
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

Table of Contents

1. Getting Started.....	4
2. ALS Control Panel.....	5
3. Add Test Taker Record	6
3.1. Add Test Taker Record with Existing LRN	6
3.2. Add Test Taker Record with New LRN	10
3.3. Add Test Taker that is Not Listed on Search Result	11
4. List and Update Existing Test Taker Record.....	11

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*).

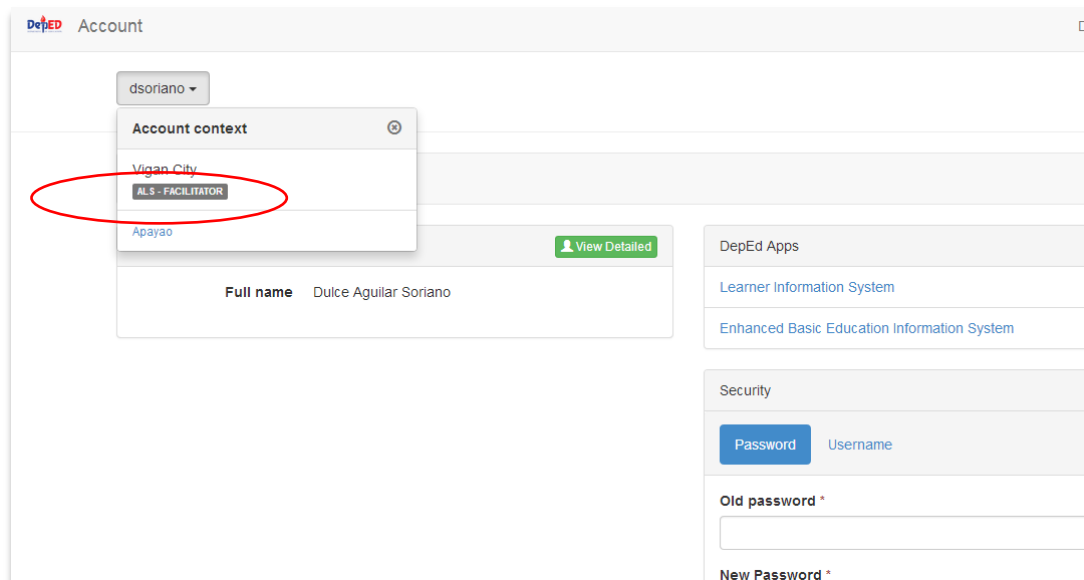


Figure 1-1 Office with ALS role

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

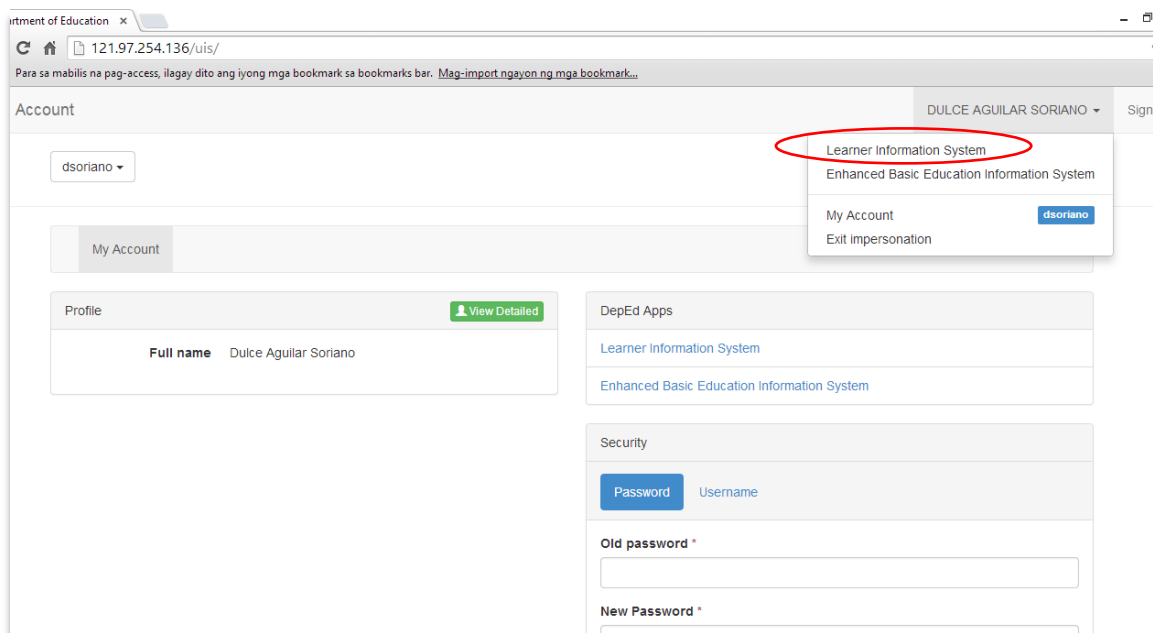


Figure 1-2 LIS link

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.

