ETS

Major Field Tests

Institution/Department Administrator Manual

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1.0 Welcome

Thank you for choosing the online version of the Major Field Tests! Although the technology can be very exciting, it is still the people who make this process so rewarding - the students who take the tests as well as those staff at your institution who assist in administering them.

Your role in preparing for and executing these online administrations is critical in maintaining the validity of these tests. Because these tests are intended to be administered institutionally in a proctored environment, the responsibility for maintaining the security of the exams and the confidentiality of the students can only reside with your staff.

Fortunately, the easy-to-use MFT Online system makes it easier than ever to carry out your duties as administrators and proctors -- duties such as purchasing tests, setting up cohorts and subgroups, requesting reports, and, of course, administering the test. This manual addresses those aspects of the MFT Online system that you will need to understand in order to carry out your specific responsibilities. It includes not only a step-by-step guide to using the system, but also notes and tips about the logistical aspects of an MFT administration.

If you require any assistance with any aspect of the system or should any questions arise about testing procedure, please feel free to contact ETS at 1-800-514-8491. ETS looks forward to our continued partnership with you in administering the Major Field Tests.

1.1 Introduction
This manual will provide instructions to guide you through administrative processes of the Major Field Test online testing application. The document is organized into the following sections:

Section	Description
1. Welcome	• Introduction • Hardware and software requirements
2. Administrative Roles	• Provides a description of MFT Administrative roles and permissions.
3. Accessing the MFT Internet Site as an Administrator	• Procedures for accessing and logging out of the administrative system.
4. Institution Administration	• Procedures for creating, modifying and deleting department administrators and proctors. • Procedures for purchasing MFT tests and subgroup reports. • Procedures for creating, modifying and closing cohorts. • Procedures for managing test packages in a cohort and approving test sessions. • Provides information on viewing on line reports.
5. My Profile	• Provides information on changing your profile.
6. Log Out	• Provides information on logging out of the system.

1.2 Computer Hardware and Software Requirements
In order to access the MFT administrative and student interface, you will need computers that meet the following requirements:

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Requirement	Student	Administrator
Operating System	Windows 98, XP, NT, 2000 and later	Windows 98, XP, NT, 2000 and later
Internet Browser	Internet Explorer 5.5 or greater	Internet Explorer 5.5 or greater
Internet Connection	High Speed	128k or greater
Screen Resolution	1024 x 768	1024 x 768

If you have any questions regarding the computer hardware and software requirements, please contact the MFT Technical Support number at 1-800-514-8491 or e-mail MFTSupport@testsys.com. If an error occurs, please have your Proctor call Technical support as soon as possible as many times it can be resolved on the spot.

Questions about testing program policies and procedures, test content, or interpretation of scores and reports should be directed to MFT Customer Service. Representatives are available Monday through Friday from 8 a.m. to 4 p.m. EST at 1-800-745-0269 or at highered@ets.org .

2.0 Administrative Roles

2.1 Institution Administrator

Your test site has been assigned an institution administrator. The institution administrator is responsible for creating and setting permissions for department administrators and proctor administrators. The institution administrator can perform the following administrative functions:

- Purchase tests
- View inventory and order details
- Access reports
- Create, modify and delete department administrators
- Create, modify and delete proctor administrators
- Create, modify, delete and close cohorts
- Request extended test time accommodations
- Add and release test packages to a cohort
- Lookup student passwords
- Reset institution and proctor passwords

2.2 Department Administrator

When creating department administrators, the institution administrator has the option of assigning full administrative permissions including purchasing or limiting the department administrator's functions. If the department administrator is given full permissions, they will be able to perform the following administrative functions:

- Purchase tests (by test title)
- View inventory and order details
- Access reports
- Create, modify and delete proctors administrators
- Create, modify, delete and close cohorts
- Request extended test time accommodations
- Add and release test packages to a cohort
- Lookup student passwords

If administrative permissions are not given, the department administrator will not be able to create, edit or delete administrators. Department administrator's permissions can be limited to specific test titles if full administrative permissions are not granted. In addition, the institution administrator has the option of allowing the department administrator to purchase tests and view inventory and order details.

2.3 Proctor Administrator

The institution administrator and department administrator (with full administrative permissions) can create proctor administrators. A proctor administrator can perform the following functions:

- Access reports
- Request extended test time accommodations
- Add and release test packages to a cohort
- Look up student passwords
- Approve student testing sessions

NOTE: All administrative levels can administer and proctor tests, including the approval of student testing in a session.

2.4 Students and Test Delivery

Please refer to the ETS Major Field Test Proctor Administrator Manual for instructions on requesting ADA accommodations and test administration.

3.0 Accessing the Major Field Test Administration Site

Complete the following steps to access the MFT Administrative interface:

Step	Action
1	Open the Internet Explorer browser
2	In the address field type the URL: **admin.mft-ets.org**
3	Press *Enter*

The ETS Major Field Tests Administrator Login screen will display. The Login screen will look similar to the one below:

In addition to logging in to the administrative system, the screen also displays links to the following:

- Forgot your password?
- MFT System Check
- ETS MFT Browser Download

Note that links for the ETS Proficiency Profile test is also available on this single point of entry screen. Make sure you select the correct system check and browser download.

3.1 Login

Enter your e-mail address and password in the appropriate fields and click on the *Submit* button to access the interface.

If this is the first time you are logging in, the ETS Service Agreement will display. Once you have read the agreement and agree to the terms and conditions, click on the *Yes* button. To print the ETS Service Agreement, click on the *Print* button.

If you do not accept the terms and conditions, click on the *No* button and notify MFT Customer Service at 1-800-745-0269 or at highered@ets.org .

Once you accept the agreement, an institution administrator Welcome screen will display (if you have administrative permissions).   You may be asked to change your password.

This screen will provide a brief overview of the institution administration areas of the site. An example of this screen is shown below:

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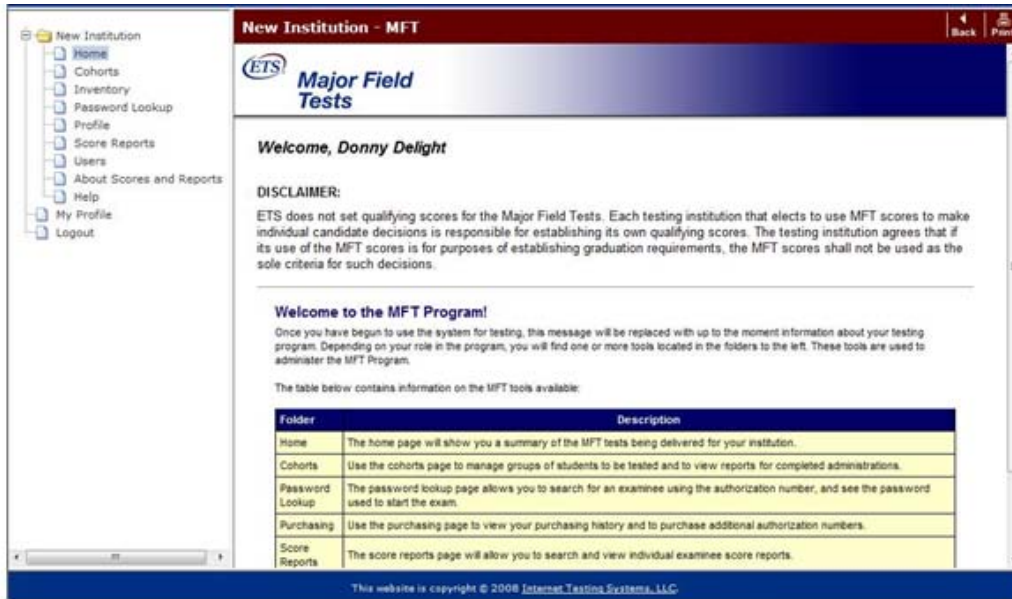
Notice that the screen is divided into two panes. The left shows the different administrative areas that you will be working in. Once you have seen the Welcome page, you can begin using the system by clicking on one of the folders on the left side of the screen.

While working in the system, you can use the **Back** button on the maroon Title bar to go back to the previous page. You can also use the **Print** button to print the screen that is displayed.

An explanation of each of the administrative areas and the tasks that can be performed are documented starting in Section 4.0 of this manual.

3.2 Passwords
The following explains how to change your password and security question and answer and also what to do if you have forgotten your password.

3.2a Change Password
After logging in, the following message may display to prompt you to change your password.

Click **OK** in the message box. The Edit My Profile screen will display. Enter a new password in the Password field and then enter the same new password in the Confirm Password box. Click the **Save** button and the MFT home page will display.

