



# TestMaster Universe

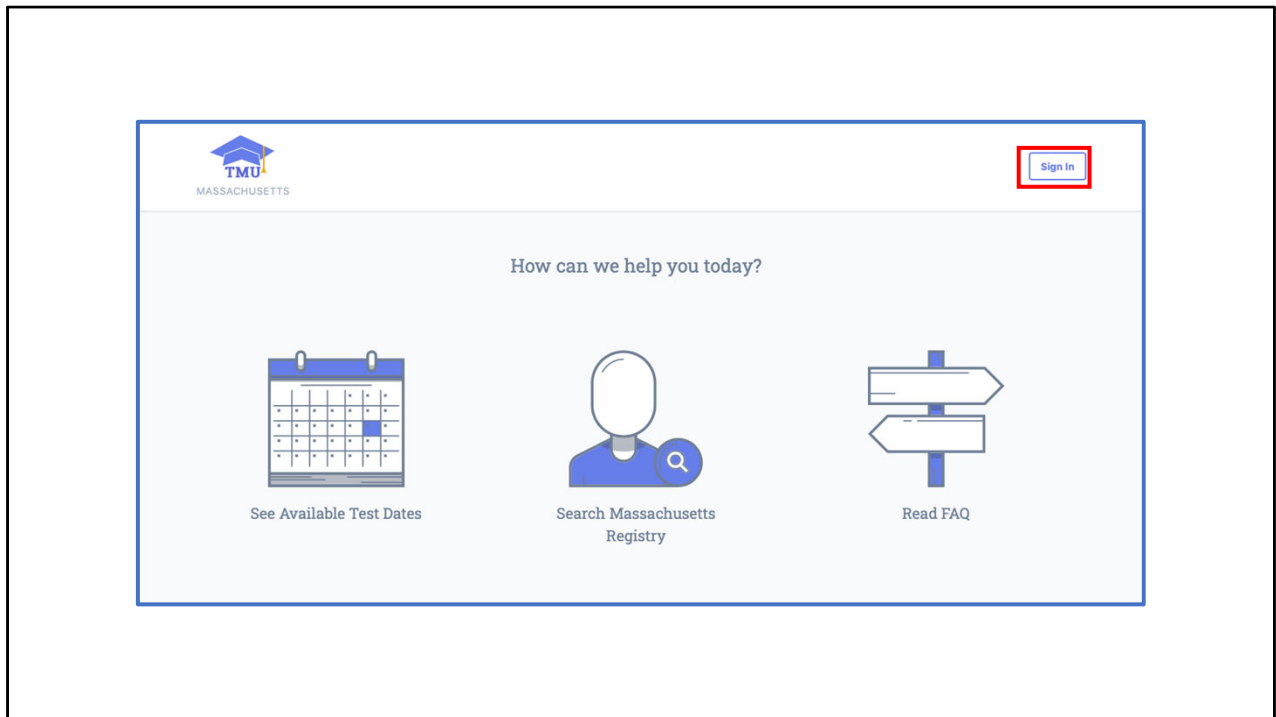
Massachusetts



Trainer:  
How to Enter a Skills Pretest Completion  
Date for a Student

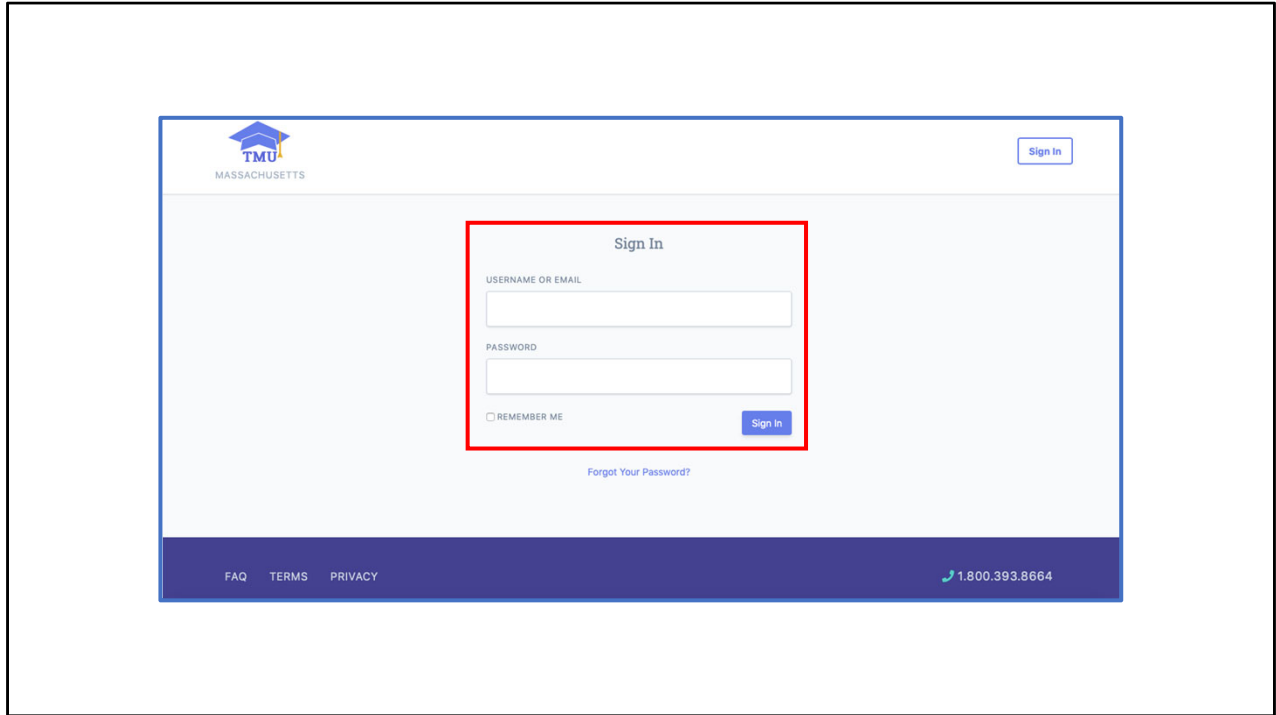
Log into: <https://ma.tmuniverse.com/>

Hi my name is Jasyn I'm from D&SDT – Headmaster. Today I'm going to show you how a trainer enters a skills pretest completion date for a student.

