



**Get Started with
ICS Skills ATS**

WHAT'S THE PROCEDURE?

- 1 - Set up a class
- 2 - Candidates Self-Register
- 3 - Assign candidates to a class
- 4 - Enroll candidates for Training
- 5 - Enroll candidates for Testing

Before a Test:

- 6 - Check Balance and Assignments
- 7 - Create Invigilator Key
- 8 - Candidates log in

BEFORE YOU START:

1. Check Settings

Confirm required settings are in place and run the systems requirements check on each computer for testing. For more information see guide to preparing for testing or contact support@ics.ie.

2. Place your order.

Visit ICS Skills shop: www.ics-skills.net

ICS Shop

Order Online

The centre coordinator logs in through .net, selecting the 'Order Online' option and places an order for Skills Cards, Courseware, Tests and Bundles.

3. Set up the Candidate Self-Registration Link.

Log onto www.ics-skills.net.

Select Candidate Registration from the main menu.

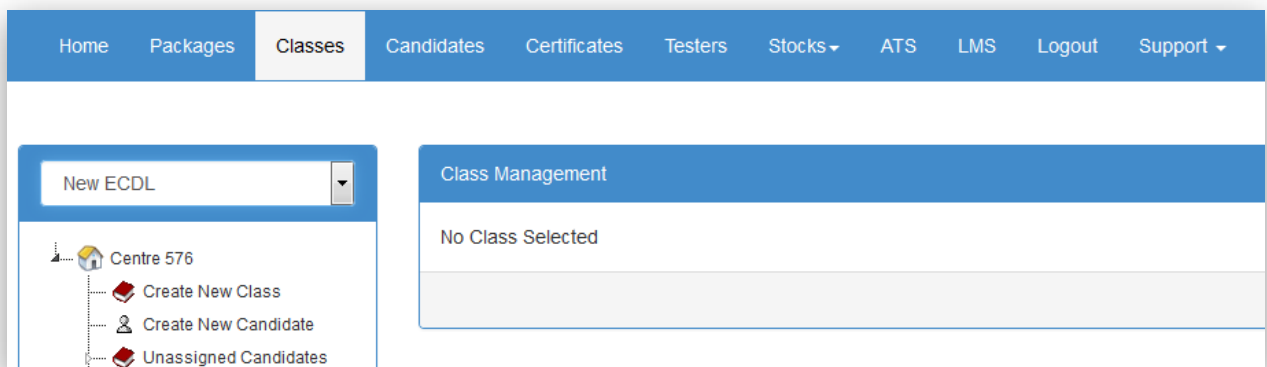
Copy the hyperlink in the middle of the screen and paste it as a shortcut onto the desktop of every computer used for training.

1 – SET UP A CLASS

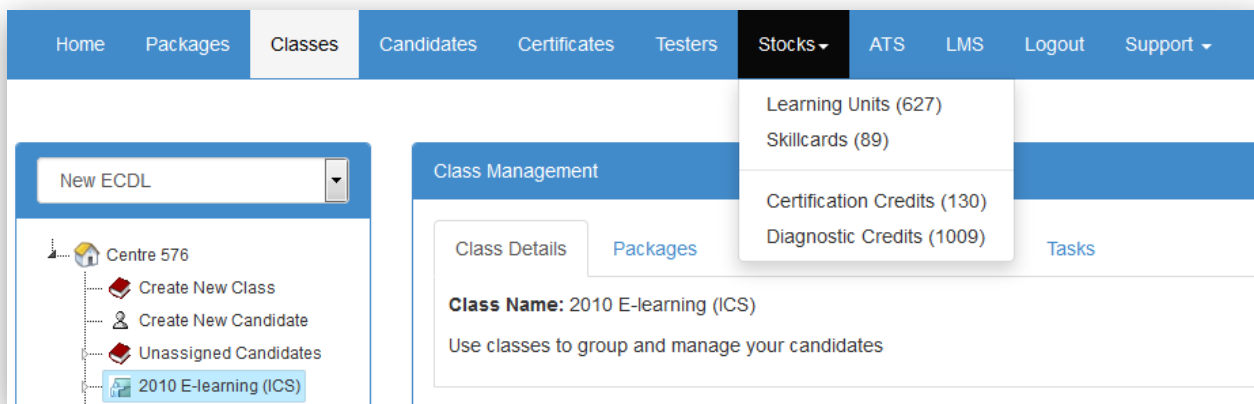
Log onto www.ics-skills.net.

