**Blackboard Fiscal Certification Test Script**

Step 1: Student emails the Graduate Assistant (GA) of Student Government to add them in the Blackboard for the Fiscal Certification Test.

Student Government staff members directs students to email GA for the Blackboard Fiscal Certification Test

Step 2: GA requests students for the information below:

*Student’s Name, FAU Z#, Contact Phone#, Club Name, Office Held/Position, and FAU Email Address.*

Step 3: Student replies GA with the above information.

Step 4: GA adds the student’s information in the Excel document under “Copy of Certification Current” under “Enrolled & Disenrolled” tab.

Step 5: GA adds the student as a “User” in Blackboard.

Step 6: GA sends an email to the student to take the test within 7 days. The email script is below:

*Dear (Student’s Name),*

*I have enrolled you for the Student Government Fiscal Certification Test in Blackboard. All the course materials for the test are in the Blackboard. Please complete the test by (****Date & Time). Please be advised that you have to score 70 or above for the test.***

***Question # 50 d****irects you to complete the "Banner Requisition Form" and submit the document to (GA) via e-mail.*

*Please do not hesitate to contact me if you have any further questions/concerns.*

*Thank you.*

Step 7: GA checks the grades in the Blackboard.

Step 8: If a student takes the test within 7 days and scores above 70 with the complete Banner Requisition Form, GA then adds the student’s information under “Copy of Certification Current”, Excel document under “Certified” tab, and sends the “Certification Number” to the respective student. The e-mail script is below:

*Dear (Student’s Name),*

*Congratulations! You have passed the fiscal certification test scoring (****score).***  *For purchasing materials from college and other financial services for your esteemed organization, you will need a certification number.*

**Your certification number is \_\_\_\_\_.**

*Thank you.*

Step 9: If a student passes the test and fails to complete the Banner Requisition Form, then GA adds the student’s information under “Copy of Certification Current”, Excel document under “Certified” tab, and sends the “Certification Number” to the respective student and requests the Banner Requisition Form. The e-mail script is below:

*Dear (Student’s Name),*

*Congratulations! You have passed the fiscal certification test scoring (****score).***  *For purchasing materials from college and other financial services for your esteemed organization, you will need a certification number.*

**Your certification number is \_\_\_\_\_.**

*Also, please provide me a copy of the completed banner requisition form as directed in question 50.*

*Thank you.*

Step10: Once the student submits the Banner Requisition Form, GA takes off the student’s name from the “user” in the blackboard.

Step 11: If the student scores below 70 in the test, GA sends an email to the respective student to re-take the test again in 3 days. The e-mail script is below:

*Dear Student,*

*I advise you to re-take the test again. Remember you have to score 70 or above to be eligible to use your club funds. Your deadline to complete the test is \_\_\_\_\_\_ (3 days from the email sent by the GA).*

*Please contact me if you have any further questions/ concerns.*

*Thank you.*

Step 12: If the student fails again, GA sends an email to requesting the student to email the GA back whenever the student is ready to re-take the test.

Step 13: Once the email is received from the student, GA informs the student that the deadline to take the test has now been shortened to 2 days.

Step 14: If a student is unable to complete the test within the deadline provided, GA takes off the student’s name from the “user” list in the blackboard and waits for the student to reply to re- take the test again. GA sends an e-mail requesting a valid reason for not completing the test. If a student replies with a valid reason, GA then adds the student back and sends an e-mail extending the test for further 3 days.

Step 15: GA extends the test for 3 more days. If the student fails to take the test again, GA takes off the student’s name from the “user” list in the blackboard and waits for the student to reply with a valid reason for the second time. GA sends an email requesting the student to email the GA back whenever the student is ready to re-take the test.

Step 16: Once the email is received from the student, GA informs the student that the deadline to take the test has now been shortened to 2 days.

*Fiscal Certification Test process is now complete.*