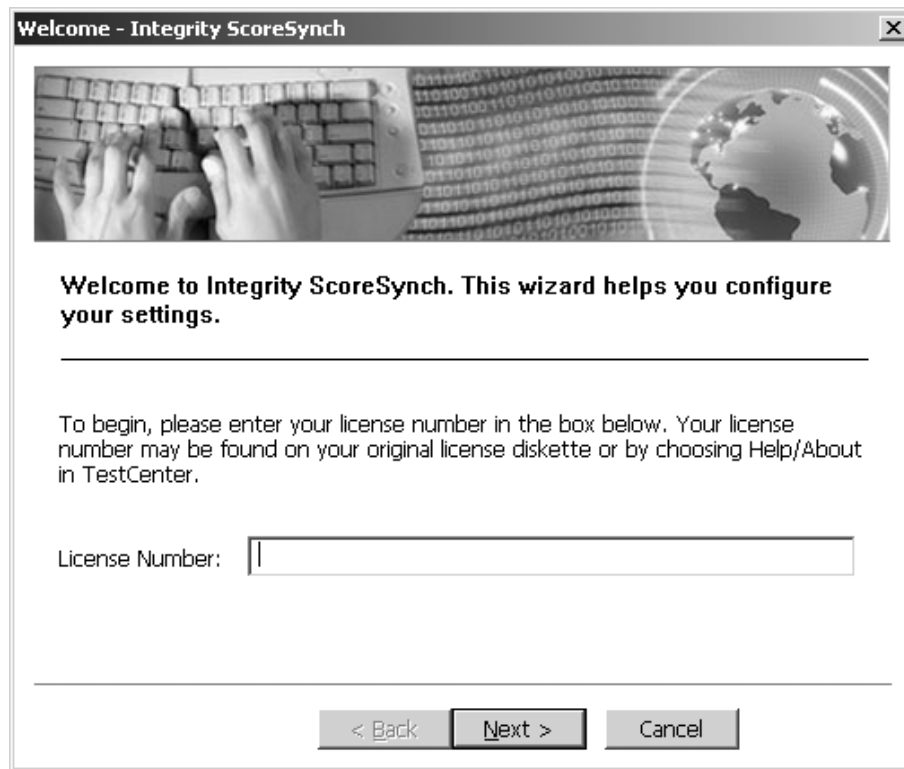
Follow these simple steps to start *ScoreSynch* from the SkillCheck TestCenter (illustrated above).

Step 1	Select the <b>Integrity</b> menu and then choose the <b>ScoreSynch</b> option.	Depending on your setup, a request for password may appear, or <b>Integrity ScoreSynch</b> may start without requesting a password.
Step 2	<ul style="list-style-type: none"> <li>If a password is requested, provide the password and press Enter.</li> <li>If a password is not requested, skip this step.</li> </ul>	The default password for access to <b>Integrity ScoreSynch</b> is "admin". See the Administrator portion of this manual for more information on changing passwords.
Step 3	<ul style="list-style-type: none"> <li>If you are setting up <b>Integrity ScoreSynch</b> for the first time, follow the instructions on page 4.</li> <li>If you are running <b>Integrity ScoreSynch</b> or changing settings, follow the instructions on page 10.</li> </ul>	

## Configuring ScoreSynch for the First Time

When you run *Integrity ScoreSynch* for the first time, a setup wizard helps guide you through the setup process for connecting your local SkillCheck Professional system to the SkillCheck online scores database. After setup has been completed successfully, the *Integrity ScoreSynch* screen explained and illustrated on page 9 will appear whenever you start *ScoreSynch*.

### Step 1: Entering your License Number



Welcome - Integrity ScoreSynch

Welcome to Integrity ScoreSynch. This wizard helps you configure your settings.

To begin, please enter your license number in the box below. Your license number may be found on your original license diskette or by choosing Help/About in TestCenter.