3.2b Security Question
You will need to update your security question and answer in your profile. Click on the **My Profile** folder and the Edit My Profile screen will display. An example is shown below:

You can keep the default security question that displays or use the drop down arrow to select another question. Notice that the Security Answer field states "please update." Select this and type in the correct answer to the security question you have selected.
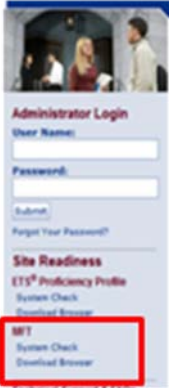
💡*TIP*: This information is used to confirm your identity whenever you contact Technical Support, so please make sure this is updated.

3.2c Forgotten Password
If you have forgotten your password, click the ***Forgot your password?*** link. A screen displays that asks for your User ID. Enter your e-mail address and click ***Submit***. A message stating that your password has been sent displays on the screen. An e-mail message containing your password will be sent to your e-mail address. Click ***Continue*** to return to the Login screen.

3.2d Running the MFT System Check
Every computer must be checked to verify it is properly configured to administer the MFT. The system check will verify that your system has installed supported browsers and meets minimum system requirements. In addition, it will check how many simultaneous users you can test. You can run the system check as many times as you like. Below are instructions on running the system check.

Step	Action
1	In the Site Readiness section of the login screen, click System Check for the Major Field Test
2	The system check screen displays:

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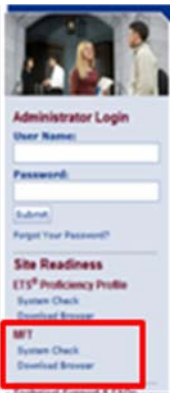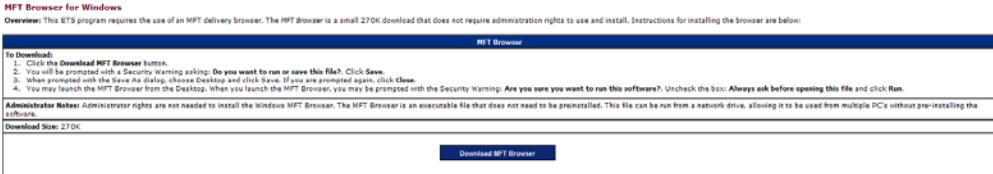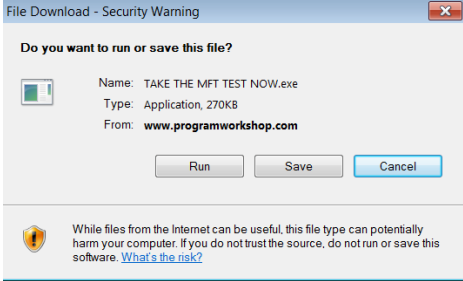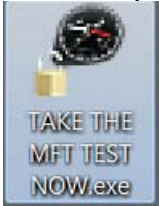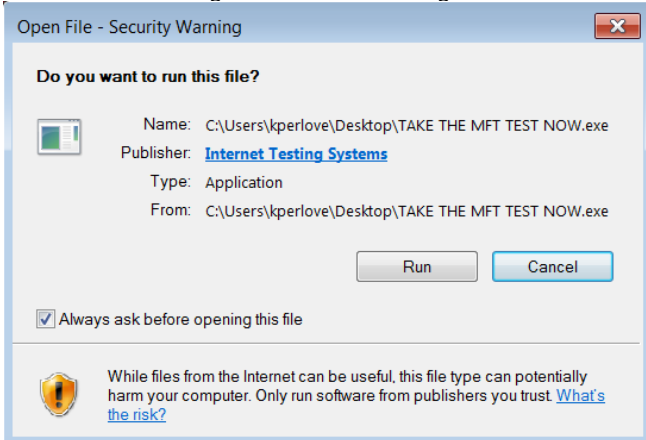|	
	System Check **Please enter the following information.** Your Name [_____] School Name* [_____] Lab Name/Room Number [_____] Station Number [_____] *Denotes Required Field Fill in the fields and click **Run the Check.** **NOTE:** the system check will take less than 1 minute to run.
3	Once the system check completes, a page displays the results of the system check. These results include a pass or fail status and additional system information. If you failed the test, make the corrections suggested and run the system check again. **MFT Test Results** **System information** 	School Name	xyz university
Your Name	jane doe
Lab Name/Room Number	I13
Station Number	333
Date/Time of Report	12/28/2010 10:34:39 AM | ✓ This computer meets all site requirements. | **Check**	**Status**	**Information (View Additional Information)**
---	---	---
Launch Test Delivery	⊕ Passed	The check to launch a test ran successfully.
Browser	⊕ Supported	This browser is supported by this site.
Operating System	⊕ Supported	This operating system is supported by this site.
Display	⊕ Supported	The current display settings are supported by this site.
Internet Connection	⊕ Supported	The current Internet bandwidth available to this computer is sufficient for testing. **Download Speed:** 18955 kbps **Upload Speed:** 22364 kbps **Estimated Users:** 1516 Since many computers may be sharing the same Internet connection, these speeds will fluctuate based upon the amount and type of Internet traffic at this location. Accordingly, you may see different speeds reported each time when you run the System Check. Please check with your Internet Service Provider or local technical administrator regarding how to improve the connection speed. Based upon the bandwidth available during this test, your location may be able to support an estimated 1516 users accessing this site under same conditions.	 Once you have successfully completed the system check, review the results and note the estimated number of concurrent users as displayed in the Internet Connection section. The

	system check determines Internet bandwidth to and from our servers at the time the check is run. You may see fluctuations in Internet connection speeds and concurrent users due to the amount of internet activity at your site. Accordingly, the numbers displayed may not accurately reflect bandwidth as reported by your Internet Service Provider (ISP). For the most accurate results, run the test at a similar time to when you will be testing.

3.2e Installing the Major Field Test Browser

The Major Field Test program requires the use of a secure delivery browser. For test administration, the MFT Browser only needs to be downloaded once OR it can simply be "run" at test time. The MFT Browser is a small 270K download that does not require administration rights to use and install. The MFT Browser is sued for the secure delivery of computer based tests, and is only loaded into memory while the test is being delivered. This software does not transfer any information from your machine, nor is it resident in memory when you are not delivering a test.

The MFT Browser does not require administration rights to install or run. Steps to run are as follows:

Step	Action
1	In the Site Readiness section of the login screen, click System Check for the Major Field Test
2	When you click Download Browser, the instructions and other information displays:
3	When you click the ***Download Browser*** button, the browser will provide a securing warning. This warning is provided for all files downloaded to your computer from the Internet. It will also show the name and size of the file being downloaded. You can run the secure browser from the Internet, but it is recommended that you click ***Save*** to save it to your desktop. Please note that the dialog box may look slightly different depending on the version of Windows that you are running.

	File Download - Security Warning dialog showing "Do you want to run or save this file?" Name: TAKE THE MFT TEST NOW.exe, Type: Application, 270KB, From: www.programworkshop.com, with Run, Save, Cancel buttons. Warning: While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?
4	When you click **Save**, the browser will prompt you where to save the browser. Select the Desktop from the links on the save dialog. Please note that the dialog may look slightly different depending on the version of Windows you are running.
5	Congratulations! The secure browser is now installed,. There is one more step you should take. Go to your desktop and click on the **Take the MFT Test Now.exe** link

You will see a dialog box like the following:

Open File - Security Warning dialog showing "Do you want to run this file?" Name: C:\Users\kperlove\Desktop\TAKE THE MFT TEST NOW.exe, Publisher: Internet Testing Systems, Type: Application, From: C:\Users\kperlove\Desktop\TAKE THE MFT TEST NOW.exe, with Run and Cancel buttons. Checkbox "Always ask before opening this file" checked.

The dialog above is standard warning provided by Windows to protect the Windows system against files downloaded from the Internet. To keep students from getting this warning, uncheck the box, "always ask before opening this file". Then click Run. The MFT Browser will open o the session screen.

