

**OCSAT**  
**(On-line Course  
Skill Assessment Test)**


Prepared

by

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# Introduction



Online Course Pre Registration Test, Screen 1

Community College of Beaver County

OCSAT  
(Online Course Skill Assessment Test)

Are you technically prepared for an Online Course?

Do your study skills match those required by an Online Course?

**Start**

Developed by:  
Heidie G. McCaulley,  
Associate Professor, CIS/Telecom Dept.

The image is a screenshot of a web browser window. The title bar at the top reads "Online Course Pre Registration Test, Screen 1" and includes standard window control buttons (minimize, maximize, close). The main content area has a light gray background. It features the text "Community College of Beaver County" in a large, black, sans-serif font. Below this is "OCSAT" in a slightly smaller font, followed by "(Online Course Skill Assessment Test)" in parentheses. Two lines of text ask the user: "Are you technically prepared for an Online Course?" and "Do your study skills match those required by an Online Course?". A rectangular button with a dotted border and the word "Start" in bold black text is centered below the questions. At the bottom, in a smaller blue font, it says "Developed by: Heidie G. McCaulley, Associate Professor, CIS/Telecom Dept."

# Introduction

Online Course Pre Registration Test, Screen 2

5

Hours: 00 Minutes: 00 Seconds: 05

## Introduction

This test consists of six sections as listed below:

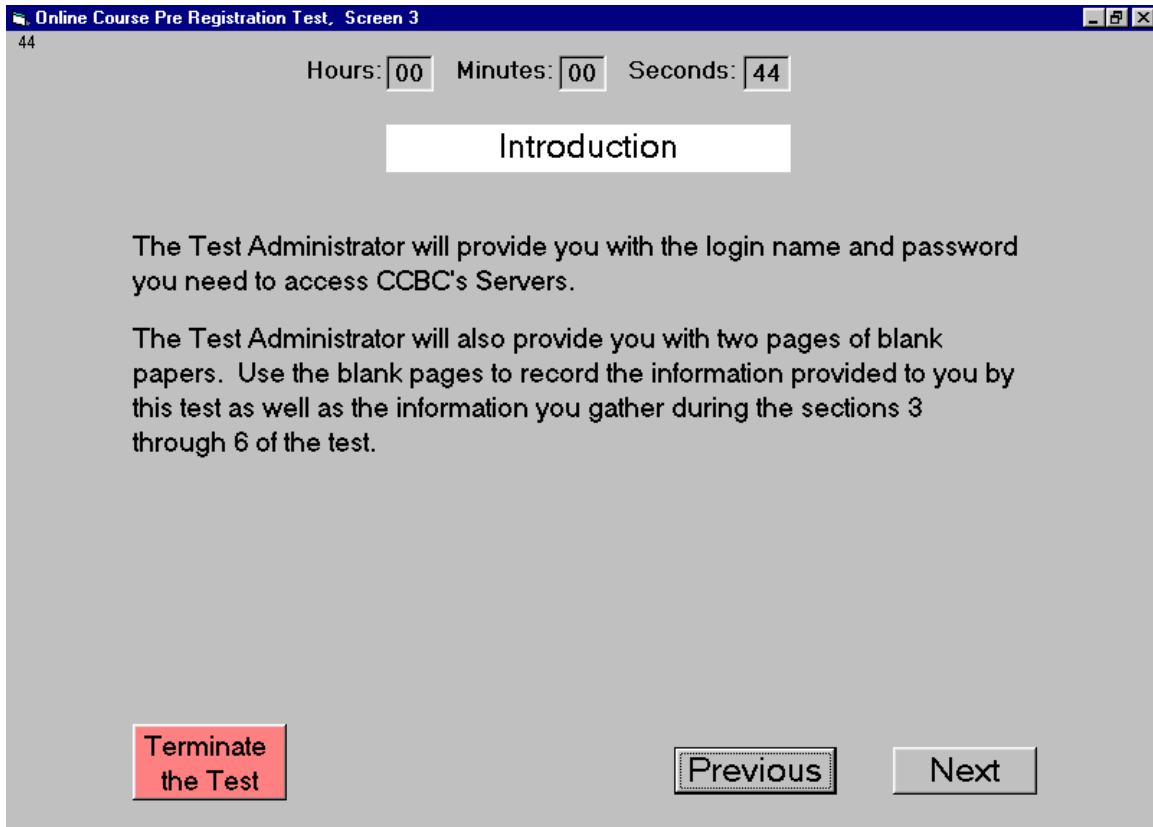
1. Entering your information.
2. Answering a set of general computer questions.
3. Using CCBC's Instructional Server (Blackboard).
4. Using the World Wide Web.
5. Using MS Word.
6. Using the E-mail Server (lanmail).

