

Getting Started with the MLCC Skills Assessment & Application

Please review the following directions to familiarize yourself with the steps to complete the Skills Assessment & Application.

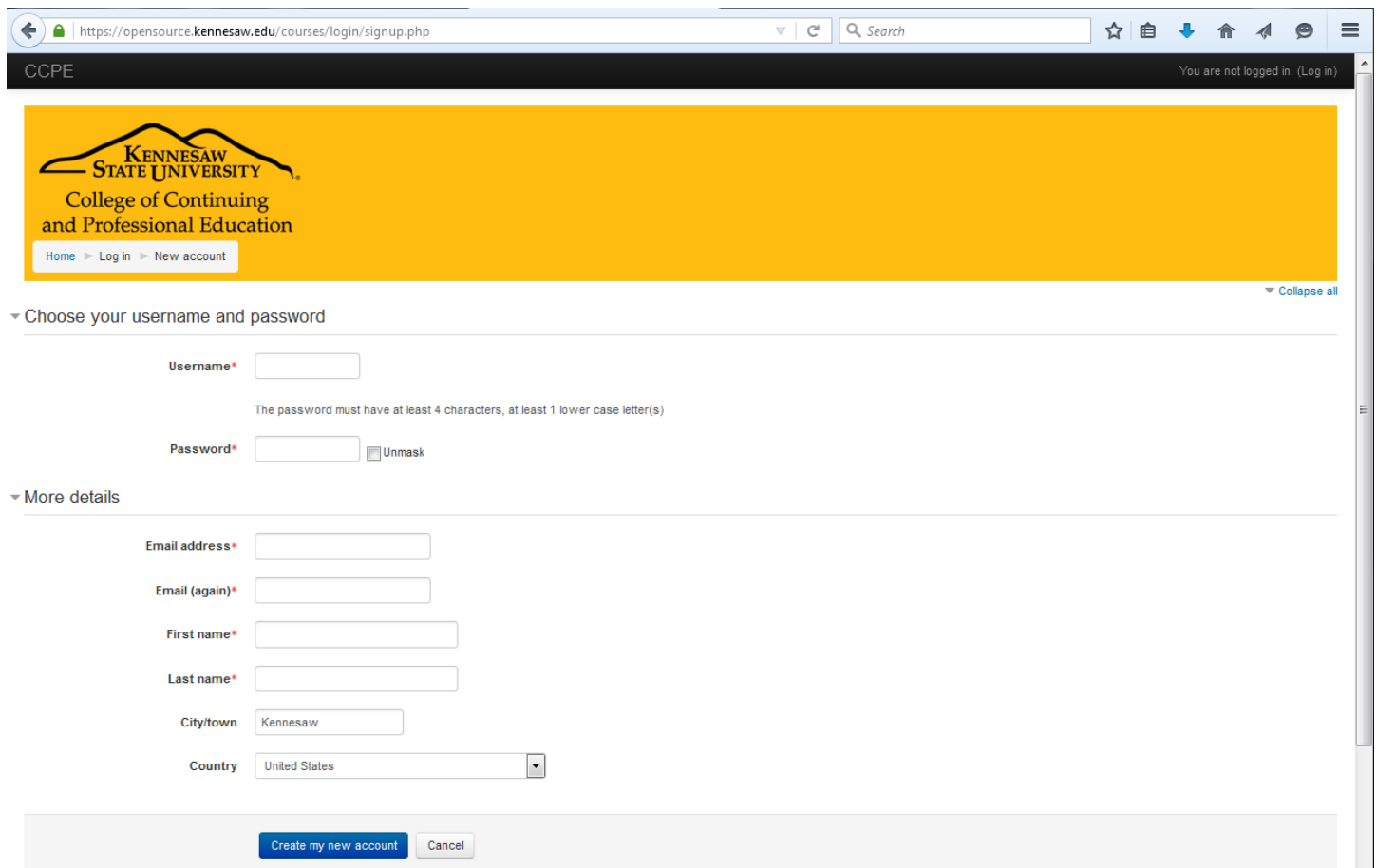
Overview of Steps:

- 1) Setup account to take Skills Assessment online
- 2) Complete Skills Assessment
- 3) View results of Skills Assessment
- 4) Submit program Application

To begin the Skills Assessment, you will need to create a new account for yourself.

Visit: <http://opensource.kennesaw.edu/courses>

1. Click on “Create new account” and fill out the form with your information. All fields are required.



The screenshot shows a web browser window with the URL <https://opensource.kennesaw.edu/courses/login/signup.php>. The page header includes the CCPE logo and navigation links: Home > Log in > New account. The main content area is titled "Choose your username and password" and contains the following fields:

- Username* (text input)
- Password* (password input with an "Unmask" checkbox)

Below the password field, there is a note: "The password must have at least 4 characters, at least 1 lower case letter(s)".