NOTE: Administrator rights are not needed to install the Windows MFT Browser. The MFT Browser is an executable file that does not need to be preinstalled. This file can be run from a network drive allowing it to be used from multiple PCs without pre-installing the software. |

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4.0 Institution Administration

At the top of the left-hand pane, you will see a folder with the name of your institution. The folders in this area will allow you to view test activity by test title, access reports, assign extended test time accommodations, create, modify, delete and close cohorts, look up student passwords and approve student testing sessions. Additional links include the folders ***About Scores***, ***Reports***, and ***Help***. Folders display based on permissions granted for each user.
If this is the first time you are accessing this area, the system will display a Welcome screen. It will look similar to this:
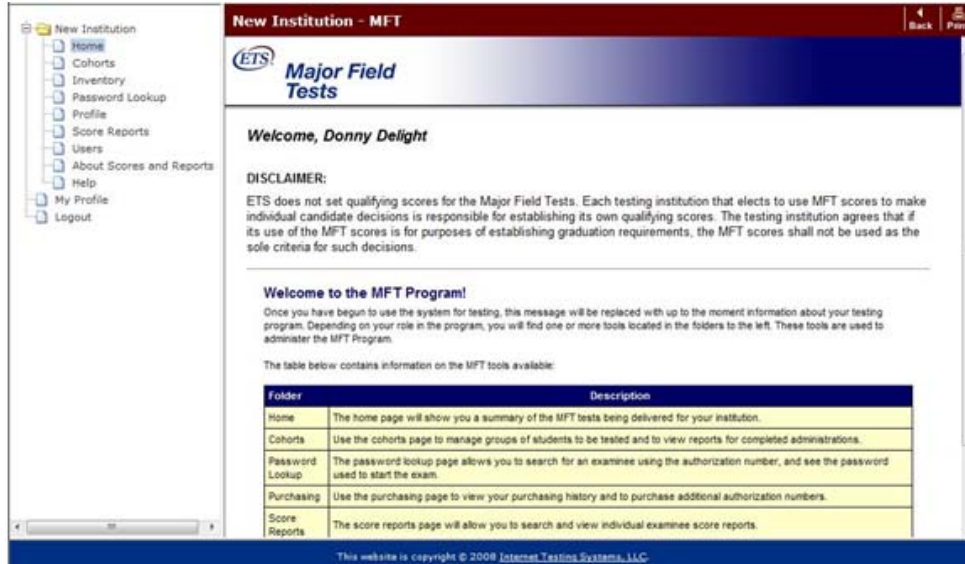
Once you have seen the Welcome page, you can begin using the system by clicking on one of the folders on the left side of the screen.

While working in the system, you can use the ***Back*** button on the maroon Title bar to go back to the previous page. You can also use the ***Print*** button to print the screen that is displayed.

An explanation of each of the administrative areas and the tasks that can be performed are documented below.

4.1 Home

Click on the folder labeled ***Home*** to return to your institution's Home page. The screen will look similar to the one below: Please note the options available on the left-hand side of this screen are dependent on your administrator level and permissions. You may not be able to view all the examples shown in this manual's illustrations.
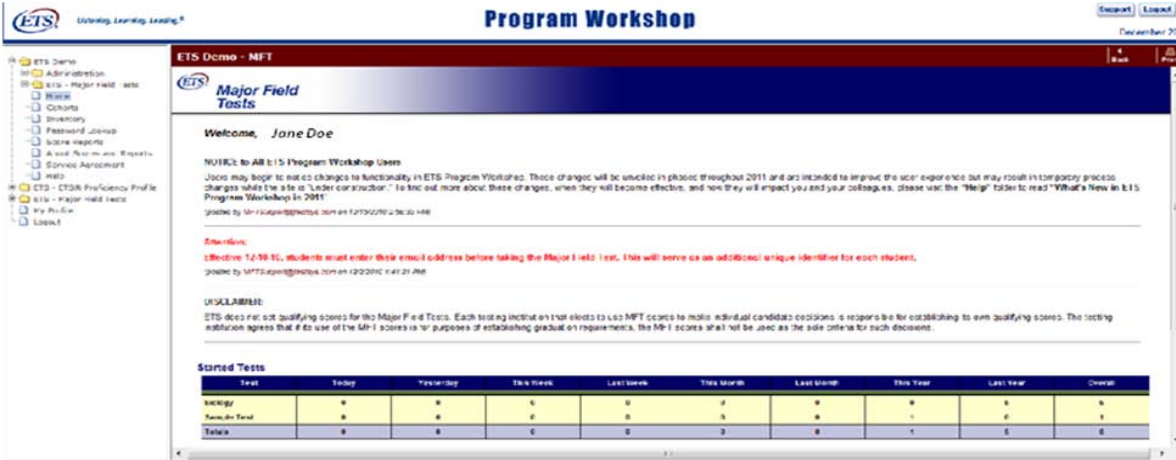
The *Support* link on the upper right side of the Home page will allow you to send your questions or issues to our support team. Clicking **Support** will provide you with contact information for ETS Technical Support. For additional technical or administrative contact information from ETS, click the *Help* folder located on the left side of the screen.

This screen displays the number of tests that have been started and those that are completed broken down by time periods shown at the top of each column. The tests are also broken down by test title and are displayed based on test title permissions granted.

Started Tests

Test	Today	Yesterday	This Week	Last Week	This Month	Last Month	This Year	Last Year	Overall
Business	0	0	0	0	0	0	57	67	288
Sociology	0	0	0	0	0	8	15	5	20
Totals	0	0	0	0	0	8	72	72	308

Completed Tests

Test	Today	Yesterday	This Week	Last Week	This Month	Last Month	This Year	Last Year	Overall
Business	0	0	0	0	0	0	57	67	287
Sociology	0	0	0	0	0	8	15	5	20
Totals	0	0	0	0	0	8	72	72	307

To view the details for a time frame, click on the number corresponding to the appropriate time period for the test title you want to see. For example, if you wanted to view the business tests that have been completed this week, click on the number directly below that column for business. Click on a student's name to view the score report (if available).
.

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Date	Time	Number of Results	Page Number	Page Total
2/9/2005	1:06:50 PM	112	1	1

Result ID	Test Name	Last Name	First Name	Email	Language	DateModified
1325	40	Lauertest2	Test2		ENU	02-08-2005 15:06
1327	50	Lauertest3	Test3		ENU	02-08-2005 15:15
1328	50	Lauertest4	Test4		ENU	02-08-2005 15:18
1329	50	Lauertest5	Test5		ENU	02-08-2005 15:23
1330	50	Lauertest6	Test6		ENU	02-08-2005 15:26
1331	50	Lauertest7	Test7		ENU	02-08-2005 15:29
1332	15	AllRight	Kevin		ENU	02-08-2005 16:11
1333	15	AllWrong	Frank		ENU	02-08-2005 16:11
1334	15	FiftyPerAnswered	Walt		ENU	02-08-2005 16:11
1335	15	FortyNinePerAnswered	Karen		ENU	02-08-2005 16:11
1336	15	FiftyOnePerAnswered	Mike		ENU	02-08-2005 16:11
1337	15	NoAnswers	Joanne		ENU	02-08-2005 16:11
1338	15	TenPerRight	Pat		ENU	02-08-2005 16:11
1339	15	TwentyPerRight	Lisa		ENU	02-08-2005 16:11

If there is more than one page, you can use the Current Page Number feature to either type in the page you want to go to or click on the **Previous**, **Next, First** or **Last** button.

For completed tests only, you can click on a test and the score report for that student will display.

4.2 Cohorts

Cohorts are used to group students together for testing and reporting. To create a cohort, assessment packages must first have been purchased via the Inventory folder functions. If you do not have the correct permissions to purchase assessments, you must contact someone in your organization who does.

When a cohort is created, the system assigns a session number for the cohort. Students in this cohort will use this session number to access the MFT test. This session number allows a specific number of tests to be delivered based on the number of students that are added to the cohort. The system will only allow a session number to be used if there are test packages available in the cohort. For example, a cohort was created and given a maximum of 30 students. Only thirty students will be able to use the session number for that cohort unless the maximum number of students is changed in the cohort.

Cohorts can be broken down further into subgroups by providing additional profile questions and options. Reports can be generated based on student responses to these questions and options which will appear in the student's profile prior to launching the test.

Reports are available after a cohort is closed, based on availability and reporting requirements. For more information on reports, see the content located in the About Scores and Reports folder.

The Cohorts folder located under your institution folder will display all of the cohorts available to the administrator and proctor. An Open Cohorts table will appear once cohorts have been created and a Closed Cohorts will appear once open cohorts have been closed. An example of the Open Cohorts table is shown below:

The following table describes the columns in the Open Cohorts table:

Name:	Cohort Name
Description:	Identifies the MFT test title.
Open:	The total number of *unused* tests remaining
Activated:	The total number of tests that are in progress
Completed Results:	The total number of tests that have been completed
Create Date:	The date the cohort was created

The following table describes the columns in the Closed Cohorts table:

Name:	Cohort name
Description:	Identifies the MFT test package
Examinees:	The total number of tests that were activated
Completed Results:	The total number of completed results
Closed Date:	The date the cohort was closed

If you want to only view the cohorts that belong to a specific test title, use the drop-down list under Test to select the test package you want to view. This area will allow you to add and release test packages to cohorts and approve student testing sessions.