Choose your product e.g. ECDL Core from the product drop down list.

You are now in the Manage Classes window.



Listed under stocks are your centre's balances:



Diag Credits

The number of Diagnostic Test Credits available to your centre to allocate to candidates.

Cert Credits

The number of Certification Test Credits available to your centre to allocate to candidates.

Skillcards

The number of Virtual Skill Cards available to your centre to allocate to candidates.

Learn Units

The number of E-Learning Units or logins available to your centre to allocate to candidates.

Left Pane

Classes and candidates appear in a tree structure.

Right Pane

Class and candidate details are displayed.

Unassigned Candidates

A 'holding' area for candidates who don't self-register directly into a class – more on this later.

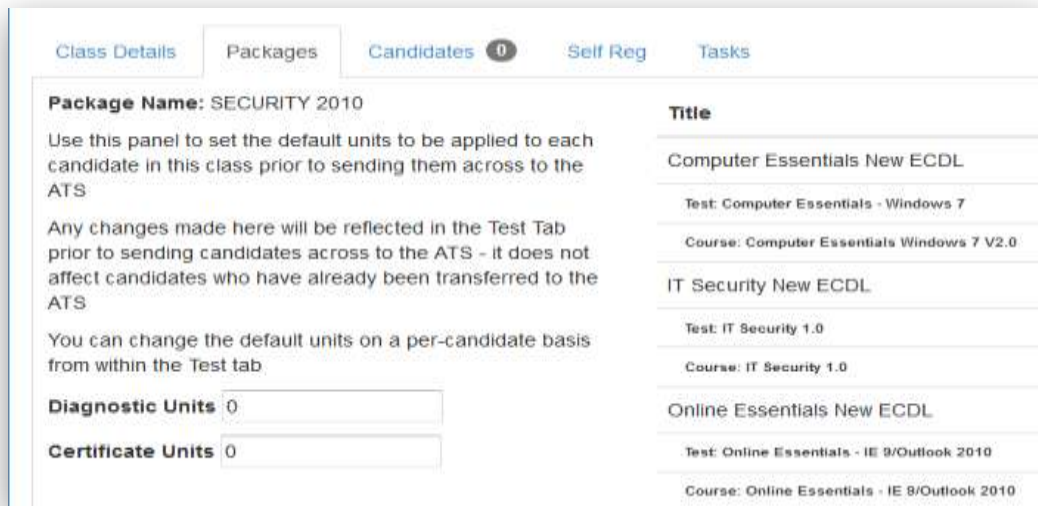
Create a Class

- Click the Create New Class link in the tree structure in the below pane.
- Enter a suitable name for the class e.g.
“Adult Ed Class Summer 2016”
- Choose your Package depending on what modules you want to do and on what version of MS Office you are using.
- Click the Save button.
- The class now appears in the class structure (left pane).

The screenshot shows a web interface for creating a new class. At the top is a blue bar with the text "Create New Class". Below this, there are two main sections. The first section has a label "Class Name" and a text input field containing "Adult Ed Class Summer 2016". The second section has a label "Package" and a dropdown menu. The dropdown menu is open, showing a list of options: "SECURITY 2010", "SECURITY 2007", "SECURITY 2010", "COLLABORATION 2007", and "COLLABORATION 2010". The "SECURITY 2010" option is highlighted in blue. Below the dropdown menu, there is a "Save" button and a note that says "Please review the contents of this page".