Terminate the Test

Previous

Next

# Introduction



44

Hours:  Minutes:  Seconds:

## Introduction

The Test Administrator will provide you with the login name and password you need to access CCBC's Servers.

The Test Administrator will also provide you with two pages of blank papers. Use the blank pages to record the information provided to you by this test as well as the information you gather during the sections 3 through 6 of the test.

# Student Information

Online Course Pre Registration Test, Screen 4

83

Hours:  Minutes:  Seconds:

**Student Information**

Enter Your First Name:

Enter Your Last Name:

Enter Your Social Security Number:

Enter Your CCBC Student ID (If Any):

Select Enrollment Status:

- Full Time Student
- Part Time Student

**Terminate the Test**

# General Questions

Online Course Pre Registration Test, Screen 5

138

Hours:  Minutes:  Seconds:

## General Questions

1. How many years have you used a computer?

- Less than a year
- 1 to 2 years
- 3 to 5 years
- Over 5 years

2. Where do you have access to a computer with connectivity to the Internet? Check all that apply.

- At Home
- At Work
- At a Library

# General Questions

Online Course Pre Registration Test, Screen 6

181

Hours:  Minutes:  Seconds:

**General Questions**

3. What type of Internet connection do you have at home?

Have no Connectivity       DSL  
 I do not know what type       Wireless  
 Dialup       Cable

4. What do you use the Word Wide Web for?

Never Used it  
 Research  
 Shopping  
 Paying Bills

**Terminate the Test**      Previous      Next

# General Questions

Online Course Pre Registration Test, Screen 7

222

Hours:  Minutes:  Seconds:

**General Questions**

5. Which one of the following best defines your skill level when using Windows Operating System?

- Do not know at all.
- Introductory
- Intermediate
- Advanced

6. What do you used e-mail for?

<input type="checkbox"/> Have never used it	<input type="checkbox"/> Shopping
<input type="checkbox"/> Inter-Office Communications	<input type="checkbox"/> Communicate with my professors
<input type="checkbox"/> Communicate with friends	

**Terminate the Test**



# General Questions

Online Course Pre Registration Test, Screen 8

265

Hours:  Minutes:  Seconds:

**General Question**

7. Which one of the following MS Office software tools do you know how to use? Check all that apply.

- Word
- Excel
- Access
- Power Point

8. Which one of the following best defines your skill level when using MS Word?

- Do not know at all
- Introductory
- Intermediate
- Advanced

**Terminate the Test**      Previous      Next

# General Questions

Online Course Pre Registration Test, Screen 9

296

Hours:  Minutes:  Seconds:

**General Questions**

9. Have you used Blackboard Instructional Web Server before?

Yes  
 No

10. Have you used Lanmail Mail Server before?

Yes  
 No

**Terminate the Test**      Previous      Next

# Blackboard Server

Online Course Pre Registration Test, Screen 10

329

Hours: 00 Minutes: 05 Seconds: 29

## Blackboard Server

Blackboard Server is the Instructional Server at CCBC. All the Online courses at CCBC are taught using this Server.

The Online faculty post their course syllabi, lecture notes, assignments, tests, etc. at this server for their Online students

Using a browser and "*blackboard.ccbc.cc.pa.us*" as the URL you can access the home page of this server.

However, to access the information at this server one has to have a valid login name and password assigned by the College.