NOTE: Proctor administrators will only see the folders for which they have permission.

4.2a Creating a New Cohort

Take the following steps to create a new cohort: An example of the New Cohort screen is shown below

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Take the following steps to create a new cohort

Step	Action
1	Click on the **Cohorts** folder to display the Cohorts screen.
2	Click on **New Cohort**. The New Cohort Screen will display
3	Type the cohort name in the *Cohort Name* field. **NOTE:** The name is limited to 50 characters.
4	Use the drop down arrow to select the product package you are creating this cohort for. **NOTE:** Test packages must be purchased prior to the creation of a new cohort.
5	Enter the Start and End dates that will be allowed for testing in this cohort (optional).
6	Type the number of students who will be testing as part of this cohort in the *Max Examinees* field. If you are unsure of the number of students, you can leave this field blank. **NOTE:** The number of students cannot exceed the total number of test packages that you have available to assign. For example, if you only have 4 test packages left in your inventory, you cannot add 5 students to a new cohort. You will need to have your administrator purchase additional test packages.
7	Select *Display Optional 50 Questions* if you want to display a 50-question answer grid at the conclusion of the MFT test in order to administer locally authored questions. After the cohort is closed, the Additional Local Questions Report will be provided showing the number and percent of students who responded to each answer choice. **NOTE:** The proctor must provide locally authored questions during the test session.
8	Select *Display Score Report* if you want the student to see their score report at the conclusion of their testing session. **NOTE:** An Individual Student Score Report will only be displayed for test titles that have been equated.
9	To assign subgroups to your cohort, enter additional profile questions and options. Options must be separated by a pipe "|" symbol, which may be typed on U.S. keyboards by hitting the Shift \ key (example: Question: What is your favorite color? Options: red|blue|green)

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	![note icon] **NOTE:** In order to obtain statistics on these questions, there must be at least 5 responses to an option.
10	The proctor table will display those users that are approved to authorize students to start testing. Select any additional proctors by clicking in the Approved box n0065t to their name. ![note icon] **NOTE:** In order Administrators, the creator of this testing cohort and users with access to all testing cohorts are pre-selected and cannot be modified
11	Click on the **Save** button to complete the new cohort process. The View Cohort screen will display
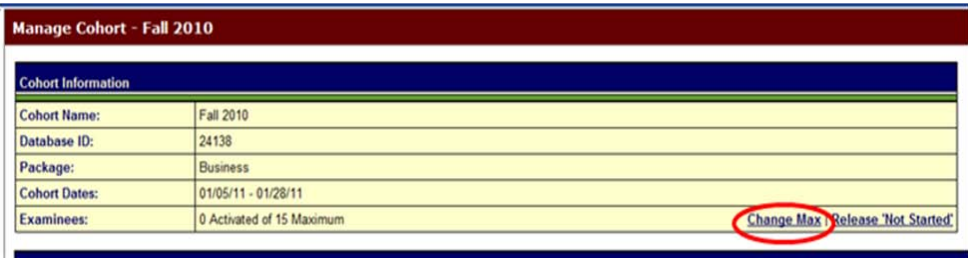
4.2b Active and Inactive Cohorts
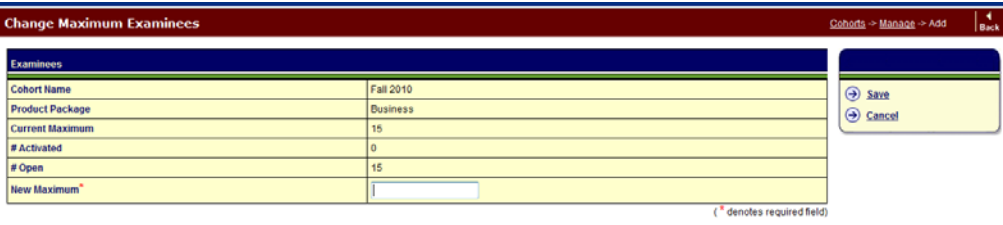
In most situations, cohorts will display on the Manage Cohort screen in an active status. This means that students can login to take a test. For example: If testing (session) dates were assigned to a cohort, the cohort will display as "Inactive-Outside Session Dates" if today's date is not within the testing period.

Sessions			
Type	**Session Number**	**Status**	**Actions**
Proctored	24042-9309190	Inactive - Outside Session Dates	Regenerate Session Number

4.2c Adding or Deleting Students to a Cohorts
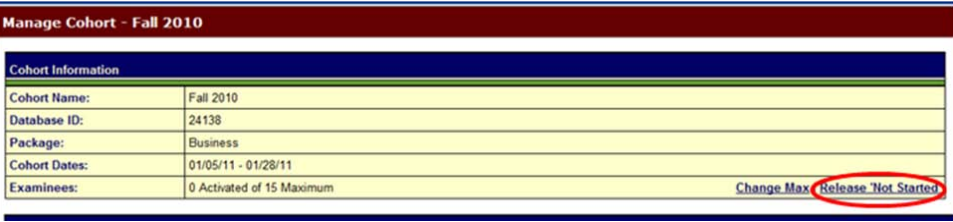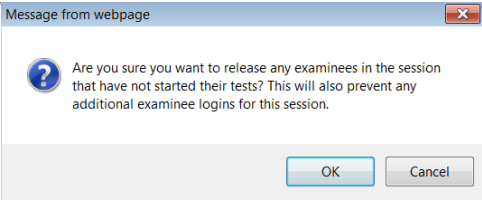
The system assigns a session number to a cohort when it is created. This session number allows a specific number of tests to be delivered based on the number of students that were added to the cohort when it was created. You can change the number of students in existing cohorts by following the steps shown below.

Step	Action
1	Click on the **Cohorts** folder to display the Cohorts screen.
2	Click on the name of the open cohort that you wish to update
3	The Manage Cohort screen will display. In the Cohort Information, click on the **Change Max** link. **Manage Cohort - Fall 2010** **Cohort Information** Cohort Name: Fall 2010 Database ID: 24138 Package: Business Cohort Dates: 01/05/11 - 01/28/11 Examinees: 0 Activated of 15 Maximum Change Max Release 'Not Started' ![note icon] **NOTE:** The Examinees field will display how many students have started (activated) the test and the total number of students in the cohort (maximum). If there are no students assigned to the cohort, then the field will display in red.
4	The Change Maximum Examinees screen will display:

Type the new maximum number of students for this cohort in the New Maximum field.

NOTE: The new maximum will be the number of students presently in the cohort plus or minus the new number of students. If there is not a sufficient number of a test for your cohort, contact your institution administrator.

5	Click on the *Save* button. The Manage Cohort screen will display indicating the updated number of students.

4.2d Removing All Students from a Cohort

The system assigns test packages to a cohort based on the number of students that are in the cohort. If you need to remove all of the students that have not yet tested from an open cohort and you do not want to close the cohort, take the following steps:

Step	Action
1	Click on the *Cohorts* folder to display the Cohorts screen.
2	Click on the name of the open cohort where you need to remove students.
3	The Manage Cohort screen will display. Click *Release "Not Started".*
4	The following message will display: Click OK. The unused tests will be released and may be used in other cohorts for the same test package. **NOTE:** Any unused tests are automatically released and made available when a cohort is closed.

4.2e Approving Student Test Sessions

In order for a student to begin taking the test you must approve the session. The student will need to log in and complete the background information questions before approval is required.