Verify the Package

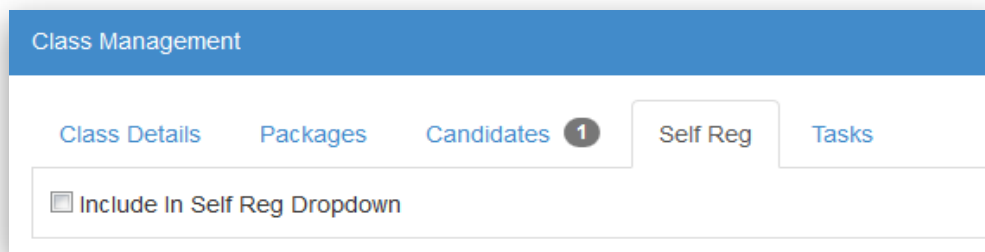
- Click the class name in class structure on the left.
- Click the Packages tab on the right.
- Verify the correct package has been selected i.e. Security 2010 etc.
- By default, each candidate assigned to a newly created class will be enrolled for testing with 0 diagnostic test credits and 0 certification test credits.
- You can change the default units entering the number in each box. This will automatically be updated on the test tab.
- After a candidate has been enrolled you allocate additional credits to them in ATS.



Some examples:

- | | |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 I have purchased a bundle for each candidate; the whole class is taking all seven ECDL modules.</p> | <p>Select the package tab and insert 7 in the boxes beside diagnostic and cert units.</p> |
| <p>2 I am not using diagnostic tests.</p> | <p>Select the package tab and insert 7 in the boxes beside cert units and put 0 in the box beside diagnostic test units.</p> |
| <p>3 This class is for walk-in tests only.</p> | <p>Each candidate will be enrolled for testing initially with no credits at all. I will allocate credits to individual candidates as and when they are required.</p> |

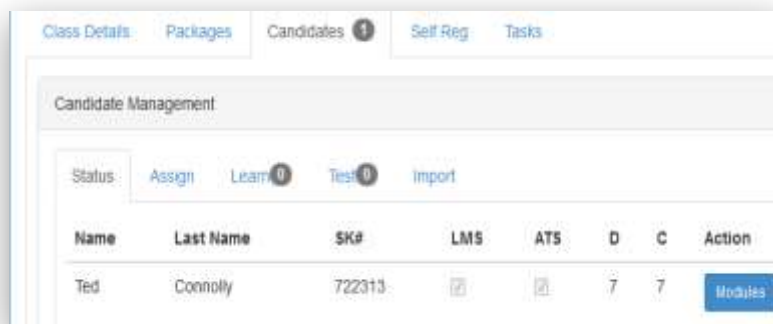
Include in Self Reg



- With the class still selected, click the Self Reg tab on the right.
- If you wish candidates to self-register directly into this class tick the check box. Candidates select this class from a drop down list at the start of the self-registration process.
- If this is not ticked candidates register into the Unassigned class and you must assign them to this class yourself.

Candidates Tab

From the Manage Classes screen select your class on the left and the Candidates tab on the right.



Candidate Status Shows the status of all candidates currently assigned to this class.

Assign Assign new candidates to the class (candidates currently in unassigned folder)

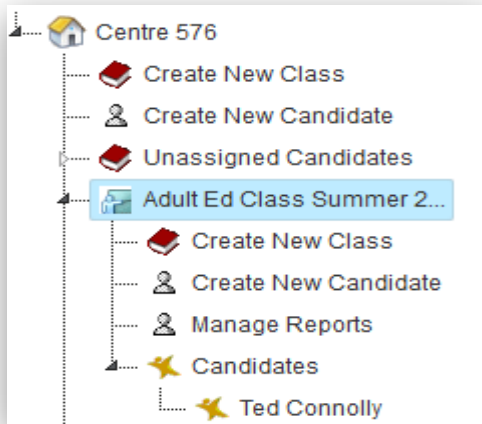
Learn Enroll candidates for E-learning (if using e-learning)

