Department of Education

ALS A&E Test Taker Module Manual

Version 0.1

Revision History

Date	Version	Description	Author
1/05/2015	0.1	Initial version of ALS A&E Test Taker Module Manual	E. Ignacio

Table of Acronyms

LIS	Learner Information System
UIS	Unified Information System
ALS	Alternative Learning System
CLC	Community Learning Center
TRO	Test Registration Officer

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1. Getting Started

To access the A&E Test Taker Module, login to UIS using an account with **ALS Facilitator** or **ALS Consolidator** role. Both user roles are referred to as TRO and can register test taker record. A successful login will direct the user to the main page of the UIS that provides access to his/her account. In the account context dropdown, select the office with ALS Facilitator or ALS Consolidator role assigned (*see Figure 1-1 Office with ALS role*).
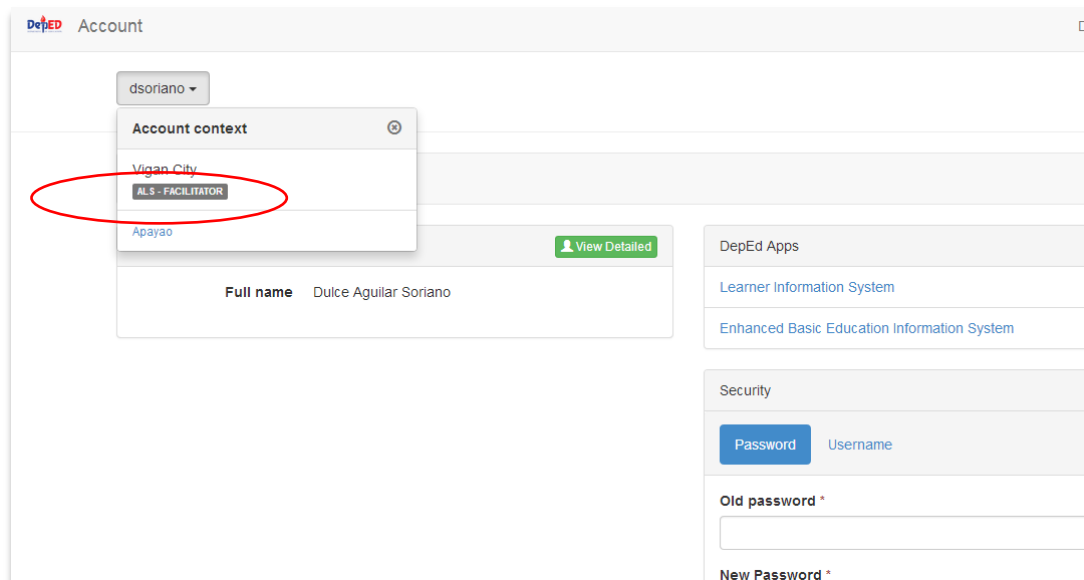

Figure 1-1 Office with ALS role

Go to the UIS top bar and select "Learner Information System" link to access LIS (*see Figure 1-2 LIS link*).
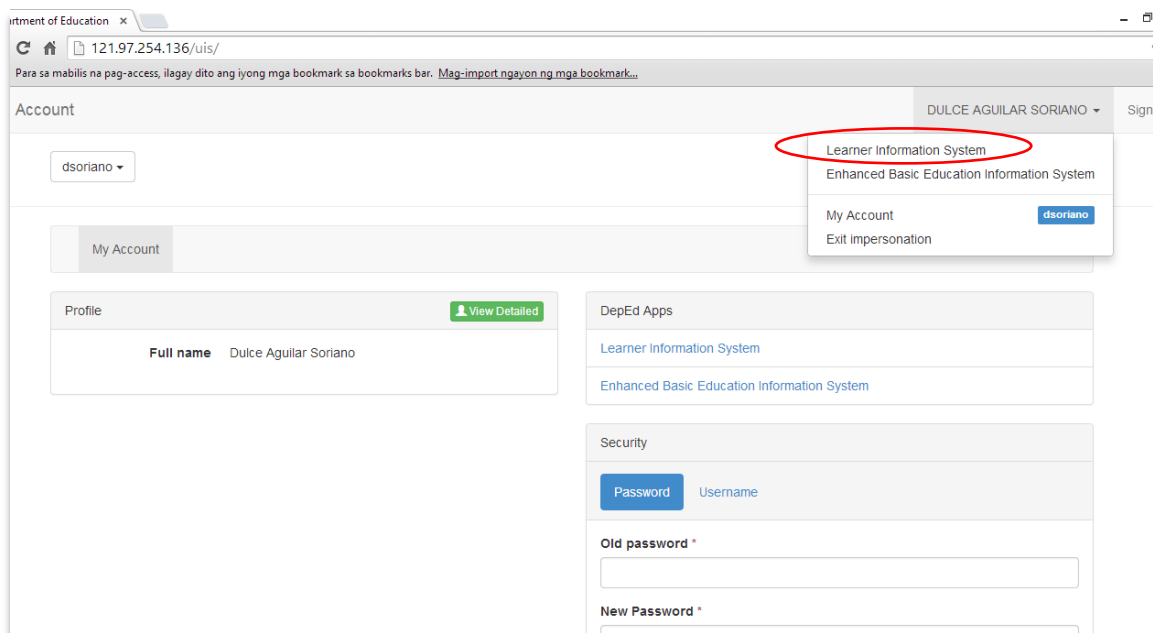