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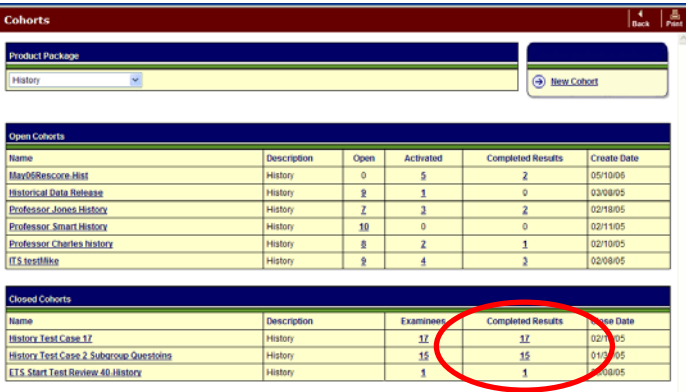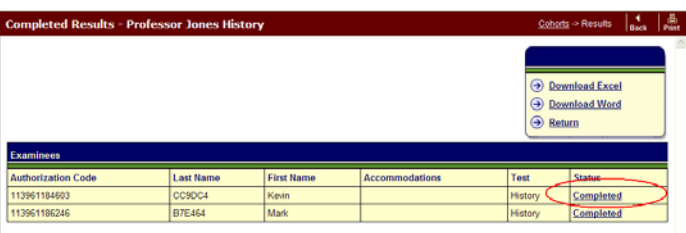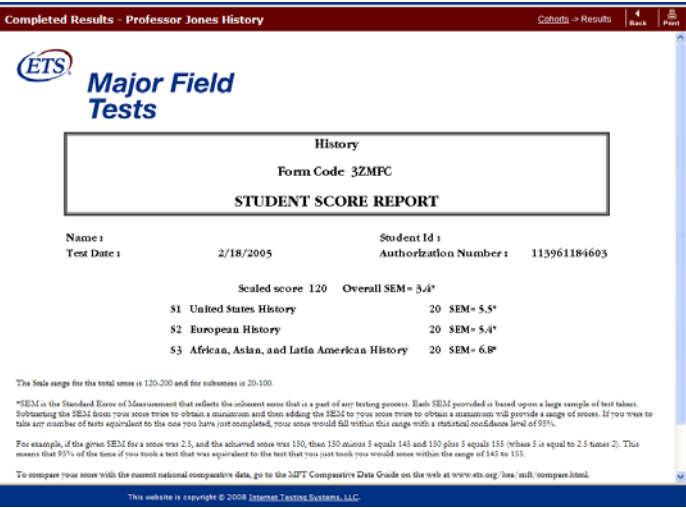
NOTE: If a student is resuming the test in order to complete section 2, youi will also need to approve the testing session once the student logs in.

Step	Action
1	Click on the **Cohorts** folder to display the Cohorts screen.
2	Click on the name of the cohort that the student is testing in.
3	The Cohort Detail screen will display. Scroll down until you see the Waiting for Proctor Approval screen. <table><tr><td colspan="3">**Waiting for Proctor Approval**</td><td>**(approve all waiting)**</td></tr><tr><td>**Examinee Last Name**</td><td>**First Name**</td><td>**Actions**</td></tr><tr><td>vaughn</td><td>victor</td><td>**Approve**</td></tr></table> Click Approve for the student you want to approve. If you have more than one student, you can click Approve All Waiting to approve all of the students or click on each one individually. If a student is returning to complete a test, the wording of the link will be Approve (returning examinee). **NOTE:** If the screen does not display, click on the Refresh button to refresh the screen.
4	The student's screen will refresh and the student can begin the test.

4.2f Student Score Reports

There may be times where you will need to access or print a student score report. This can be done through the cohort by taking the following steps:

Step	Action
1	Click on the **Cohorts** folder to display a list of cohorts.
2	Use the drop down arrow to select the product package for the student's cohort. **Cohorts** **Product Package** All Packages ▼ All Packages Biology Chemistry **Open Cohorts** **NOTE:** The drop down will include only those test titles your institution uses.
3	The system will return a listing of cohorts within the selected product package.

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Step	Action
	 Click on the number under Completed Results to view all students who have completed testing.
4	Under the Status column, click **Completed** to view the student's score report.
5	The score report will display. You can print the report by clicking on the **Print** button.
6	Click on the **Back** button to return to the Completed Results screen for the cohort you selected.

4.2g ADA Accommodations

This section describes the Americans with Disabilities Act (ADA) accommodations available for MFT students. Students can be given an extension of time allowed for the test. The available time extensions are:

- 1.5 times the normal test time

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- ▪ 2 times the normal test time

You can put a student with extended time in the same cohort as other students but you must call ETS MFT Technical Support at 1-800-514-5491 <u>after</u> the student has logged in and completed a profile but <u>before</u> you approve the student for testing. Provide Technical Support with the session number, student's login and the extended time requested for the test.

If you have a group of students that have the same extended test time, you can create a new cohort for them and call ETS MFT Technical support at 1-800-514-8491 prior to the test session. Provide Technical support with the session number and the extended time requested for the test.

NOTE: American's with Disabilities Act accommodations cannot be changed once the student's test session has started.

4.2h Editing a Cohort
Once a cohort has been activated, the Display Optional 50 Questions and Display Score Report options cannot be changed; however, the other information for the cohort can be edited. To edit a cohort, select the cohort from the Cohorts screen.

When the Manage Cohort page displays, click the right-hand link, ***Edit***. The Edit cohort screen will display. Make the appropriate changes to the cohort and click ***Save***.

4.2i Deleting a Cohort
Select the cohort from the Cohorts screen. When the Manage Cohorts page loads, click the right-hand link, ***Configuration***. From the View Cohorts screen, click ***Delete Cohort*** to delete the cohort. A message box will display asking if you are sure you want to delete it. Click ***Yes*** and the cohort will be deleted. Only cohorts without used test packages may be deleted.

4.2j Deactivating a Session Number
You may need to prevent students from using a session number within a cohort. Click ***Disable Logins*** to temporarily deactivate a session number. The status will change to Inactive-Proctor May Enable. If a student enters this session number on the Login screen, an error message will display.

If you need to reactivate the session number, access the Manage Cohort screen and click ***Enable Logins***. The session is now active and available for students to test.

4.2k Regenerating a Session Number
You can also have the system generate a new session number within a cohort. This will prevent access to a previously used session number. Before you can do this, you must disable the login for that cohort by clicking ***Disable Logins***.

Sessions			
Type	**Session Number**	**Status**	**Actions**
Proctored	22802-9364678	Active - Accepting Logins	**Disable Logins**

Once the cohort is inactive, click on the ***Regenerate Session Number*** link.

Sessions			
Type	**Session Number**	**Status**	**Actions**
Proctored	22802-9364678	Inactive - Proctor May Enable	**Enable Logins	Regenerate Session Number**

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A message box will display asking for confirmation to change the session number and providing a reminder that students will need the new session number in order to log-in.
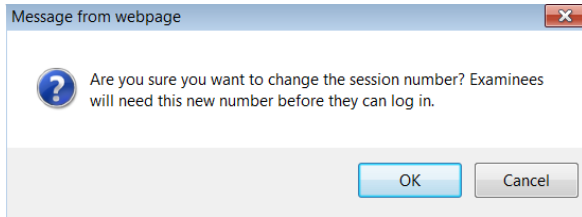
Click **OK** and the screen will refresh with a new session number. Once this is done, reactivate the cohort by clicking **Enable Logins**.

4.2l Closing a Cohort
After all students have completed testing for a cohort and you wish to produce aggregate reports, the cohort must be closed. Aggregate reports will not be made available until the cohort is closed. Once a cohort is closed, no further testing may occur under that cohort.

IMPORTANT: In order to product aggregate reports for a cohort, the cohort must be comprised of at least 5 students who have mastered at least 50% of the test questions. A cohort should be left open until these requirements are met. There is no time limit for leaving a cohort open. This means that you can test students in multiple administrations or semesters in the same cohort in order to meet these minimum requirements. If the minimum requirements for aggregate reporting have not been met, no aggregate reports for that cohort will be generated. Please note that once a cohort is closed, it cannot be reopened at any time.

NOTE: If the test form is being equated, aggregate reports cannot be generated until the equating process is completed. For more information see the content located in the About Scores and Reports folder.

Take the following steps to close a cohort:

Step	Action
1	Click on the **Cohorts** folder to display a list of cohorts.
2	Click on the cohort you want to close
3	The Manage Cohort screen will display. Click **Configuration**
4	The View Cohort screen will display. Click **Close Cohort**.
5	The Close cohort screen will display. Carefully read the information included on this screen. Unused test packages will be released and made available for other cohorts in the same test title. If you still want to close the cohort, click **Close Cohort**

Once the cohort is closed, it cannot be reopened. The date that the cohort was closed will display on the Cohorts screen.

4.2m Viewing Cohort Reports
Reports are only available for tests that have been equated. The date that the cohort was closed will display on the cohort screen. You can only view reports for closed cohorts.

TIP: Your cohorts must be closed to be included in the national Comparative Data Guide published each year.

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There are five possible cohort report types available to view, print or download:

- Departmental Roster
- Departmental Summary of Total Test and Subscores
- Departmental Summary of Assessment Indicators
- Departmental Demographic Summary
- Additional Local Questions Summary

These reports may be filtered to produce Subgroup reports based on the Subgroup Questions and Subgroup Options responses selected for the cohort.

NOTE: During the roll out of enhancements in 2011, starting in January, subgroup reports will have to be ordered manually as we prepare enhancements to the shopping experience. To order Subgroup reports, Administrators should download the file located on in the **HELP** folder. You will not be able to view them online again until later in the year. A CD will be sent to you with your data upon ordering.