Test Allocate skill cards, enroll candidates for testing

Results View a candidate's test results

2 – CANDIDATES SELF-REGISTER

Now ask your candidates to complete the online candidate self-registration form. If you have enabled self-reg for the class, candidates select the class to register directly into. Candidates appear under the class in your centre structure as shown below:

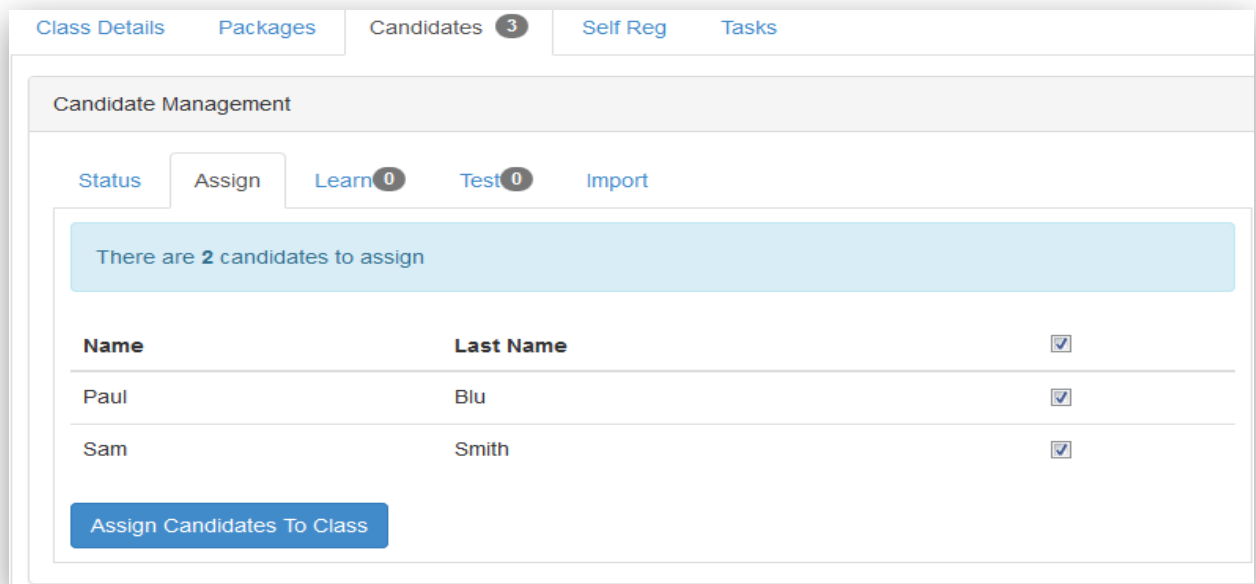


3 ASSIGN CANDIDATES TO A CLASS

Candidates who self-registered directly into a class will appear in the Candidate Status Tab – please skip to Step 4 – ENROL CANDIDATES FOR TRAINING.

Candidates who don't select a class when they self register appear in the Unassigned Class and you must manually assign them to a class as follows:

- Click on your class in the class structure.
- Click the Candidates tab on the right Click the Assign sub-tab.
- Candidates from the Unassigned class appear here.



The screenshot shows the 'Candidate Management' interface. At the top, there are tabs for 'Class Details', 'Packages', 'Candidates' (with a '3' badge), 'Self Reg', and 'Tasks'. Below this, the 'Candidate Management' section has sub-tabs: 'Status', 'Assign' (selected), 'Learn' (with a '0' badge), 'Test' (with a '0' badge), and 'Import'. A light blue banner states 'There are 2 candidates to assign'. Below this is a table with columns for 'Name', 'Last Name', and a checkbox. The table lists two candidates: Paul Blu and Sam Smith. At the bottom left, there is a blue button labeled 'Assign Candidates To Class'.