Terminate the Test

Previous

Next

# Blackboard Server

Online Course Pre Registration Test, Screen 11

362

Hours: 00 Minutes: 06 Seconds: 02

## Blackboard Server

Every CCBC Online student is assigned a login name and a password in order to access the information about his/her course.

Now suppose you have registered in " *Introduction to Information Technolog* " Online course.

Your professor has posted an assignment in the " *Assignments* " section of the course.

In this part of the test you will have to find out what the assignment is about. The information you need to perform this task is provided on the next screens.

Terminate the Test

Previous

Next

# Blackboard Server

Online Course Pre Registration Test, Screen 12

393

Hours: 00 Minutes: 06 Seconds: 33

## Blackboard Server

*Make sure you read all the steps provided on this screen and the next screen, and take notes if necessary, before you actually perform the steps.*

1. Load a Web browser by clicking on the " **Load A Browser** " Button on the next screen.
2. Using " **blackboard.ccbc.cc.pa.us** " as the URL, access the home page of the Server.
3. Log in to the Server using the login name and the password assigned to you by the Test Administrator.

Terminate the Test

Previous

Next

# Blackboard Server

Online Course Pre Registration Test, Screen 13

420

Hours:  Minutes:  Seconds:

Blackboard Server

4. Click on "Introduction to Information Technology " at the right of the Blackboard the screen.
5. Cilck on the " Assignments " button at the left of the Blackboard screen.
6. Write down what the assignment requires.
7. Logout of the Blackboard Server.
8. Close the browser window in order to return to this screen.

Load a Web Browser

Terminate the Test

Previous

Next

# Searching the Web

Online Course Pre Registration Test, Screen 14

455

Hours:  Minutes:  Seconds:

## Web Search

In this section of the test you will be searching the Web for the information required in your assignment.

***Make sure you read all the steps provided on this screen and the next screen, and take notes if necessary, before you actually perform the steps.***

1. Click on the "Load A Web Browser" button on the next screen to load a Web browser.
2. Use any search engine you are most familiar with.

# Searching the Web

Online Course Pre Registration Test, Screen 15

488

Hours: 01 Minutes: 02 Seconds: 08

Web Search

3. Make sure to write down any data you gather concerning your assignment.
4. To return to this screen close the Web browser screen that you have been working with.

Load a Web Browser

Terminate the Test

Previous

Next



# Microsoft Word

Online Course Pre Registration Test, Screen 16

517

Hours:  Minutes:  Seconds:

Microsoft Word

In this section of the test you will use MS Word to type in the answers to your assignment in a template already prepared for you in MS Word.

***Make sure you read all the steps provided on this screen and the next screen, and take notes if necessary, before you actually perform the steps.***

1. Click on the "Load Assignment Template" Button on the next Screen.
2. Type in the required information and your answers to the assignment in the template.

# Microsoft Word

The screenshot shows a window titled "Online Course Pre Registration Test, Screen 17" with a timer at 00:09:02. The main content area is titled "Microsoft Word" and contains two numbered instructions. At the bottom, there are four buttons: "Terminate the Test" (red), "Load Assignment Template" (orange), "Previous" (grey), and "Next" (grey).

542

Hours: 00 Minutes: 09 Seconds: 02

### Microsoft Word

3. Save the file using " **Your first and last name** " as the name, in a folder called " *Students\_Assignments* " which is already created for you in " **C:\CCBC\_OCSAT\** ".
4. Exit out of MS Word to return to this screen.

Load Assignment Template

Terminate the Test Previous Next

# Lanmail

Online Course Pre Registration Test, Screen 18

571

Hours:  Minutes:  Seconds:

## Lanmail

Lanmail is a Mail Server used by all Online faculty and their students. In this section you will e-mail your assignment to your Online Professor.

***Make sure you read all the steps provided on this screen and the next screen, and take notes if necessary, before you actually perform the steps.***

1. Load a Web browser by clicking on the " **Load a Web Browser** " button on the next screen.
2. Using " **ccbc.lanmail.com** " as the URL, access the home page of the Server.