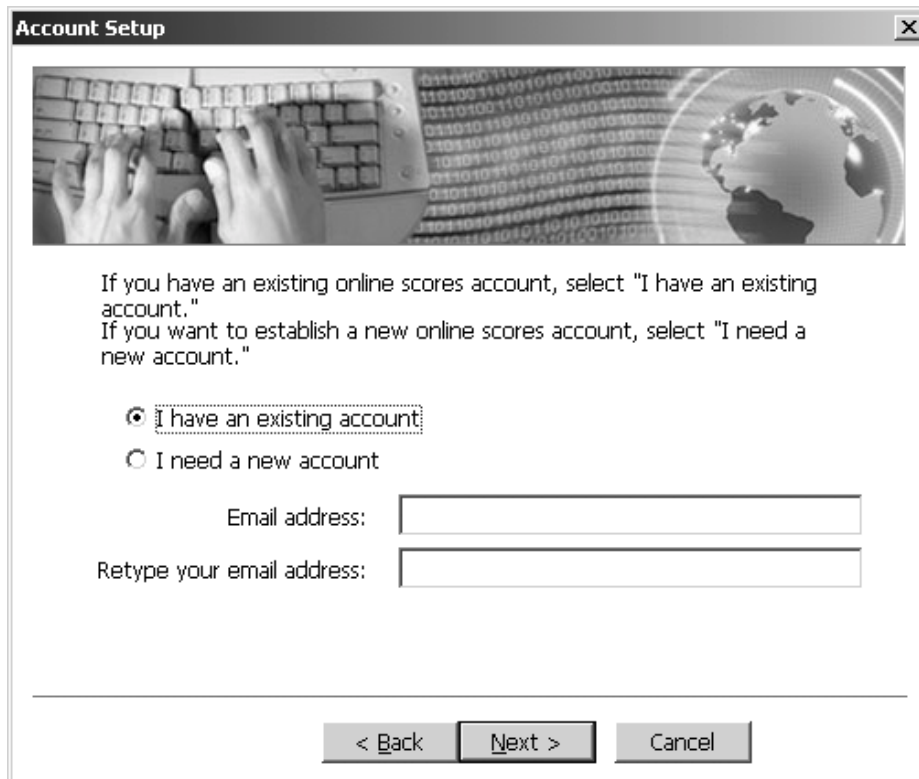
License Number:

< Back   Next >   Cancel

To complete step 1 of the *ScoreSynch* setup wizard, follow these instructions:

Step 1	Locate your <i>SkillCheck Professional</i> license number and enter it in the License Number box.	Your license number may be found on your original license diskette or by selecting the <b>Help</b> menu and choosing the <b>About</b> option in the <i>SkillCheck Professional TestCenter</i> .
Step 2	Click <b>Next &gt;</b> .	The setup wizard proceeds to <i>Account Setup</i> (see next page).

## Step 2: Account Setup



**Account Setup**

If you have an existing online scores account, select "I have an existing account."  
If you want to establish a new online scores account, select "I need a new account."

☒ I have an existing account  
☐ I need a new account

Email address:

Retype your email address:

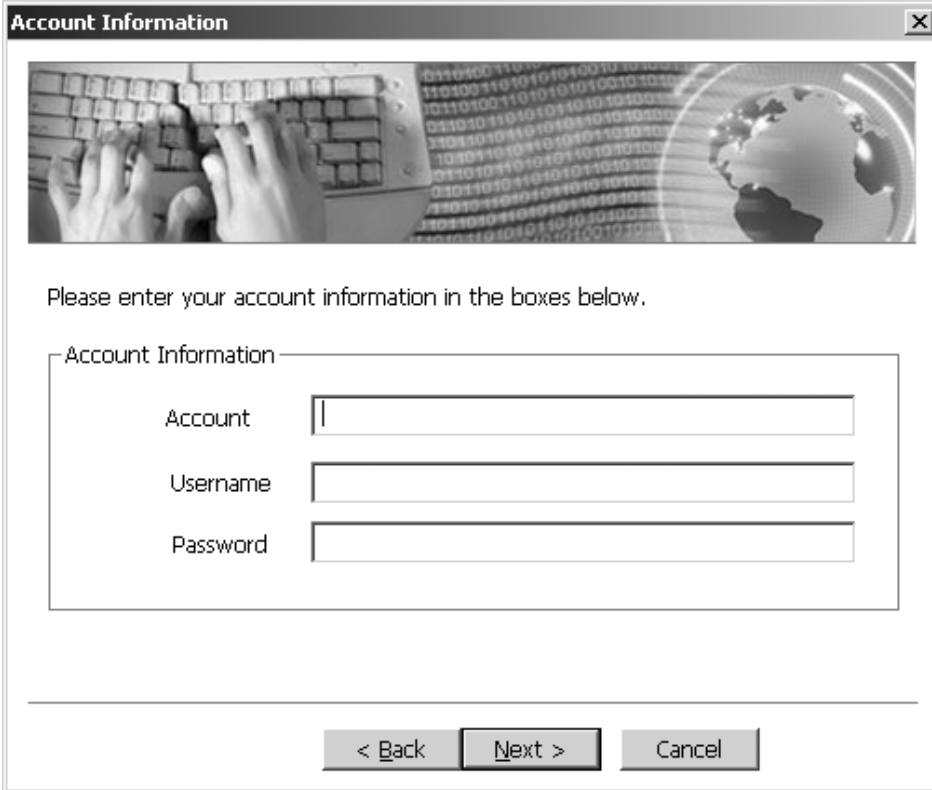
< Back   Next >   Cancel

If you already have an account with the *SkillCheck Online Testing* service and you know your account ID, username, and password, click the **Next >** button and proceed to “**Step 2A: Setup for Existing Accounts.**”

