

Best Practices for GEDPrep<sup>TM</sup> Connect and GED Manager<sup>TM</sup>

Diane Vaccari

High School Equivalency Diploma Program Manager

GED Administrator™





## **GEDPrep<sup>TM</sup> Connect Tools**

- GED Prep<sup>TM</sup> Center Locator
  - Used by candidates to choose a center they are interested in and agree to share scores with
- GED Manager<sup>TM</sup> Student-Authorized View
  - Used by staff to manage candidates
    - View GED Ready and GED test scores
    - Manage for marketing/enrollment purposes
    - Purchase and manage GED Ready vouchers



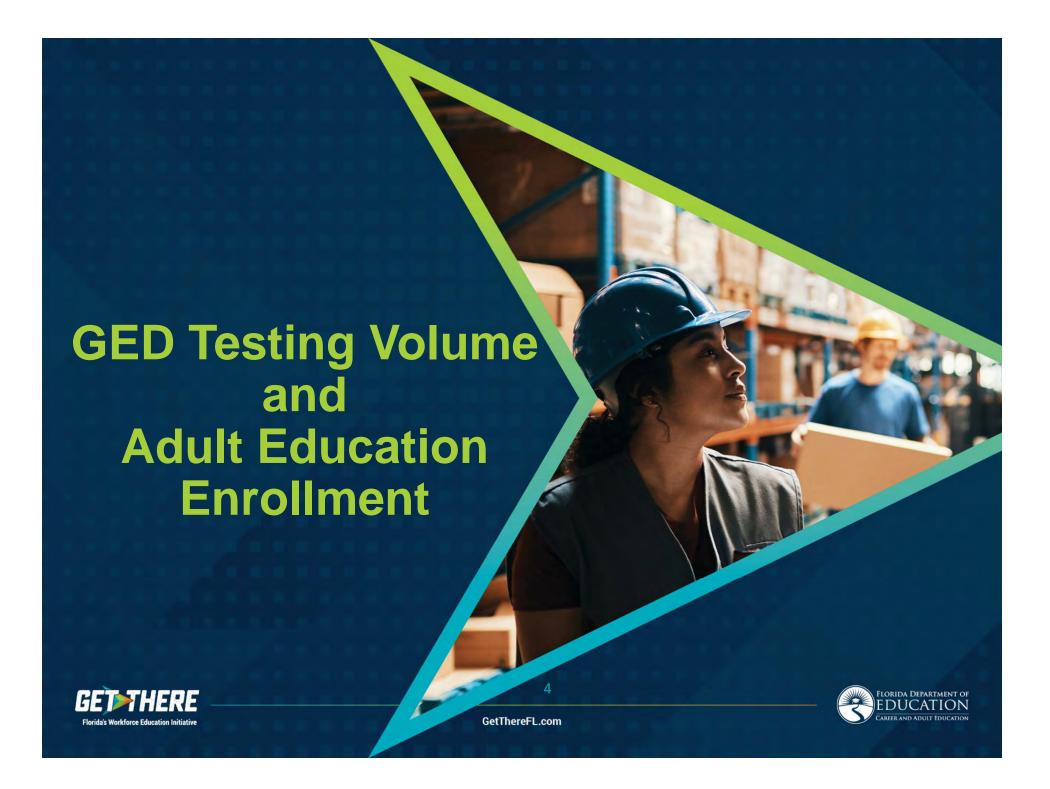


# Why would you want to use GEDPrep<sup>TM</sup> Connect Tools?

- Use Score Reports to guide instruction
- Reach out to interested individuals
- Increase Enrollment
- Purchase and manage GED Ready vouchers







#### **GED Testing Comparison 2016-2021**

	2016	2017	2018	2019	2020	2021
# Test Takers	34,951	33,462	32,303	28,731	18,556	18,481
# Completers	27,117	22,997	22,679	19,630	11,864	11,778
# Passed	22,537	18,288	18,150	15,412	8,944	8,554
Pass Rate	83.1%	79.5%	80.0%	78.5%	75.4%	72.6%

#### Sources:

2016: GED Analytics system for testers from January 1, 2016 to December 31, 2016 (2014 GED® Test) - On March 23, 2016, 145 passing score went into effect based on SBR; therefore, an additional 4,377 passers were awarded diplomas that month who had tested in prior months.

2017-2019: GED Analytics system for testers from January 1-December 31

2020: GED Analytics system for testers from January 1-December 31 – In March 2020, almost all testing centers were closed due to the COVID-19 pandemic; Online-proctored testing using OnVUE began in June 2020

2021: GED Analytics system for testers from January 1-August 31

#### **NOTES:**

Testing statistics are based on the calendar year.

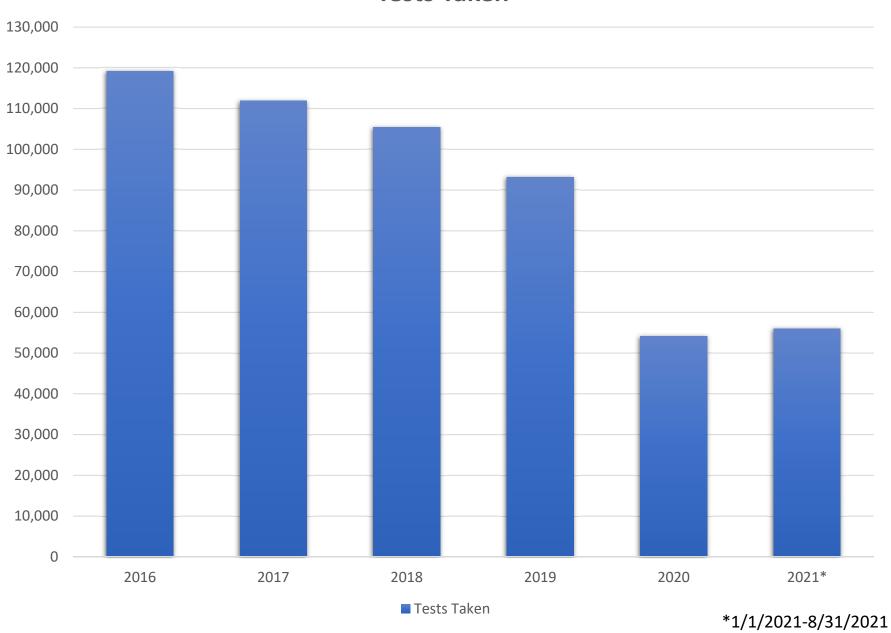
# Passed = Number of test takers issued the high school equivalency diploma

# Completers = Number of test takers who took at least one test module during the calendar year AND attempted all required test modules for the test series



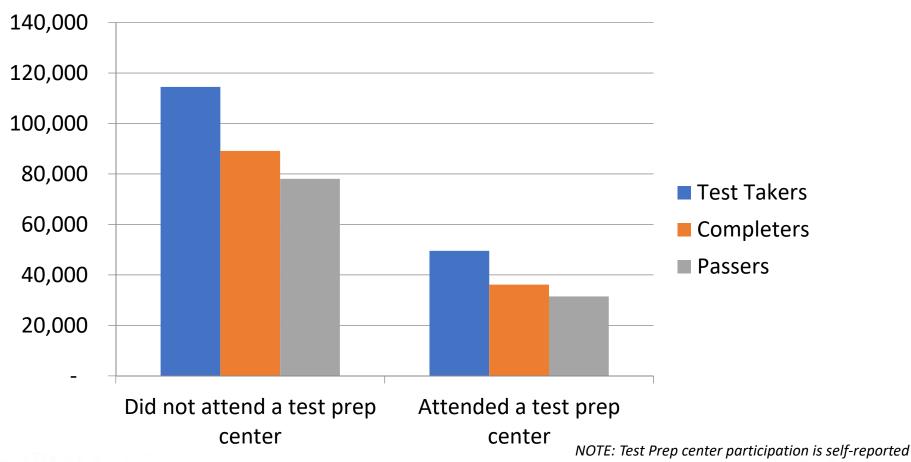


#### **Tests Taken**



# Statistics by Test Prep Center participation

January 1, 2014 – June 30, 2021







# District AGE Enrollments NRS Programs

Program	2019-20 Enrollments	2020-21 Enrollments	Percent Change
Adult Basic Education (ABE)	29,517	22,022	-25%
Adult High School	4,640	4,413	-5%
Adult English for Speakers of Other Languages (ESOL)	69,424	38,971	-44%
English Literacy for Career and Technical Education (ELCATE)	45	35	-22%
GED® Preparation	5,116	5,244	3%
Totals	108,742	70,685	-35%

\*Data provided by Office of Research and Evaluation





# FCS AGE Enrollments NRS Programs

Program	2019-20 Enrollments	2020-21 Enrollments	Percent Change
Adult Basic Education (ABE)	8,349	5,159	-38%
Adult High School	701	547	-22%
Adult English for Speakers of Other Languages (ESOL)	12,630	6,019	-52%
English Literacy for Career and Technical Education (ELCATE)	0	0	0%
GED® Preparation	1,427	774	-46%
Totals	23,107	12,499	-45%