Figure 1-2 LIS link

2. ALS Control Panel

The initial page for LIS is the Dashboard, user can access the ALS control panel via "ALS" link located between "Dashboard" and "Help" nav bar *(see Figure 2-1 ALS Control Panel Link). Note that this link is only visible for users with ALS roles.*
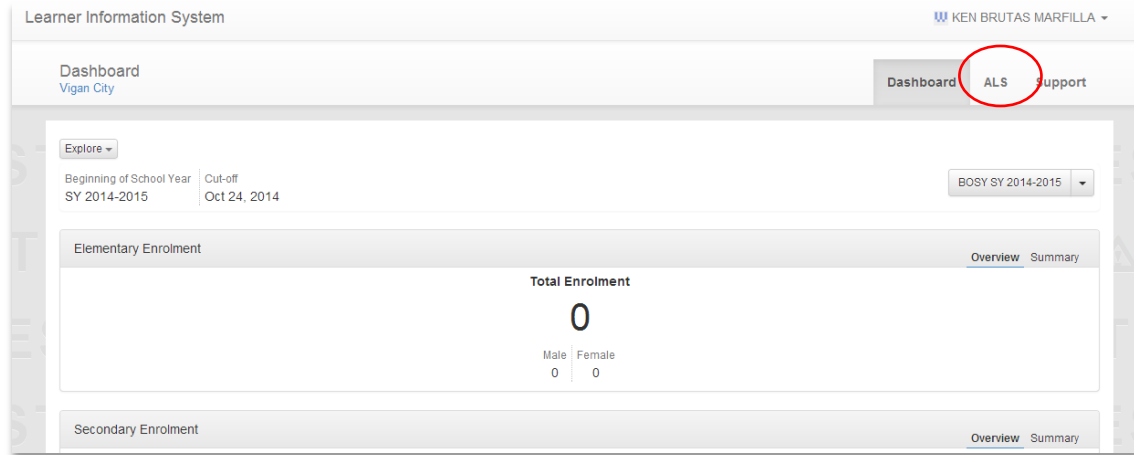

Figure 2-1 ALS Control Panel Link

A facilitator is required to be in the "active roster" of the division DepEd procured and delivered facilitators for the calendar year to be able to register test taker/s. The Division ALS Admin account is responsible for maintaining the facilitator's list on a yearly basis.

Note: For Facilitators experiencing problem using their accounts, kindly contact your designated ALS Division Admin for assistance (see Figure 2-2 Panel Display for Inactive Facilitator).
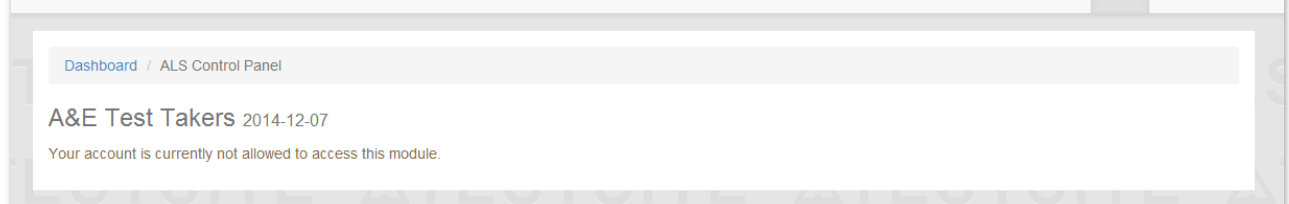

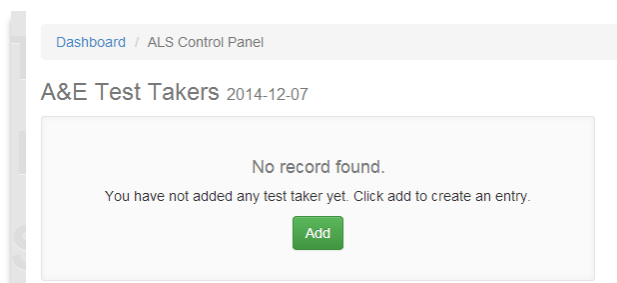**Figure 2-2 Panel Display for Inactive Facilitator**

Figure 2-3 Panel for No Test Taker Added

For Facilitator/Consolidator that has no test taker added yet, his/her control panel will have an "add" button displayed to register the first test taker (*see Figure 2-3 Panel for No Test Taker Added*).

For users who were able to register a test taker before, there will be a display count of A&E Elementary and Secondary test takers with buttons to add and list test takers (*see Figure 2-4 Panel with Test Taker/s Added*).