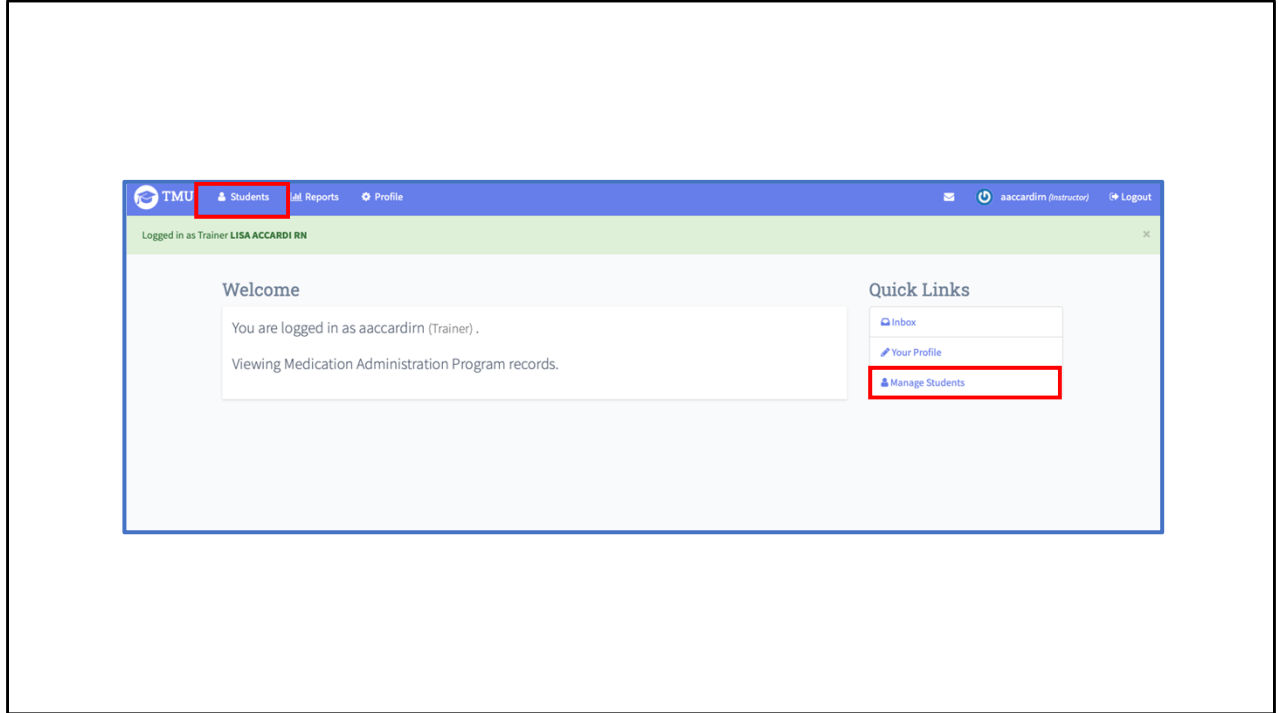


If they follow the link on the last slide, it will take them to this home page

To log in click the 'Sign In' button in the upper right-hand corner.

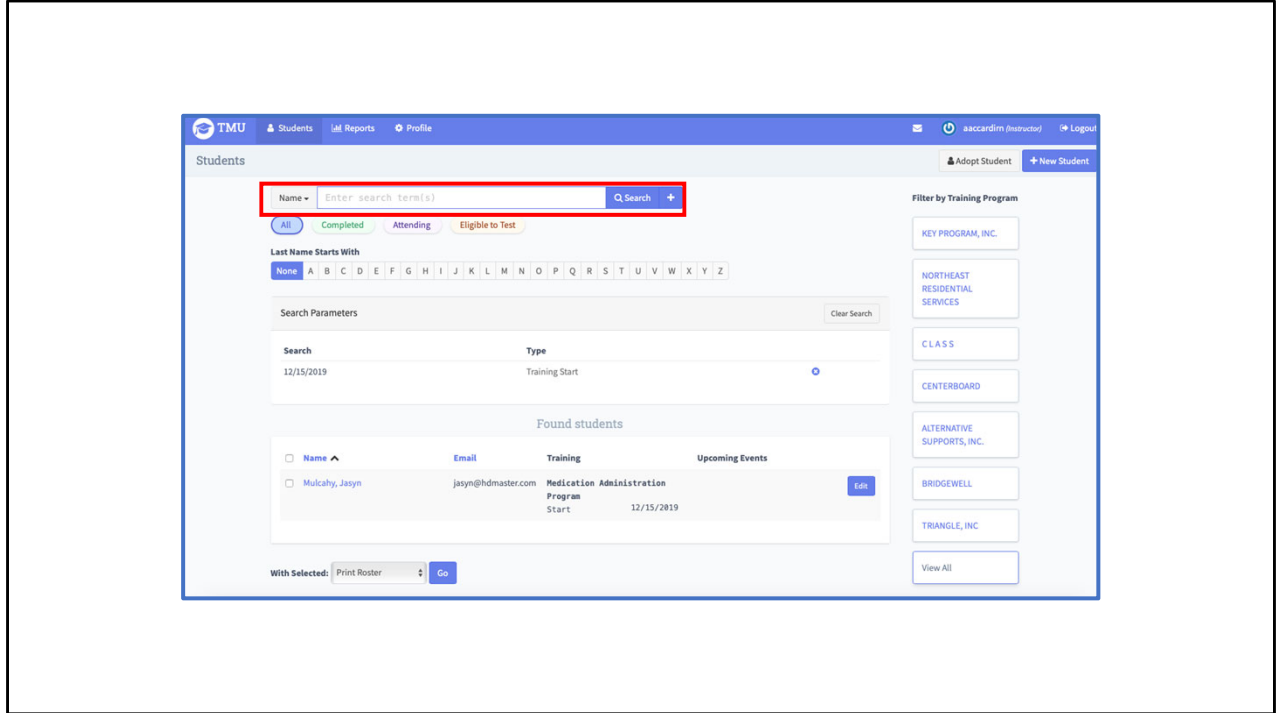


You will enter your log in information and click 'Sign in'



