

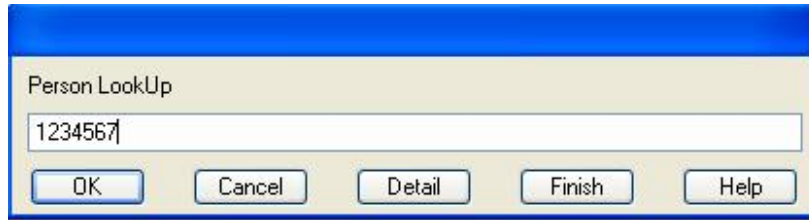
TSUM: Test Summary

Givens test scores (CPT, ACT, SAT, etc) for a particular student.

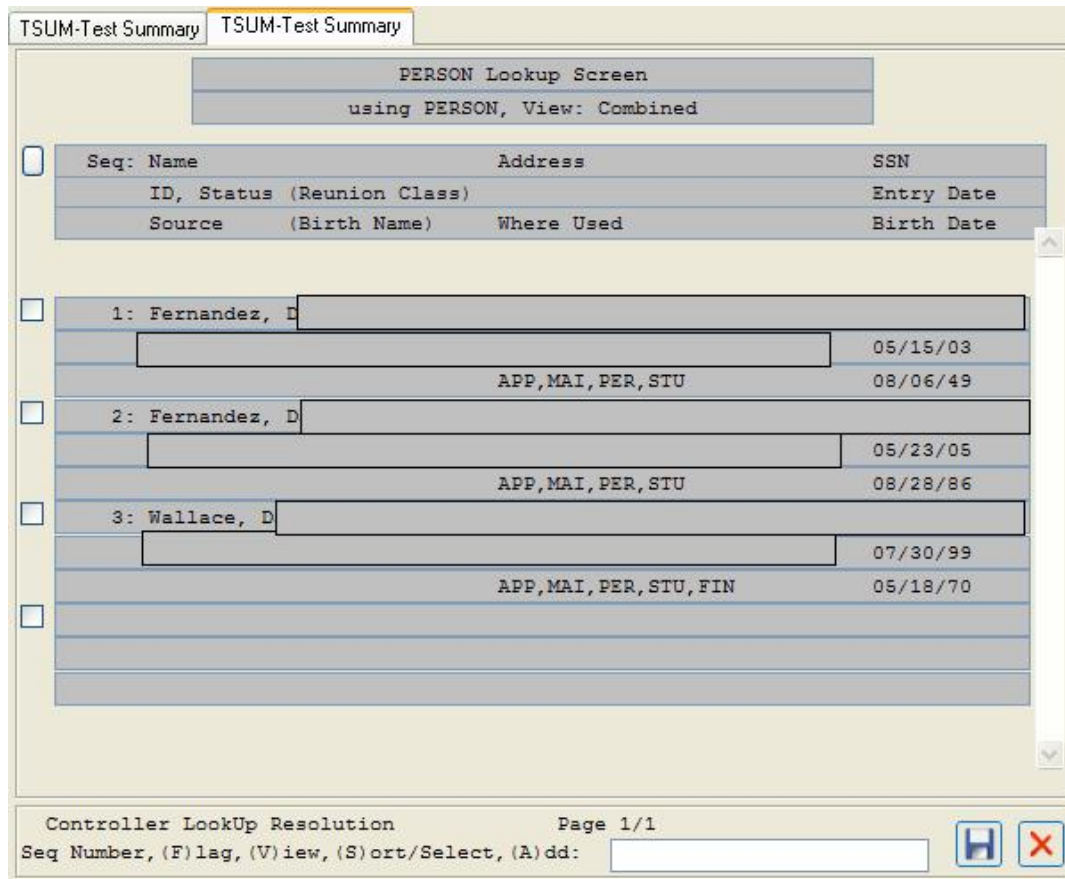
Sign on to Colleague/Datatel as you normally would. In the mnemonic (Quick Access) text box, enter TSUM. Press enter or the Go button.



Enter the student's name, SSN, or ID. Click OK or press enter.



If you choose to enter a name, a resolution screen will appear. Pick the student you need. Enter a checkmark in the box to the left or enter the line number to left in the text area near the bottom. You may click the blue disc or press the enter button on your keyboard.



The Test Summary screen will display.

This screen gives more of the information you need to use for the student.
If you want to look at another student, press F10 (save), then enter or the Update button.



When you are finished with TRCL, press F9.