If you do not have an existing *SkillCheck Online Testing* account, follow these instructions:

Step 1	Select the <b>I need a new account</b> option.	The email address boxes are enabled.
Step 2	Enter your email address in the top box. Then, retype the address in the bottom box to confirm.	Your new <i>SkillCheck Online Testing</i> account information will be emailed to the specified address when the setup wizard is complete.
Step 3	Click <b>Next &gt;</b> .	The setup wizard proceeds to step 3, <i>Choosing Your Settings</i> .

## Step 2A: Setup for Existing Accounts



**Account Information**

Please enter your account information in the boxes below.

Account Information

Account

Username

Password

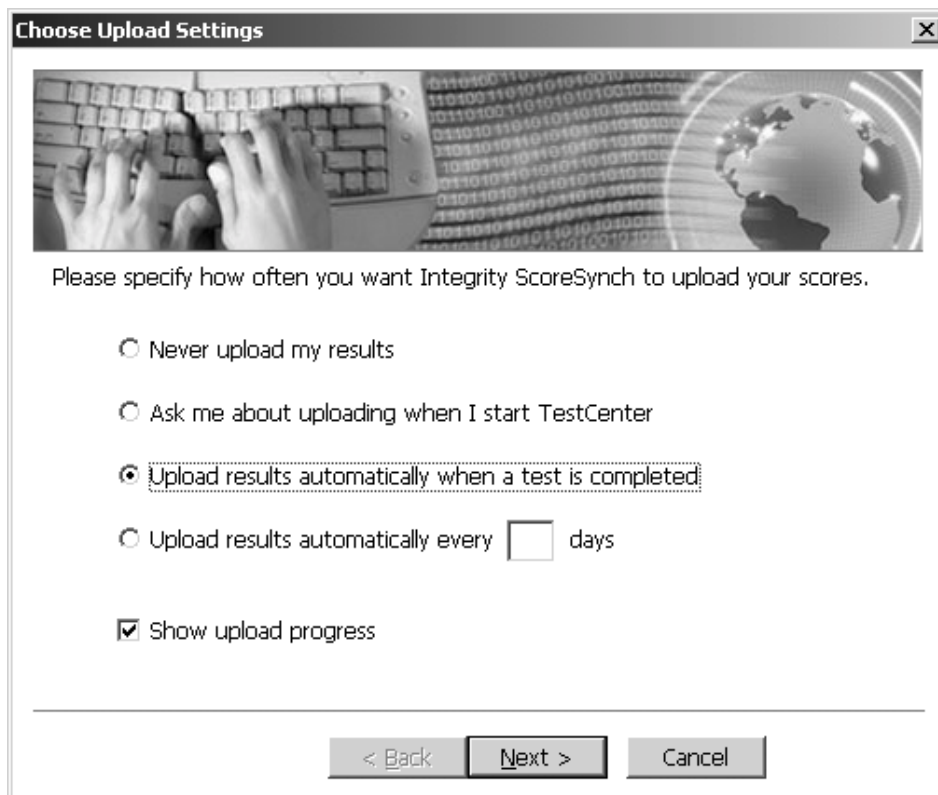
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**Note:** This step is only for SkillCheck customers who already have an existing SkillCheck Online Testing account. The information you need to link your PC-based testing system to your online account is the same information you use to log into SkillCheck Online Testing.

To complete this step of the *ScoreSynch* setup wizard, follow these instructions:

Step 1	Enter your <i>SkillCheck Online Testing</i> account ID, username, and password in the appropriate boxes.	This account information will be validated with <i>SkillCheck Online Testing</i> .
Step 2	Click <b>Next &gt;</b> .	The setup wizard proceeds to step 3, <i>Choosing Your Settings</i> .

### Step 3: Choosing Your Settings



**Choose Upload Settings**

Please specify how often you want Integrity ScoreSynch to upload your scores.

