A photograph of three women sitting around a glass table in a meeting. The woman in the center is wearing glasses and a floral patterned top, gesturing with her hand. The woman on the left is wearing a green top, and the woman on the right is wearing glasses and a patterned top, resting her chin on her hand. There are laptops and papers on the table.

Pearson Onscreen Platform Administrator Dashboard User Guide

2018 Edition

About this guide

This guide has been written for users of the Pearson Onscreen Platform testing software.

This guide explains how to use the Administrator Dashboard software.

It is assumed that the software will already be installed on a PC which meets the technical specifications as stipulated in the **POP LAN/ Classroom Installation Guide**.

Data Protection

The application provides access to sensitive and personal information covered by the Data Protection Act 2018. You must only access and use this information if authorised to do so, if it is for legitimate Pearson business purposes, and if use of the information is made strictly for the purposes intended and agreed between the parties. The information should not be shared with any third parties without the express prior permission of Pearson and remains the property of Pearson. Improper use of personal information is an offence under the Data Protection Act and could lead to prosecution.

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The POP LAN Administrator Dashboard software is used to create invigilators & rooms, download & activate tests, prepare & monitor learner's tests.

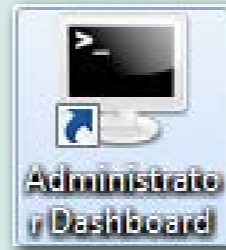
It is typically installed on an Exam Officers PC and communicates with the rest of the software components (Exam Centre Service, Invigilator Dashboard & Test Player).

For information on how to install the software, please refer to the **POP LAN/Classroom Installation Guide**.



Step 1:

Launch the Administrator Dashboard by clicking on the desktop icon.



Step 2:

From the login screen, select the Exam Centre Service server from the server dropdown box.

If your server doesn't appear then you can manually specify a server by clicking on the 'Manually add a server' button.