Name	Last Name	<input checked="" type="checkbox"/>
Paul	Blu	<input checked="" type="checkbox"/>
Sam	Smith	<input checked="" type="checkbox"/>

- To select all candidates in the list tick the top box and select Assign Candidates to class.
- To assign selected certain candidates, tick the check box beside their name
- When you are satisfied with your selection, click the Assign Candidates button.

To assign additional candidates to the class at a later date simply:

- Ask them to self-register.
- Click the Class, Candidates Tab, Assign.
- Tick all candidates.

- Click the Assign button.

4 ENROL CANDIDATES FOR TRAINING



If you are not using e-learning skip to Step 5 – ENROL CANDIDATES FOR TESTING.

- Select your class on the left, then the Candidates tab on the right, then the Learn sub-tab.
- Only candidates in the selected class who have not already been enrolled for e-learning are displayed.
- All candidates unselected by default.

The screenshot shows the 'Candidate Management' interface. At the top, there are tabs for 'Class Details', 'Packages', 'Candidates' (with a '6' badge), 'Self Reg', and 'Tasks'. Below this, there are sub-tabs for 'Status', 'Assign', 'Learn' (with a '3' badge), 'Test' (with a '3' badge), and 'Import'. The 'Learn' sub-tab is active. Below the sub-tabs, there are two summary boxes: 'Learning Units Available' with a value of 606, and 'Learning Units Required' with a value of 21. Below these is a table of candidates:

Name	Last Name	
Mike	Myers	<input checked="" type="checkbox"/>
Paul	Blu	<input checked="" type="checkbox"/>
Sam	Smith	<input checked="" type="checkbox"/>

At the bottom of the interface is a blue button labeled 'Submit Candidates For Learning'.

- To assign selected candidates, tick the top check box which will select all listed candidates
- Then click 
- If you don't want to submit all only tick the box beside each person who you want to submit and click 
- Candidates can now access e-learning by logging onto the ICS Learner page.

5 ENROL CANDIDATES FOR TESTING

Select your class from the class structure, then Candidates tab, then Test sub-tab.

Candidate Management

Status Assign Learn **3** Test **3** Import

Diags	988	Certs	109	Skillcards	86
Required	21	Required	21	Required	3

Name	Last Name	SK#	Diagnostic Units	Cert Units	<input type="checkbox"/>
Paul	Blu		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>
Mike	Myers		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>
Sam	Smith		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>

[Submit Candidates for Testing](#)

Top Row Displays your current balances.

Second Row How many test credits and skill cards you require based on your current selection.

Skillcard Will display | candidate's skill card number.

Diag Units Change the number of diagnostic test credits assigned to individual candidates by overtyping the number in this box.

Cert Units Change the number of certification test credits assigned to individual candidates by overtyping the number in this box.

- All candidates are unselected by default.

- If the centre does not have enough skill cards/tests to enroll selected candidates you may see the an information message e.g.:

No candidates selected OR Required units exceed current stocks

- The solution is to order more skill cards/test credits from ICS shop or select individual candidate/s for testing.

Class Details
Packages
Candidates 6
Self Reg
Tasks

Candidate Management


Status
Assign
Learn 3
Test 3
Import

Diags	988	Certs	109	Skillcards	86
Required	14	Required	14	Required	2

Name	Last Name	SK#	Diagnostic Units	Cert Units	
Paul	Blu		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>
Mike	Myers		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>
Sam	Smith		<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="checkbox"/>

Submit Candidates for Testing

To select individual candidates for enrollment:

- Untick the checkbox beside who you are not going to submit.
- Tick each candidate that you wish to enroll for testing.
- If your balance is sufficient the  button will reappear.
- Click this button to enroll selected candidates for testing.

