

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/moodle/distancelearning/login/signup.php>

1. Fill out the New Account form with your information. All fields are required.

The screenshot shows a web browser window with the URL <http://opensource.kennesaw.edu/moodle/distancelearning/login/signup.php>. The page title is "DL-Home > Login > New account". The form is titled "Choose your username and password" and includes fields for "Username*" and "Password*" with a note: "The password must have at least 4 characters". There is an "Unmask" checkbox next to the password field. Below this is a section titled "More details" with fields for "Email address*", "Email (again)*", "First name*", "Last name*", "City/town*", and "Country*" (set to "United States"). At the bottom of the form are "Create my new account" and "Cancel" buttons. A red message states: "There are required fields in this form marked*." At the bottom of the page, it says "You are not logged in. (Login)" and has a "Home" button. Performance statistics are displayed at the very bottom: "0.052728 secs", "RAM: 3.1MB", "RAM peak: 3.2MB", "Included 73 files", "Load average: 0.41", and "Record cache hit/miss ratio: 0/0".

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 **My Courses** category, click on the **All courses** link

The screenshot shows a Moodle interface for 'Paralegal Certificate - Upcoming Courses: 2011'. On the left, there is a list of course categories including Pre-Assessment Exams, Career Development, Culinary, Hospitality, Medical and Health, Human Resource Management, Paralegal, Arts and Education, Business and Investment, Microsoft Windows 7, Microsoft Office 2010, Microsoft Office 2007, Microsoft Office 2003, Project Management, Technical Writing, Web Design, Kennesaw Internet Professional, Professional, Test Prep, Macintosh, Internal, Open Source, Web Tools, Wireless, CAREing, Microsoft Windows VISTA, Cybercrime, Forensics, Logistics, Linux, Conflict Management, Home and Garden, and Miscellaneous. The 'All courses ...' link at the bottom of this list is circled in red. The main content area displays a list of courses for different dates: May 2 (Contracts & Corporations), May 3 (Legal Research & Writing II), May 4 (Estate Planning & Probate), May 5 (Civil Litigation II), July 11 (Bankruptcy & Collection Law), July 12 (Law Office Management), July 13 (Legal Research & Writing I), and July 14 (Family Law). Below this, there is a section for 'Pharmacy Technician Certificate starts February 1, 2011' with a description of the program, prerequisites, and a link to view the syllabus. On the right side, there are student testimonials, a calendar for June 2011, and a list of activities including Forums, Glossaries, and Resources.

6. Click on the **Skills Assessment** category in the list (first category in list)

The screenshot shows the 'Course categories' page in Moodle. The page header includes the Kennesaw State University logo and the text 'You are logged in as Andrea Cochran (Logout)'. Below the header, there is a navigation bar with 'DL-Home' and 'Course categories'. The main content area is titled 'Course categories' and displays a list of categories with their respective course counts. The 'Skills Assessments' category is circled in red. The list of categories and counts is as follows:

Category	Count
Skills Assessments	3
Career Development	5
Culinary	2
Hospitality	3
Medical and Health	66
Human Resource Management	14
Paralegal	103
Arts and Education	3
Business and Investment	2
Microsoft Windows 7	1
Microsoft Office 2010	4
Microsoft Office 2007	4
Microsoft Office 2003	4
Project Management	2
Technical Writing	4
Web Design	1
Kennesaw Internet Professional	3
Test Prep	1
Macintosh	1
Internal	3
Open Source	1
Web Tools	8
Wireless	1
CAREing	0