To view students, the trainer may click on either the 'Students' tab at the top of the screen or to the right

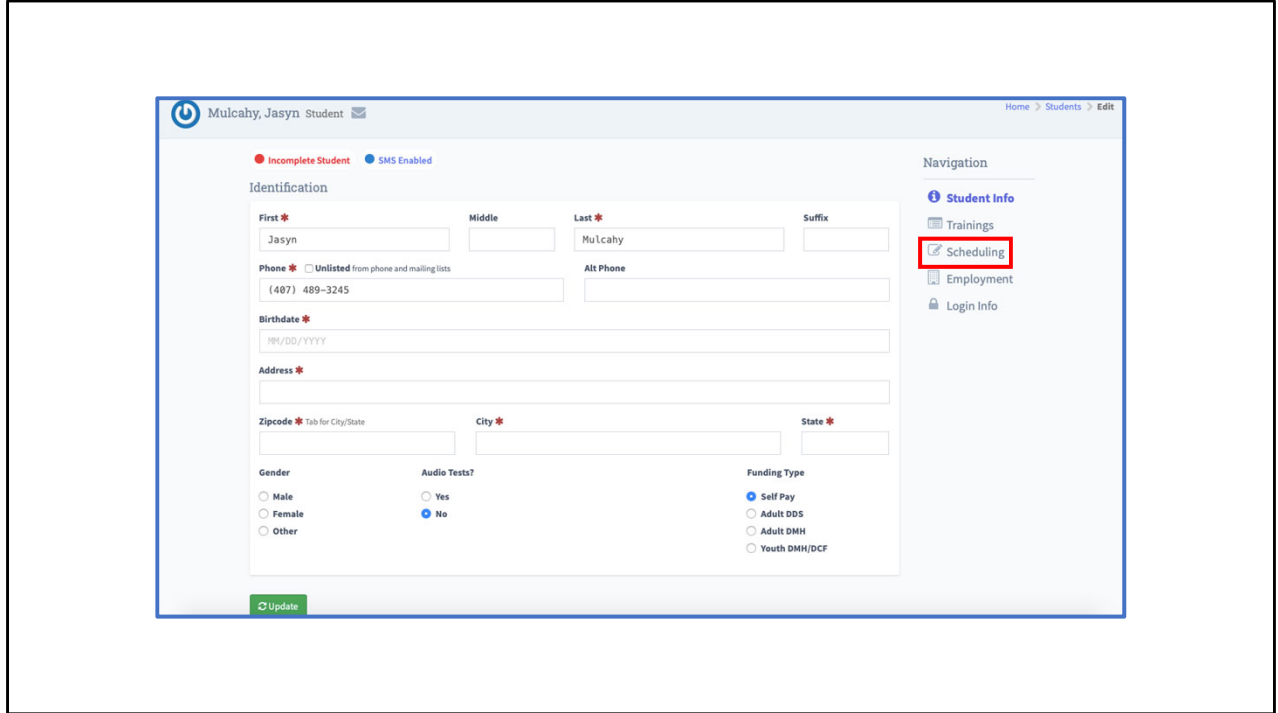
No matter which button the trainer clicks on, it will take them to the same screen.....