<sup>\*</sup>Data provided by Office of Research and Evaluation



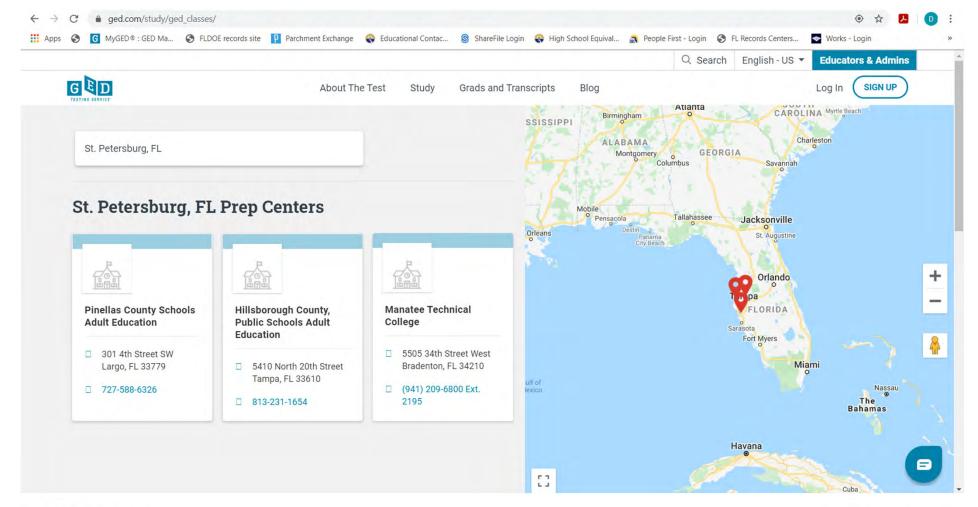








## https://ged.com/study/ged\_classes/







## **GED Prep Center Locator Listings**

- School District and State College GED Preparation Centers are listed in the locator
- Adult Education Directors can request changes to the listing(s) for their agency
- Current listings can be viewed at
  - https://ged.com/study/ged\_classes/
- Districts and Colleges can have as many of their GED Prep Centers listed as they want to list
  - Keep in mind individuals can choose from these lists
  - Staff will need to monitor GED Manager so individuals are contacted





## How to make changes to the Locator

 To add, delete or edit current GED Prep Center listings, the Adult Education Director of the School District or State College should contact:

Diane Vaccari@fldoe.org

 Other school district/state college staff who want to make changes to the list should discuss those changes with their adult education director







## **Staff Access**

- Staff at GED Preparation Centers listed in the locator are eligible to gain access to GED Manager Student-Authorized View
- Staff with access will need to manage students who have chosen the GED Prep Center
  - Interested/Enrolled/Contacted/Dismissed
  - Make notes
  - View Score Reports for GED Ready and GED tests
  - View/Search for Vouchers Used
  - View/Search for Passers in a date range
  - And More!





## Requesting Staff Access

- Adult Education Directors request access for users by submitting the appropriate form
- Forms are available by emailing <u>Diane.Vaccari@fldoe.org</u>
- If more than one GED Prep Center is listed for a school district/state college, the Adult Education Director will need to decide whether staff get access to all centers or just one
- GED Manager allows a user to be assigned to one or many GED Prep Centers





#### Access Agreement for GED Manager<sup>™</sup> Adult Education Center Access

The undersigned individual who is being granted access to GED® records attests that he/she

- Has read and understands the GED<sup>®</sup> Program General Policies found in the current Policy Manual published by GED Testing Service<sup>®</sup> and agrees to abide by all GED Testing Service<sup>®</sup> confidentiality policies and procedures https://ged.fidoe.org/forms.asp
- Understands that the main purposes for using a tester's GED® test scores from this site is to:
  - Improve the adult education center's educational programs
  - Work with the tester to assist them in improving his scores
  - Plan graduation ceremonies
- Understands that testers listed on the GED Manager<sup>TM</sup> site have granted permission only to the adult education center specified (individuals can specify up to three centers)
- . Will not share GED® testing information with any external third party.
- Understands that the fact that a person has or has not taken the GED<sup>®</sup> tests should also be treated as confidential information
- Understands that the GED Manager<sup>TM</sup> site must not be used to circumvent the official transcript process and must not be used to produce printed "official" documentation of GED<sup>®</sup> records (Official transcript instructions are found at <a href="https://ged.fidoe.org">https://ged.fidoe.org</a>)
- Will not allow testing data and scores to be used as verification of diploma status for postsecondary institutions or employers
- Must keep all information regarding the GED<sup>®</sup> records in strict confidence while employed and upon leaving employment with the adult education center
- Will notify the Florida Department of Education GED® Testing Office when no longer employed at the adult education center
- · Will NOT share user name and password with others
- Understands this agreement covers the use of GED Manager<sup>™</sup> Adult Education Center Access https://ged.com/gedmanager for which he/she is being granted access

Name Printed	Signature		
Title	Date		
E-mail address	Phone Number/Extension		
District/College/Correctional Facility Nar	ne		
Adult Education Center Name			





# High School Equivalency Diploma Office Contact Information

- Email <u>flgedhelp@fldoe.org</u>
- Phone (850) 245-0449
- Phone Toll free in Florida (877) 352-4331
- When calling press 0 to reach a customer service representative and by pass the recording







# Online-Proctored (OP) GED Testing

- GEDTS has made OP testing a permanent offering
  - Begins in September
  - Increase in price of \$6/subtest
  - https://ged.com/insession/changes-to-the-online-proctoredtest\_august2021/
- SBR 6A-6.0201/GEDTS contract now includes the option of testing using OnVUE
  - Price is set at \$38/subtest
  - No discounted retakes
  - GED Ready Green required
- Details about OnVUE can be found at
  - https://ged.com/educators admins/test admin/
  - https://ged.com/take-the-ged-test-online/





# Anything to Share? QUESTIONS?









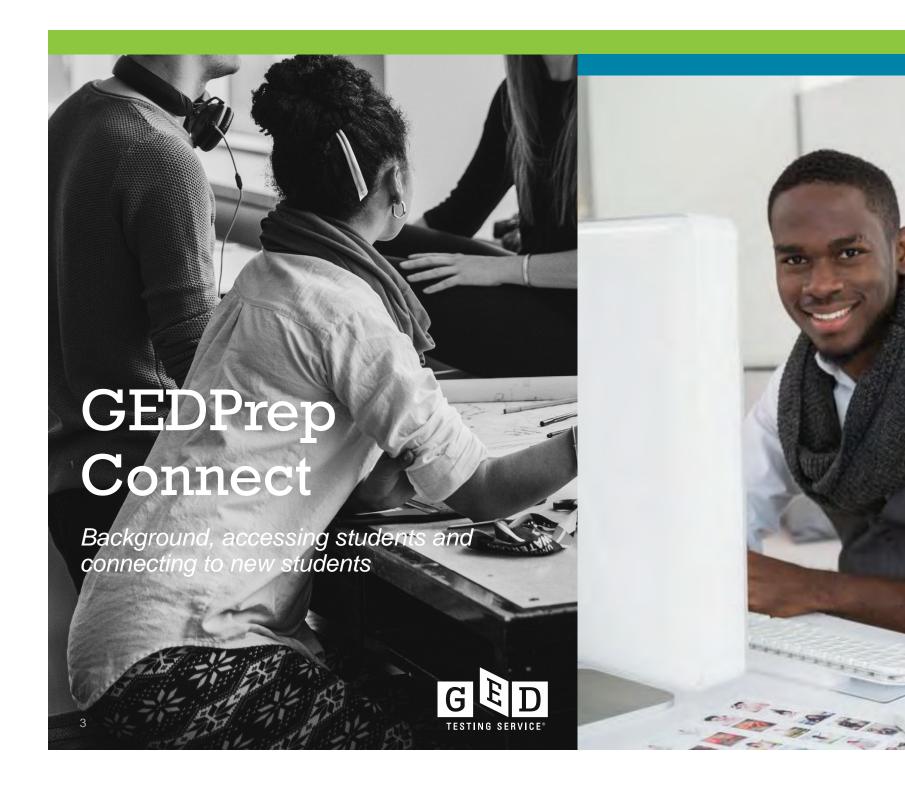
Brian Smith October 2021



#### Agenda

- Background on GEDPrep™ Connect
- Best practices for using GEDPrep™ Connect
- Accessing and using GED Manager
- New GED.com account changes





#### Background

- Increase awareness of Adult Education programs with GED® candidates
- Connect more students with programs to drive completion and success rates
- Promote programs through GED.com
- Improve Adult Education programs' access and management of student information



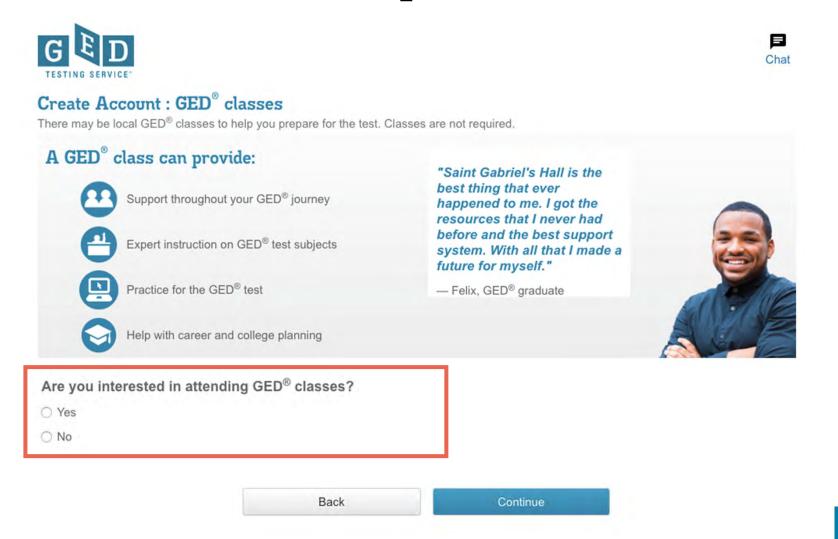
## A variety of ways that students can share scores with your program

- At the time of creating their account on GED.com
- From their profile page
- From the scores page
- From their score report





# At the time of GED.com Account Creation – student sees this question





### If yes, student is routed to GED Test Prep Center Selection page





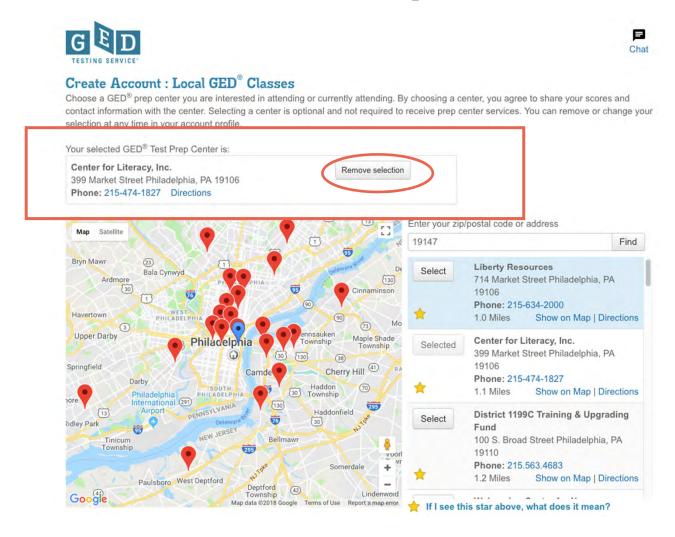
#### Create Account : Local GED® Classes

Choose a GED® prep center you are interested in attending or currently attending. By choosing a center, you agree to share your scores and contact information with the center. Selecting a center is optional and not required to receive prep center services. You can remove or change your selection at any time in your account profile.