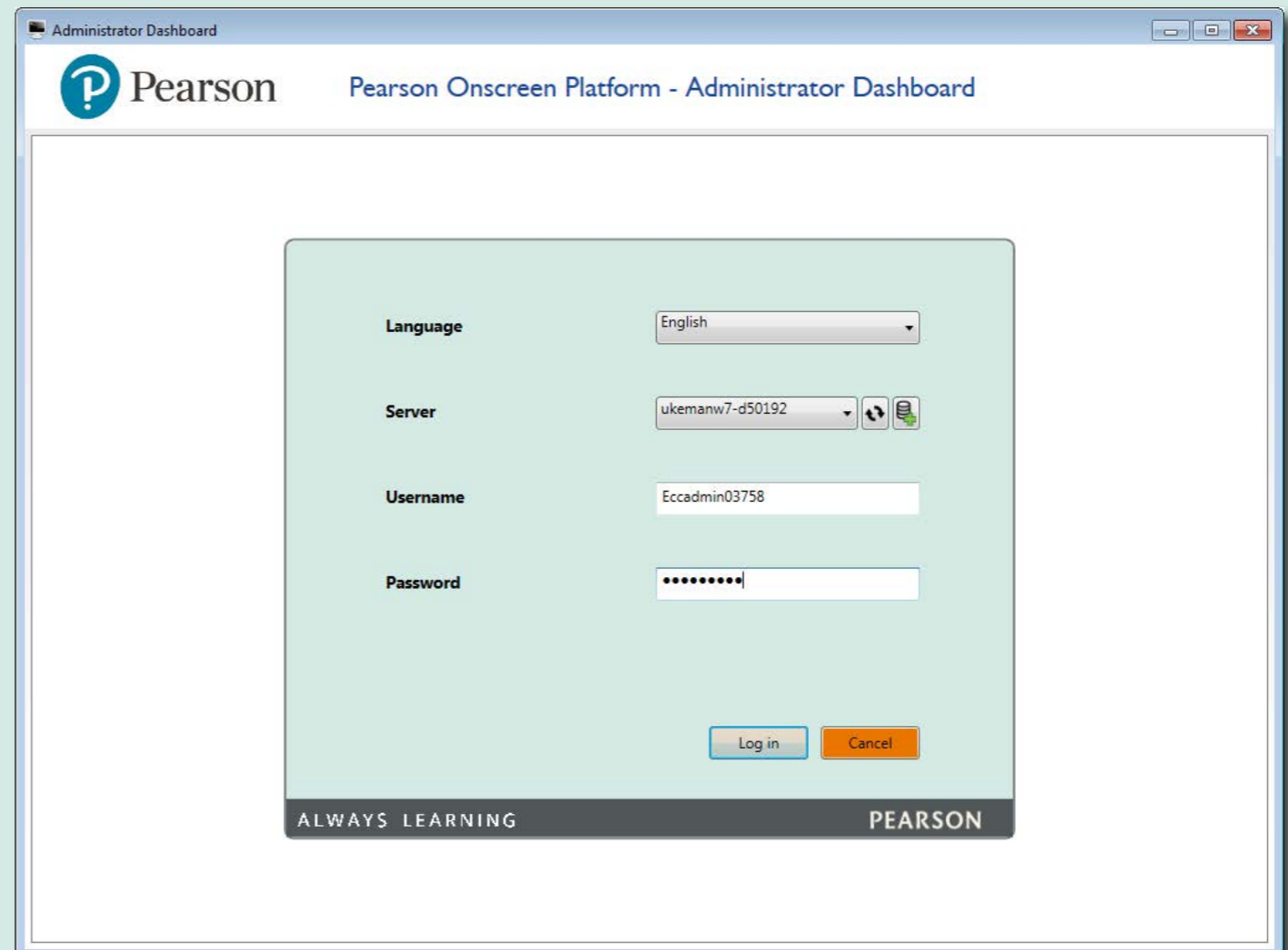


Type in the correct server name and click **'Test'** and then **'Add'**.

Step 3:

Enter your username and password. This will be sent to you by our Account Services team, if you have not received them, please contact us.

Then click 'Log in'.

A screenshot of the Pearson Administrator Dashboard login interface. The window title is 'Administrator Dashboard'. The Pearson logo and 'Pearson Onscreen Platform - Administrator Dashboard' are at the top. The login form includes:

- Language: English (dropdown)
- Server: ukemanw7-d50192 (dropdown with refresh and manual add icons)
- Username: Eccadmin03758 (text input)
- Password: masked with dots (password input)


Buttons for 'Log in' and 'Cancel' are at the bottom. The footer contains 'ALWAYS LEARNING' and 'PEARSON'.

Creating Invigilators

Click on **'Create New'** under the Invigilators menu.



Complete the fields: **Login Name, first name & last name, Password** and then tick the **'Active'** box, if this is not ticked the Invigilator will not be able to log-in to the Invigilator Dashboard. Then click Create.

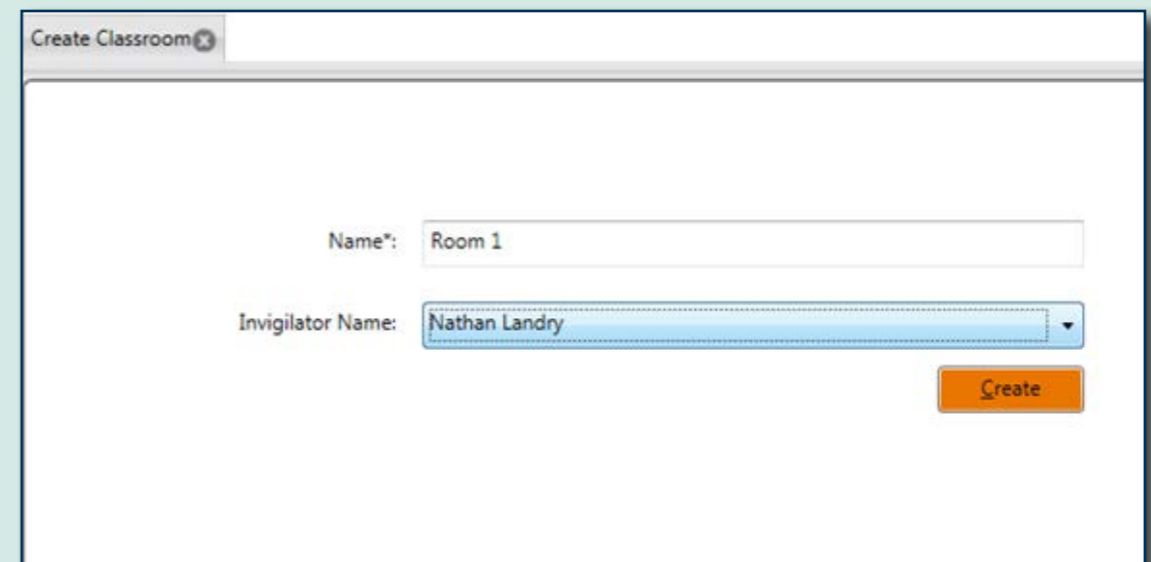
A screenshot of a web form for creating an invigilator. The form has five input fields: "Login Name:" with the value "Invig 1", "First Name:" with the value "Nathan", "Last Name:" with the value "Landry", "Password:" with a masked password of eight asterisks, and "Confirm Password:" with a masked password of eight asterisks. Below the password fields is a checkbox labeled "Active" which is checked. At the bottom right of the form is an orange "Create" button.