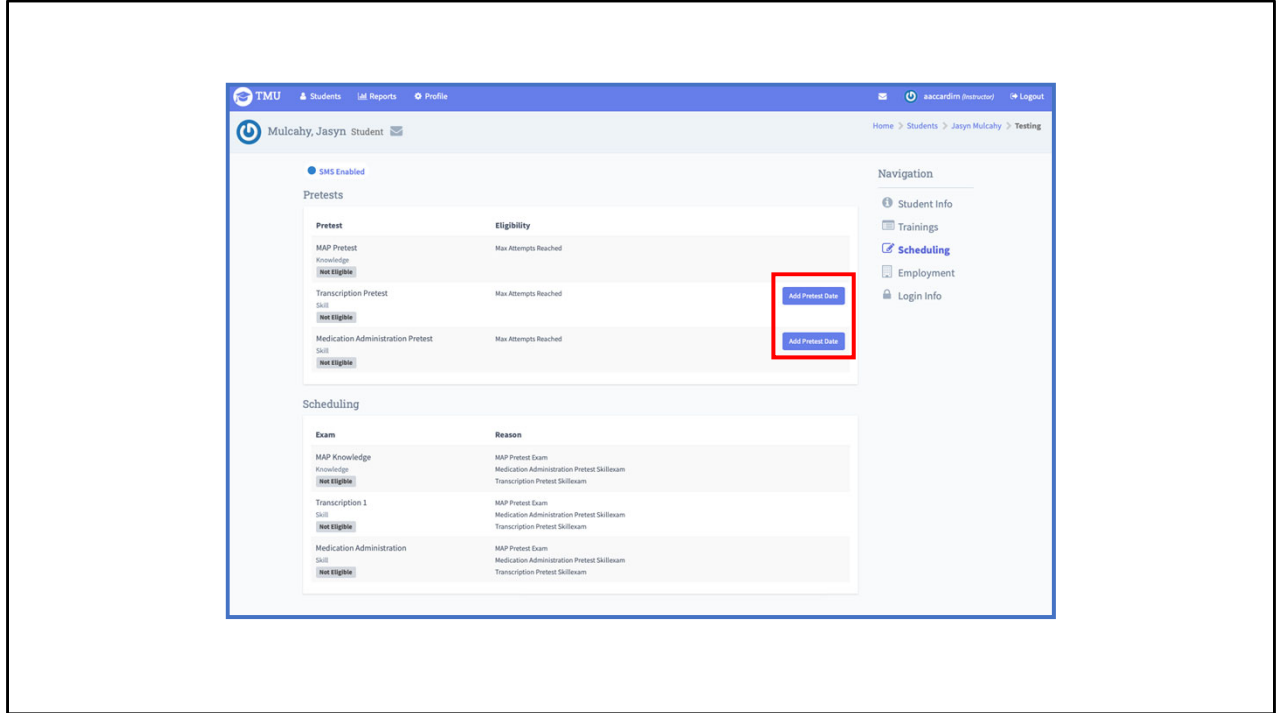
This one. The 'Student's page'

From the 'Students' page, pull up the student record of interest using any of the search options from the dropdown box

For this search the training start date was used. Click on the student's name to open the student's record

