



# Quick Guide

## Assessment Data Reports: Certificates (Individual & Bulk)

This section provides directions for the Test Site Administrator and Test Site Coordinator to access, save, batch save or print certificates.

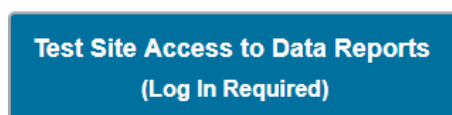
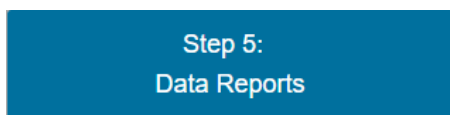
Certificates may be accessed after Assessment Administration.



Navigate to the AAFCs Pre-PAC Management System website:

<https://www.aafcs.org/prepac-management>

Click on Step 5: Data Reports and then Click on Test Site Access to Data Reports (Log In Required)



On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCs. Please note the credentials are case-sensitive.

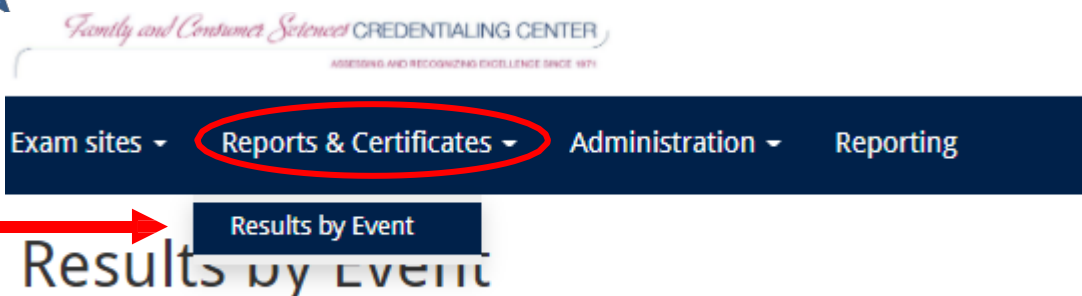
Username \*

Password \*

Log in



Click on Reports and Certificates. Then, click Results by Event.





Click on Select Event to access list of events. Select Event and then click Run Report.

## Reports & Certificates



Select Site: LA-PC180002 - Springfield

Select Event: - SELECT -

Run Report



Check off the block to the left of the individuals to retrieve certificate. You may select the block next to the word name to select all candidates. Then click on Perform Action.

Bulk Actions

Issue/Re-issue Certificates

Perform Action

<input type="checkbox"/>	Name	Username	Exam
<input checked="" type="checkbox"/>	Sample Attempt	234589	Broad Field Family and Consumer Sciences
<input type="checkbox"/>	Sample User	56789	Broad Field Family and Consumer Sciences

Once the certificate has been you issued you will receive a message indicating the action and at the far right of the screen for each student who earned a certificate you will see View/Download. Click on View/Download to print and save the individual certificate. To download a bundle of all applicable certificates, see the instructions on the next page.

Score	Outcome	Status	Date	Certificates
97%	Pass	2	30 Jul 2018	1. View/Download
0%		1	31 Dec 1969	



To download a bundle of certificates, please follow the instructions below.

Check off the block to the left of the individuals to include in the bulk certificate download. If all certificates should be downloaded, select the block next to the word "Name" to select all candidates. Under "Bulk Actions", choose "Download Printable Certificate Bundle." Then click on Perform Action.

**Bulk Actions**  
Download Printable Certificate Bundle ▼ Perform Action

<input checked="" type="checkbox"/>	Name	Username	Exam	Score	Outcome	Status	Date	Certificates
<input checked="" type="checkbox"/>	Sample Attempt	234589	Broad Field Family and Consumer Sciences	97%	Pass	2	30 Jul 2018	1. <a href="#">View/Download</a>

**Bulk Actions**

Download Printable Certificate Bundle ▼ **Perform Action**

The system will begin to download a ZIP file including the certificates. Save the ZIP file to the computer/device. Once the ZIP file is opened, each of the certificates can be accessed or printed.



# Quick Guide

## Assessment Data Reports: Accessing Results

This section provides directions for the Test Site Administrator and Test Site Coordinator to access data reports.

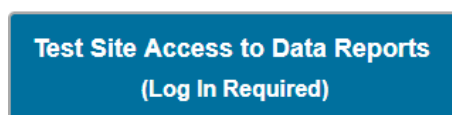
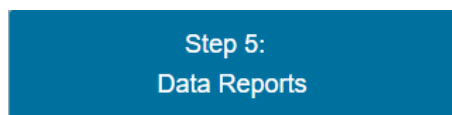
Data Reports may be accessed after Assessment Administration.