Not interested in GED® classes? Continue without choosing a GED® prep center. Enter your zip/postal code or address Мар Satellite 19147 Find Bryn Mawr Liberty Resources Bala Cynwyd Select (130) Ardmore 714 Market Street Philadelphia, PA 19106 (30) Cinnaminson Phone: 215-634-2000 1.0 Miles Show on Map | Directions Center for Literacy, Inc. Select Upper Darby Maple Shade 399 Market Street Philadelphia, PA 19106 Township Phone: 215-474-1827 Cherry Hill (41) Springfield Show on Map | Directions Darby Haddon District 1199C Training & Upgrading (30) Township Philadelphia PHILADELPHIA Select International (291) Haddonfield 100 S. Broad Street Philadelphia, PA (30) ≀idley Park NEW JERSEY 19110 Tinicum Phone: 215.563.4683 Township 1.2 Miles Show on Map | Directions VUOL Somerdale Welcoming Center for New Paulsboro West Deptford Select Deptford Pennsylvanians Goodle Map data @2018 Google Terms of Use Report a map error If I see this star above, what does it mean?



# Once a program is selected, student has option to remove at any time



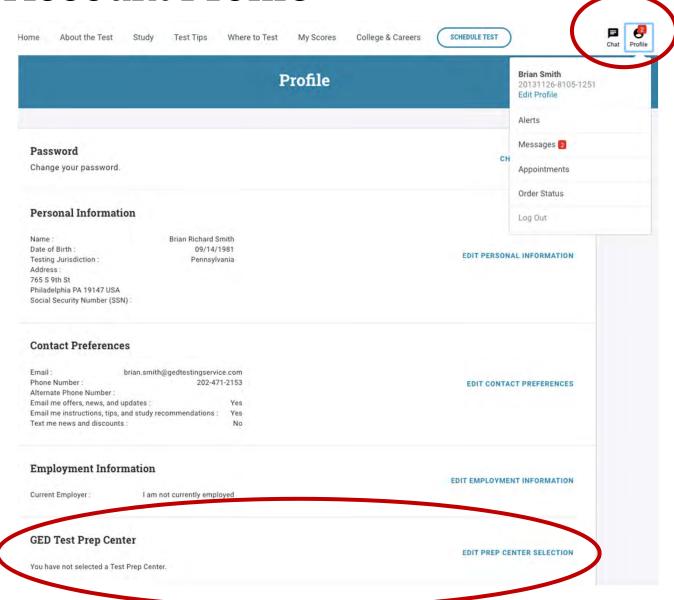


## Selecting a program is optional; student may select a program later

- Student will be reminded throughout their GED journey to connect with a program
  - Account profile
  - Study page
  - Scores page
  - Score report



#### **GED Account Profile**





## Study Page Reminder: Find GED Classes

#### Study

No matter how you like to learn, let us help you study for the GED® test.





#### Practice

Practice questions and the GED Ready® practice test



#### Get Study Materials

Prep products and FREE study guides

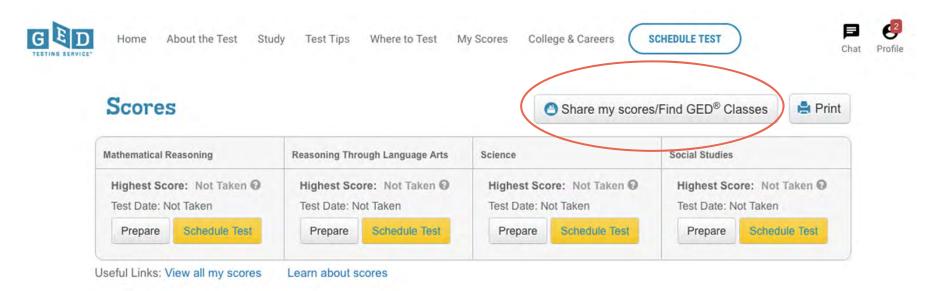


#### Preview the Test

Preview a subject and view computer tutorials



# Share My Scores now easier to find on Scores page...



## And on all of their Score Reports

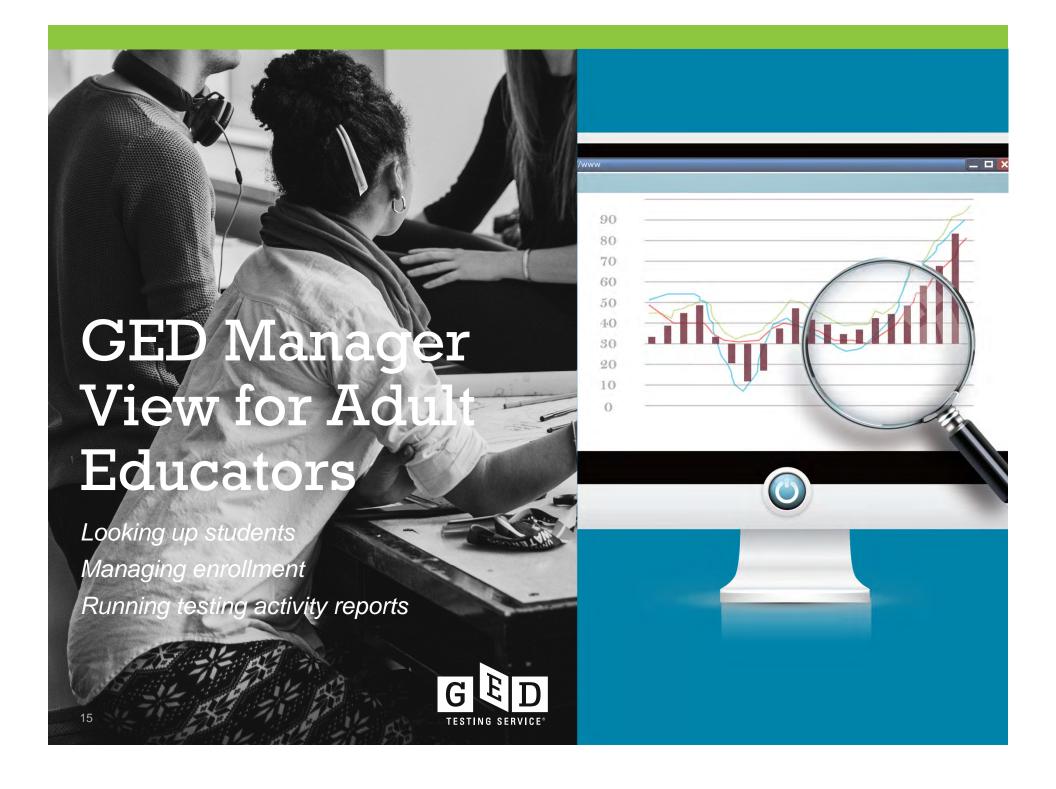




#### Test-taker is not mandated to select an Adult Ed Center

- About 70% of test-takers do NOT access adult ed
- Students should be encouraged by their teacher to select their Adult Ed Center in GED.com to share their scores
- Several opportunities for selecting an Adult Ed Center are presented to the test-taker
- If a test-taker does NOT select an Adult Ed Center, scores will not be shared





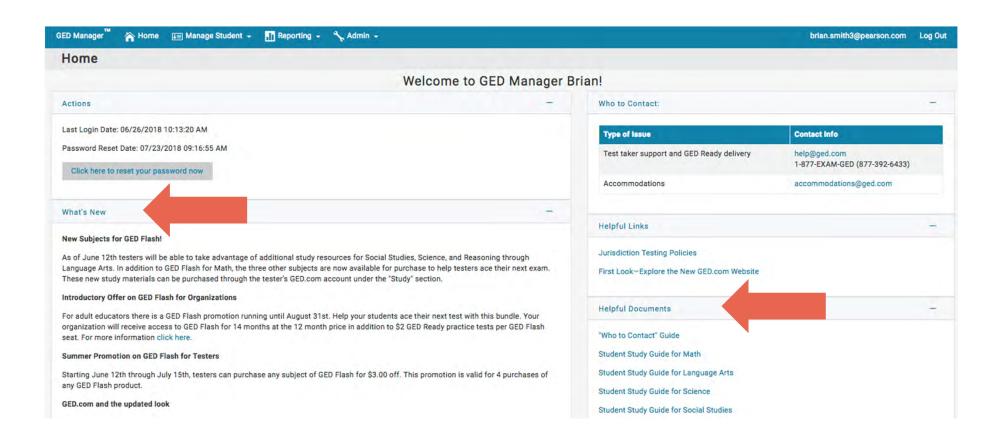
#### Let's look at ways to use this information

- Students select an adult education center when:
  - they need to locate a center and get more information from you
  - or when they are your student and want to share their scores with you
- It's important to review this information and determine what each person needs
  - If they are not your student, they are needing you to reach out to them and welcome them to join you
  - If they are your student, you need to change their status so you can tell which entries are potential students needing to be contacted
- You will need access to GED Manager (we will cover how to get this access)

