

STAFF

Student Test Scores

Search Results

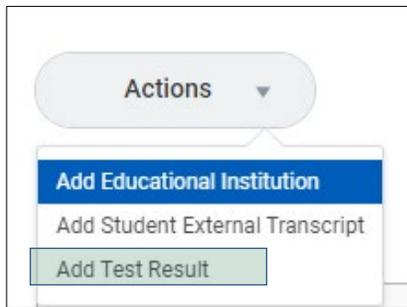
Categories

- Common
- Assets
- Banking and Settlement
- Budgets
- Drive
- Expenses
- Financial Accounting
- Grants
- Inventory
- Learning
- Organizations
- People
- Processes
- Procurement
- Projects
- Revenue
- Staffing
- Student**
- Tasks and Reports
- Workteam
- All of Workday

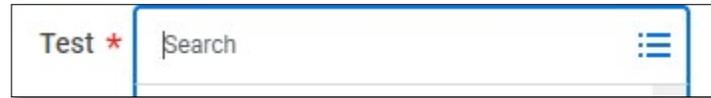
1. In the search bar at the top of the page, type the name of the student (or the student ID number) and press **Enter**. Click the student name in **blue type**, when it appears in the search results.

Notes: If a student is also a student worker or employee, they will have both a worker profile and a student profile. If there are multiple students with the same name, condense the search results by choosing *Student* in the *Categories* section and only student profiles will appear in the Search Results.

2. Click on *Academics*.
3. Click on the *External Records* tab at the top.
4. Click the drop-down arrow on the *Actions* button.
5. Click *Add Test Result*.



6. Choose the *Test* from the menu.



7. Click **OK**.
8. Fill in the appropriate information.
9. Checkmark the Official box to articulate the grade.
10. Click **OK**.
11. Click **Done**.

Add Test Result for Pirate Student

Test ACT Received Date MM/DD/YYYY

Academic Unit * [dropdown]

Test Date * MM/DD/YYYY [calendar]

Test Administration Site [dropdown]

Registrant ID [input]

Official

Drop files here
or
Select files

1 item				
+ Section Name	Score	Percentile	Omission Code	
[dropdown]	0	0	[dropdown]	

OK Cancel