Practice Test Administrator Section

I. Getting Started:

- 1. On the Windows Task Bar **Click** on the *Start* button.
- 2. Click on Programs.
- 3. Click on Course Test Manger.
- 4. Click on NP Computer Concepts 4e Comprehensive.



5. Will see the *Course Test Manger's login* screen (Figure 1.2)



Figure 1.2

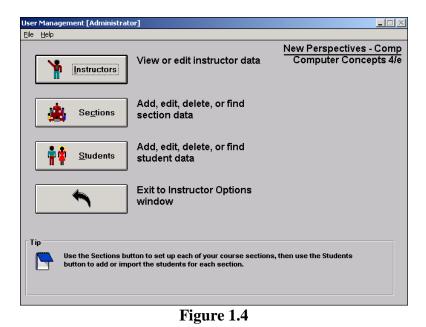
- 6. In the User ID text box, type in Administrator.
- 7. In the *Password* text box, type in **Admin**.
- 8. Click on the *OK* button.
- 9. Will see Course Test Manger Instructor Options Screen (Figure 1.3).

Course Test Manager - Inst	uctor Options [Administrator]	
<u>File H</u> elp		
<u>T</u> est Management	Create printed and on-line tests	New Perspectives - Comp Computer Concepts 4/e
User Management	Create and maintain class rosters and passwords	
<u>Statistics</u>	View and export results for on-line tests and practice tests	
Exit Exit	Exit the Course Test Manager	
Test Managerr Click the Statis	Management button to set up class rosters an ent to create tests and make them available to stics button to correct essay questions, review ractice sessions.	students.

Figure 1.3

II. Creating a User:

- 1. Click on the User Management button.
- 2. Will see the User Management for the Administrator screen (Figure 1.4).



- 3. Click on the *Students* button.
- 4. Will see the *Students* screen (Figure 1.5).

Students			
<u>File Edit Import Sort Reports E</u>	telp		
	Current Student		
Current Section:	User ID:	888-77-6666	Add New
All Sections	Password:	6666	Edi <u>t</u>
	Last Name:	Roberts	ОК
	First Name:	John	3
I Students	Middle Name:	G.	
	SS Number:	888-77-666	
	Section:	Assessment	
Tip Select the section you v Click the < and > button:		to view each of the students in th	is section.

Figure 1.5

- 5. Click on the *Add New* button.
- 6. Will see the Add new Student screen.
- 7. Type in the student's Social Security Number in the User ID text box.
- 8. Type in the first five digits of the student's SSN in the *Password* Text box.
- 9. Type in the student's Last Name in the Last Name text box.
- 10. **Type** in the student's First Name in the *First Name* text box.
- 11. **Type** in the student's Middle Initial in the *Middle Initial* text box.
- 12. Type in the student's Social Security Number in the SS Number text box.
- 13. See Figure 1.6 for a sample new student.

	Current Student		
	User ID:	111-11-1111	<u>0</u> K
	Password:	111111	A <u>d</u> d Another
	Last Name:	Williams	Ca <u>n</u> cel
	First Name:	Jophn	
	Middle Name:	B.	
	SS Number:	111-11-1111	
	Section:	Assessment	
You can leave the rest	er the student's user ID t of the fields empty and irity number when they	d have the students enter their ow	n password,

Figure 1.6

- 14. Click on the *OK* button.

- 15. You will return to the *User Management* screen.
 16. *Click* on the *(Exit to Instructor's Options)* button.
 17. Will See Figure 1.2 (*Course Test Manger Instructor Option*) again.
 18. **Click** on the *Exit* button to exit the software.

Assessment Test Student Section

I. Getting Started:

- 1. On the Windows Task Bar Click on the Start button.
- 2. Click on Programs.
- 3. Click on Course Test Manger.
- 4. Click on NP Computer Concepts 4e Comprehensive.



5. Will see Course Test Manger's login screen (Figure 1.2).



Figure 1.2

- 6. **Type** in <u>your User ID</u> given to you by the <u>Assessment Test Administrator</u> in the *User ID* text box.
- 7. **Press** the *tab* key.
- 8. **Type** in <u>your Password</u> given to you by the <u>Assessment Test Administrator</u> in the *Password* text box.
- 9. Click on the *OK* button.

10. You will see the Student Options [your user ID] screen (Figure 1.3).

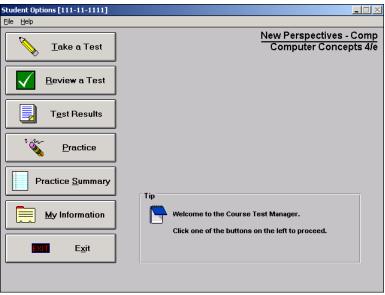


Figure 1.3

II. Taking a Practice Test

- 1. Click on the *Practice Test* button (Figure 1.3).
- 2. You should see the *Practice* screen (Figure 1.4).

Practice Modules/Tutorials	<u>×</u>
All Modules/Tutorials CONCEPTS Tutorial 1 CONCEPTS Tutorial 2 CONCEPTS Tutorial 3 CONCEPTS Tutorial 4 CONCEPTS Tutorial 5	<u>о</u> к
CONCEPTS Tutorial 6 CONCEPTS Tutorial 7 CONCEPTS Tutorial 8 CONCEPTS Tutorial 9	Ca <u>n</u> cel
Tip Click the Module/Tutorial you wa click the OK button. The comput questions at random for a practi take as many practice tests as y	ter will select 20 ice test. You can

Figure 1.4

Note: There are total of 16 practice tests available: All Modules/Tutorials, and Concepts Tutorials 1 through Concepts Tutorial 15.