#### Let's look at what it can do for you!



#### Adult Educator's home page

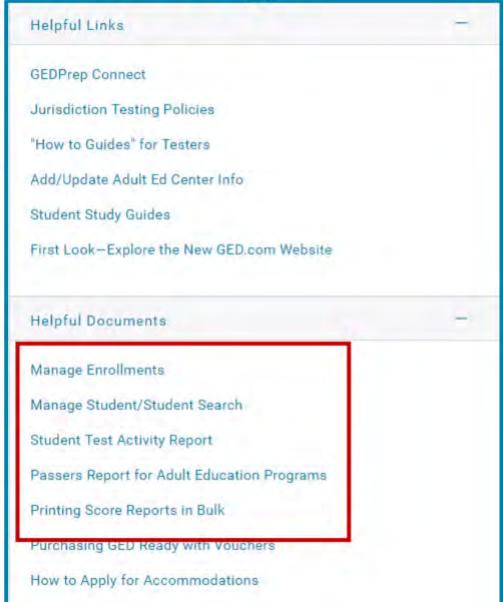




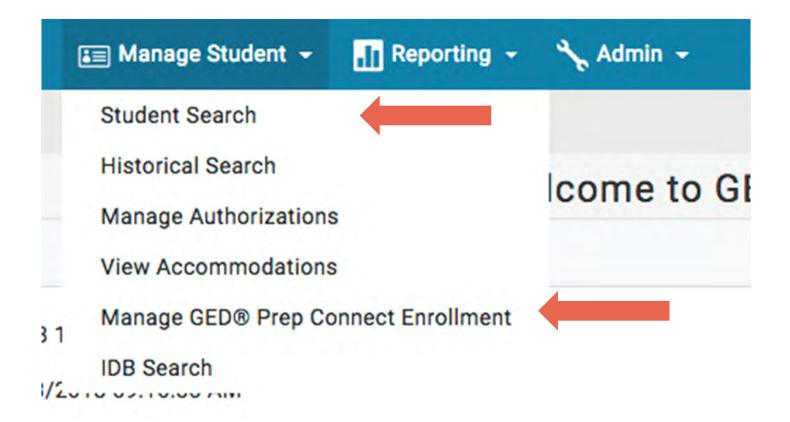
# **GED Manager Home Page**







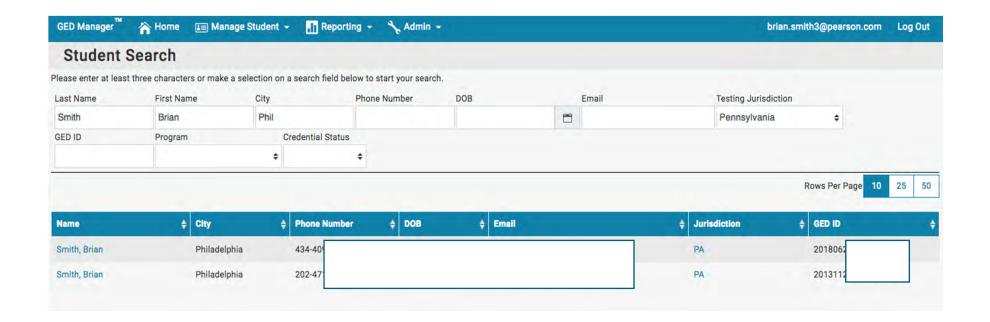
#### **Manage Student Options**





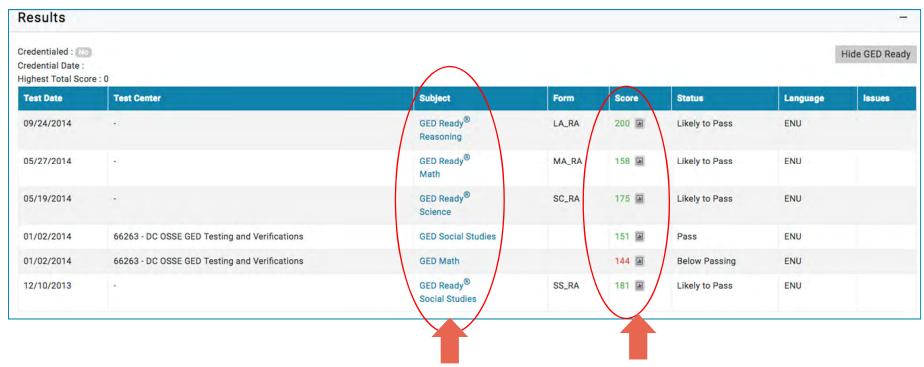
#### Manage Student → Student Search

- You can look up one student at a time if you need to find specific information
- When you click on the student's name, you find out additional details about his/her activity, including test scores and demographic information





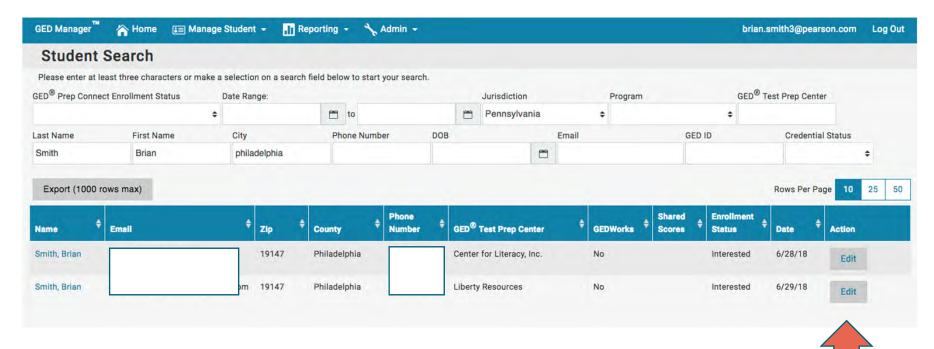
#### Student scores and score reports



Links to the detailed score report



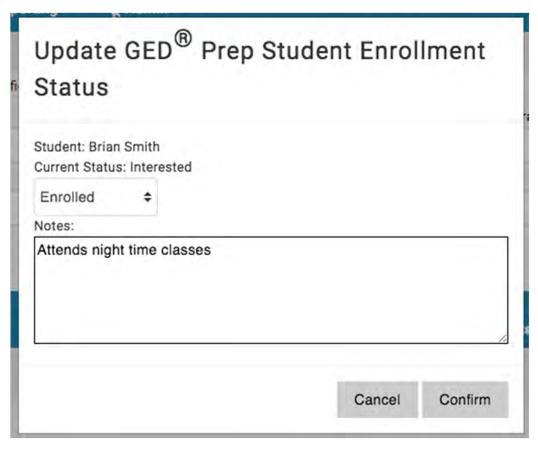
# Manage Student → Manage GEDPrep Connect Enrollment



- Adult Educators can sort by one student or groups of students and export the results sorting by date, enrollment status or credential status
- Educators can edit the status of a student from 'Interested' to 'Contacted,' 'Dismissed," or 'Enrolled' and write notes about the students



# Important to know who is an enrolled student vs. an interested student



Educators will also see students' information who are interested in a program but not currently enrolled

It is up to the adult education program to reach out to those students to get them to enroll

It makes running reports of your current students much easier



# Contacted Students – Hover over icon to view previous comments

NAME #	EMAIL	ZIP \$	COUNTY	PHONE NUMBER #	GED® TEST PREP CENTER	GEDWORKS	ENROLLMENT STATUS	DATE \$	ACTION
Educator, Wanta	wantabe@prep.com	55372		623-514- 5555	Shakopee ABE	No	Contacted B	10/10/16	Edit
NoABE, GEDworks	gedworks@abe.com	55372		632-565- 2222	Shakopee ABE	Yes	Contacted li	10/10/16	Edit
Matheson, Minnie	mn@adulted.com	55344		612-356- 2444	Shakopee ABE	No	Contacted <b>b</b>	10/11/16	Edit
Tester, 500911 10/11/16	PrepConnectReportTes20161011e1f-b247- f43e173a4aff@ged.com	90210		303-001- 4717	Beverly Hills Adult School	No	Contacted &	10/11/16	Edit
Tester, 472712 10/11/16	PrepConnectReportTes20161011bc3-bc13- 9c160247d427@ged.com	90210		304-480- 9506	Beverly Hills Adult School	No	Contacted <b>B</b>	10/11/16	Edit
Validation, FName	AddressValidationPop2016101052f-89fb- ca1595c3e43d@gmail.com	55437	Hennepin	321-432- 5434	Shakopee ABE	No	Contacted	10/11/16	Edit
Tester, 052307 10/11/16	PrepConnectReportTes20161011171-8058- 1e49ce21c39e@ged.com	90210		303-377- 9718	Shakopee ABE	Yes	Contacted	10/11/16	Edit



#### Tips for outreach to interested students

- Make sure you update the status of the students in your program
- Successful programs have teachers assigned to monitor GEDPrep Connect enrollment and reach out to Interested students
- Do not be afraid to call or email students they shared their contact information for a reason!
- Consider using Remind.com to streamline outreach



# Example of text message outreach via Remind.com

MARCH 2, 2017

Clayton (

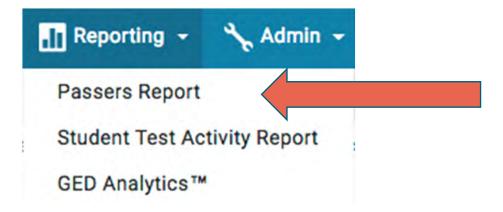
II joined NEISD GED(R) WAITING LIST.

