CKAT
(Computer Knowledge Assessment Test)

Test Administrator Manual

2001

Prepared

By

Heidie G. McCauley

CIS/Telecommunications Department
CCBC

Table of Content

Introduction

This manual is prepared to be used <u>only</u> by the CKAT Administrator at CCBC's Learning Resources Center.

In order to secure the CKAT software, the CKAT assessment questions, and the answers to the assessment questions this manual <u>should not</u> be given to a student under any circumstances.

This manual walks the CKAT Administrator through all the functions necessary to schedule a student for a CKAT. It also walks the CKAT administrator through producing a student's CKAT results in hard copy form and in digital form for further record keeping purposes.

A digital copy of a student's CKAT result should be e-mailed to the CIS/Telecom. counselor that signs up a student for BD150 Introduction to Computers Credit by Examination Text.

A digital copy of a student's CKAT result should also be e-mailed to the CIS/Telecom. faculty who administrates the Credit by Examination Test.

The test Administrator should ask the student to bring his/her Social Security Card and a Photo ID on the day that the student is scheduled to take the CKAT.

Starting a CKAT Session

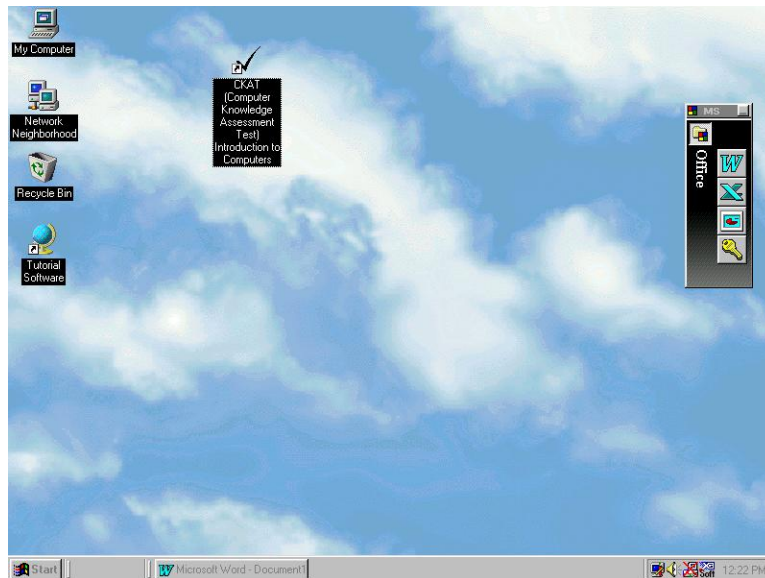1. On the Windows desktop **Click** on the CKAT icon (figure 1.1).

Figure 1.1

2. You will see the *Course Test Manger-Login* screen (Figure 1.2)

Figure 1.2

3. **Type** in <u>**Administrator**</u> in the *User ID* text box**.**
4. **Type** in **Admin** in the *Password* text box.
5. **Click** on the *OK* button.

6. You will see the *Course Test Manger – Instructor Options [Administrator]* screen (Figure 1.3).
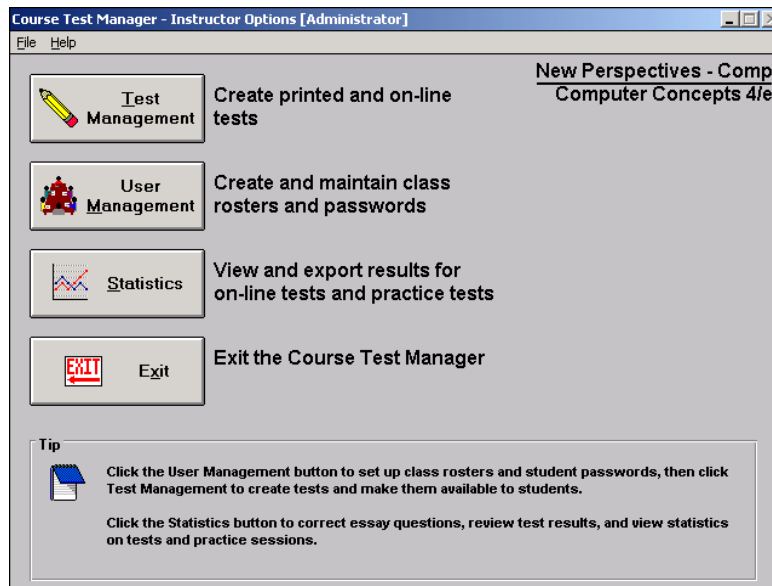