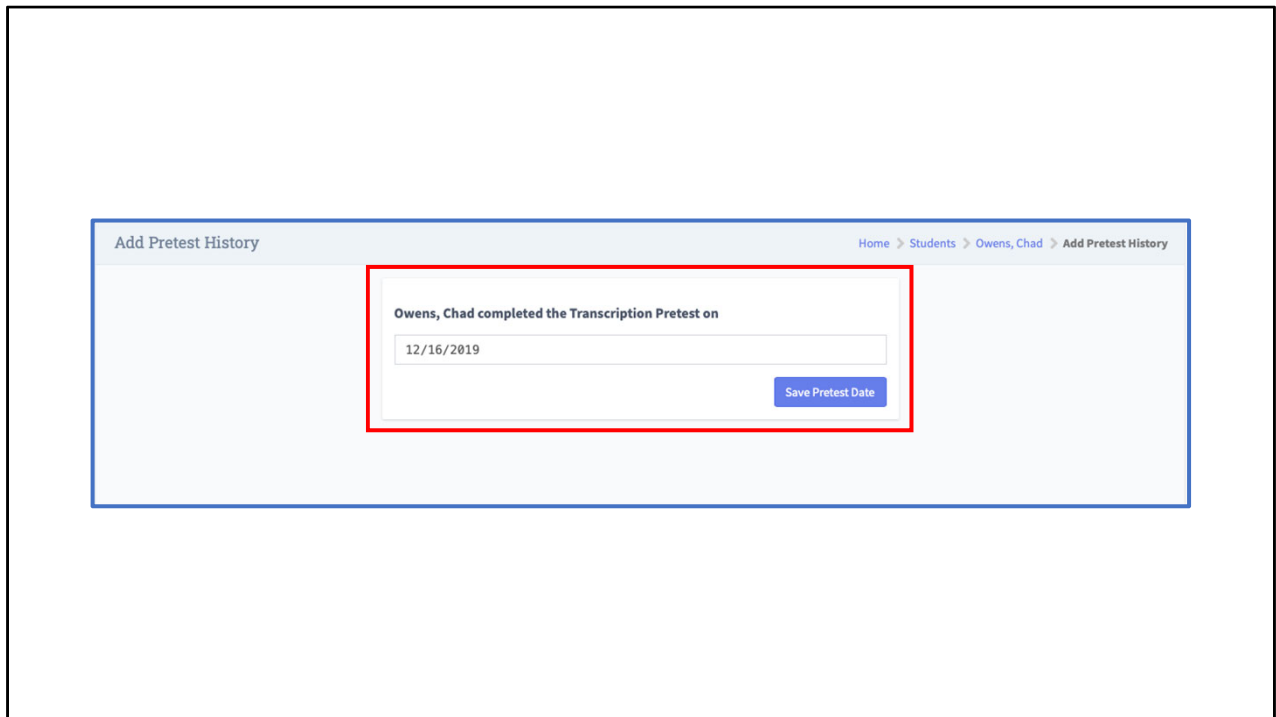


When the student's record opens, select 'Scheduling' on the right hand side under 'Navigation'

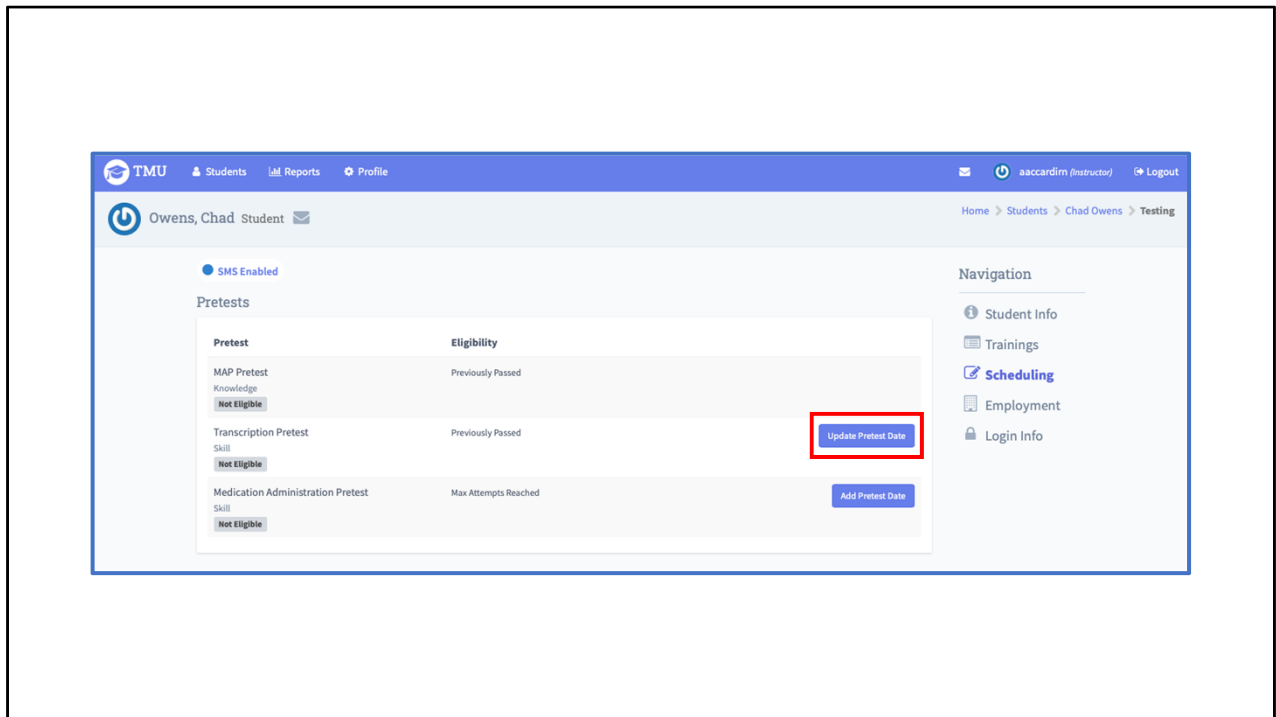


When the scheduling page opens, the trainer can select the 'Add Pretest Date' button next to the transcription test and/or medication administration pretest.