Hello. MyGED.com provided your name and contact information. I am eager to help you get started with earning your High School Equivalency. Open Enrollment class is available at 2614 Walzem Road. Please reply here if you have any questions. You should also visit our website: neisd.net/community





#### Reporting

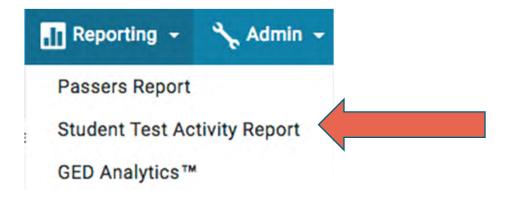


#### **Passers Report**

This will allow an educator to run only the passers over a certain time period



#### Reporting



#### Student Test Activity Report

- This allows educators to run reports based on testing activity i.e. GED Ready Reds, GED Ready Greens, GED Passed, GED Below Passing, etc.
- You can also sort by test subject



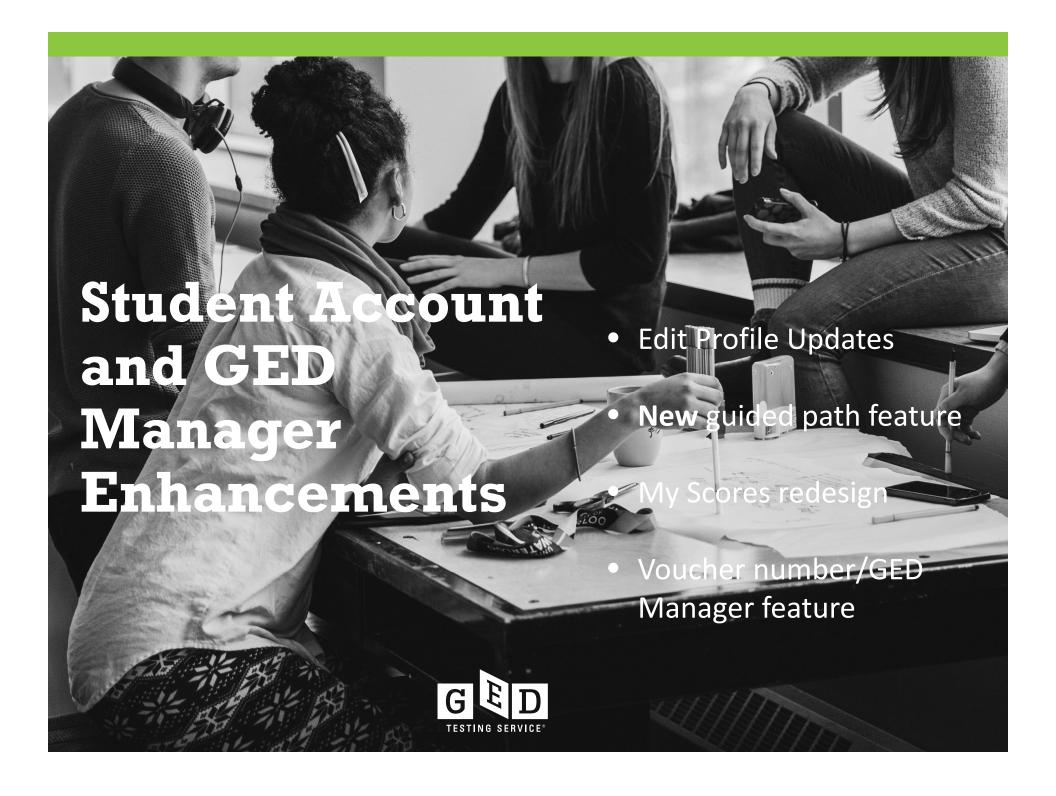
## Student Test Activity Report

#### You can easily ...

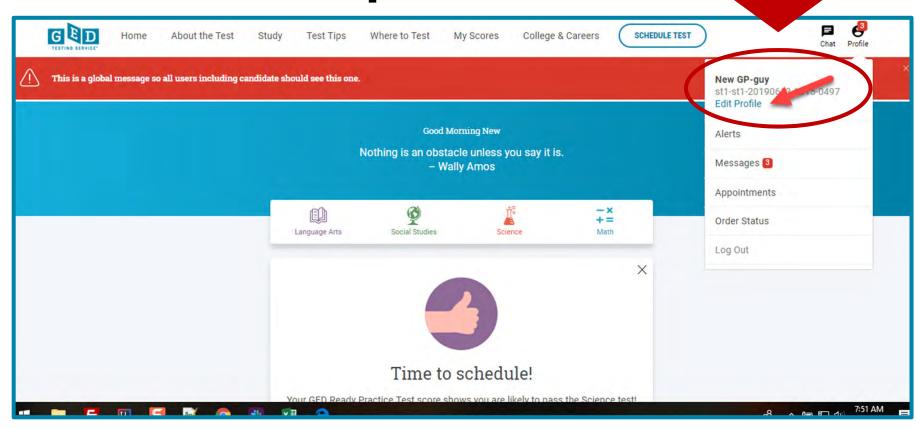
- Sort by any category
- Print Score Reports
- Export the data into Excel

Print Score Reports (1000 rows max) Export (1000 rows max) 25 50											
Name		Testing Activity	Date	<b>♦</b> Test	<b>*</b>	Subject	<b>*</b>	Score	Credentialed	♦ GED <sup>®</sup> Test Prep Center ♦	GEDWorks
Smith, Brian	brian.smith@gedtestingservice.	GED Ready Green	12/10/2013	GED Ready		Social Studies		181 🛦	No	Liberty Resources	No
Smith, Brian	brian.smith@gedtestingservice.	GED Below Passing	01/02/2014	GED		Math		144 🖹	No	Liberty Resources	No
Smith, Brian	brian.smith@gedtestingservice.	GED Passed	01/02/2014	GED		Social Studies		151 🛦	No	Liberty Resources	No
Smith, Brian	brian.smith@gedtestingservice.	GED Ready Green	05/19/2014	GED Ready		Science		175 la	No	Liberty Resources	No
Smith, Brian	brian.smith@gedtestingservice.	GED Ready Green	05/27/2014	GED Ready		Math		158	No	Liberty Resources	No



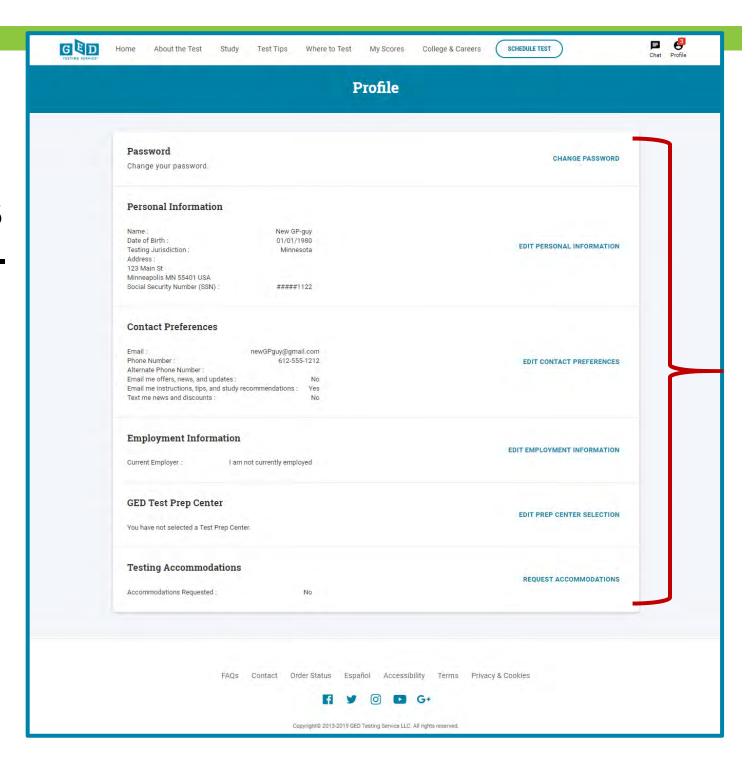


# **Edit Profile Updates**

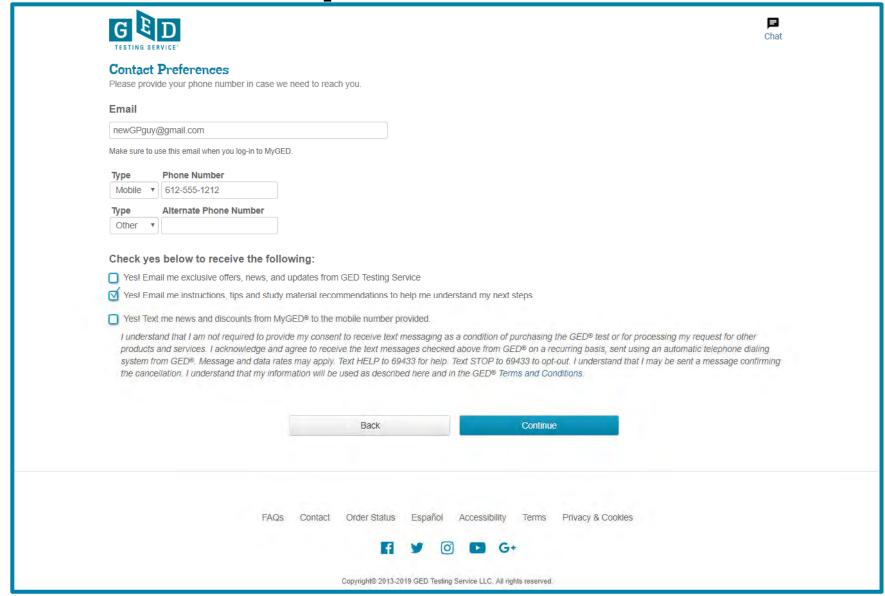




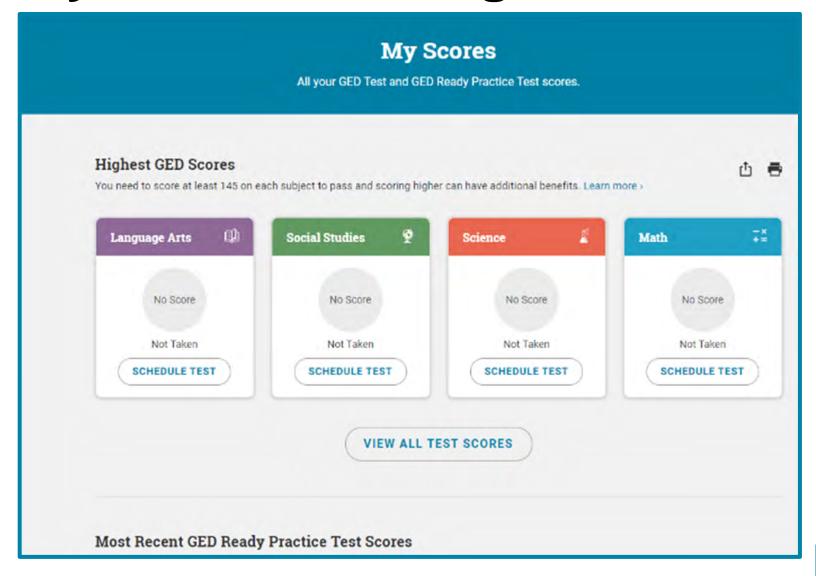
# Edit Profile Updates continued....