Creating Rooms

Click on **'Create New Room'** under the Classrooms



Type the Room name in the **'Name'** box, and then select the Invigilator from the dropdown box. Then click **'Create'**.

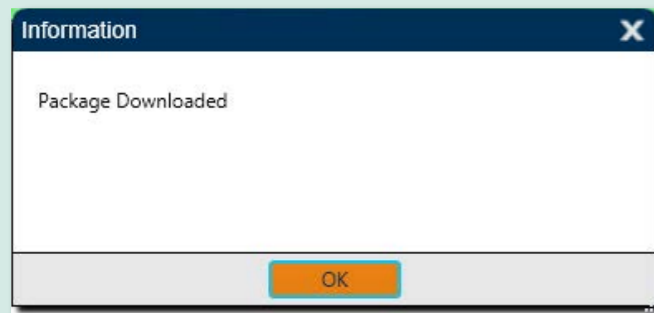
A screenshot of a web form for creating a classroom. The form has two input fields: "Name:" with the value "Room 1" and "Invigilator Name:" with a dropdown menu showing "Nathan Landry". At the bottom right of the form is an orange "Create" button.

Downloading the Test Package

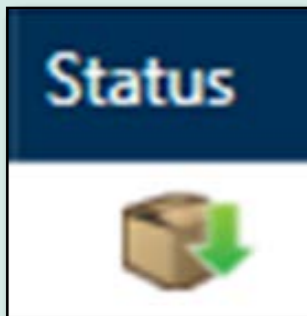
Go to **'List Orders'** then under the **'Actions'** menu click on the **'Download Package'** icon.



The following pop-up message will appear, **'Package Downloaded'** - click OK.



Once the package is downloaded click on the **Orders** tab and the **'Status'** icon will now show as **'Package Downloaded'**.



Activating the Test Package

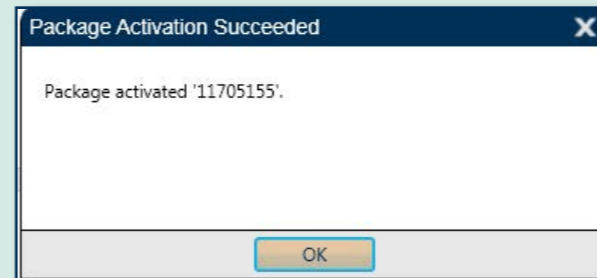
Under the **'Actions'** menu click on the **'Activate Package'** icon.



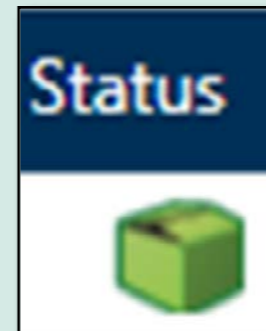
On the next screen click on the orange **'Activate'** button.



The following pop-up message will appear - **'Package Activated'**.