☐ Never upload my results

☐ Ask me about uploading when I start TestCenter

☒ Upload results automatically when a test is completed

☐ Upload results automatically every  days

☒ Show upload progress

< Back   Next >   Cancel


To complete this step of the *ScoreSynch* setup wizard, follow these instructions:

Step 1	Specify how you want ScoreSynch to upload scores. Click on <b>Next&gt;</b> when all options are specified. Options are described below.	<b>Note:</b> These settings can be changed later as specified on page 10.
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Option Title	This option specifies
Never Upload My Results	<i>ScoreSynch</i> will never upload results automatically.
Ask me about uploading when I start TestCenter	<i>ScoreSynch</i> will ask you whether or not you want to upload scores only when you start <i>TestCenter</i> . Scores will not be uploaded automatically .
Upload results automatically when a test is completed	<i>ScoreSynch</i> automatically uploads results whenever a test session is completed.
Upload results automatically every ## days	<i>ScoreSynch</i> automatically uploads results at the specified time interval (in days)
Show upload progress	This check box allows you to specify if a progress bar will appear when scores are uploaded.

## Step 4: Setup Wizard Summary

Integrity ScoreSynch Summary



Integrity ScoreSynch is now configured. Please make a note of the account information displayed below for future access to Online Testing.

Account Information

Account ID:

12345

Username:

administrator

Password:

Xwh8MqGy

- Scores will be uploaded automatically.

- Upload progress will be shown on screen.

< Back

Finish

Cancel

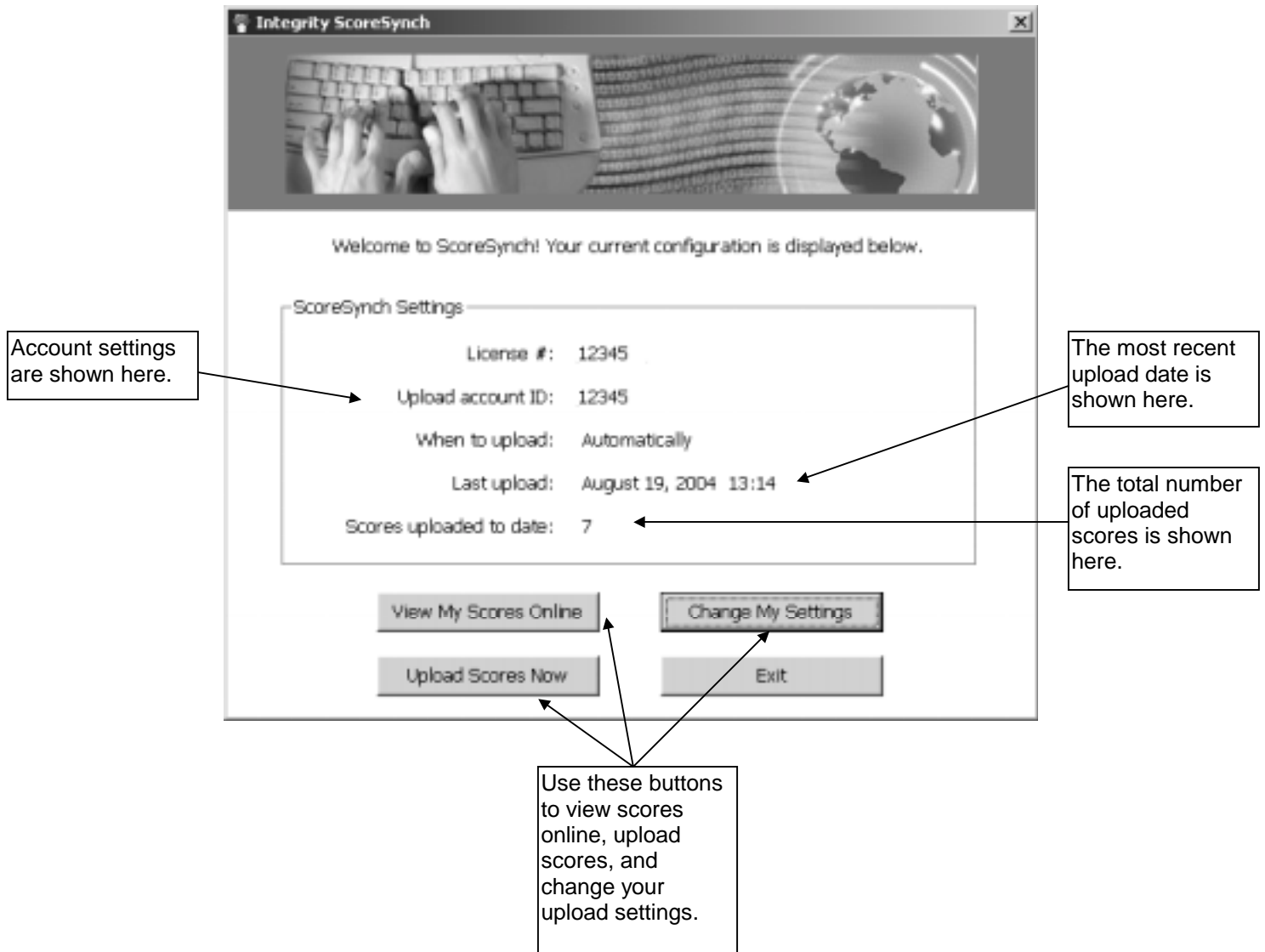
This summary screen shows your account ID, username, password, and also which upload options you selected. To complete the *ScoreSynch* setup wizard, simply click the **Finish** button.