The next section is titled "More details" and contains the following fields:

- Email address* (text input)
- Email (again)* (text input)
- First name* (text input)
- Last name* (text input)
- City/town (text input with "Kennesaw" pre-filled)
- Country (dropdown menu with "United States" selected)

At the bottom of the form, there are two buttons: "Create my new account" (highlighted in blue) and "Cancel".

2. An email will be immediately sent to the email address you supplied.
3. Open the email and click on the web link to confirm your account. (Email may go to Junk/Spam folder)
4. Your account will be confirmed and you will be logged in.

5. Under the **Course Categories** category, click on the **Skills Assessment** link

The screenshot shows the Moodle homepage for the College of Continuing and Professional Education (CCPE) at Kennesaw State University. The page features a yellow header with the university logo and name. Below the header, there is a navigation menu with 'COURSE CATEGORIES' highlighted. Under this menu, 'Skills Assessment' is circled in red. Other categories listed include Arts and Education, Business and Investment, Career Development, Gerontology, Culinary, ESL, Healthcare, Medical Assisting Certificate, Hospitality, Human Resource Management, Languages, Microsoft Office, Miscellaneous, Moodle, Open Source, Paralegal, Payroll, Project Management, and Technical Writing. The main content area is titled 'CCPE Courses' and includes a welcome message, a table of browser requirements, and a 'Site news' section with a 'Paralegal Certificate - Upcoming Courses: August 2015' announcement. A sidebar on the right contains testimonials about the distance learning experience.

Browser	Minimum Version	Recommended Version
Mozilla Firefox	25.0	Latest
Apple Safari	6	Latest
MS Internet Explorer	9	Latest

6. Click on the **MLCC Skills Assessment** link in the list of exams

The screenshot shows the 'Skills Assessment' page on the Moodle site. The page title is 'Skills Assessment' and it includes a search bar and a dropdown menu for 'Course categories: Skills Assessment'. Below the search bar, there are two assessment options. The first is 'Cisco Skills Assessment - Computer/Networking, Grammar, Reading Comprehension, and Math Skills'. The second, 'MLCC Skills Assessment - Basic Math, Language, Computer & Reading Comprehension', is circled in red. This assessment is described as being for 'the following professional programs - UNLT:' and lists various roles such as Administrative Professional, Basic Office Technology, Certified Nursing Assistant, EKG Technician, Group Fitness Instructor, Health Coach, Medical Assisting, Medical Office Assistant, Paralegal, Personal Trainer, Pharmacy Technician, and Phlebotomy Technician. A note at the bottom states '* Classroom-based programs only'.

7. Click on the **Enroll me** button.

College of Continuing and Professional Education

Home > Courses > Skills Assessment > MLCC Skills Assessment > Enroll me in this course > Enrollment options

ADMINISTRATION

- Course administration
 - Enroll me in this course**
- My profile settings

Enrollment options

MLCC Skills Assessment - Basic Math, Language, Computer & Reading Comprehension

MLCC Skills Assessment
Basic Math, Language, Computer Skills & Reading Comprehension

For the following professional programs* ONLY:

- Administrative Professional
- Basic Office Technology
- Certified Nursing Assistant
- EKG Technician
- Group Fitness Instructor
- Health Coach
- Medical Assisting
- Medical Office Assistant
- Paralegal
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician

* Classroom-based programs only

Self enrollment (Student)

No enrollment key required.

Enroll me

8. Click on the **START the MLCC Skills Assessment** link to begin the assessment.

College of Continuing and Professional Education

Home > My courses > Skills Assessment > MLCC Skills Assessment

PEOPLE

- Participants

ADMINISTRATION

- Course administration
 - Unenroll me from MLCC Skills Assessment
 - Grades
- My profile settings

General

- News forum
- News forum

Topic 1

Skills Assessment

Basic Math, Language, Computer & Reading Comprehension (MLCC)

AREAS ASSESSED: Decimals, Percentages, Fractions, Addition, Subtraction, Multiplication, Division, Grammar, Sentence Structure, Word Meaning, Reading Comprehension, Windows, and Internet.

HOW LONG IT TAKES: You may take this assessment at any time. The assessment must be completed in one sitting and within a 1 hour time frame.

SKILLS ASSESSMENT RESULTS: You will receive your results upon completion of the assessment. Your scores are valid for 12 months.

DISCLAIMER: By creating an Account for the MLCC Skills Assessment, you are agreeing to represent yourself as whom you claim. If for any reason the results of your assessment are found to be an impersonation, it will be considered grounds for immediate dismissal from your program.

If you have any questions, please contact cpassessment@kennesaw.edu.