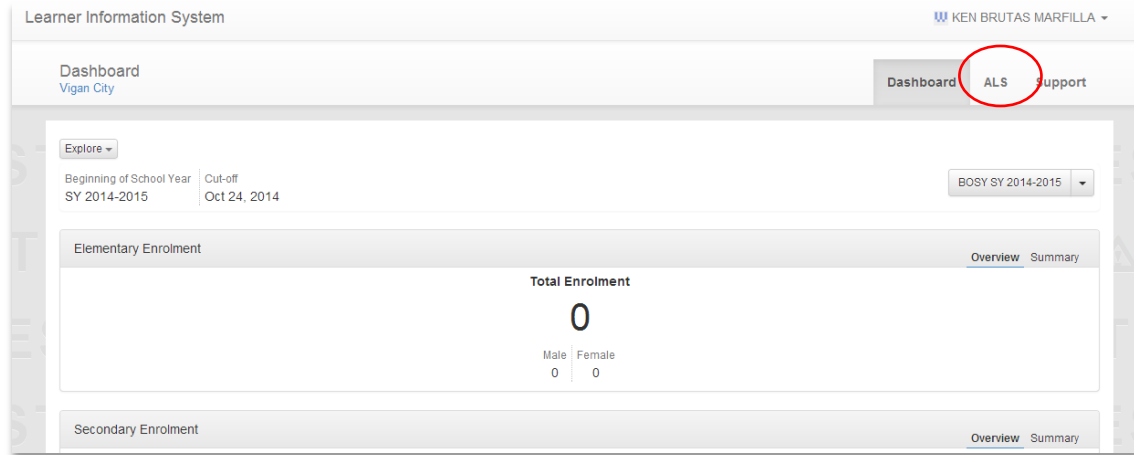


Figure 2-1 ALS Control Panel Link

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).

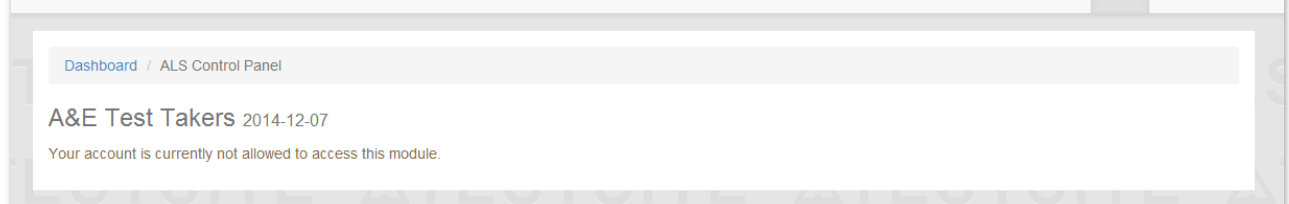


Figure 2-2 Panel Display for Inactive Facilitator

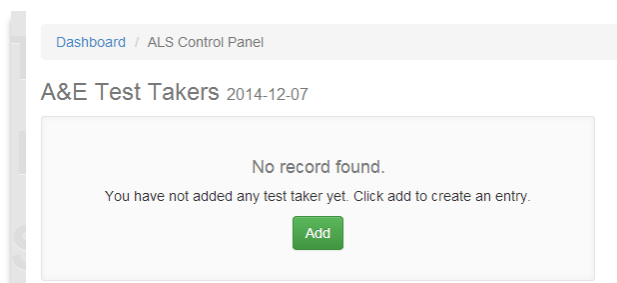


Figure 2-3 Panel for No Test Taker Added

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.

