

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*.

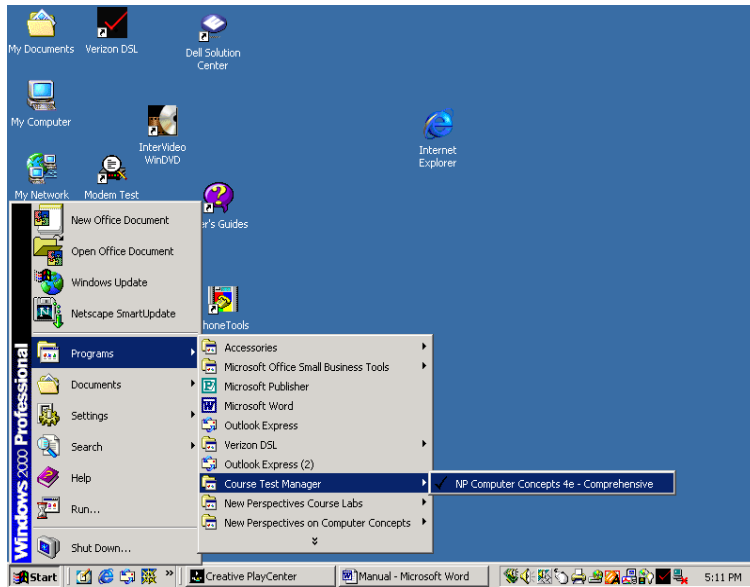


Figure 1.1

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).