For a further explanation of the reports and the fields contained in the reports, download the "Sample" on the **Reports** link for your institution or on the web at
http://www.ets.org/mft/scores/reports/

Reports
MFT

Reports can only be generated for closed cohorts. Closing a cohort is your indication that all students in that cohort have completed testing. For more information on closing a cohort, refer to the "Help" folder.

Summary and Roster	
Departmental Roster Report	Includes total scores and subscores (if applicable) of all students tested, listed alphabetically by last name. Sample
Departmental Summary: Total Scores and Subscores	Includes the frequency distributions of total scores and subscores, showing the percent of students scoring below each percentile. The departmental mean scale score and standard deviation are also shown. A Departmental Summary does not include scores of students who answered fewer than 50 percent of the test questions in one or both sections of a test. Extremely small groups cannot yield meaningful data. These reports require a minimum of five students. Sample
Departmental Summary: Assessment Indicators	Provides a list of the mean (average) percent of test questions answered correctly in particular sub domains/content areas for the group as a whole. Extremely small groups cannot yield meaningful data. These reports require a minimum of five students. Sample
Departmental Demographic Summary Report	Provides student demographic information taken directly from the answer sheets and summarized for the group as a whole. Sample
Disaggregation	
Additional Local Questions Report	Provides percentage distributions of students selecting certain response choices for additional skills or content questions you can add to the test and which students complete after finishing the ETS-designed portion of the test. Report based on a single cohort only. (Cohorts cannot be combined.) (ETS does not report a score for these questions for individual students. Individual student responses to questions you add to the test can be obtained for institutional research using the Design Your Own Analysis feature.) Sample

To view reports, click on the Reports folder to display the list of reports

When you select the report you are interested in you will see the cohorts available to your institution

Then select Run Report on the upper right corner.

4.2h Purchasing Subgroup Reports ** TEMPORARILY UNAVAILABLE **

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NOTE: During the roll out of enhancements in 2011, starting in January, subgroup reports will have to be ordered manually as we prepare enhancements to the shopping experience. To order Subgroup reports, Administrators should download the file located on in the **HELP** folder. You will not be able to view them until later in 2011

4.3 Inventory

The Institution Administrator and Department Administrator (with permissions) can purchase tests and reports using the Inventory function. You may purchase tests and reports using either a Purchase Order (PO) or a Credit Card.

NOTE: Department administrators without purchasing permissions will not see the Inventory folder when they log in to MFT.

When you click the *Inventory* folder, an Inventory screen will display that lists all the tests that are in your institution's inventory. The screen looks similar to this:

Using this screen will enable you to purchase additional test packages, view your institution's order history or view the product catalog.

4.3a Order History
You can review your order history by selecting the *Inventory* folder from the left-hand pane. When the Product Inventory home page loads, there will be a right-hand link for your Order History.

www.ets.org
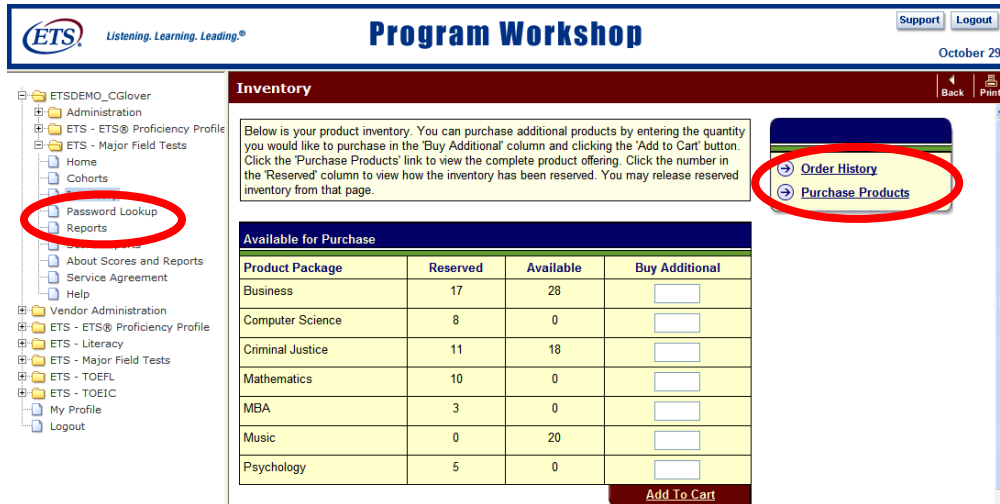
Clicking this link will allow you to view the orders that have been fulfilled for your institution. This screen also provides links to the Inventory, Product Catalog screens and a link to download the inventory and purchasing history screen into an Excel spreadsheet.
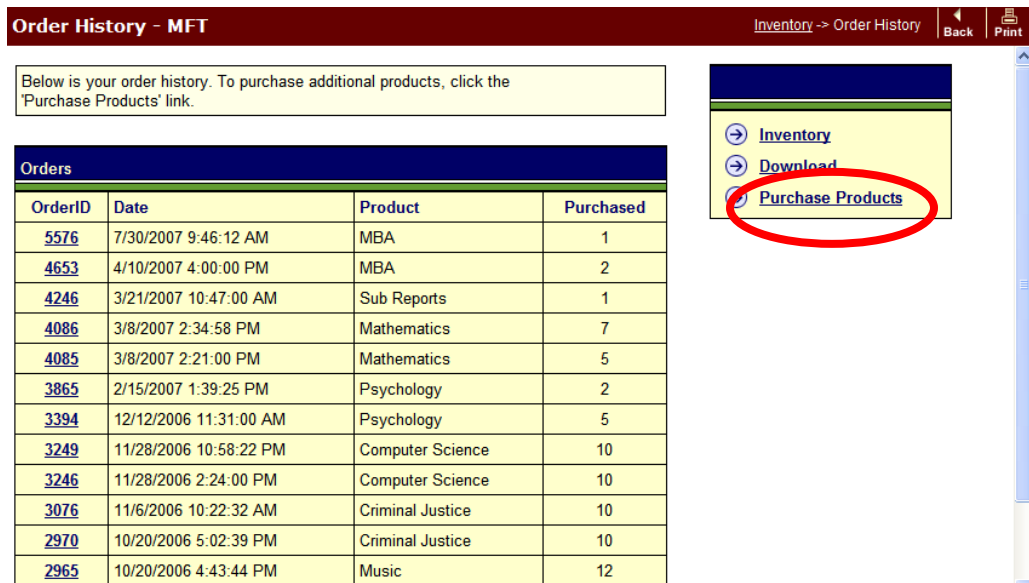
4.3b Product Catalog

Clicking **Purchase Products** will display all the test packages that can be ordered for MFT. Use this link to place your first order. Once you have placed an order, your order history will display when you click on the **Inventory** folder.

4.3c Purchasing Test(s) from the Product Catalog

Take the following steps to purchase MFT test packages from the catalog:

1	Click **Purchase Products**.

Order History - MFT

Inventory -> Order History | Back | Pr

Below is your order history. To purchase additional products, click the 'Purchase Products' link.

OrderID	Date	Product	Purchased
5576	7/30/2007 9:46:12 AM	MBA	1
4653	4/10/2007 4:00:00 PM	MBA	2
4246	3/21/2007 10:47:00 AM	Sub Reports	1
4086	3/8/2007 2:34:58 PM	Mathematics	7
4085	3/8/2007 2:21:00 PM	Mathematics	5
3865	2/15/2007 1:39:25 PM	Psychology	2
3394	12/12/2006 11:31:00 AM	Psychology	5
3249	11/28/2006 10:58:22 PM	Computer Science	10
3246	11/28/2006 2:24:00 PM	Computer Science	10
3076	11/6/2006 10:22:32 AM	Criminal Justice	10
2970	10/20/2006 5:02:39 PM	Criminal Justice	10
2965	10/20/2006 4:43:44 PM	Music	12

Orders

→ Inventory
→ Download
→ Purchase Products

The Product Catalog screen will display.
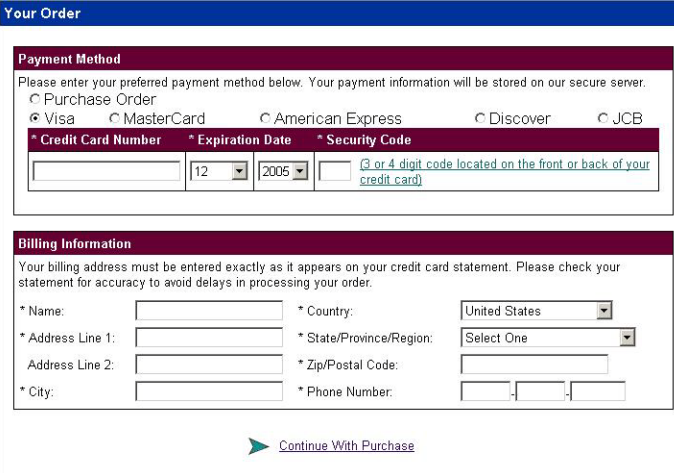
2	Click on the ***Buy*** button for the test package you want to purchase.