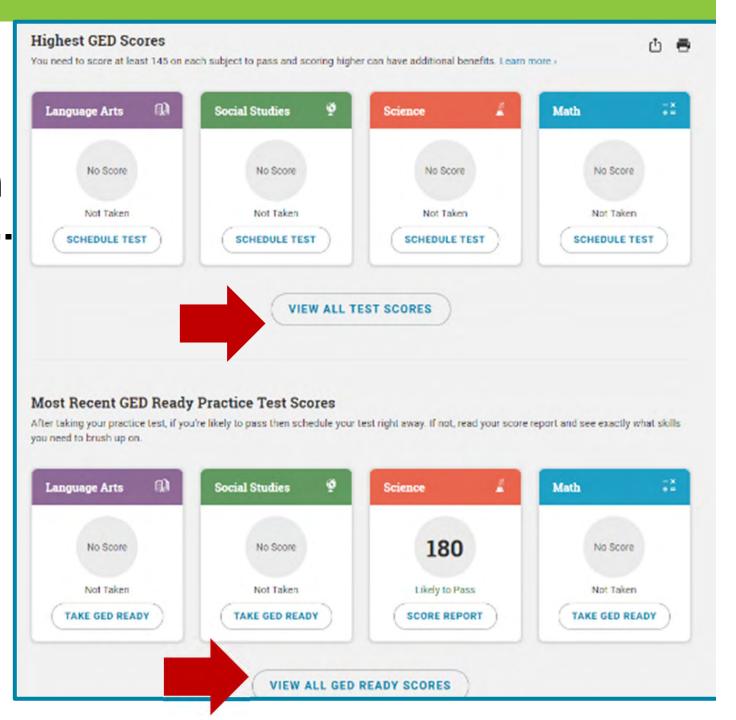
# Edit Profile Updates continued....

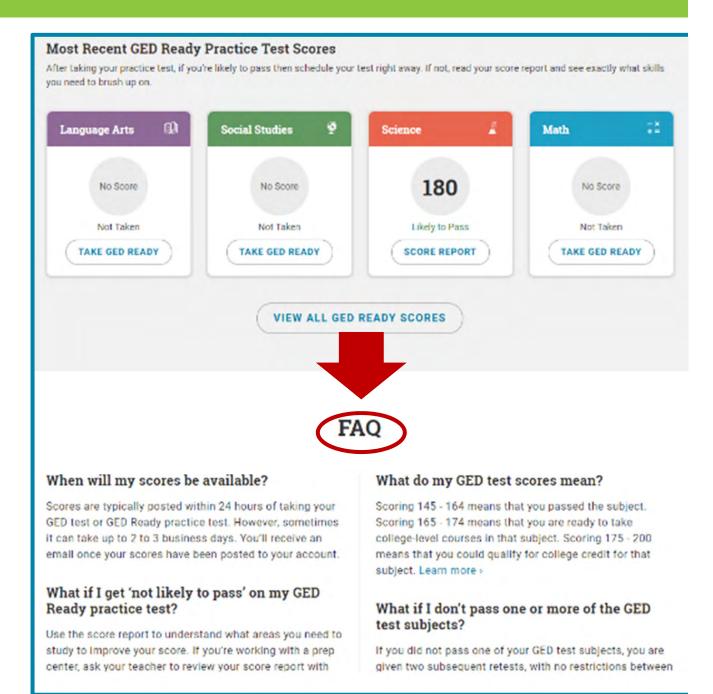


# My Scores Redesign









VIEW ALL GED READY SCORES

#### FAQ

#### When will my scores be available?

Scores are typically posted within 24 hours of taking your GED test or GED Ready practice test. However, sometimes it can take up to 2 to 3 business days. You'll receive an email once your scores have been posted to your account.

#### What if I get 'not likely to pass' on my GED Ready practice test?

Use the score report to understand what areas you need to study to improve your score. If you're working with a prep center, ask your teacher to review your score report with you and develop a plan to improve your score. After studying, make sure you're prepared for the test by taking the GED Ready again.

#### What do my GED test scores mean?

Scoring 145 - 164 means that you passed the subject.

Scoring 165 - 174 means that you are ready to take college-level courses in that subject. Scoring 175 - 200 means that you could qualify for college credit for that subject. Learn more >

#### What if I don't pass one or more of the GED test subjects?

If you did not pass one of your GED test subjects, you are given two subsequent retests, with no restrictions between retakes. If you fail the third or any subsequent retest, you must wait 60 days for your next attempt.

Additional state requirements may apply.



## What if I get 'too close to call' on my GED Ready practice test?

You're only a few questions away from 'likely to pass', so review your score report to see how you can improve your score and then schedule your test. If you're working with a prep center, ask your teacher to review your score report with you.

## What if I get 'likely to pass' on my GED Ready practice test?

Looks like you're ready to schedule your test. Students who get a GED Ready score similar to yours and schedule their test within two weeks are more likely to pass.

#### How is the extended response scored on the Reasoning Through Language Arts GED Ready practice test?

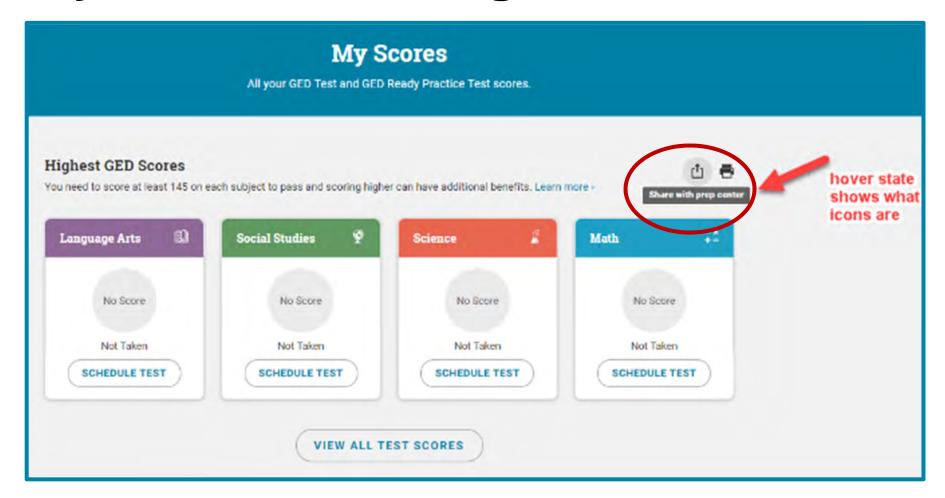
The extended response cannot be scored on the RLA GED Ready practice test. Instead, you will receive information in your score report about what a typical written response should look like. You will also receive a copy of the question and your written response so that you can take it to your local prep center for scoring by a trained teacher.

#### Can I retest for a higher score if I passed?

Yes, you can retest if you are trying to be college ready or qualify for college credit. The discounted retest policy only applies to tests you did not pass.

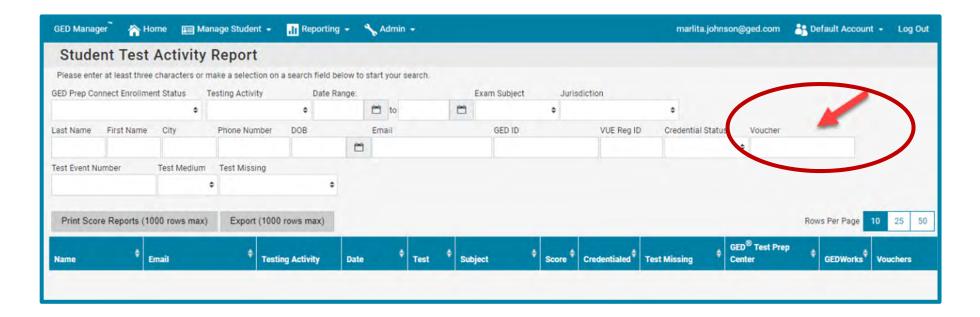
## I think I should have gotten a higher score. Is there a way to challenge my score?

Yes, it is possible for you to challenge your scores. The scoring system we use is very accurate. Very few test scores are ever adjusted after review. However, if you want to request a re-score, contact customer support at 1-877-EXAM-GED. You will be charged a fee of \$50 per exam score you want to challenge. If your score changes, you'll get your \$50 back. Otherwise, GED Testing Service will keep the fee.





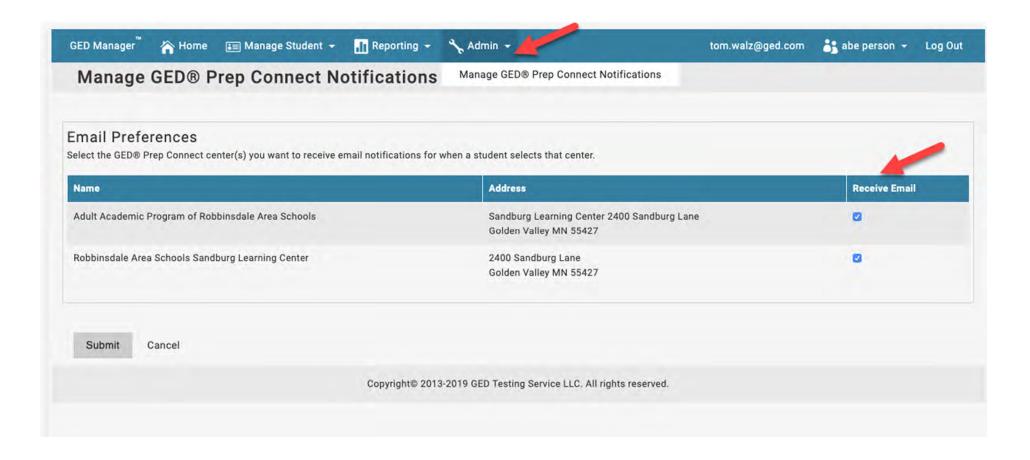
#### 4. Voucher Search Field





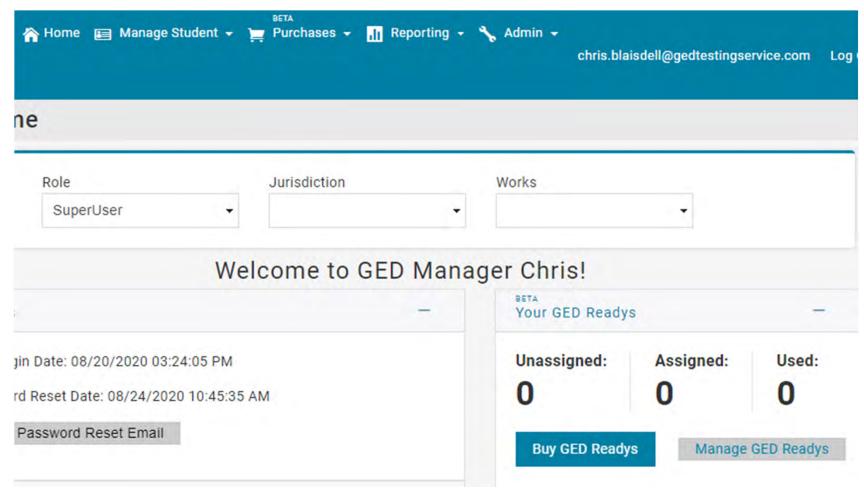
#### New feature

 GED Manager users can now opt-in to receive emails every time a student connects with your program.