- A. Each *Tutorial Number* contains practice questions about a specific area of computers. For example CONCEPTS Tutorial 1 contains questions about Using Computers, CONCEPTS Tutorial 2 contains questions about Software and Multimedia, CONCEPTS Tutorial 8 contains questions about the Internet.
- B. The *All Modules/Tutorials* contains questions from all the Tutorials 1 through 15.
- C. There are 20 different questions in each Tutorial.
- D. The questions will be Multiple Choice and/or True/False and/or Fill in the Blanks type questions.
- E. As you go through the *Practice* tests your computer keeps track of your scores.
- F. You will be able to review your *Practice* test score(s) after you have completed each Tutorial.
- G. It is highly recommended that you go through the *Practice Tutorials* in sequential order; i.e. *Tutorial 1*, then *Tutorial 2*, and so on. When you are finished with the individual *Tutorials* should then take the Practice test for the *All Module/Tutorials*.

III. Going Through a Tutorial Test:

- 1. **Click** on the *Concepts Tutorial* 8.
- 2. Click on the *OK* button.
- 3. You will see the *Practice Test CONCEPTS Tutorial 8 [Your User ID]* (Figure 1.5).

√ P	ract	ice Test	- CONCEPTS T	utorial	8 [111-11	-1111]					_ 🗆 🗵
File	Hel	p									
	1.	The agencie		-level do	omain bel	ongs to c	computer	s in the ca	itegory of U	I.S. government	
		O a.	gov								
		O b.	age								
		O c.	us								
		O d.	usa								
	4	Press	Next 💼			tus for 20				Curren	it Time
	-	Prev	Mext -	J 11	2 3 12 13	4 5 14 15	67 1617		10 ▲ 20	6:5	3:31
	<			ו 🛏							
		M	Done						-		
1.2											

Figure 1.5

- 4. Click on the *option* button the answer that you believe is the correct answer.
- 5. Click on the *Next* button to go to the next question.
- 6. Provide the answer.
- 7. Repeat Steps 5 and 6 until you reach question 20.
- 8. At question number 20 the computer will notify you that you reach the last question.
- 9. You can click on the *Prev* button to review or revise any one of your answers.
- 10. When your are finished with answering and revising all the 20 questions in this *Practice Tutorial* **Click** on the *Done* button.
- 11. You will see a screen showing the result of the first question (Figure 1.6).

Vractice Test - CONCEPTS Tutorial 8 [111-11-1111]	
<u>File H</u> elp	
1. The top-level domain belongs to computers in the category of U.S. government agencies.	
O b. age	
● c. us	
O d. usa	
Question Status for 20 question test	
	-
1 2 3 4 5 6 7 8 9 10 A 11 12 13 14 15 16 17 18 19 20	
Done	

Figure 1.6

- 12. A <u>Smiley face</u> at the *top left* of the screen and a <u>blue</u> number at the *bottom* of the screen indicates that you provided the **correct** answer. Whereas, A <u>Sad face</u> at the *top left* of the screen and a <u>red</u> number at the *bottom* the screen indicates that you provided an **incorrect** answer.
- 13. Click on the *Next* button to see the result for the next anwers
- 14. **Repeat** step 13 until you have reviewed all your answers.
- 15. **Click** on the *Done* button.
- 16. Your will see the Study Guide screen (Figure 1.7)

Study Guide		X
Edit		
111-11-1111 - Suggested Study Guide		
CONCEPTS Tutorial 8 Date: 5/23/2001		1
Review the answers to the following questions:		
Question 1: Incorrect Answer The top-level domain belongs to computers in the category of U. government agencies. See Tutorial 8, page CONCEPTS 350.		
	•	1
Tip You can click the Print button to print the Study Guide.	<u>P</u> rint	
You can also use the mouse or the Edit/Select All menu option to copy the Study Guide to the Windows clipboard. From the clipboard, you can paste the study guide into any Windows program.	<u>C</u> ontinue	

Figure 1.7

- 17. Click on the *Continue* button.
- 18. You return to the screen illustrated in (Figure 1.3)

- 19. Click on the Practice Summary button.
- 20. You will see Practice Test Manager Report screen (Figure 1.8).
- 21. To close this screen **Click** on the **X** at the top right side of your screen.
- 22. You will return to Figure 1.3.
- 23. **Repeat** the steps 2 through 22 until you are done with all of the Tutorials
- 24. Make sure you are at the

Click on Practice test Now try Tutorial 2

Repeat

		Practi	5/23/2001		
Williams		Jophn	B.		
Module Chapter	CONCEPTS 1 Date 5/23/2001	Number of Questions 20	Questions Correct 0	% Correct 0.00	
Chapter	8 Date 5/23/2001 5/23/2001	Number of Questions 20 20	Questions Correct 0 13	% Correct 0.00 65.00	
Total Sessi	ions: 3		Average	Score: 21.67%	
Total Sessi	ions: 3		Average	Score: 21.67%	
Total Sessi	ions: 3		Åverage	Score: 21.67%	
Total Sessi	ions: 3		Average	Score: 21.67%	
Total Sessi	ions: 3		Average	Score: 21.67%	

St	udy Guide	X
Ē	dit	
	111-11-1111 - Suggested Study Guide	1
	CONCEPTS Tutorial 8 Date: 5/23/2001	
	Review the answers to the following questions:	
	Question 1: Incorrect Answer Thetop-level domain belongs to computers in the category of U.S. government agencies.	
	See Tutorial 8, page CONCEPTS 350.	-
	You can click the Print button to print the Study Guide. Print You can also use the mouse or the Edit/Select All menu Continue	
	From the clipboard, you can paste the study guide into any Windows program.	