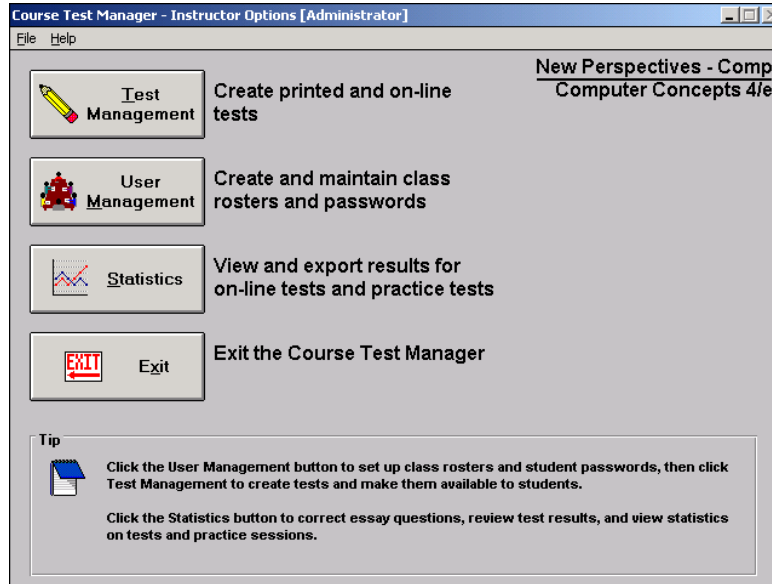


Figure 1.3

II. Creating a User:

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

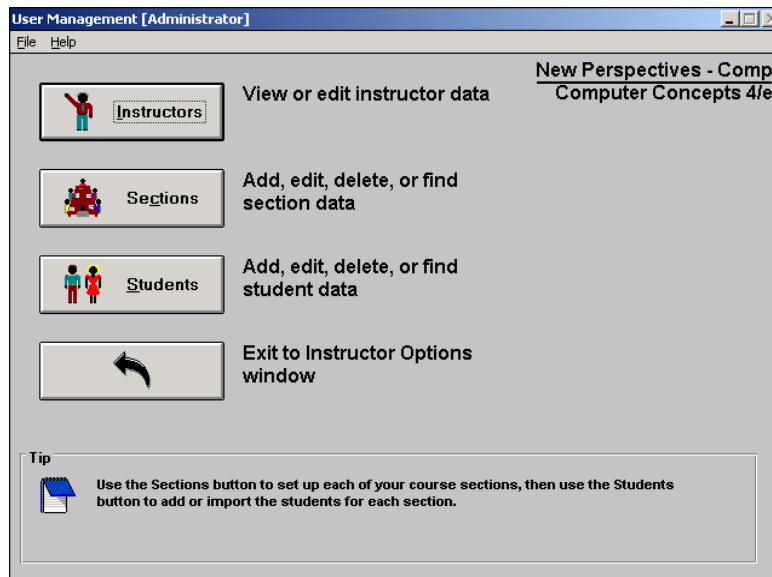


Figure 1.4

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

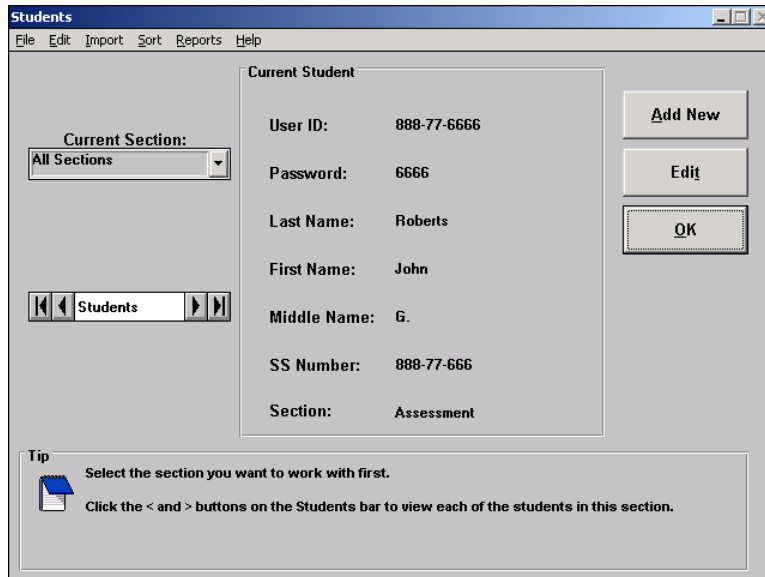


Figure 1.5

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.

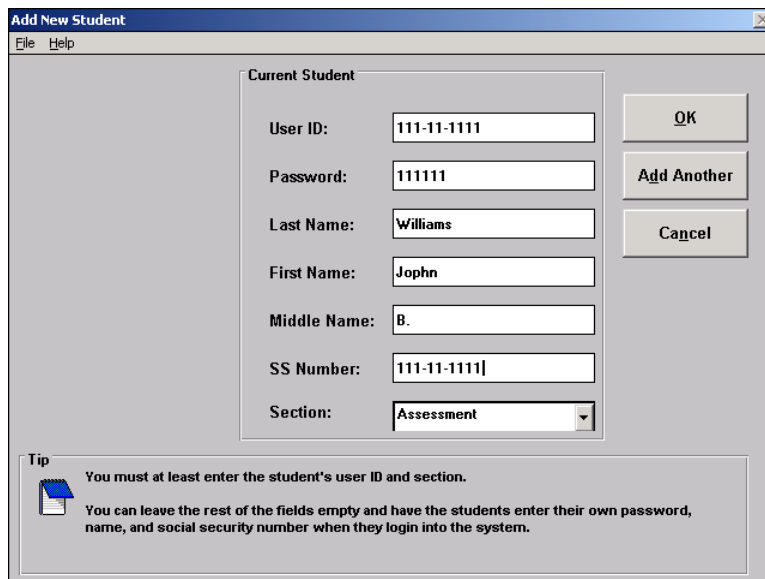



Figure 1.6

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*.

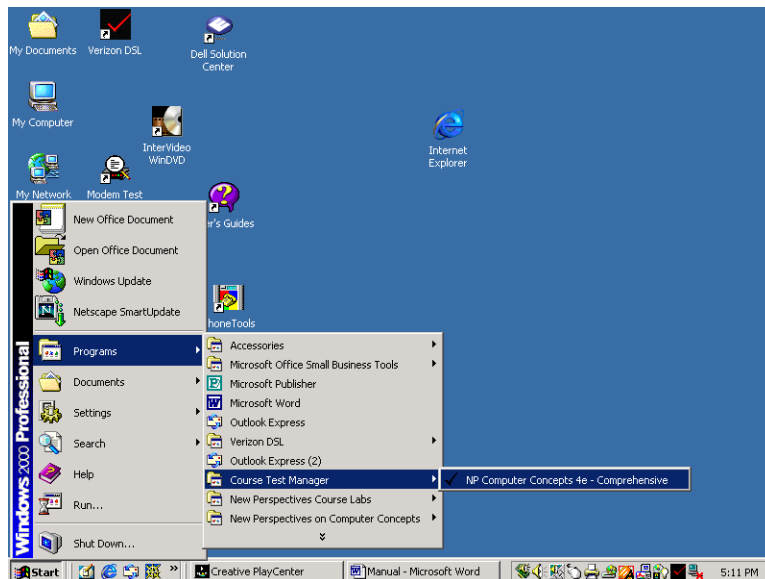


Figure 1.1

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



Figure 1.2

6. **Type** in your User ID given to you by the Assessment Test Administrator in the *User ID* text box.
7. **Press** the *tab* key.
8. **Type** in your Password given to you by the Assessment Test Administrator 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).