**Terminate the Test**      Previous      Next

# Lanmail

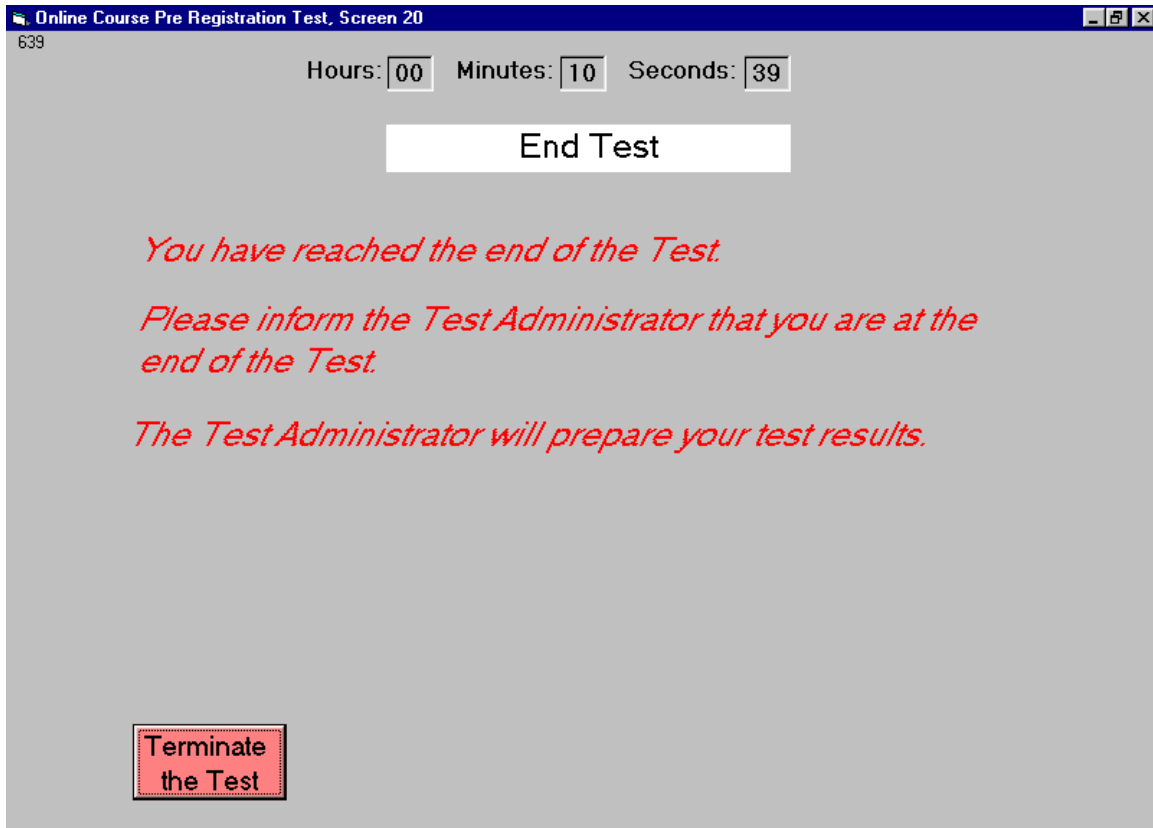
Online Course Pre Registration Test, Screen 19  
608

Hours:  Minutes:  Seconds:

Lanmail

3. Type in your lanmail login name and the password assigned to you by the Test Administrator.
4. Send an e-mail to "[onlineprofessor@ccbc.lanmail.com](mailto:onlineprofessor@ccbc.lanmail.com)" using your assignment file as an attachment.
5. Logout of the Server, then close the browser window to return to this screen.

# End of Student Test



# Test Administrator

Online Course Pre Registration Test, Screen 21

639

First Name:  Social Security No.:

Last Name:  CCBC Student ID:

**Test Administrator**

*Read all the steps below carefully before actually performing them.*

1. Determine if the student has saved the Test Assignment.

- A. Click on Load MS Word Button below.
- B. Go to C:\CCBC\_OCSAT\Students\_Assignments.
- C. Open the current student's test assignment file which has been saved by the student using his/her first and last name.
- D. Print the file.
- E. Close the MS Word window in order to to return to this screen.