#### GED Ready Direct – A New Management Tool





#### Problems to Solve

- GED Ready voucher code spreadsheets are an administrative headache.
  - Difficult to distribute to educators
  - Difficult to maintain
  - Difficult to share codes with students (via email)
- Expiring vouchers compound the headache.
- Everyone spends too much time dealing with voucher codes.



#### Solution – GED Ready Direct

Phase 1 – Enhance GED Manager to allow educators to purchase GED Ready tests and assign them directly to students.

#### **Benefits:**

- Students access GED Ready test directly from their GED account once assigned
- No spreadsheets of voucher codes to manage
- No expiration dates to extend



#### **Beta Version**

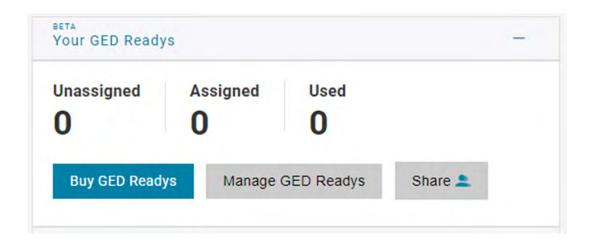
- February launch of beta version to the following users:
  - Jurisdiction Admins
  - Jurisdictional
  - Juris View Only
  - Student Authorized View
- Still working on users with multiple GED Manager accounts



#### **GED** Ready Direct Dashboard

Buy, Manage, Share

GED Ready tests from the GED Direct dashboard on your home page.

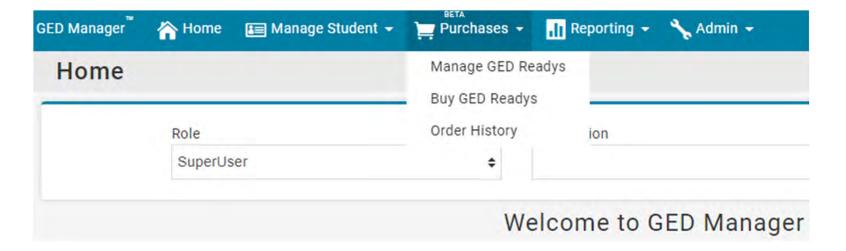




#### Purchase Menu on Navigation Bar

New Purchases menu on navigation bar allows you to buy or manage your GED Readys as well as access your order history.

When you click **Buy GED Readys** you automatically go to our eCommerce site establishing your account.





#### **Buy GED Readys**

#### **GED Ready - Adult Education**



GED Ready® is the official practice test for the GED® test. We created the GED Ready® through the same development process as the GED® test, but it is only half the length of the actual test.

Price

\$6.00

Quantity 1

Add To Cart

#### Description

#### Why should students take the GED Ready®?

- . It's the only test that tells the student if they are likely to pass the GED® test or if they need to keep studying.
- . If the student is not ready for the GED® test, their score report will tell them which skills they need to improve.
- After completing their GED Ready® the student can select their study material to see exactly where to study the skills they need.
- . The test questions are exactly like the real test, so students will be prepared on test day.

#### What your student will need for the GED Ready®

- · Must take on a computer connected to the Internet
- Minimum internet browser: Microsoft Edge latest version, Internet Explorer 11, latest versions of Firefox, Safari, or Chrome + 2 versions back
- . Operating System: Windows 10 (32 or 64 bit) with Live Tiles disabled; latest version of Mac OSX + 2 versions back.
- · Javascript and cookies must be enabled
- Includes the on-screen calculator used on the official GED® test. Students can also use a handheld scientific calculator - we recommend using the TI-30XS
- We recommend that the test is taken in one sitting at a quiet place to replicate the GED® test experience. Once the student starts their test, they have 120 days to complete it.

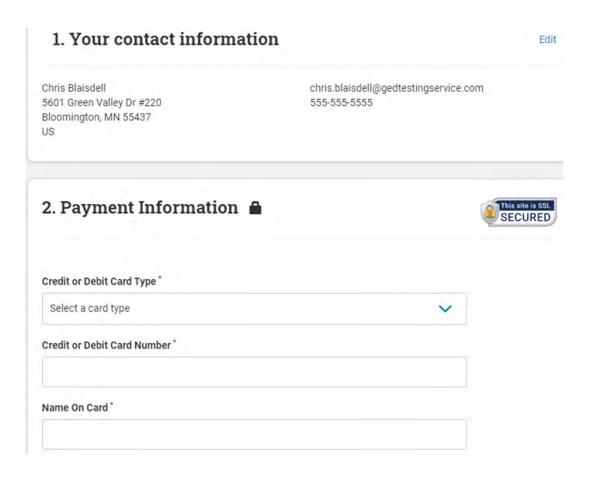
#### How do I give these tests to my students?

Once purchased, you will see GED Ready® tests in your GED Manager account. You can assign tests by subject to the students who are ready. After assigning the test, your student will be able to schedule and launch the GED Ready® test from their GED account. No voucher codes needed!



#### Purchase Flow

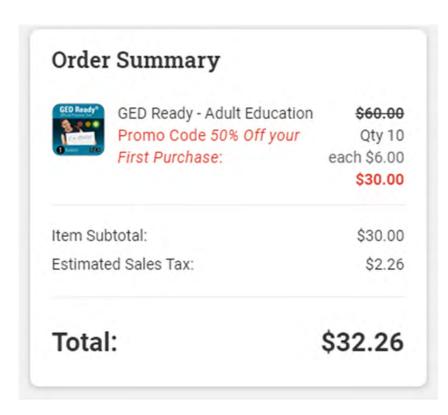
Select quantity and go to checkout. Update contact information if needed. Enter credit card information.





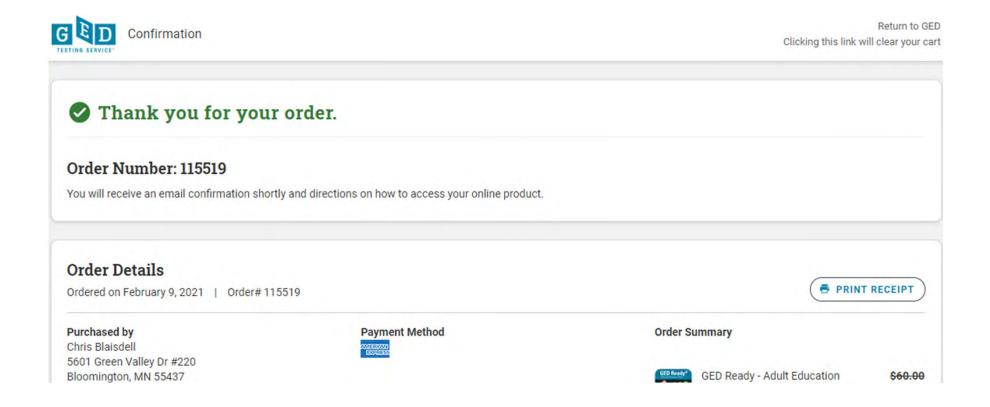
#### Order Summary

A note about taxes: Legally we are required to charge sales tax on all study material/prep product purchases. If your organization is tax exempt, you can have this status applied to your account.





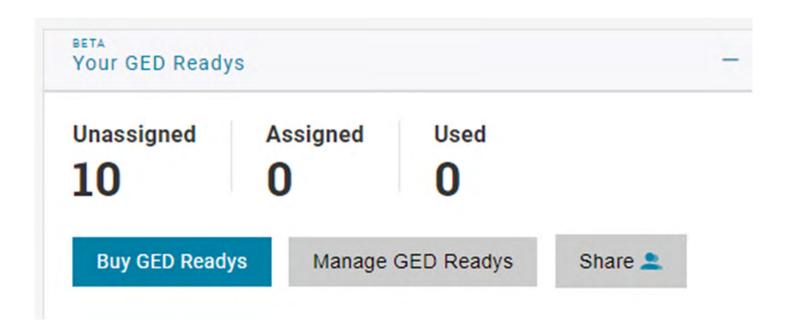
#### **Order Confirmation**



Automatic Order Confirmation email is sent. You can Print receipt from this screen. Order will also appear in Order History accessed from Purchase menu in GED Manager.

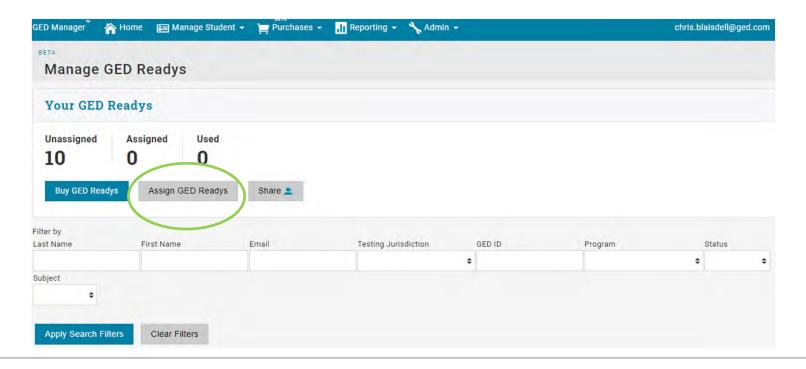
#### Back to GED Manager

Return to GED Manager and dashboard has been updated with 10 GED Readys. Now I can assign to a student or share with another educator.