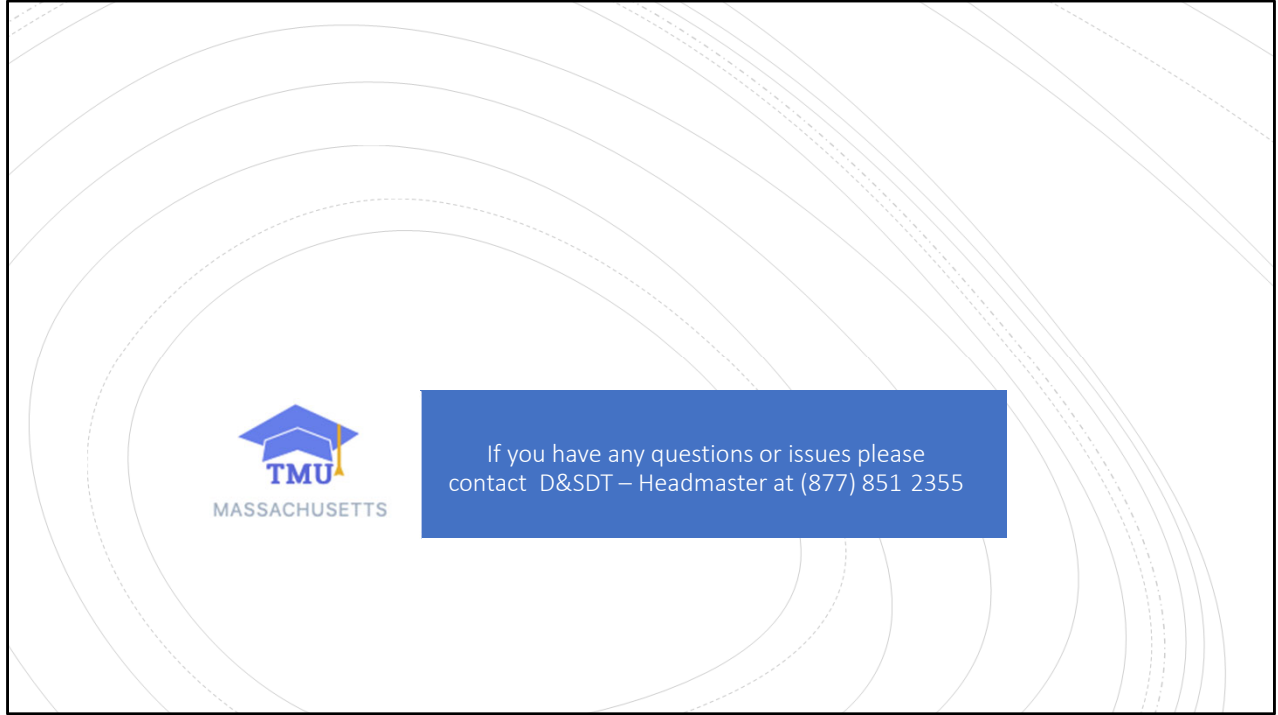
This page will open. The trainer will enter the date the student passed the pretest for the respective exam and then click 'Save Pretest Date'.



When a pretest date has been entered, the blue button will change to 'Update Pretest date' and will allow the student to schedule their Certification exam upon passing the MAP Knowledge CBT Pretest

The knowledge pretest will automatically populate with a date when the student passes the knowledge pretest.

The pretest (knowledge, transcription, medication administration) can be taken and entered into their record in any order. Students will not be eligible to take the certification test until a training completion date has been entered into their record by the MAP trainer.



If you have any questions or issues, please contact D&SDT – Headmaster at (877) 851-2355