**Note:** If you have created a new account, this information will also be emailed to the address you specified earlier in the setup wizard.

## The ScoreSynch Status Screen

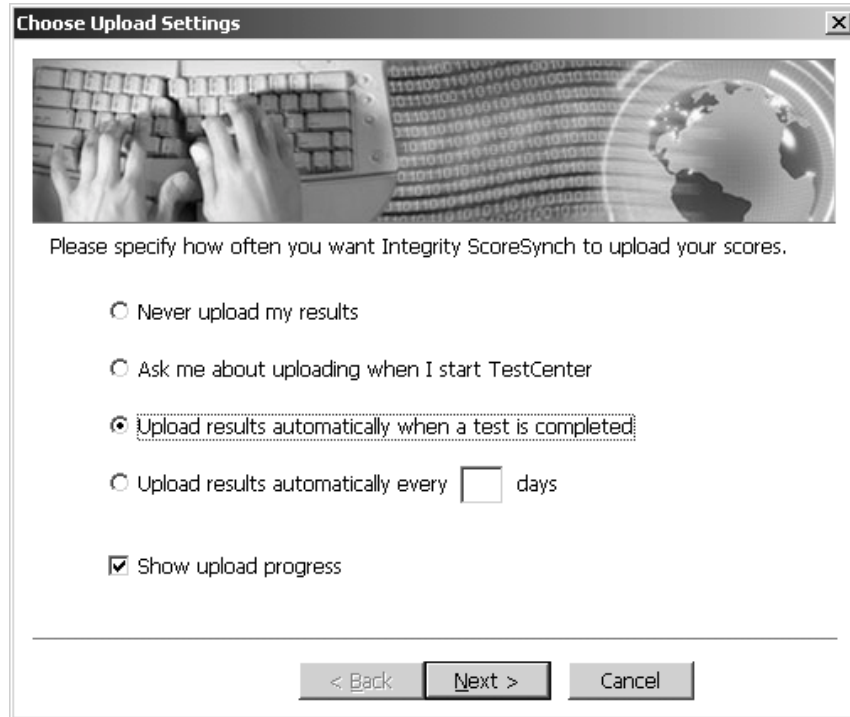
After *ScoreSynch* has been configured for the first time, the next time you select *ScoreSynch* from the *TestCenter Integrity* menu, the *ScoreSynch* status screen illustrated below appears.

The *ScoreSynch* status screen displays your current settings. It also tells you how many scores have been uploaded and the date of the last upload. From this screen, you can also manually upload scores, view your scores online, and change your upload settings.



## Changing ScoreSynch Settings

After you have completed the setup wizard, you can change your *Integrity ScoreSynch* score upload settings at your convenience by starting *ScoreSynch* from *TestCenter* and selecting the **Change My Settings** button. This displays the Upload Settings dialog box illustrated below.



**Choose Upload Settings**

Please specify how often you want Integrity ScoreSynch to upload your scores.