## Assign GED Ready to Student



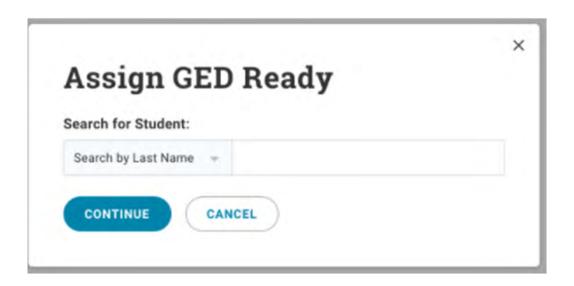
#### Step 1

Click Manage GED Readys from dashboard or Purchase menu.

Click Assign GED Readys button.



## Assign to Student cont'd.



#### Step 2

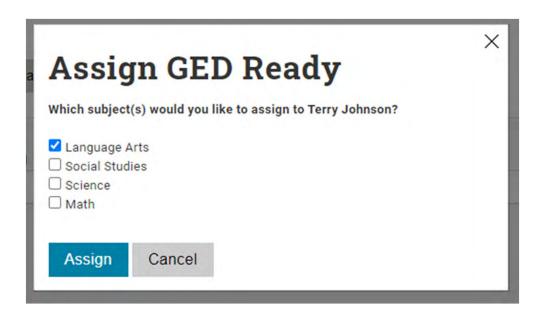
Use Search field in Assign GED Ready pop-up box to find student. (Only students you have access to will appear).

Last Name search is default but can be changed.

Once student is selected, Click Continue.



## Assign to Student cont'd.



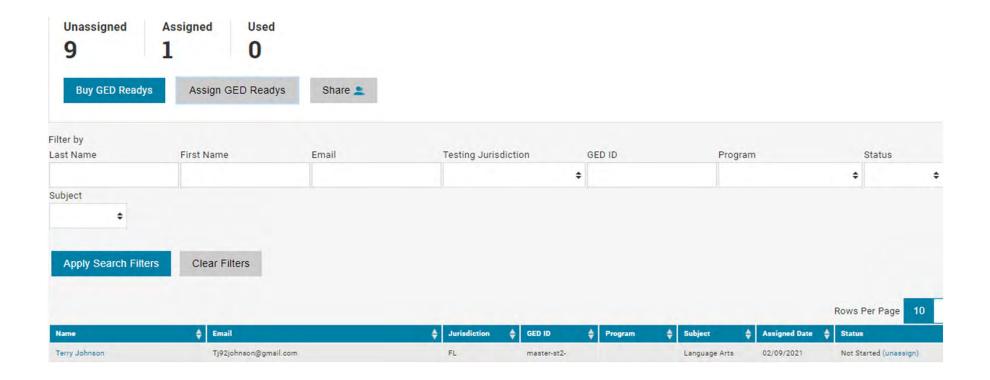
#### Step 3

Choose GED Ready test subject(s) for selected student.

Click Assign.



#### **Updated Dashboard**



Student now has an activity card on the home page of their GED account telling them they have an RLA GED Ready test assigned. Link launches the GED Ready test.

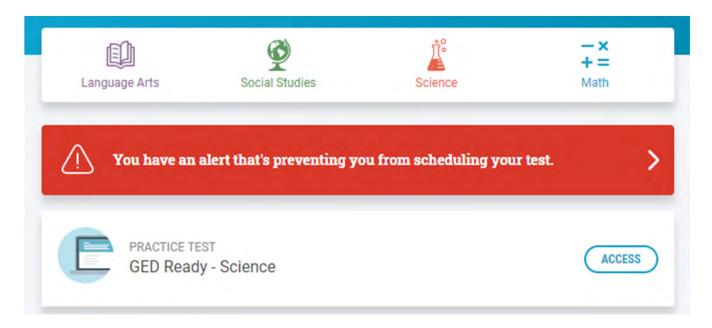
Once student launches GED Ready test, **Used** field will show 1 and Status field will show **In Progress** 



#### **Activity Card in Student Account**

When student logs in to their GED.com account they see an activity card with the GED Ready subject that has been assigned to them.

They click Access to launch the test. They will still be able to choose the language of the test.

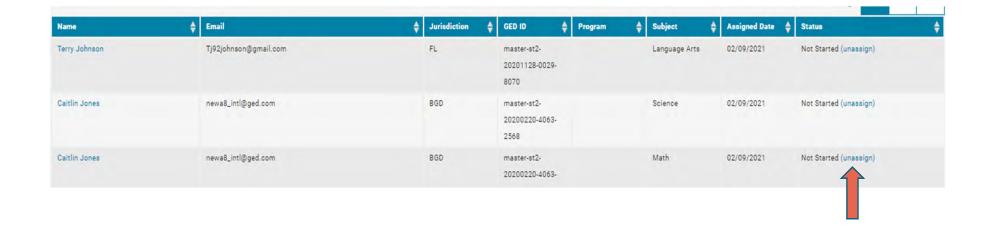




## **Unassign GED Ready Test**

As long as student has not launched GED Ready test, it can be unassigned and will go back into pool of available GED Readys.

Just click "unassign" in status column of Manage GED Readys screen.

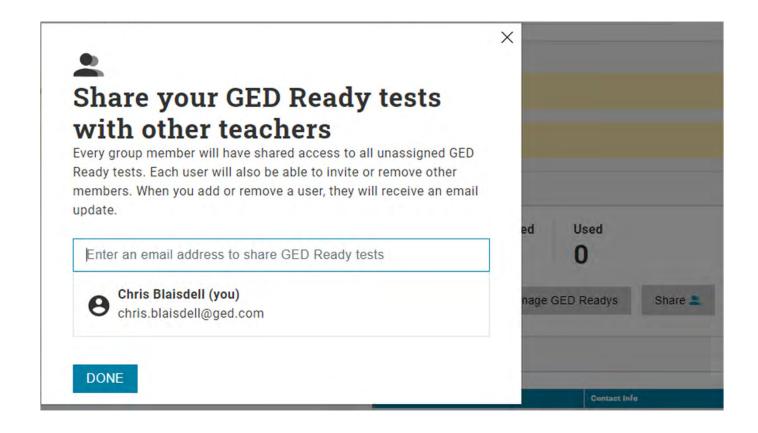




#### Share GED Ready Tests

From dashboard or Manage GED Readys screen, you can share access to your purchased GED Ready tests with other educators in your program.

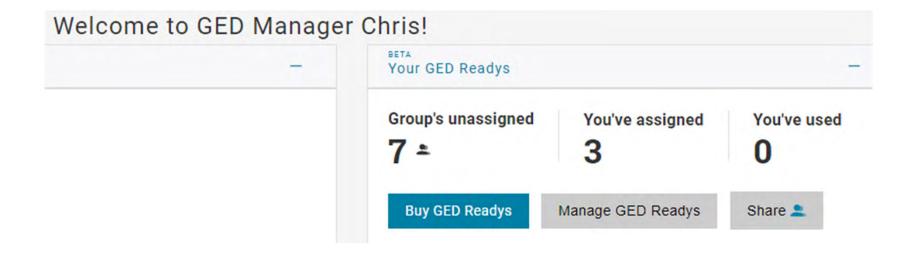
Each educator has access to all purchased GED Ready tests for assignment.





## Group Dashboard

Once part of a group, your dashboard will show the total unassigned tests belonging to the group, the total number of tests you specifically have assigned, and the number of tests your students have used.



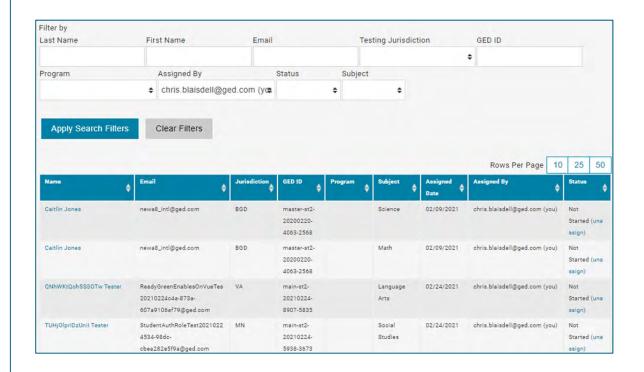


## My Assigned Tests

## To see tests *you* have assigned:

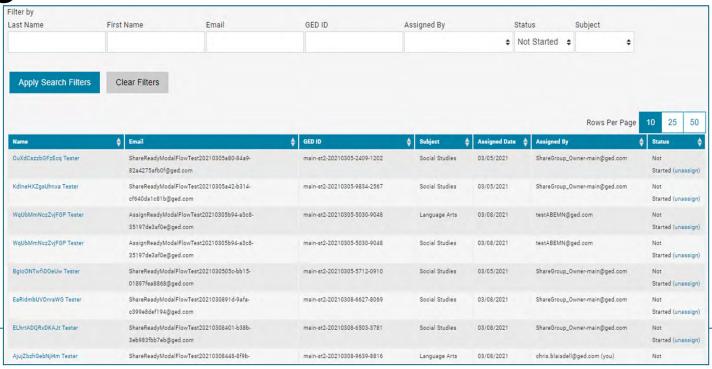
- Manage GED Readys
- Choose your email address in the Assigned By field
- Click Apply Search Filters

You can now see all tests you have assigned and the status of those tests.





#### **Assigned Test Status**



To check on status of assigned tests:

- Manage GED Readys
- Choose status "Not Started" (or another status) from Status field
- Click Apply Search Filters

You can see all assigned tests within your group and which educator assigned them. Any educator within group can Unassign test from student if Not Started.

#### **FAQs**

- FAQs are accessible from the What's New section within GED Manager for enabled users
- https://ged.com/wp-content/uploads/GED-Ready-Direct-FAQs.pdf



# Questions?



## Thank you!

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