

# Instructions for creating PERT Authorization Tickets

## To create an EXCEL file to use in Mail Merge

1. From Evaluation Services Website, click to the College Success (PERT) link.
2. Login.
3. Click on Administer Test tab.
4. Click on View and Export Student Logins.
5. Do a general search by clicking on Search without placing data in any field.
6. Make sure all students are INACTIVE. If not, select the "ALL" box in the red bar at the top and then select the Deactivate Students button found at the bottom of the page.
7. Once deactivated, check off only those students which are to be tested and click on the Activate Students button on the bottom of the page.
8. Now that only the students you are testing are activated, click on the Excel button found at the bottom of the page. ALL students in the file (all pages) will export in a new file. (Once in Excel, you will be able to sort to only the active students to use in the mailmerge).
9. In the dialog box, click SAVE –Name and direct the file to the place of your choice (i.e. desktop, PERT folder, etc. Then click OPEN.
10. Log off to College Success.

## To prepare Excel file for mailmerge into your designed Authorization Tickets

1. Click on the triangle found in the upper left-hand corner of the file.
2. Under the "Data" tab at the top of the Menu Bar, click the word Sort. This will open a dialog box.
3. Select the box "My data has headers".
4. In the first "Sort by" drop down menu select "Status".
5. Click "Add Level "and select "Last Name", Repeat and select "First Name"---Click on OK button.
6. Scroll down to the INACTIVE students ---Highlight and delete all INACTIVE students.
4. Select **SAVE**----your file is ready to mailmerge into your self-designed Authorization Tickets.

**DEACTIVATE those students who tested at the end of each day**