



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to View an Academic Test Summary

Application:

Campus Solutions

Audience:

Student Records

Objective:

In this job aid, you will learn **how to view an applicant's academic test information.**

Academic Advisors can review their advisee's academic test scores, which are within the Student Admissions component. Academic tests can include, but are not limited to, ACT, GRD, AP, and SAT.

Before you Begin:

To sign in to Campus Solutions, go to sis.illinoisstate.edu. Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

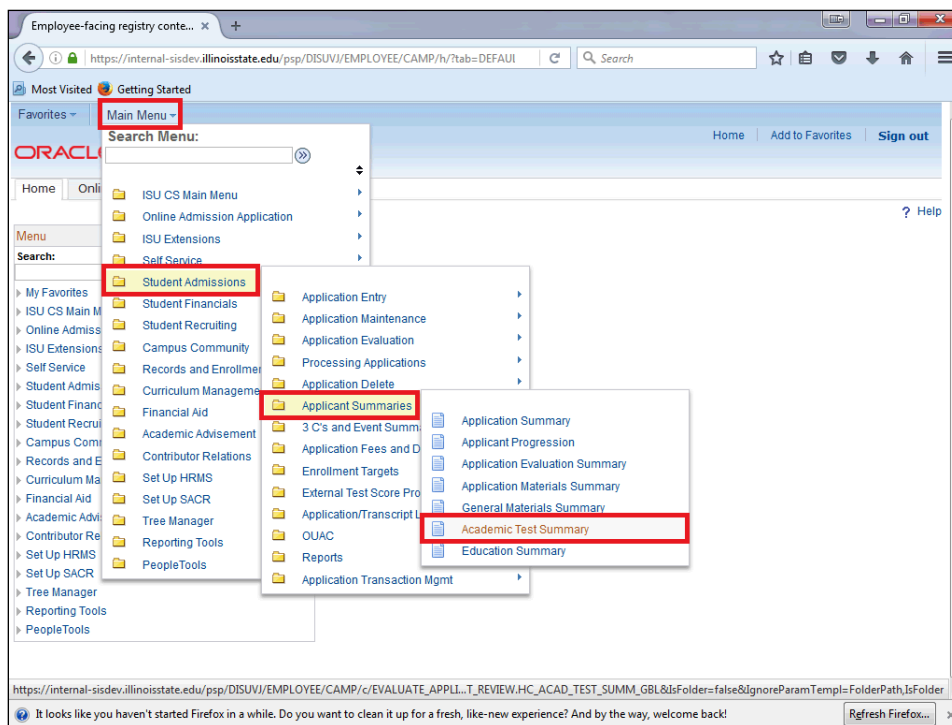
Once you log in, the options on your screen will depend on your security access.

If you are unable to log in, contact the Technology Support Center (TSC) at (309)438-HELP(4357), supportcenter@illinoisstate.edu, or ITHelp.IllinoisState.edu.

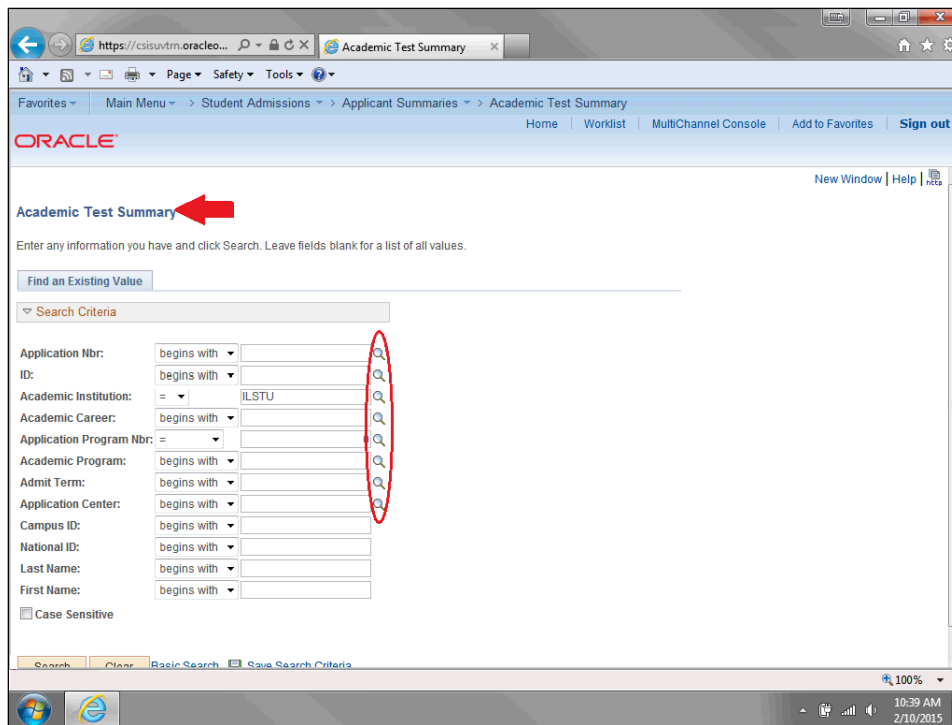


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Step	Action
1.	To access the Academic Test Summary page, click Main Menu . Then, click Student Admissions . Next, click Applicant Summaries . Finally click Academic Test Summary .