Status	Assign	Learn 3	Test 1	Import	
Diags	974	Certs	95	Skillcards	83
Required	7	Required	7	Required	1
Name	Last Name	SK#	Diagnostic Units	Cert Units	<input type="checkbox"/>
Sam	Smith		<input type="text" value="7"/>	<input type="text" value="7"/>	<input checked="" type="checkbox"/>

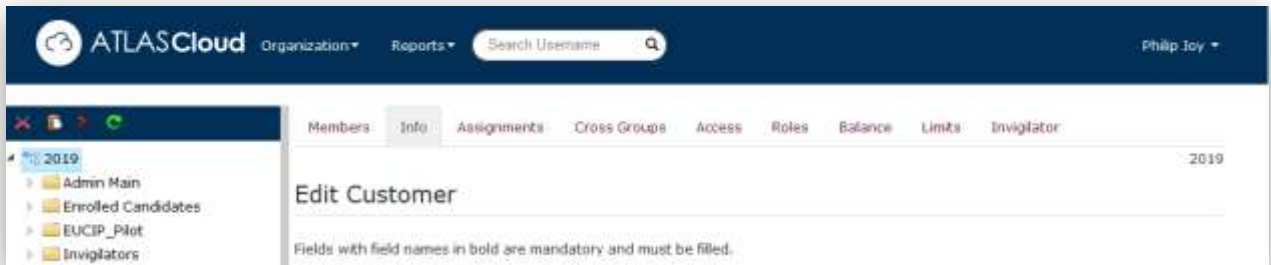
[Submit Candidates for Testing](#)

6 – CHECK ASSIGNMENTS AND BALANCES

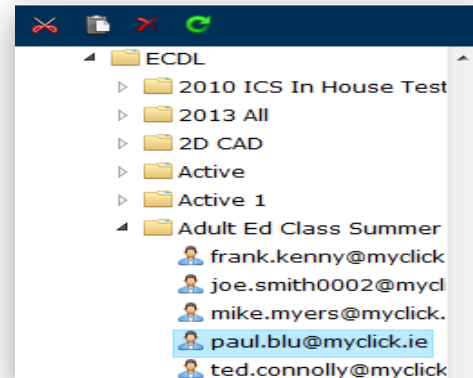
Click ATS System in the blue banner to transfer to the testing software.



- After you enroll candidates for testing or before a test it is good practice to check candidates Assignments and Balances.



- Expand out your centre structure by clicking the ▲ beside each folder
- All classes that have been set up for testing appear under their product e.g. ECDL
- Expand out a class to see the list of candidates by username as shown below



Spot Check Candidate Assignments

Assignments are set automatically when you enroll a candidate for testing.

- Select a candidate.
- Click the Assignments tab on the right.
- In the Show drop down list select Show Assigned to view current assignments for that candidate.
- You should see a list of tests that make up the candidate's catalog.
- Check the correct version is there i.e. 2007, 2010, 2013/ 2016



There are four types of catalog entry:

ECDL / ICDL Certificate	A knowledge objective – used for reporting purposes only.
EnlightKS ECDL 5.0 - DEMO New ECDL - Eng	A short demo test used primarily to get the candidate used to the test environment.
EnlightKS ECDL/ICDL - Word Processing 5.0 - Word 2010 - Cert. Eng	A Word certification test – to be taken under test conditions.
EnlightKS ECDL/ICDL - Word Processing 5.0 - Word 2010 - Diag. Eng	A Word diagnostic test - a very thorough pre-test assessment with in-depth feedback.

The candidate shown above has all assignments for ECDL using Windows 7/ Office 2010 in his catalog.

Spot check Candidate Balances

Balances are set according to what you selected in Manage Classes before enrolling the candidate for testing.

- Select a candidate.
- Click the Balance tab on the right.
- There are credits for each type of test i.e. demo, diagnostic, certification etc.
- Candidates automatically get seven demo test credits upon enrollment. These credits are free and if you require extra please contact support@ics.ie.