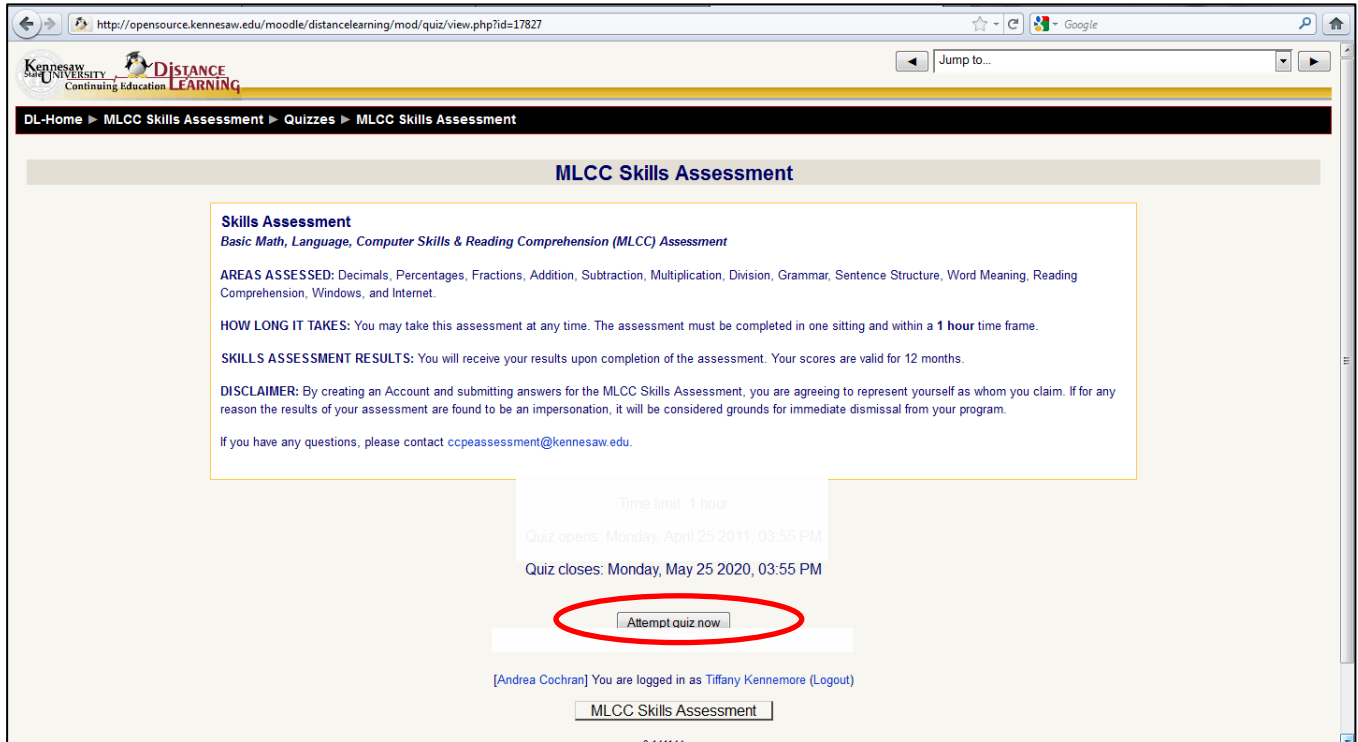
7. Click on the **MLCC Skills Assessment** link in the list of exams

The screenshot shows a Moodle course category page for 'Skills Assessments'. The breadcrumb trail is 'DL-Home > Course categories > Skills Assessments'. A dropdown menu shows 'Course categories: Skills Assessments'. A text box explains that some courses require skills assessments before enrollment. A red circle highlights the 'MLCC Skills Assessment' link. To its right, the 'MLCC Skills Assessment' details are shown, including the subtitle 'Basic Math, Language, Computer Skills & Reading Comprehension' and a list of professional programs: Administrative Professional, Certified Nursing Assistant, EKG Technician, Medical Office Assistant, Paralegal, Personal Trainer, and Phlebotomy Technician. Below this, the 'Pharmacy Technician Pre-Assessment Exam' is listed with a note that it requires a fast pace.