Figure 1.3

Creating a Student Account

1. Make sure you are at the *Course Test Manger – Instructor Options [Administrator]* Screen (Figure 1.3).
2. **Click** on the *User Management* button.
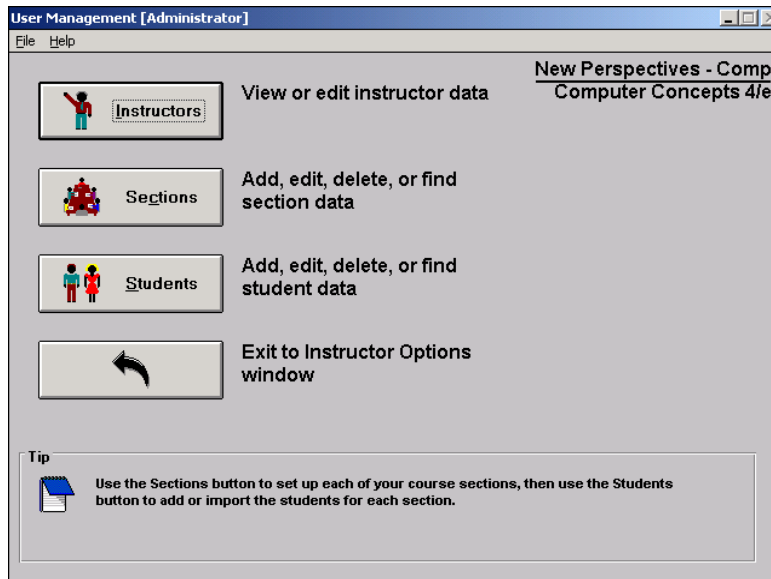3. You will see the *User Management [Administrator]* screen (Figure 1.4).

Figure 1.4

4. **Click** on the *Students* button.
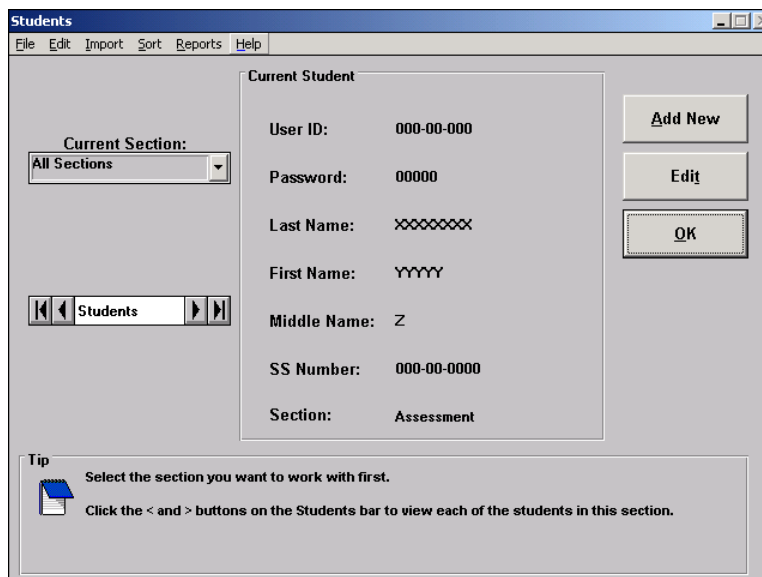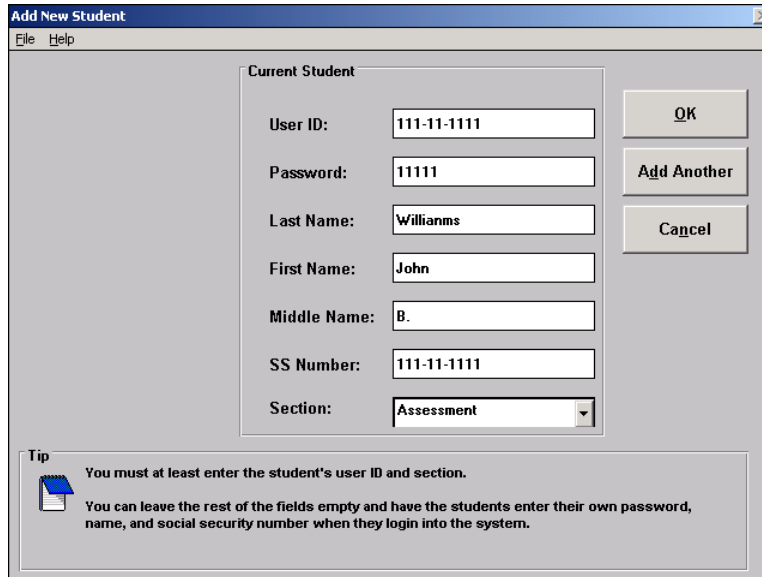5. You will see the *Students* screen (Figure 1.5).