Purchasing

Inventory -> Order History | Back | Print

drawn from courses of study most commonly offered in undergraduate programs within the broadly defined field of economics.

Literature in English - The Major Field Test of Literature in English contains 150 multiple-choice questions on poetry, prose, and drama. Questions may be based on short works printed in their entirety or may focus on excerpts from longer works. Poetry selections include lyric verse, epic narrative, and dramatic monologue. Prose selections draw on biography, the essay, the short story, the novel, and literary criticism. The test covers British and American works of all periods with an emphasis on major authors, works, genres, and movements.	$25.00	1	**Buy**
Mathematics - The 50 multiple-choice questions on the Major Field Test in Mathematics are drawn from the courses of study most commonly offered as part of an undergraduate mathematics curriculum.	$25.00	1	**Buy**
MBA - The 120 multiple-choice questions on the Major Field Test for Master of Business Administration require knowledge of specific information drawn from marketing, management, finance, and managerial accounting, or a combination of these. The test also includes questions that focus on international business, information technology, the legal and regulatory environment of business, ethics and social responsibility in business, statistical analysis, and managerial economics. Some questions are based on short case-study scenarios, while other questions employ such materials as diagrams, graphs, and statistical data.	$30.00	1	**Buy**
Music - Music theory and music history provide the focus of the Major Field Test in Music. Some of the 130 multiple-choice questions are grouped in sets and based on such materials as excerpts from scores or other musical passages, while others are based on recorded excerpts of music.	$25.00	1	**Buy**
Physics - The emphasis of the Major Field Test in Physics is on the students' firm grasp of fundamental principles and their ability to apply an understanding of them in the solution of problems. Most of the 70 multiple-choice questions can be answered on the basis of a	$25.00	1	**Buy**

3	The ***View Cart*** screen will display.

www.ets.org
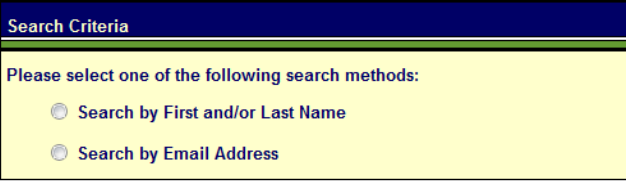
Purchasing   Inventory -> Order History   Back Print

                                        Inventory   Product Catalog   Order History

Opportunity To Save

Purchase 90 more of Mathematics and receive a volume discount

View Cart

Product	Price	Quantity	Total Price	Remove
Mathematics	$25.00	10	$250.00	☐

Promotional Code

[   ] Add

Purchase Summary

Items	$250.00
Order Total	$250.00

● Update Cart   ● Checkout   ● Continue Shopping

NOTE: You can change the quantity for any test ordered by typing the new quantity in the *Quantity* box. If you want to see the new total price, click on the *Update Quantities* button to refresh the screen.

4		
	If you want to:	**Then**
	Purchase more tests	• Click on **Continue Shopping** • The Product Catalog screen will display • Go back to Step 3
	Complete your order	• Click on **Place order** • Go to Step 6

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Step	Action
5	The Your Order screen will display: **Your Order** **Payment Method** Please enter your preferred payment method below. Your payment information will be stored on our secure server. ○ Purchase Order ⊙ Visa ○ MasterCard ○ American Express ○ Discover ○ JCB *** Credit Card Number * Expiration Date * Security Code** [ ] [12 ▾] [2005 ▾] [ ] (3 or 4 digit code located on the front or back of your credit card) **Billing Information** Your billing address must be entered exactly as it appears on your credit card statement. Please check your statement for accuracy to avoid delays in processing your order. * Name: [ ] * Country: [United States ▾] * Address Line 1: [ ] * State/Province/Region: [Select One ▾] Address Line 2: [ ] * Zip/Postal Code: [ ] * City: [ ] * Phone Number: [ ]-[ ]-[ ] ➤ Continue With Purchase Click on the radio button next to your method of payment: • If you are paying by credit card, complete the billing information in addition to the credit card number, expiration date and security code. • If you are paying by purchase order, enter the purchase order number.
6	Click on the **Continue with Purchase** button.
7	The Confirm Order screen will display. **If:** / **Then** The order is correct — • Click on **Place Your Order** You need to change the quantity or payment information — • Click on the **Change** button for the area you want to change • Make the necessary changes • Return to the Confirm Order screen • Click on **Place Your Order**
8	An order confirmation screen will display. Print this screen for your records. Click on the **Continue** button. You will be returned to the Inventory screen. You will also receive an e-mail confirming your purchase.

Once you have placed your first order, an order history will display on the Inventory screen. If you are ordering the same test packages shown on this screen, you can enter the quantity you want to purchase in the **Buy Additional** field, click on the **Add to Cart** button and follow steps 4-9 to complete your order. If you are not ordering the same tests that are displayed on the Inventory screen, you will need to go to the Product Catalog screen to place your order.

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4.4 Password Lookup

This function is used to look up a password when a student cannot remember it. You can search by first or last name or e-mail address. You do not need to enter the complete first or last name or e-mail address. The system will search using any or all of the letters for these criteria. Take the following steps to look up a password:

Step	Action
1	Click on the **Password Lookup** folder. This screen will display: **Search Criteria** Please select one of the following search methods: ○ Search by First and/or Last Name ○ Search by Email Address
2	Click the radio button next to the type of search you want to use. a blank field or field(s) will display.
3	Type the specified information in the blank field and click **Search**.
4	The system will return results meeting the criteria you entered. Click on the database ID for the student.
5	The student's profile will display with the password information. Click **Return** to return to the previous screen.
6	Click **New Search** for a new search.

4.5 Profile
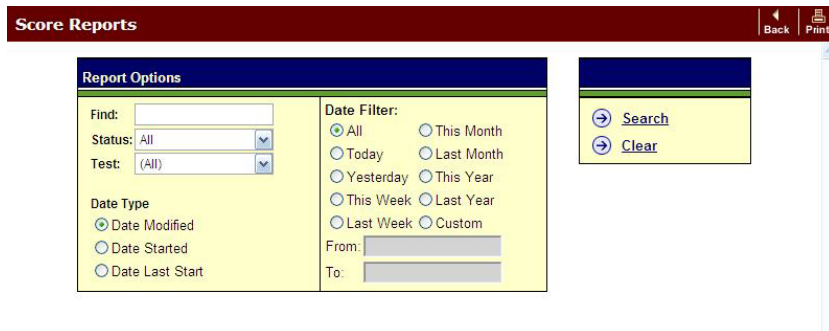
This folder will display the profile for your institution. From this screen, you can edit the profile by clicking on the **Edit** button. Once you have made your changes, click on the **Save** button to save your changes.

NOTE: Updating your institution profile will *not* change the billing address of record at ETS.

4.6 Score Reports

When you click on the **Score Reports** folder, a screen will display that will allow you to view individual student score reports based on specific search criteria. The screen will look similar to the one shown below:

The table below provides an explanation of the fields on this screen.

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Find	Type a student's name to locate a specific report.
Status	This field is used to indicate the status of the reports you want to view. Use the drop down arrow to select a status. An explanation of each status is found below: Complete This displays all the tests that have been completed for the criteria selected. Incomplete This displays all the tests that have not been completed for the criteria selected. Active This displays all the tests that have had activity within the last 30 minutes. Inactive This displays all the tests that have not had activity within the last 30 minutes. All This displays all of the tests for the criteria selected.
Test	This field is used to indicate the test title you want to view. Use the drop down arrow to select a test.
Date Type	Use the radio buttons search on the date tests were started, modified or by the date of their last start.
Date Filter	Use the radio buttons to select a specific time period or enter a specific from and to date (mm/dd/yy).

Click on the *Clear* button to clear the fields and start a new search.

Once you have completed these fields, click on the *Search* button and the following Score Reports screen will display:

In the *Test* column, click on the name of a test to display the score report.

NOTE: A score report will only display for those tests that have been completed for test titles that have been equated.

4.7 About Scores and Reports

This folder contains information on scores and reports for the MFT program.

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4.8 Service Agreement

This folder displays the service agreement that was agreed to when you first logged in.