☐ Never upload my results

☐ Ask me about uploading when I start TestCenter

☒ Upload results automatically when a test is completed

☐ Upload results automatically every  days

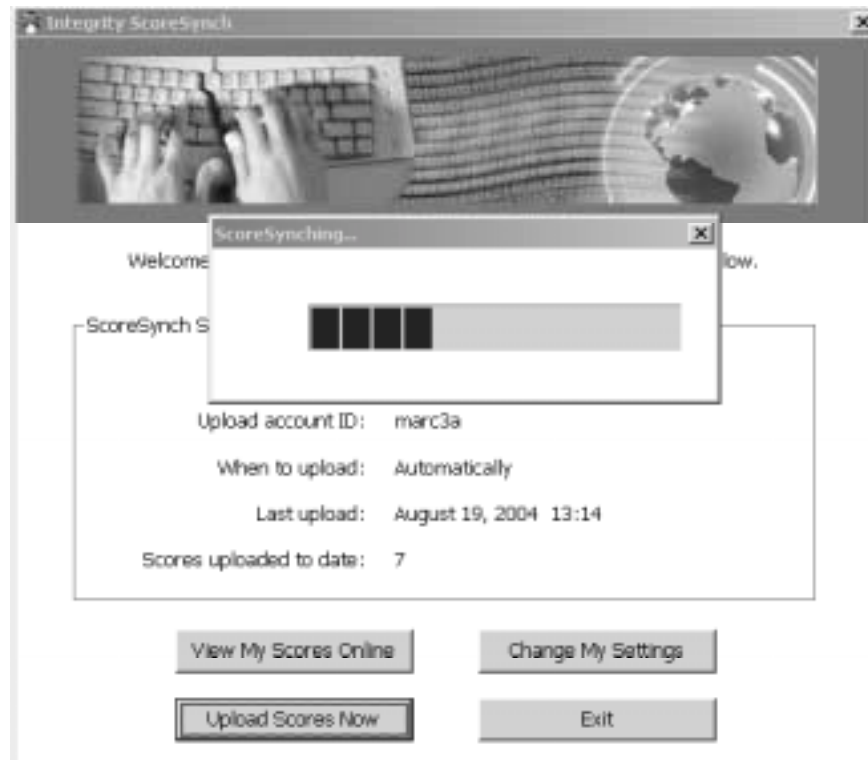
☒ Show upload progress

< Back   Next >   Cancel

There are four upload options available. The table below explains these options in detail.

Option Title	This option specifies
Never Upload My Results	<i>ScoreSynch</i> will never upload results automatically.
Ask me about uploading when I start TestCenter	<i>ScoreSynch</i> will ask you whether or not you want to upload scores only when you start <i>TestCenter</i> . Scores will not be uploaded automatically .
Upload results automatically when a test is completed	<i>ScoreSynch</i> automatically uploads results whenever a test session is completed.
Upload results automatically every ## days	<i>ScoreSynch</i> automatically uploads results at the specified time interval (in days)
Show upload progress	This check box allows you to specify if a progress bar will appear when scores are uploaded.

## Uploading Scores Manually



*Integrity ScoreSynch* can be configured so that it does not upload scores automatically. To upload scores manually, follow these directions:

Step 1	From the <i>SkillCheck Professional TestCenter</i> , start <i>ScoreSynch</i> by selecting the <b>Integrity</b> menu and then choosing the <b>ScoreSynch</b> option.	The <i>ScoreSynch</i> main status screen appears.
Step 2	Click <b>Upload Scores Now</b> .	<i>ScoreSynch</i> uploads new scores. (If <i>ScoreSynch</i> is configured to show upload status, a progress bar is displayed while the scores are uploaded.)

## Viewing Uploaded Scores Online

After you have uploaded one or more scores, you may log in to SkillCheck Online Testing to view the scores on the web.

To view uploaded scores online, follow these directions:

Step 1	From the <i>SkillCheck Professional TestCenter</i> , start <i>ScoreSynch</i> by selecting the <b>Integrity</b> menu and then choosing the <b>ScoreSynch</b> option.	The <i>ScoreSynch</i> main status screen appears.
Step 2	Click <b>View My Scores Online</b> .	<i>ScoreSynch</i> launches your system's internet browser and automatically displays the <i>SkillCheck Online Testing</i> login screen (see figure 1 on the following page).
Step 3	Enter your username and password. (Tip: Your username and password may be found in the email that was sent to you during the setup wizard or by clicking the <b>Change My Settings</b> option on the ScoreSynch main status screen and then clicking <b>Next &gt;</b> .)	The <i>SkillCheck Online Testing</i> main menu appears (see figure 2 on the following page).
Step 4	Select the <b>Administer Testing</b> option.	The <i>SkillCheck Online Testing</i> test administration menu appears (see figure 3 on page 14).
Step 5	Select the <b>Search for Scores</b> option.	The <i>SkillCheck Online Testing</i> Score Search screen appears (see figure 4 on page 14).
Step 6	Complete the <i>SkillCheck Online Testing</i> Score Search screen, selecting various criteria as necessary to display the scores you want to see. Click the <b>Search</b> button to locate scores that match your search criteria.	The <i>SkillCheck Online Testing</i> Score Search Results screen appears (see figure 5 on page 15).
Step 7	Select the scores you want to view and specify the delivery options you want. (Scores can be emailed and/or viewed on screen.)	The score is emailed and/or displayed on screen (see figure 6 on page 15).

For more information about *SkillCheck Online Testing*, please consult the *SkillCheck Online Testing* user guide, which can be found on the web at [http://www.skillcheck.com/docs/manuals/online\\_testing\\_man.pdf](http://www.skillcheck.com/docs/manuals/online_testing_man.pdf).