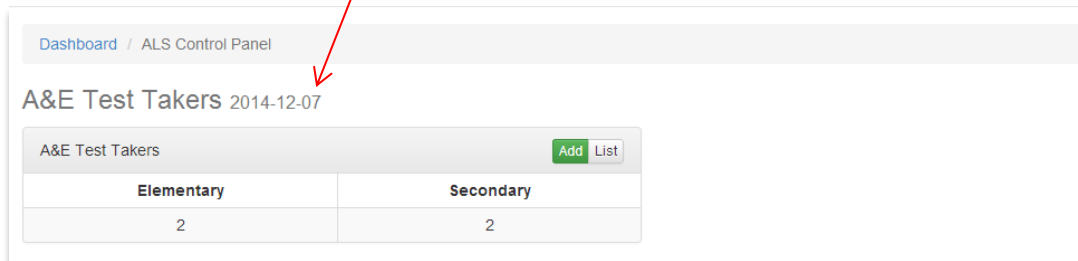In general, ALS control panel displays the date when registration started.

Figure 2-4 Panel with Test Taker/s Added

3. Add Test Taker Record

Facilitator and Consolidator can add Test Takers with or without LRN.

3.1. Add Test Taker Record with Existing LRN

Click on the "Add" button in the ALS Control Panel to Add Test Taker. The system will display a verification page to ensure accuracy of the test taker data that is about to be entered *(see Figure 3.1-1 Test Taker Data Verification).* Select which document is your basis for the details you will encode.

Figure 3.1-1 Test Taker Data Verification

Enter the LRN of the existing learner or click "Learner Search" to find user by name *(see Figure 3.1-2 Search Existing Learner).*

Figure 3.1-2 Search Existing Learner

Search by LRN

If the LRN you have entered is valid, Search result will display. Click on the preview link to view the Basic Profile of the Learner (*see Figure 3.1-3 Search Result)*. Click on the **Continue** button and input ALS A&E Test specific data (*see Figure 3.1-4 Learner Basic Profile and Figure 3.1-5 ALS A&E Test specific data).*

Figure 3.1-3 Search Result

Figure 3.1-4 ALS Learner Basic Profile

Figure 3.1-5 ALS A&E Test Specific Data

Search by Name

If you search the learner by name, input its first and last name on the field *(see Figure 3.1-6 Search by Name)* and click Search by Name button.

Figure 3.1-6 Search by Name

If the system returned too many results, the admin should input middle name and birth year to make the search more specific. Click on the "search by name" button to do the search. The search result shall be displayed on the right part of the page with the learner's details *(see Figure 3.1-7 Search by Name with Specific Parameters)*.

Figure 3.1-7 Search by Name with Specific Parameters

Click on the "Preview" button to view its Basic Profile. Finally, click the "Continue" button and input ALS A&E Test specific data to register (*see Figure 3.1-4 Learner Basic Profile and Figure 3.1-5 ALS A&E Test specific data*).

Figure 3.1-5 ALS A&E Test Specific Data

Note that the "Intervention" setting under Test Specific Data shall be specified by an ALS Consolidator. Only Facilitators included in the division's "Active roster" shall be available on the "Facilitator" dropdown list. This option and the Division list shall only be active if A&E Elementary or Secondary Intervention is selected. *(see Figure 3.1-8 Intervention Setting).*

Figure 3.1-8 Intervention Setting

Once submitted, page will return to list of test takers. TRO may still update test level and venue of a test taker.

3.2. Add Test Taker Record with New LRN

Click on the "Add" button in the ALS Control Panel to Add Test Taker. Click on the "Learner Search" button to enter Learner's first and last name. Click on "Search by Name" button to do the search *(see Figure 3.1-4 Search by Name)*.

Because we are adding a Test Taker that has no LRN yet, a verification message shall be displayed informing that the record was not found. Click on the "No, this is correct!" button to confirm that you have key in the correct data. A pop up message shall appear with the name you have entered (see *Figure 3.2-1 Create New Record*). Click on "New Record" to enter Test Specific Data then click "Add Test Taker" button to finalize record creation.

Figure 3.2-1 Create New Record

3.3.   Add Test Taker that is Not Listed on Search Result

If you search a learner by name *(see section 3.1 – Search by Name)* and the system returned related results but is not the user you are looking for, click on the "Not Listed? Create new record." button *(see Figure 3.3-1 Record Not Listed).* A pop up message shall appear with the name you have entered (see *Figure 3.2-1 Create New Record*). Click on "New Record" link to enter Test Specific Data then click "Add Test Taker" button to finalize record creation.

Figure 3.3-1 Record Not Listed

4. List and Update Existing Test Taker Record

Access the ALS Control Panel by clicking the ALS link at the LIS mainpage *(see Figure 2-1 ALS Control Panel Link)*. Click on the "List" link under the A & E Test Takers panel *(see Figure 4-1 List Link).*

Figure 4-1 List Link

List of Test Takers shall display. Click on the "Update" link to access Test Taker Specific Test Data *(see Figure 4-2List Link)*. Update details as necessary and click on the "Update Test Taker" button to commit changes.

Figure 4-2 Test Takers List