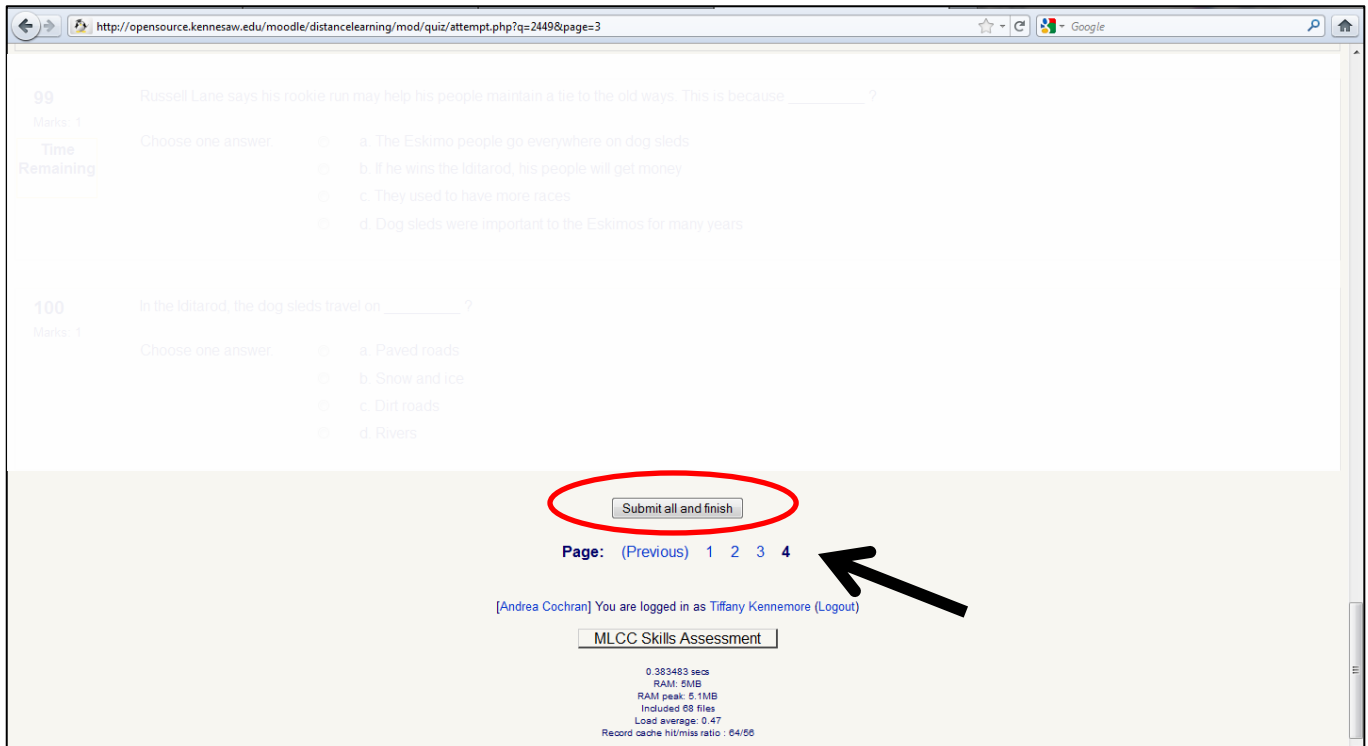
8. Click on the **START** the MLCC Skills Assessment link to begin the assessment.

The screenshot shows the Moodle course page for 'MLCC Skills Assessment'. The breadcrumb trail is 'DL-Home > MLCC Skills Assessment'. The page features a 'Topic outline' section with a list of activities: 'Optional Sample Quiz - to Acclimate Yourself to Online Quizzes' and 'News forum'. Below this, the 'Skills Assessment' activity is highlighted with a red circle. The activity details include: '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.', and a 'DISCLAIMER' regarding the assessment's use. A contact email 'ccpeassessment@kennesaw.edu' is provided. At the bottom of the activity list, the 'START the MLCC Skills Assessment' link is circled in red.

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



10. You may now begin the Skills Assessment. There are **4** pages of the Skills Assessment – click on the page number you wish to view and complete the questions. **Complete ALL 4 pages** of the assessment, then press the **Submit all and finish** button. **DO NOT PRESS THE SUBMIT BUTTON UNTIL YOU HAVE COMPLETED ALL 4 PAGES!!**



11. After submitting your answers, press the **Continue** button.

The screenshot shows the 'MLCC Skills Assessment' page. At the top, there is a navigation bar with 'DL-Home > MLCC Skills Assessment > Quizzes > MLCC Skills Assessment'. Below this is a header 'MLCC Skills Assessment'. The main content area contains several sections: 'Skills Assessment' with subtext '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.', and a 'DISCLAIMER' section. Below this is a 'Summary of your previous attempts' table with one row: Attempt 1, Completed Tuesday, June 28 2011, 02:33 AM, Feedback: Click here to return to the course area, and then click the link for your "Student Results Report." This will list our recommendations for you based upon your results. Below the table, it states 'No more attempts are allowed'. At the bottom, there is an 'Overall feedback' section with a link to return to the course area. A 'Continue' button is circled in red at the bottom center of the page.