**Load MS Word**

**Terminate the Test** **Previous** **Next**

# Test Administrator

Online Course Pre Registration Test, Screen 22

639

First Name:

Last Name:

Social Security No.:

CCBC Student ID:

**Test Administrator**

2. Answer the following questions using the answer sheet you have been provided with:

a. The Test Assignment File Was

Saved in the C:\CCBC\_OCSAT\Students\_Assignments Folder.

Saved using the student's first and last name.

b. The student has completed the following information

First Name                       SSN and/or Student ID

Last Name                         Today's date

**Terminate the Test**                      Previous                      Next

# Test Administrator

Online Course Pre Registration Test, Screen 23

639

First Name:  Social Security No.:

Last Name:  CCBC Student ID:

**Test Administrator**

c. The definition of the Emoticon symbols was

Provided and was accurate.  Not provided at all.  
 Provided and was somewhat inaccurate.

d. An example of an Emoticon symbol was

Provide and was accurate.  Not provided at all.  
 Provided but was somewhat inaccurate.

e. The URL where the data was collected from was

Provided and was accurate.  Not provided at all.  
 Provided but was somewhat inaccurate.

**Terminate the Test**



# Test Administrator

639 Online Course Pre Registration Test, Screen 24

First Name:  Social Security No.:   
Last Name:  CCBC Student ID:

**Test Administrator**

*Read all the steps below carefully before actually performing them.*

2. Determine if the student has e-mailed his/her test assignment as an attachment.

- A. Click on the Load a Web Browser Button on the next screen.
- B. Log in to the server using "onlineprofessor" as the login name and the password.
- C. Retrieve the e-mail sent to you by the student.

**Terminate the Test**

# Test Administrator

Online Course Pre Registration Test, Screen 25

639 First Name:  Social Security No.:   
Last Name:  CCBC Student ID:

**Test Administrator**

E. Check the Subject of the e-mail  
F. Check the message area of the e-mail.  
G. Print the Attached file.  
H. Logout and exit the browser window to return to this

**Load a Web Browser**

**Terminate the Test** Previous Next

# Test Administrator

Online Course Pre Registration Test, Screen 26

639 First Name:  Social Security No.:   
Last Name:  CCBC Student ID:

**Test Administrator**

a. An e-mail was sent by the student.

True  
 False

b. The subject of the e-mail was

Relavant  Not provided at all.  
 Some what relavant.

c. The message of the e-mail was

Relavent.  Not provided at all.  
 Some what relavant.

**Terminate the Test** Previous Next

# Test Administrator

Online Course Pre Registration Test, Screen 27

639

First Name:

Last Name:

Social Security No.:

CCBC Student ID:

**Test Administrator**

d. The attachment of the e-mail was

The correct file.

Not the correct file.

Not provided at all.

**Terminate the Test**

Previous

Next

# Test Administrator

Online Course Pre Registration Test, Screen 28

639

First Name:  Today's Date 5/14/03 Social Security No.:

Last Name:  CCBC Student ID:

### Test Results

Section	Allowable Time (Sec)	Time You Spent (Sec)	Difference (Sec)
Introduction	10		
Your Info.	18		
General Questions	10		
Blackboard	150		
Web Search	350		
MS Word	520		
Ianmail	130		
Totals			

# Test Administrator

639 Online Course Pre Registration Test, Screen 29

First Name:  Today's Date: 5/14/03 Social Security No:   
Last Name:  CCBC Student ID:

### Test Result

Task	Maximum Points	Your Points	Difference
Your Information	20		
Gen. Questions 1	60		
Gen. Questions 2	80		
Gen. Questions 3	40		
Gen. Questions 4	50		
Gen. Questions 5	40		
Gen. Questions 6	40		
Gen. Questions 7	80		
Gen. Questions 8	110		
Gen. Questions 9	50		
Gen. Questions 10	50		
Blackboard	120		
Web Search	120		
MS Word	110		
LanMail	120		
Total			

# Termination Message