Click on the **Orders** tab and the **'Status'** icon will now show as **'Package Activated'**

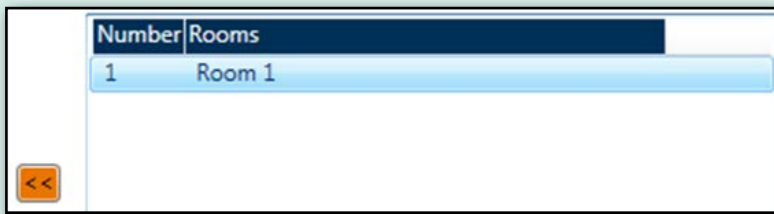


Preparing the Assessment

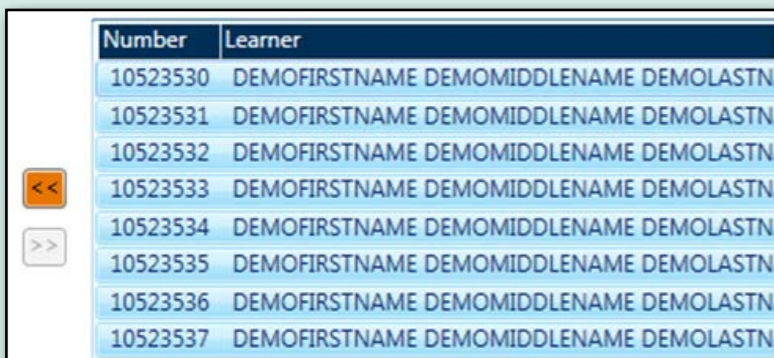
Under the **'Actions'** menu click on the **'Prepare Assessment'** icon.



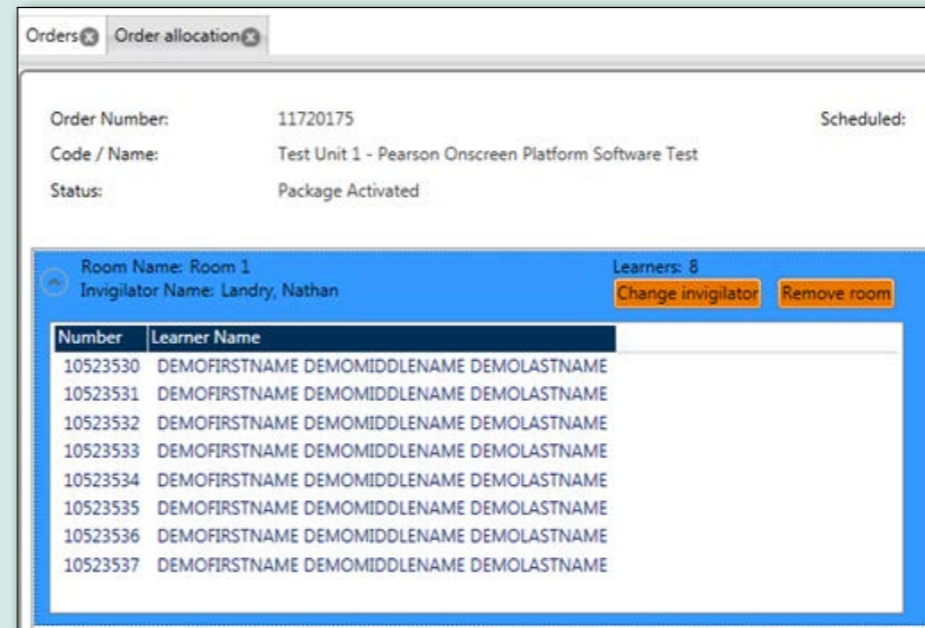
A new screen will appear; this is where you add the learners into the room. Select the room on the right of the screen and click the orange arrows, this will move the room over to the left.



Select the room so it's highlighted in blue, and then select the learners from the bottom left of the screen, you will need to select them all, even if some are absent. Click on the orange arrows and move them to the room on the left of the screen.