Figure 1: The SkillCheck Online Testing login screen

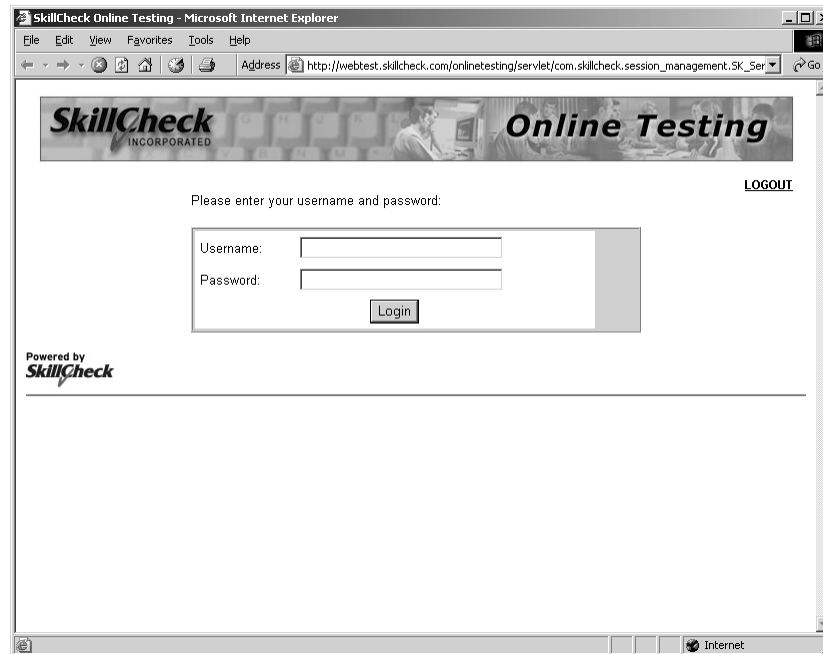


Figure 2: The SkillCheck Online Testing main menu

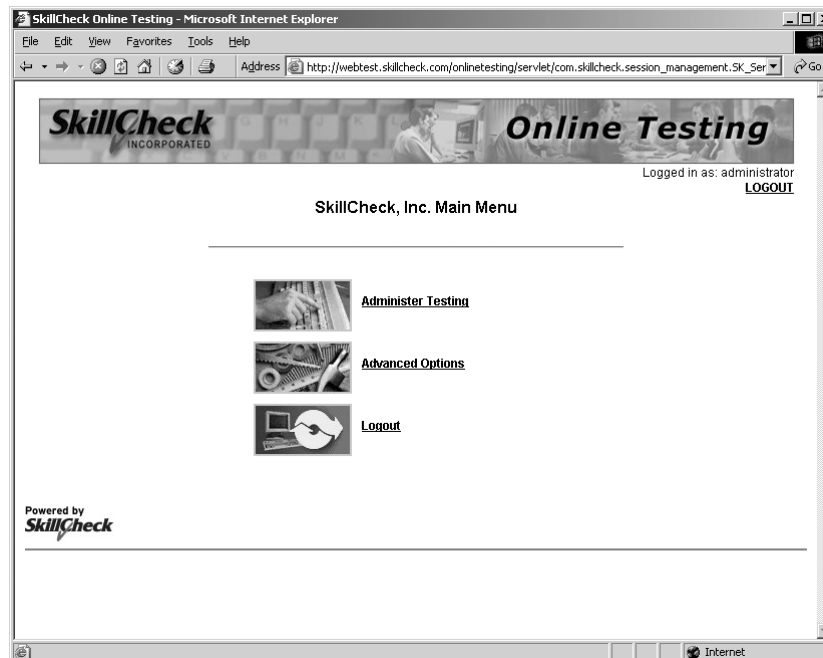


Figure 3: The SkillCheck Online Testing test administration menu