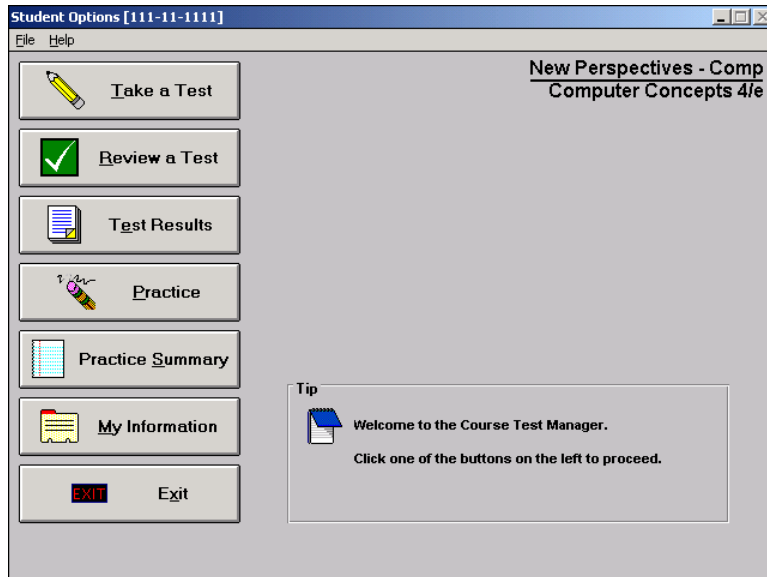


Figure 1.3

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).

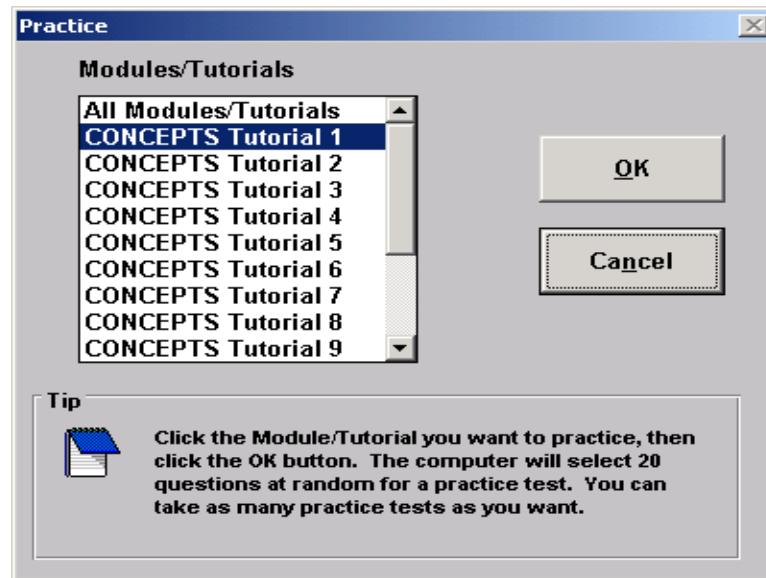


Figure 1. 4

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).

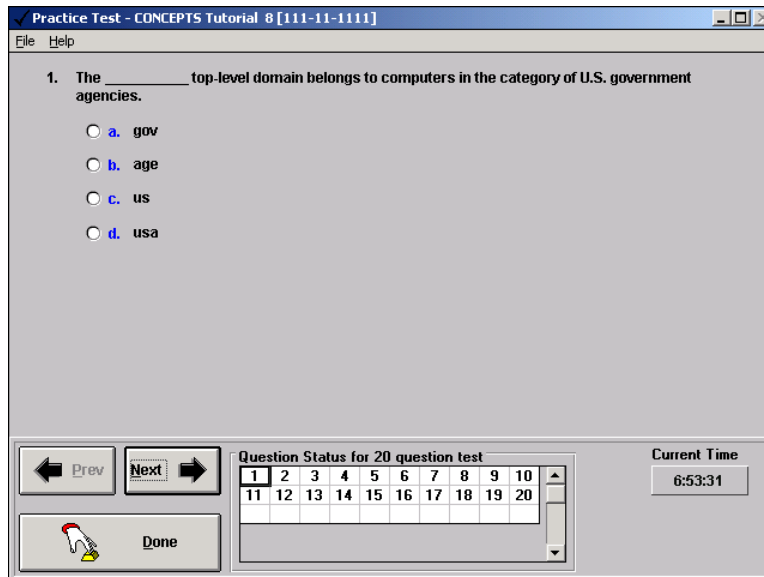



Figure 1.5

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).

