Assessment

A Guide to Assessment
This guide to Assessment was vetted through the <<Assessment >>
workgroup
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I. PeopleSoft-Navigating to Assessment

A. Log-in to Look Up Student

1. Sign into PeopleSoft-CSPRD
   a. Press Ctrl + Click on the URL: https://ps.losrios.edu/psp/eserv/?cmd=login&languageCd=ENG
   b. Enter User ID (W + Employee Id number) and Password
   c. Click on the Sign In button

2. Click on the Records and Enrollment link

3. Click on the LR Assessment Data link
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Continued from: A. Log in to Look up Student

4. Click on the LR Assessment Data link

5. You have reached the page to look up a student’s Assessment results. Follow the instructions for the next section.
II. Navigating Assessment

A. Look up Student to View Assessment Results

1. Click on Records and Enrollment

2. Click on LR Assessment Data

3. Enter a Student Id

4. Click the Search button
B. Display of Competency Test Results on the Assessment Page

1. Review the assessment results
III. Adding classes based on assessment

A. First select the “My Planner” button
B. Next select the “Add to iSEP” button
C. Review Student data and Select the “Steps to Success” tab

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Favorites > Main Menu > Records and Enrollment > Enroll Students > LR Student Ed Plan > Advisee Student Center

Student Center > Steps to Success > Student Ed Plan

Advisee Student Center

Academics

- My Class Schedule
- Shopping Cart
- My Pin
- Order My Official Transcript
- Print Enrollment Verification
- View Unofficial Transcript

Click down arrow for Grades, Transcripts & My Class Schedule

Click Down Arrow

This Week's Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGRD 116-201</td>
<td>MoWe 7:30AM - 9:50AM ARC MAIN Davies Hall 711</td>
</tr>
<tr>
<td>ENGRD 20-216</td>
<td>Tu 12:00PM - 1:00PM ARC MAIN Learning Resource Center</td>
</tr>
<tr>
<td>ENGRD 95-224</td>
<td>Tu 1:00PM - 2:00PM ARC MAIN Learning Resource Center</td>
</tr>
<tr>
<td>MATH 100-205</td>
<td>MoTuWeTh 10:00AM - 11:05AM ARC MAIN Liberal Arts 165</td>
</tr>
</tbody>
</table>

weekly schedule

Personal Information

Los Rios ALERT Signup Page

Contact Information

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Invoice Address</th>
</tr>
</thead>
</table>

Daytime Phone | Email Address

Return to Search
D. Review the Steps to Success page

1. Assessment Placement Test Date and Expire Date
2. Select the Courses to add to the iSEP Planner
**E. Finalize adding classes**

1. Select “Add to My Planner”
2. Review class schedule by clicking “Student Ed Plan”
F. Review classes added to the student’s schedule.