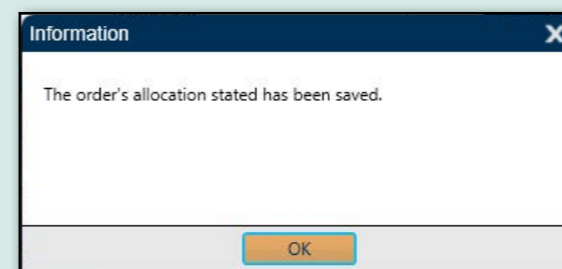


This is how the learners will appear in the room.



Once the learners are transferred to the room, click on **'Save Configuration'** in the top right corner of the screen.

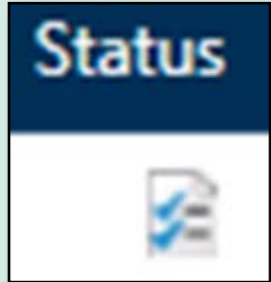
You will then see the message **'This order's allocation has been saved'**.



The final step of preparing the assessment is to click on **'Activate assessment'**.

Monitor Learner Progress

Once you have activated the assessment, the status of the order will change to **'Assessment Allowed'**.



Under **'Actions'** click on the Blue person symbol, this will allow you monitor the learner progress.



Once you have reached the **'Monitor Learner Progress'** screen there is no further action to be taken on the AD at this stage. You must now proceed to the Invigilator Dashboard (see **Invigilator Dashboard User guide**).

Order Number:	11705970	Scheduled:	14/08/2018 00:00	Refresh			
Code / Name:	Test Unit 1 - Pearson Onscreen Platform Software Test						
Status:	Assessment Allowed						
Room 1 Landry, Nathan							
Learner Numbr	Learner Name	Time Started	Time Allowed	Learner Status	Change Status	Upload Progress	Uploaded Status
10523530	DEMOfIRSTNAME DEMOMIDDLENAME DEMO	1/1/0001 12:00:00 #	01:00		Mark Absent		N/A
10523531	DEMOfIRSTNAME DEMOMIDDLENAME DEMO	1/1/0001 12:00:00 #	01:00		Mark Absent		N/A
10523532	DEMOfIRSTNAME DEMOMIDDLENAME DEMO	1/1/0001 12:00:00 #	01:00		Mark Absent		N/A
10523533	DEMOfIRSTNAME DEMOMIDDLENAME DEMO	1/1/0001 12:00:00 #	01:00		Mark Absent		N/A

Uploading Tests

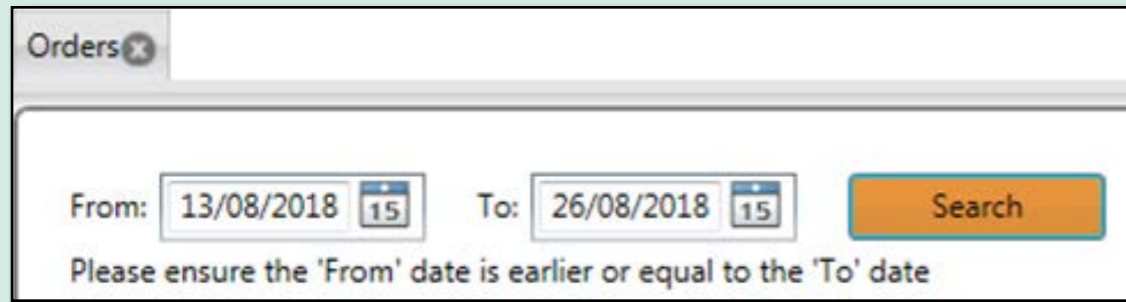
Once the test is completed, the test will automatically upload back to Pearson, as long as the Exam Centre Service PC has an internet connection. The **'Upload Status'** will show as **'Succeeded'**.

If the Exam Centre Service PC does not have an internet connection then the **'Upload Status'** will show as **'Ready to Upload'**. Once the internet connection is established, click on **'Upload Answers'** in the top right corner of the screen, this will send the candidate response file back to Pearson.

Learner Status	Change Stat	Upload Progress	Uploaded Status
	Mark Absent		Succeeded
	Mark Absent		Ready To Upload
	Mark Absent		N/A
	Mark Absent		N/A

If the responses aren't automatically sent, and the **'Upload Answers'** option doesn't appear then the answers can be manually recovered by our **Results Resolution team**. Please email onscreentests@pearson.com or contact Customer Services for more information about this process.