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

The screenshot shows a Moodle course page for 'MLCC Skills Assessment'. The browser address bar shows 'http://opensource.kennesaw.edu/moodle/distancelearning/course/view.php?id=470'. The page has a navigation bar with 'DL-Home > MLCC Skills Assessment'. On the left, there are several sidebars: 'People' (Participants), 'Activities' (Forums, Quizzes, Resources), 'Search Forums' (Advanced search), 'Administration' (Turn editing off, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Profile), and 'Course categories'. The main content area is titled 'Topic outline' and contains a list of activities: 'Optional Sample Quiz - to Acclimate Yourself to Online Quizzes', 'News forum', and 'Skills Assessment'. The 'Skills Assessment' activity is expanded, showing its title '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.', and a 'DISCLAIMER'. Below this, there is a link 'START the MLCC Skills Assessment' and a link 'View Results & Submit Application' which is circled in red. There are also 'Add a resource...' and 'Add an activity...' buttons at the bottom of the activity list.

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

Objective	Questions Correct	Score	Recommendation
Language	50	4	8%
Computer	21	3	14.29%
Math	20	2	10%
Reading Comprehension	9	0	0%

Scoring below 70% on this section of the MLCC Skills Assessment indicates that you may need additional training prior to beginning this program. Our goal is for you to be successful in your educational endeavor, but only you can determine whether you are capable and ready to begin this program. It is recommended that you consider the following course, though it is not required: [English as a Second Language \(ESL\)](http://cscope.kennesaw.edu/esl/) [http://cscope.kennesaw.edu/esl/]

Scoring below 70% on this section of the MLCC Skills Assessment indicates that you may need additional training prior to beginning this program. Our goal is for you to be successful in your educational endeavor, but only you can determine whether you are capable and ready to begin this program. It is recommended that you consider the following course, though it is not required: [Windows 7](http://www.campusce.net/Kennesaw/course/course.aspx?C=237) [http://www.campusce.net/Kennesaw/course/course.aspx?C=237]

Scoring below 70% on this section of the MLCC Skills Assessment indicates that you may need additional training prior to beginning this program. Our goal is for you to be successful in your educational endeavor, but only you can determine whether you are capable and ready to begin this program. It is recommended that you consider the following course, though it is not required: [Online Math Refresher](http://www.campusce.net/Kennesaw/course/course.aspx?C=616) [http://www.campusce.net/Kennesaw/course/course.aspx?C=616]

Scoring below 70% on this section of the MLCC Skills Assessment indicates that you may need additional training prior to beginning this program. Our goal is for you to be successful in your educational endeavor, but only you can determine whether you are capable and ready to begin this program. It is recommended that you consider the following courses, though it is not required: [Online Writing](http://www.campusce.net/Kennesaw/course/course.aspx?C=524) [http://www.campusce.net/Kennesaw/course/course.aspx?C=524] or [Online Grammar](http://www.campusce.net/Kennesaw/course/course.aspx?C=523) [http://www.campusce.net/Kennesaw/course/course.aspx?C=523]

STEP 2 Program Application: Please complete and submit the application below.

* indicates a required field.

*First Name:

*Last Name:

Address:

State: Choose your state:

*Email:

Phone:

SSN*:

Middle Initial:

Date of Birth (mm/dd/yyyy):

City:

Zip Code:

Male Female

Secondary Phone:

* Social Security Number is optional for 10807 tax purposes.

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.)

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

<input type="checkbox"/> Administrative Professional	<input type="checkbox"/> Lifestyle & Weight Management Coach	<input type="checkbox"/> Meeting & Event Management	<input type="checkbox"/> Phlebotomy Technician
<input type="checkbox"/> Certified Nursing Assistant	<input type="checkbox"/> Medical Billing & Coding Specialist	<input type="checkbox"/> Paralegal	
<input type="checkbox"/> Culinary Apprenticeship	<input type="checkbox"/> Medical Interpreter	<input type="checkbox"/> Personal Trainer	
<input type="checkbox"/> EKG Technician	<input type="checkbox"/> Medical Office Assistant	<input type="checkbox"/> Pharmacy Technician	

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