4.9 Help

This folder will provide you with:

- Technical manuals you can download
- Highlights of upcoming enhancements
- Contact info for Technical Questions
- Contact info for Program Questions
- Information on the downloading the MFT Music Test setup files.

4.9a *Administration Manuals*

There are links that allow you to download the Institution and Department Administrator Manual and the Proctor Administrator Manual in PDF format. Click on the ***Download PDF*** button for the manual you want to download.

4.9b What's New in ETS Program Workshop in 2011

This provides a pdf explain the improvements that will take place in the future.

4.9c Technical Questions

Technical support is available Monday through Friday from 8:00am to 8:00pm EST at 800-514-8491 or at MFTSupport@testsys.com.

4.9d Program Questions

Questions about testing program policies and procedures, test content, or interpretation of scores and reports should be directed to MFT Customer Service. Representatives are available Monday through Friday from 8:00am to 4:00pm EST at 800-745-0269 or at highered@ets.org.

4.9e Music Test Administration

The administration of the music test requires the installation of the music test setup on every testing workstation. The music test setup copies the audio files necessary to run this test to your local machine, and is only loaded into memory while the test is being delivered. This software does not transfer any other information from your machine, nor is it resident in memory when you are not delivering a test.

If you have previously installed the Music Test Files, you do not need to download the files again. However, this test is now delivered through the ETS MFT Browser, which will need to be installed. Please visit the Help folder for MFT Music test setup files.
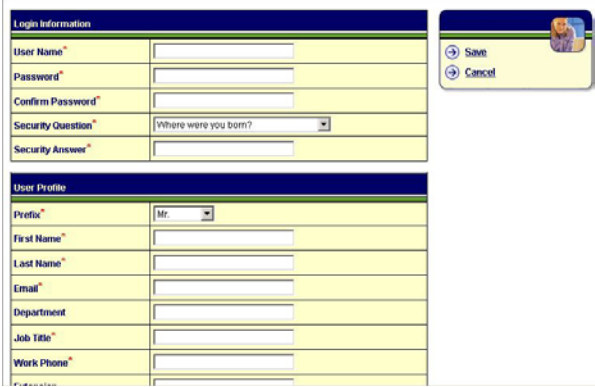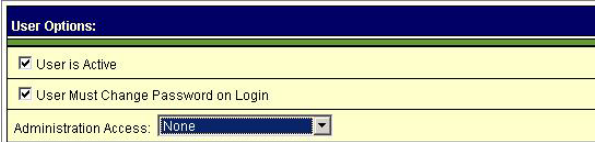
4.10 Users

This folder will enable you to add, edit or delete users on the system. The institution administrator has the permission to create department administrators. The institution administrator and department administrator (with administrative permissions) can create proctor administrators.

When you click on this folder, the Institution Users screen will display. This screen will provide a list of all the users created for the institution.

4.10a Add New Administrator

Please follow the steps below to create a new administrator:

Step	Action
1	Click on the *Users* folder under Institution Administration on the left side of the screen.
2	Click *Create a New User* on the right-hand side of the screen.
3	The Create Institution User screen will display. Complete the User Profile information for the administrator you are adding and then scroll down. User Name: Enter the user's e-mail address. Security Question: Use the default question Security Answer: Enter "Please Update" **NOTE:** Fields marked with an asterisk (*) are required.
4	Complete the User Options profile that appears below the Profile. De-select or select the options you want the administrator to have by clicking in the appropriate box. User is active: This box will automatically be selected. Deselect this if the user is no longer active but you want their profile to remain in the system. User must change password on login: This box will automatically be selected. De-select this if the user does not need to change their password when they initially log in. Administration Access: *None* should be already selected and should be used when adding proctor administrators. Use the drop-down menu to choose *Create* and *Modify Users* when adding Institution/Department Administrators.

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| 5 | Complete the Programs table selections. |
| | Click on the drop down arrow in the Role box to select the user's role. |

If you want to:	**Then:**
Provide this user with access to all of the MFT tests	Click on *Allow Access to All Tests*
Provide this user with access to specific tests	Click on the appropriate tests to allow access

| 6 | Click on *Save*. The Institution Users screen will display with the new user's profile. |

4.10b Edit or Delete an Administrator
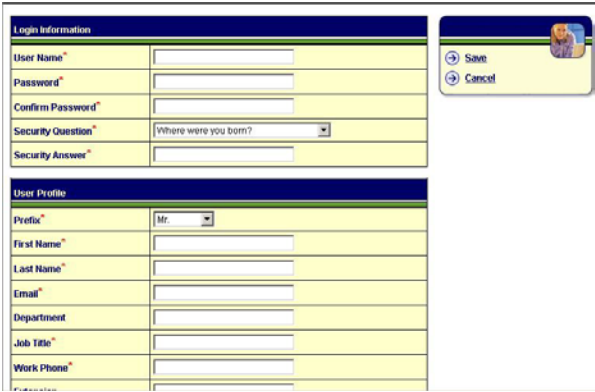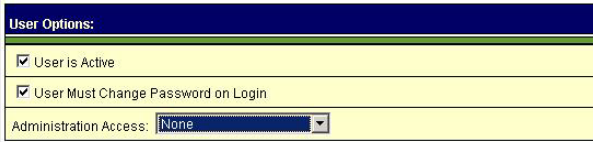
The institution administrator can modify or delete existing administrators. Follow the steps below to modify or delete an administrator:

Step	Action
1	Click the *Users* folder under Institution Administration on the left side of the screen.
2	The Institution Users screen will display. Click the user name that you want to modify or delete.
3	The profile for that user will display:

If you want to:	**Then**
Delete an administrator	• Click *Delete*
	NOTE: You will be prompted to confirm that you want to delete this user. Click *OK* to delete the user.
	• The Institution screen will display
Edit an administrator profile	• Click *Edit*
	• Make the appropriate changes to the profile
	• Click *Save*
	• The Institution User screen will display showing the new profile

This screen also displays additional information about the user such as Last Login information and User Record History.

4.10c Add New Proctor Administrator

Step	Action
1	Click on the *Users* folder under Institution Administration on the left side of the screen.
2	Click *Create a New User* on the right-hand side of the screen.

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3	The Create Institution User screen will display.
	Complete the User Profile information for the proctor administrator you are adding and then scroll down.
	<u>User Name:</u> Enter the user's e-mail address.
	<u>Security Question</u>: Use the default question
	<u>Security Answer:</u> Enter "Please Update"
	NOTE: Fields marked with an asterisk (*) are required.
4	Complete the User Options profile that appears below the Profile.
	De-select or select the options you want the administrator to have by clicking in the appropriate box.
	<u>User is active:</u> This box will automatically be selected. Deselect this if the user is no longer active but you want their profile to remain in the system.
	<u>User must change password on login:</u> This box will automatically be selected. De-select this if the user does not need to change their password when they initially log in.
	<u>Administration Access:</u> **None** should be already selected and should be used when adding proctor administrators. Use the drop-down menu to choose **Create** and **Modify Users** when adding Institution/Department Administrators.
5	Click on the drop-down arrow in the Role box and select Proctor
6	Scroll up and click Save. The Institution Users screen displays the new user's profile.
7	A Welcome e-mail will be sent automatically to the proctor. The e-mail contains the following information for the new proctor: • Institution Name • Test Center ID • Administrator Login ID • Administrator Password • URL to access their session keys and start to set up their test site

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	NOTE: Click ***Send Welcome e-mail*** if you need to resend the e-mail to the new proctor.

4.10d Edit or Delete a Proctor Administrator

The institution administrator can modify or delete existing proctors. Follow the steps below to modify or delete a proctor administrator.

Step	Action
1	Click the Intuitions folder on the left side of the screen.
2	Click Users on the right side of the screen.
3	The Institution Users screen displays. Click on the user name that you want to modify or delete.
3	The profile for that user will display: **If you want to:** **Then** Delete a Proctor Administrator • Click ***Delete*** **NOTE:** You will be prompted to confirm that you want to delete this user. Click ***OK*** to delete the user. The Institution screen will display Edit a Proctor Administrator profile • Click ***Edit*** • Make the appropriate changes to the profile • Click ***Save*** • The Institution User screen will display the new profile (this screen also displays additional information about the user such as Last Login Information and User Record History) **NOTE:** To reset a password, clear the two password fields and type in a new password. If you need to logout a user from the system, click on the check box next to the User is active field on the User Profile screen. This will deactivate the user and they will be logged out of the system.

5.0 My Profile

When you click on this folder, your Edit My Profile screen will display. Use this screen to make changes to your profile or to change your password or security question and answer.

6.0 Log Out

To log out of the administrative interface, click on the ***Log Out*** folder. You will be returned to a Log In screen.