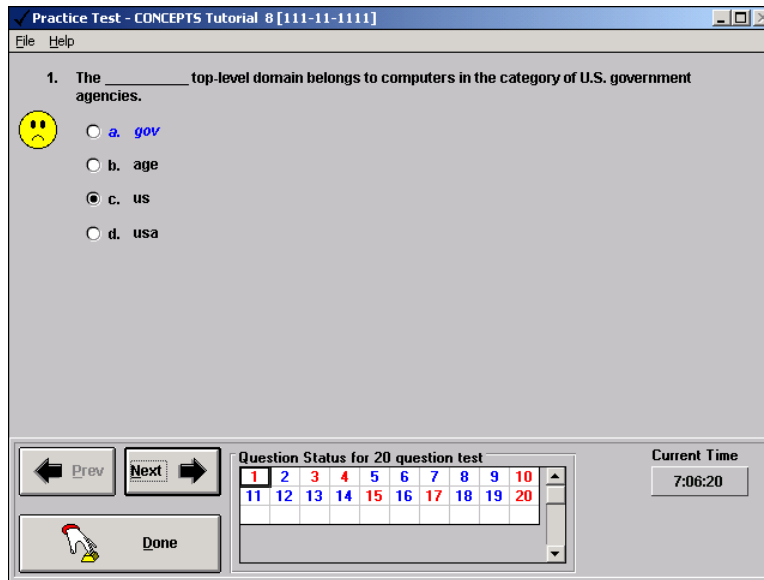


Figure 1.6

12. A Smiley face at the *top left* of the screen and a blue number at the *bottom* of the screen indicates that you provided the **correct** answer. Whereas, A Sad face at the *top left* of the screen and a red 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 answers
14. **Repeat** step 13 until you have reviewed all your answers.
15. **Click** on the *Done* button.
16. You will see the Study Guide screen (Figure 1.7)

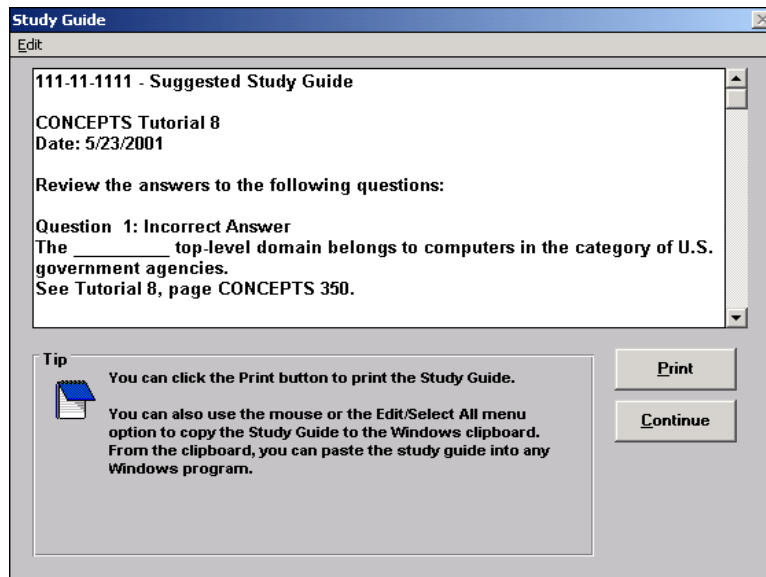


Figure 1.7

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

Practice Test Summary					
5/23/2001					
Williams		Jopha		B.	
Module	CONCEPTS				
Chapter	1	Date	Number of Questions	Questions Correct	% Correct
		5/23/2001	20	0	0.00
Chapter	8	Date	Number of Questions	Questions Correct	% Correct
		5/23/2001	20	0	0.00
		5/23/2001	20	13	65.00
Total Sessions:		3	Average Score:		21.67%

Study Guide

Edit


111-11-1111 - Suggested Study Guide

CONCEPTS Tutorial 8
Date: 5/23/2001

Review the answers to the following questions:

Question 1: Incorrect Answer
The _____ top-level domain belongs to computers in the category of U.S. government agencies.
See Tutorial 8, page CONCEPTS 350.

Tip

 You can click the Print button to print the Study Guide.

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.

Print

Continue