Navigate to the AAFCS Pre-PAC Management System website:

<https://www.aafcs.org/prepac-management>

Click on Step 5: Data Reports and then Click on Test Site Access to Data Reports (Log In Required)



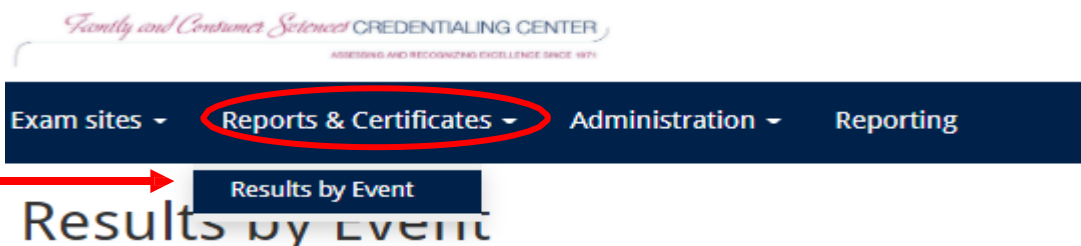
On the “User Account” screen, log in using the Test Site Administrator and/or Coordinator Username and Password assigned by AAFCS. Please note the credentials are case-sensitive.

Username \*

Password \*



Click on Reports and Certificates in the navigation bar. Then, click Results by Event.





Click on Select to access list of events. Select Event and then click Run Report.

## Reports & Certificates

Select Site: LA-PC180002 - Springfield

Select Event: - SELECT -

Run Report



Check off the block to the left of the individuals to retrieve report. You may select the block next to Name to select all candidates. Select Export Spreadsheet (Generic CSV Format or Export Spreadsheet Excel). Click on "Perform Action".

Bulk Actions

Export Spreadsheet (Generic CSV Format)

Perform Action

<input checked="" type="checkbox"/>	Name	Username	Exam
<input checked="" type="checkbox"/>	Sample Attempt	234589	Broad Field Family and Consumer Sciences
<input checked="" type="checkbox"/>	Sample User	56789	Broad Field Family and Consumer Sciences

The report will be downloaded to your computer. Be sure to check pop up blocker **if you do not see the report.**



For a **Report with Details** click on 'Reports'. Then, select 'Classic Reports'.



Click on **Score List Report**.

<b>Assessment Overview Report</b> See an overview of results for one or more assessments.	<b>Export to ASCII</b> Export results to comma separated ASCII for download to a spreadsheet or statistics package.
<b>Score List Report</b> See a list of results for a single assessment.	<b>Export for Excel</b> Export results to comma separated Excel file for download to a spreadsheet or statistics package.



Select **Browse** and a Pop up will appear with the sites assessments listed.

Main Page | Groups | Participants | Special Fields | Dates

**Score List Report - Screen 1 of 5**

Choose a report template and an assessment, then press View Report.  
To filter data, choose a filter, or use the wizard tabs.

Select report template: Pre-PAC Candidate Score List Report ▼ [Edit...]

Select assessment: [Browse]

Select filter: All finished ▼

[Next >>] [View Report] [Help]

### Pop Up

Assessment Name contains [ ] Search Display All

Click on the assessment name to select it for the report.

**Education Fundamentals**

1 record(s) found [Cancel]



Click on the title of the assessment

Assessment Name	contains	<input type="text"/>	Search	Display All
Click on the assessment name to select it for the report.				
Education Fundamentals				
1 record(s) found				Cancel

The title will appear on the Reporting Screen in the Select Assessment section

Main Page	Groups	Participants	Special Fields	Dates
<b>Score List Report</b> - Screen 1 of 5				
Choose a report template and an assessment, then press View Report. To filter data, choose a filter, or use the wizard tabs.				
Select report template	Pre-PAC Candidate Score List Report			
Select assessment	Education Fundamentals			Browse
Select filter	All finished			
Next >>			View Report Help	



Click on View Report and the report will open.

Main Page	Groups	Participants	Special Fields	Dates
<b>Score List Report</b> - Screen 1 of 5				
Choose a report template and an assessment, then press View Report. To filter data, choose a filter, or use the wizard tabs.				
Select report template	Pre-PAC Candidate Score List Report			
Select assessment	Education Fundamentals			Browse
Select filter	All finished			
Next >>			View Report Help	