START the MLCC Skills Assessment

View Results & Submit Application

9. Click on the **Attempt quiz now** button, click the **Start Attempt** button to start a test attempt.

College of Continuing and Professional Education

Home > My courses > Skills Assessment > MLCC Skills Assessment > Topic 1 > START the MLCC Skills Assessment

ADMINISTRATION

- Course administration
- My profile settings

START the MLCC Skills Assessment

Skills Assessment
Basic Math, Language, Computer Skills & Reading Comprehension (MLCC) Assessment

AREAS ASSESSED: Decimals, Percentages, Fractions, Addition, Subtraction, Multiplication, Division, Grammar, Sentence Structure, Word Meaning, Reading Comprehension, Windows, and Internet.

HOW LONG IT TAKES: You may take this assessment at any time. The assessment must be completed in one sitting and within a 1 hour time frame.

SKILLS ASSESSMENT RESULTS: You will receive your results upon completion of the assessment. Your scores are valid for 12 months.

DISCLAIMER: By creating an Account and submitting answers for the MLCC Skills Assessment, you are agreeing to represent yourself as whom you claim. If for any reason the results of your assessment are found to be an impersonation, it will be considered grounds for immediate dismissal from your program.

If you have any questions, please contact ocpeassessment@kennesaw.edu.

Attempts allowed: 1
This quiz opened at Friday, July 1, 2011, 12:00 AM
This quiz will close at Tuesday, June 30, 2020, 11:00 PM

Time limit: 1 hour

Attempt quiz now

10. You may now begin the Skills Assessment. There are 4 pages of the Skills Assessment. Click the **Next** button to answer questions on each page. Submit your answers by clicking the **Submit all and finish** button.

11. After submitting your answers, press the **Back to the course** button.

College of Continuing and Professional Education

Home > Courses > Skills Assessment > MLCC Skills Assessment > Topic 1 > START the MLCC Skills Assessment

ADMINISTRATION

- Switch role to...
- My profile settings

START the MLCC Skills Assessment

Skills Assessment
Basic Math, Language, Computer Skills & Reading Comprehension (MLCC) Assessment

AREAS ASSESSED: Decimals, Percentages, Fractions, Addition, Subtraction, Multiplication, Division, Grammar, Sentence Structure, Word Meaning, Reading Comprehension, Windows, and Internet.

HOW LONG IT TAKES: You may take this assessment at any time. The assessment must be completed in one sitting and within a 1 hour time frame.

SKILLS ASSESSMENT RESULTS: You will receive your results upon completion of the assessment. Your scores are valid for 12 months.

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If you have any questions, please contact ocpeassessment@kennesaw.edu.

Attempts allowed: 1
This quiz opened at Friday, July 1, 2011, 12:00 AM
This quiz will close at Tuesday, June 30, 2020, 11:00 PM

Attempts: 1874

Summary of your previous attempts

State	Review	Feedback
Finished Submitted Friday, November 13, 2015, 9:25 AM	Click here to return to the course area, and then click the link for your "View Results & Submit Application." This will list our recommendations for you based upon your results.	Click here to return to the course area, and then click the link for your "View Results & Submit Application." This will list our recommendations for you based upon your results.

Overall feedback

[Click here](#) to return to the course area, and then click the link for your "View Results & Submit Application." This will list our recommendations for you based upon your results.

No more attempts are allowed

Back to the course

12. To view your results and submit the Application, click on the **View Results & Submit Application** link.

13. Your Skills Assessment results and recommendations will appear at the top of the page. You may fill out and click the **Submit Application** button at the bottom of the page to complete the process.

Objective	Questions Correct	Score	
Language			Scoring below 70% on this section of the Skills Assessment indicates you to be successful in your educational endeavor, but only recommended that you consider the following course, though it
Computer			Scoring below 70% on this section of the Skills Assessment indicates you to be successful in your educational endeavor, but only recommended that you consider the following course, tho
Math			Scoring below 70% on this section of the Skills Assessment indicates you to be successful in your educational endeavor, but only recommended that you consider the following course, though it
Reading Comprehension			Scoring below 70% on this section of the Skills Assessment indicates you to be successful in your educational endeavor, but only recommended that you consider the following courses, thou /course.aspx?C=524] or Online Grammar [ht

STEP 2 Program Application: Please complete and submit the application below.
 Upon submitting your Application, you will receive a confirmation email from ccpassessment@kennesaw.edu. Please read and follow the emailed instruct

*** indicates a required field.

*First Name:

*Last Name:

Address:

State: Choose your state:

*Email:

Phone:

Have you graduated from high school or received a GED?
 Yes No What year?

(Many of our certificate programs require a high School Diploma or equivalent. Please check program prerequisites for entry requirements.)

How did you hear about the selected program(s)?
 If "Other" please specify:

*Which program(s) are of interest to you? (You must check at least one.)

[Administrative Professional](#) [EKG Technician](#) [Health Coach](#) [Paralegal](#)
 [Basic Office Technology](#) [Certified Nursing Assistant](#) [Medical Assisting](#) [Medical Office Assistant](#)

Submit Application

Thank you for completing the MLCC Skills Assessment & Application process!