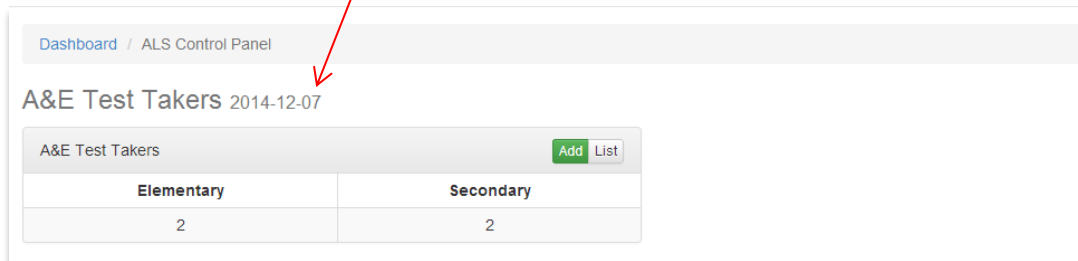


Figure 2-4 Panel with Test Taker/s Added

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.

The screenshot shows a web form titled 'Add Test Taker'. The breadcrumb trail is 'Dashboard / ALS Control Panel / Test Taker'. The main heading is 'Add Test Taker'. Below the heading, there is a paragraph: 'Accomplish the checklist below to ensure accuracy of the test taker data you are about to encode.' Below this paragraph is a checklist item: '• Tick if document is available on hand'. Underneath this item are two radio buttons: 'Birth certificate' and 'Baptismal certificate or any proof of birth or health'. At the bottom of the form, there are two buttons: 'Cancel' and 'Proceed'.

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).

#	LRN	Last name	First name	Middle name	Ext name	Birth Year	
1	110418050007	DELA CRUZ	ANGELICA	A		2015	Preview

Figure 3.1-3 Search Result

Figure 3.1-4 ALS Learner Basic Profile

Dashboard / ALS Control Panel / Test Taker

Learner 136873120306

First name * Middle name * Last name * Ext name *

Gender * Birth date *

Test

Level * Date Taken *

Testing Center

Venue Barangay

Intervention

Select intervention received by learner for the current calendar year.

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.

Search Parameters

or

Last name *

First name *

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*).

The screenshot shows a search interface with two main sections: 'Search Parameters' and 'Search Result'.

Search Parameters: Includes a 'Cancel Search' button, a search input field, and a 'Search by LRN' button. Below this, there is an 'OR' separator and four labeled input fields: 'Last name *' (containing 'Soriano'), 'First name *' (containing 'Alvin'), 'Middle name *' (containing 'de mesa'), and 'Birth year *' (containing '1995'). A 'Search by Name' button is located at the bottom.

Search Result: A table with columns: '#', 'LRN', 'Last name', 'First name', 'Middle name', 'Ext name', and 'Birth Year'. The first row contains: '1', '301630080141', 'SORIANO', 'ALVIN', 'D', and '1995'. A 'Preview' button is next to the row. Below the table, it says '1 records found' and a 'Not listed?' button.

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).

The screenshot shows the 'ALS A&E Test Specific Data' form. At the top, there is a breadcrumb trail: 'Dashboard / ALS Control Panel / Test Taker'.

Learner 136873120306

Personal Information:

- First name *: ARNOLD
- Middle name *: NA
- Last name *: CRUZ
- Ext name *: (empty)
- Gender *: Male
- Birth date *: 08/22/1998

Test Information:

- Test Level *: A&E Elementary
- Date Taken *: 2014, Dec, 7

Testing Center:

- Venue: Find by venue name or school
- Barangay: Find Barangay

Intervention:

- Select intervention received by learner for the current calendar year: A&E Elementary

Buttons: 'Cancel' and 'Add Test Taker'.

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.

Search Parameters Cancel Search

or

Last name *

First name *

Search Result

#	LRN	Last name	First name	Middle name	Ext name	Birth Year	
1	301245080181	REYES	SANTOS	MARK YDDET		1996	<input type="button" value="Preview"/>

1 records found

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).

Dashboard / ALS Control Panel

A&E Test Takers 2014-12-07

A&E Test Takers		<input type="button" value="Add"/> <input type="button" value="List"/>
Elementary	Secondary	
2	0	

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.

ALS Control Panel Dashboard ALS Support

Dashboard / ALS Control Panel / Test Takers

Test Takers 2014-12-07

List of Test Takers Add Test Taker

#	LRN	Name	Gender	Age	Test Level	
1	514011202967	CORPUZ, CARMELITA GARCIA	F	14	A&E Elementary	<input type="button" value="Update"/>
2	514011202969	YAYA, SISON SAMSON	F	15	A&E Elementary	<input type="button" value="Update"/>

Figure 4-2 Test Takers List