Category	Available	Units Consumed	Start Date	Stop Date	Advanced Operation
Demo tests	7	0			Advanced
1/ECDL Adv Cert Standard	0	0			Advanced
1/ECDL Adv Diag Standard	0	0			Advanced
1/ECDL Adv Sample	0	0			Advanced
1/ECDL Cert Standard	7	0			Advanced
1/ECDL Diag Standard	7	0			Advanced

- The candidate shown has enough credits to do seven diagnostic test, seven certification tests and the short demo test seven times.
- If your candidate requires additional test credits you must allocate them at this stage. See Managing your test credits.

7 – SET INVIGILATOR KEY

If a candidate is sitting a certification test they must:

Ask the invigilator (tester) to log onto the computer with their invigilator login or
Enter an invigilator key – a code created by the invigilator before the test.

An Administrator must verify your identity and log on to the system before you can proceed and take this test

EnlightKS ECDL/ICDL - Word Processing 5.0 - Word 2010 - Cert. Eng

Test taker information

Username: frank.kenny@myclick.ie
 First name: Frank
 Last Name/Surname: Kenny
 Date of birth:

Invigilator Key Session login

Key:

Proctor/Invigilator login

Username:

Password:

To create an invigilator key please see support document “Assignments and Invigilator Key” under Resources for Coordinators and Testers on www.ics-skills.net

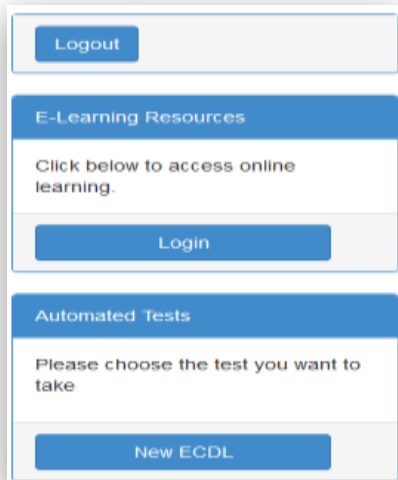
8 – CANDIDATES LOG IN

Candidates access training and testing through the ICS Learner Page. (see Candidate’s guide for more details.)

To access the ICS Learners page visit www.ics-skills.net and click the ECDL Students graphic as shown here.



- Candidates log in with their username and password as chosen during the self-registration process.
- Candidates click the Login LMS button to launch elearning (in a new window).
- Candidates click the ECDL Core button to launch the test station (in a new window).



SUMMARY

Access ICS Skills administration system	Log onto www.ics-skills.net
Set up link to Candidate Self Registration	Choose Candidate Self Registration from centre home page, copy link to all computers.
Access Manage Classes	Select product from Product drop-down list.
Create a Class	Create New Class link.
Verify the Package	Package tab, select Office version, change default credits if required, click Update button.
Candidates register directly into a class	Self Reg tab, tick Include in Self Reg.
Assign Candidates to a Class	Click Class, Candidates tab, Assign sub-tab, Select all or specific candidates, click Assign button.
Enroll Candidates for E-Learning	Click Class, Candidates tab, E-Learning sub-tab, select all or specific candidates, click Enroll button.
Enroll Candidates for Testing	Click Class, Candidates tab, Test sub-tab, select all or specific candidates, change credits if required, click Enroll button.
Access the ATS	From Manage Classes, click ATS System button.
Spot check Candidate Assignments	Click Users and Groups tab, expand out centre tree structure, click candidate, Assignments tab, Show Assigned.
Spot check Candidate Balances	Click Users and Groups tab, expand out centre tree structure, click candidate, Balance tab.
Create Invigilator Key Session	Click Start Page, click Create Invigilator key link, enter start date, time and duration. Set optional settings if desired. Click create button.
Candidates log in to E-Learning.	Click Student login on www.ics-skills.net , enter email and password, click Login LMS button.

Candidates log in to Test.

Click Student login on www.ics-skills.net, enter email and password, click ECDL Core button.