



UNIVERSITY OF CENTRAL FLORIDA

Evening MBA Foundation Assessment & Modules

Instructions for Admitted Students

This document provides instructions for candidate admitted to the Evening MBA on taking the required MBA Foundation Assessments and Foundation Modules.

COLLEGE OF BUSINESS OFFICE OF GRADUATE PROGRAMS

Evening MBA Foundation Modules – Instructions for Admitted Students

Welcome to UCF's Evening MBA Foundation online assessments and modules in accounting, economics, finance, and business statistics. These are offered through McGraw-Hill's *Connect* online learning management system and are designed to help you build the foundational knowledge needed to succeed in your Evening MBA program at UCF.

All admitted Evening MBA students are required to take the initial assessments and email a screenshot of their scores to cbagrad@ucf.edu regardless of undergraduate major or work experience.

TAKING THE ASSESSMENTS

Take each of the four free Initial Assessments in accounting, economics, finance, and business statistics. Each Initial Assessment may only be taken **once** and they are **timed**, so be sure to complete each one during the allotted time.

- Go to <http://connect.mheducation.com/class/u-administrator-start-here---initial-assessment>
- Click on 'REGISTER NOW' to create your account.
- Once you create your account, you will automatically move to the Initial Assessments assignment list. Work through each assessment in the order that they are presented.
- Take a single screenshot of all four Initial Assessment scores and upload them to your application through the [online application portal](https://applynow.graduate.ucf.edu/apply/status) (<https://applynow.graduate.ucf.edu/apply/status>). You can only upload the screenshot after your application has been submitted. The screenshot must display your first and last name and list each subject and the associated assessment score. Below your application portal checklist, you can select to upload the screenshot to "initial assessments". Be sure to complete the remainder of your missing checklist items and your application will then be reviewed.

If you score **70% or above** on any Initial Assessment, you do not need to proceed further into the content modules for that specific subject. If you scored 70% or above on all Initial Assessments, nothing additional is needed for this requirement

This next section is only required for students who scored below a 70% on any of the initial assessments. If you score **below 70%** on any one or more of the Initial Assessments, you need to purchase access to the online module(s) associated with the specific discipline(s) in which you score below 70%, complete the Foundation Module and Final Assessment and submit your scores.

1. Purchasing and Using the Online Foundation Modules

To purchase a Foundation Module, go to the web link below and click on 'REGISTER NOW.' Enter the same username/password that you entered for the Initial Assessments. Click 'BUY ONLINE' to purchase. The cost for each module includes the entire e-book and all learning resources.

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Each module costs \$100.00 and can be accessed via the links below:

- **ECONOMICS** – https://connect.mheducation.com/class/a-mba-economics---start-here_1
- **FINANCE** – https://connect.mheducation.com/class/a-mba-finance---start-here_2
- **BUSINESS STATISTICS** – <https://connect.mheducation.com/class/a-mba-business-statistics---start-here-1>
- **FINANCIAL ACCOUNTING** – <https://accounts.mheducation.com/connect/section/a-mba-accounting---start-here-2022?app=newconnect.mheducation.com>

The online Foundation Modules consist of the following:

- **eBOOK** – Optional for Financial Accounting
 - **LEARNING PRESENTATION** – video tutorials (Accounting & Finance Modules)
 - **LEARNSMART** – Interactive study tool that adaptively assesses student’s skill and knowledge level to track which topics students have mastered and which require further instruction and practice. You can select between Preview, Read, Practice, or Recharge in the upper left-hand corner of the screen.
 - **PREVIEW** – access to full e-book chapter.
 - **READ** – important sections of the chapter are selected and highlighted.
 - **PRACTICE** – asks you questions about the materials covered in the chapter.
 - **RECHARGE** – asks you questions about the chapter and directs to portions of the e-book if you need additional assistance.
 - **PRACTICE PROBLEMS** – problems delivered in a format like the *Initial Assessments* but provides hints and problem solutions. These problems can be attempted an unlimited number of times.
2. **TAKE THE PRACTICE FINAL ASSESSMENT**
- Delivered in a format like the Final Assessment (no hints or problem solutions) to allow you to test yourself to see if you are ready for the Final Assessment. The Practice Final Assessment can be attempted an unlimited number of times.
3. **TAKE THE FINAL ASSESSMENT**
- You can take the Final Assessment **ONLY ONCE**.
4. **SUBMITTING FINAL ASSESSMENT SCORES**
- Take a single screenshot of each Final Assessment score required and submit them to cbagrad@ucf.edu by the deadline required in your restricted admissions letter. The screenshot must display your first and last name and list each subject and the associated Final Assessment score.

TECHNICAL SUPPORT AND HELP

For technical support or questions, go to: <http://www.connectstudentsuccess.com/> or call 1-800-331-5094.

When contacting Connect for assistance, please reference the UCF e-mail address AdminMBA@ucf.edu which will allow Connect to locate the correct UCF MBA foundation courses. You will be assigned a case number for your issue, which you should refer to whenever contacting Technical Support.