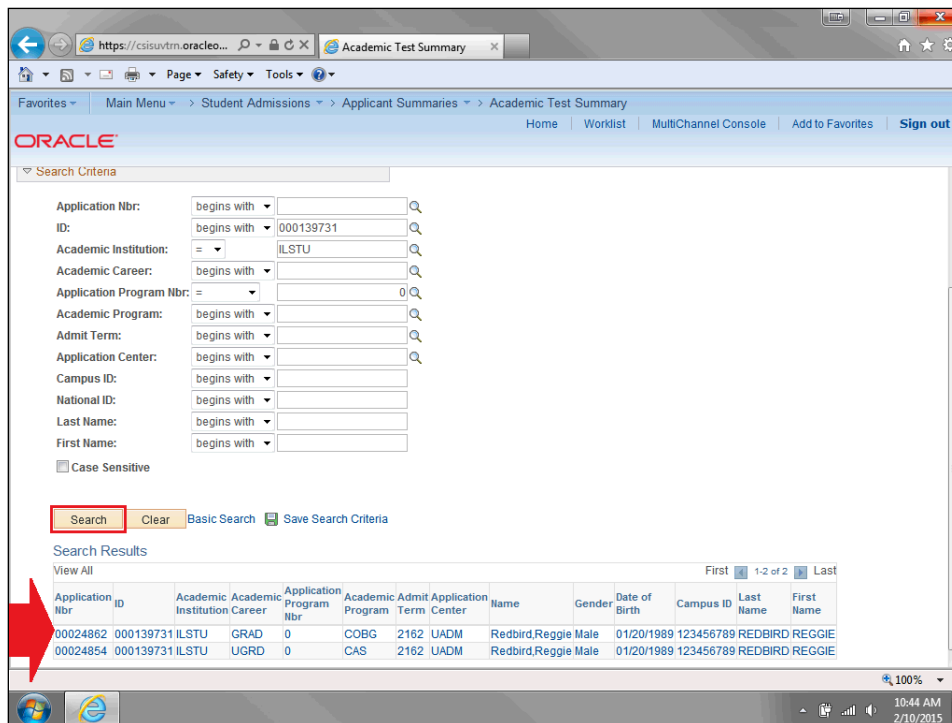


Step	Action
2.	<p>On the Academic Test Summary search page, enter any search criteria you have available, or click on the appropriate Look Up button to select a value from a list.</p> <p>Once all search criteria has been entered, click the Search button.</p>

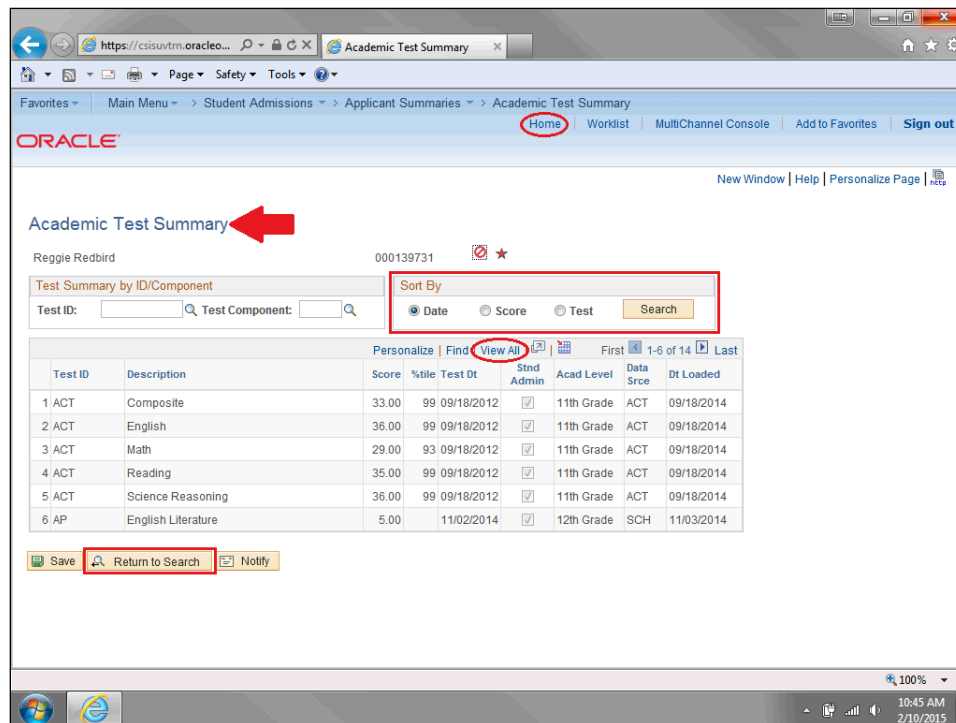


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Step	Action
3.	Once all search criteria has been entered, click the Search button. Select the student you wish to view from the Search Results .



Step	Action
4.	<p>The Academic Test Summary page lists the tests available for that particular student.</p> <p>Use the Sort By box view the list by Date, Score, or Test.</p> <p>Click the View All link to see a list of all the tests.</p> <p>Click the Return to Search button to view another student.</p> <p>To return to the Navigation Menu screen, click the Home link at the top right of the page.</p>



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Need Help?

Contact the AT Training team ATtraining@ilstu.edu

To view more instructional documents and training videos, or to sign up for workshops:

Visit AT.IllinoisState.edu/Training