When logging into AD, all previous orders will be listed on the Orders screen, it's not possible to delete these, but if you don't wish to see them, you can **reset the date range** at the top of the page, and press **Search**.



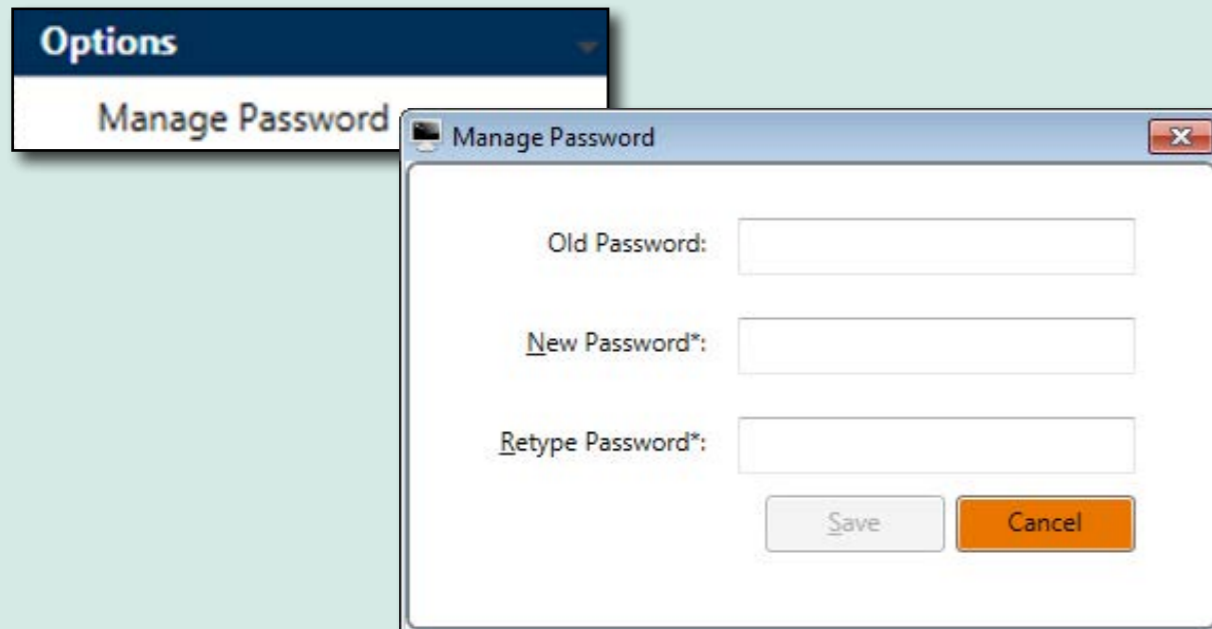
The screenshot shows a web interface for 'Orders'. At the top, there is a search bar with the text 'Orders' and a magnifying glass icon. Below this, there is a date range filter section. It includes two date pickers: 'From: 13/08/2018' and 'To: 26/08/2018'. To the right of the date pickers is an orange 'Search' button. Below the date pickers, there is a small text instruction: 'Please ensure the 'From' date is earlier or equal to the 'To' date'.

Remember:

Once the status of the order is set to '**Assessment Allowed**' you cannot edit the room or change the Invigilator.

However, you can set the Test Player to point at an alternative **Invigilator Dashboard**, or you can delete a file called **ECdatabase** which will completely reset the AD. Both methods are described in the **POP LAN/Classroom installation guide**.

You can reset your AD password by selecting '**Manage Password**' under '**Options**' on the left of the screen.



The screenshot shows a web interface with a sidebar on the left. The sidebar has a dark blue header with the word 'Options' and a dropdown menu below it showing 'Manage Password'. A dialog box titled 'Manage Password' is open in the foreground. It contains three text input fields: 'Old Password:', 'New Password*', and 'Retype Password*'. Below the input fields are two buttons: a grey 'Save' button and an orange 'Cancel' button.

The new password must be a minimum of 8 characters and include a capital letter and a number.

Notes:

ALWAYS LEARNING