SkillsUSA | SkillsCMS

SKILLSUSA CONFERENCE MANAGEMENT SYSTEM

2023
ONLINE TESTING

SCORING GUIDE

IMPORTING ONLINE TEST SCORES

Following the completion of your State Leadership and Skills Conference online testing, your next step is to begin importing your scores into SkillsCMS for final tabulation. SkillsCMS uses the competitors SkillsUSA Member ID as well as the email address associated with their conference registration to match online testing scores back to the appropriate contest and scorecard. This guide will walk you through the process of obtaining these scores from the online testing platform and importing them into SkillsCMS.

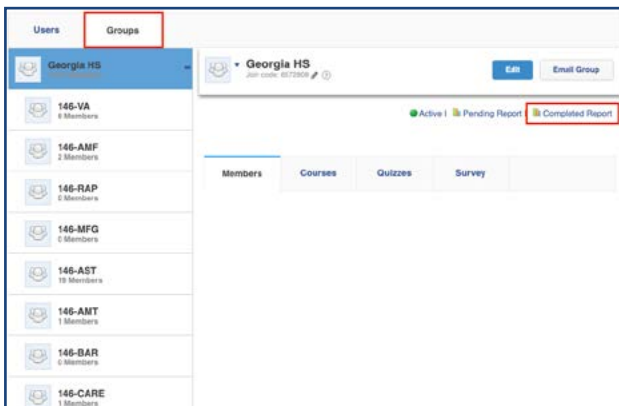## STEP 1: Ensure Software is up to date

To make the scoring process as seamless and user friendly as possible, please ensure that you are running the latest versions of both SkillsCMS and Google Chrome. Note: Google Chrome is the recommended browser for this process. Using any other browser may affect the ability to correctly match results back to competitors.

Download the latest version of SkillsCMS

Please ensure you are running SkillsCMS V 55.1 or higher.

STEP 2: Retrieve Contest Score Reports

Next, you'll want to retrieve the contest score reports from the online testing system. These score reports are available in excel formats that you will upload to SkillsCMS in the next step of the process. To retrieve the score reports, log-in using your state director credentials. Next, click your profile initial in the top right corner of the screen and then select "administration" from the subsequent menu that appears. Next, select "Groups" to view all contests. Contests are named by their corresponding contest code (to view a list of all contests and their respective codes, click HERE). Select any contest from the list to download the respective score report. The file that SkillsCMS will utilize is titled the "Completed Report". Click the "Completed Report" button to view the report. On the next screen, select "Download" to download an excel file of the report.

IMPORTING ONLINE TEST SCORES

STEP 3: Upload Scores to SkillsCMS

1. Choose the test type you will be importing and the contest that the test applies to from the drop-downs on the screen. It is imperative that you select the correct contest from the drop-down list. Selecting the wrong contest will result in no scores matching.

2. Next, choose whether the incoming test results should match by Member ID or email address.

3. Finally, select the Online testing import button from the right side of the screen. Please note that selecting generic or classmarker test will result in errors in the next step.
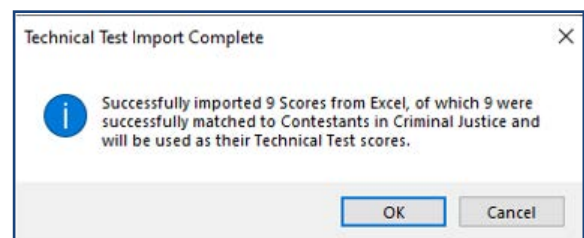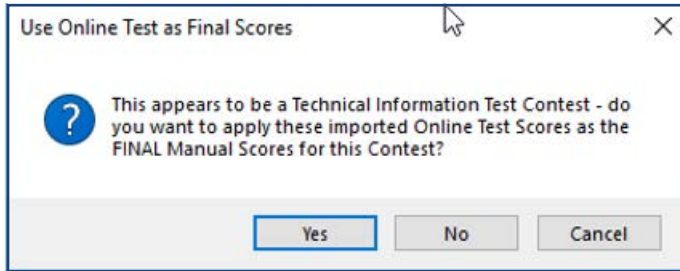

You'll then be prompted to upload the corresponding file from your computer. Upon uploading the file, you should see a message similar to the one on the right. This message will indicate the number of test results that were successfully imported and if any errors need to be addressed.
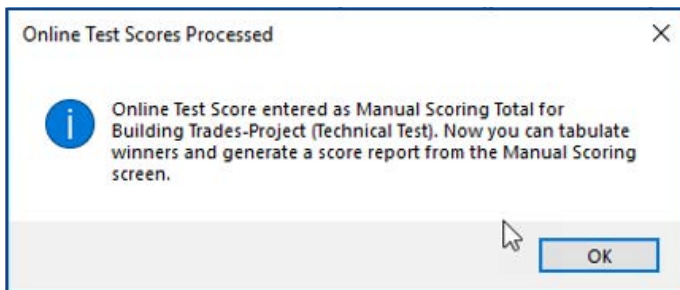
STEP 3: Finalize Score Import

If you are importing Online Test Scores that are tabulated along with additional Excel ScoreCard results to ADD UP to a total score for each contestant, then you've completed the test result upload process for this contest. Please repeat the steps for each of your contests. However, if you are importing Online Test Scores for a "Technical Information Test" where this Online Test Score is the ONLY score that a contestant receives, the system will provide additional confirmation messages:
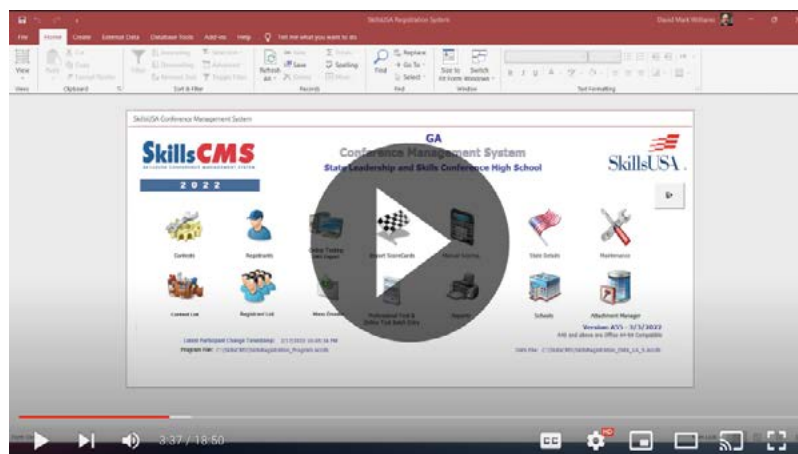

This message indicates the current Contest is configured as a Technical Information Test (using the Contest Category concept); and is asking if you want to apply these imported scores as the FINAL TOTAL SCORE for these Contestants. Clicking "Yes" on this prompt will cause these imported Scores to be instantly applied as if you had manually entered them into the Manual Scoring Option of the system.

If "Yes" was chosen in the prior message, then this confirmation indicates that the Online Test Scores have been applied as the Manual Scoring Total for these Contestants. You can now navigate to the Manual Scoring screen, and select "Tabulate Winners" to generate a Final Score Report.

Additional information on other SkillsCMS processes and concepts are available in the SkillsCMS Documentation.

PREFER TO VIEW A VIDEO?

Click the video to view a comprehensive walk-through of the scoring process.