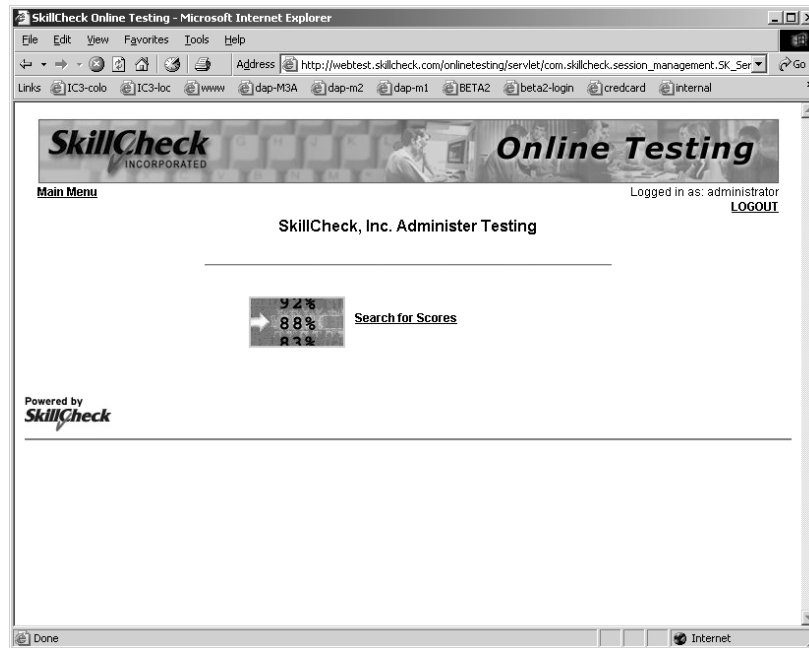


Figure 4: The SkillCheck Online Testing score search screen

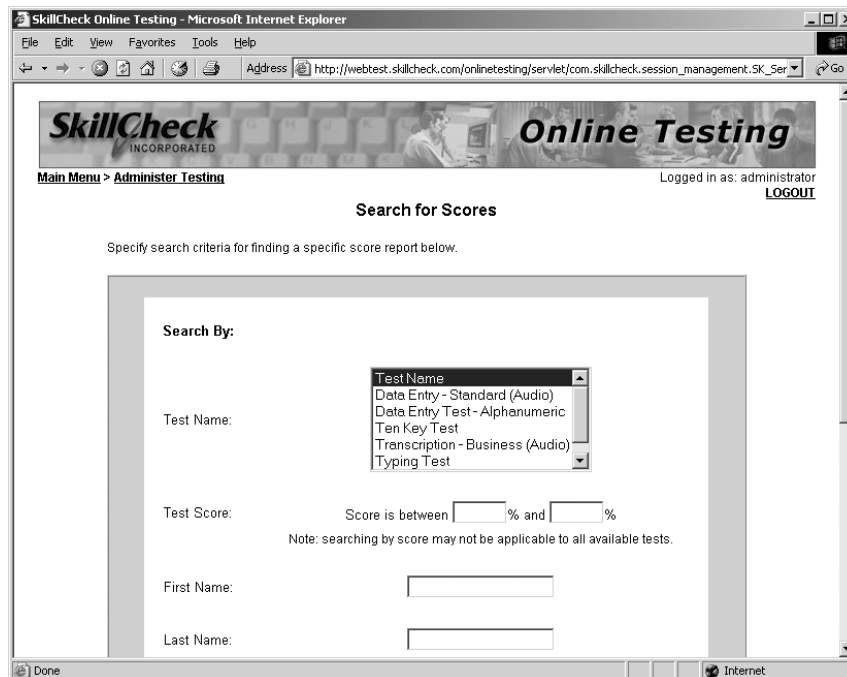


Figure 5: The SkillCheck Online Testing score search results screen

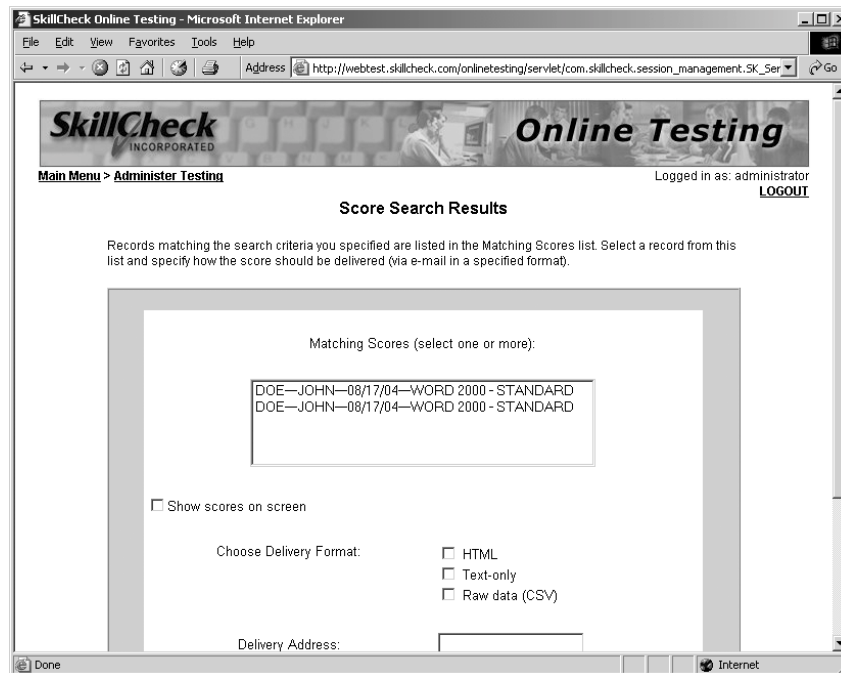


Figure 6: Sample online results