Figure 1.5

6. **Click** on the *Add New* button.
7. You will see the *Add new Student* screen that has blank text boxes.
8. **Type** in the student's <u>Social Security Number</u> in the *User ID* text box.
9. **Type** in <u>the first five digits of the student's SSN</u> in the *Password* Text box.
10. **Type** in the student's Last Name in the *Last Name* text box.
11. **Type** in the student's First Name in the *First Name* text box.
12. **Type** in the student's Middle Initial in the *Middle Initial* text box.
13. **Type** in the student's Social Security Number in the *SS Number* text box.
14. Figure 1.6 shows a sample entry for a new student.

Figure 1.6

15. **Click** on the *OK* button.
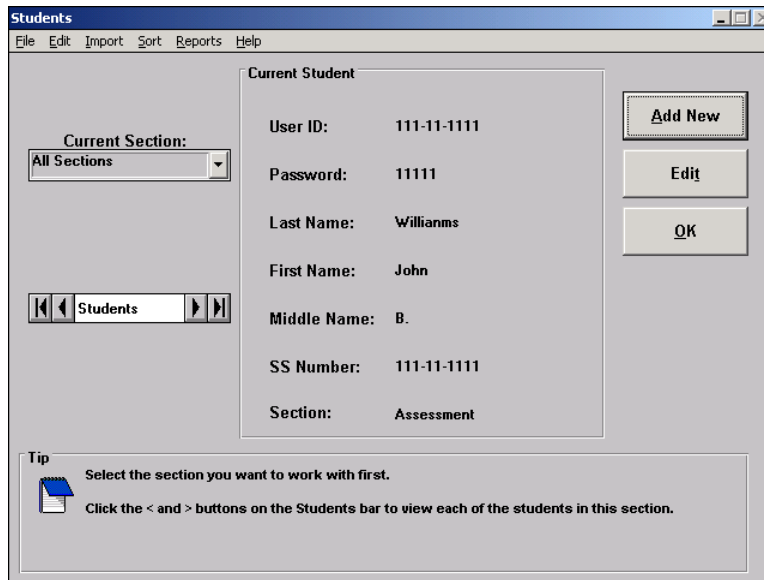16. You will return to the *Students* screen (Figure 1.7).

Figure 1.7

17. **Click** on the *OK* button.
18. You will return to the *User Management [Administrator]* screen.
19. **Click** on the ↰ (*Exit to Instructor's Options*) button.
20. You will return to the *Course Test Manger – Instructor Option* (Figure 1.2).
21. If you need to schedule a CKAT go to next page of this manual.
22. If you wish to exit at this point **Click** on the *Exit* button.
23. You will return to the *Windows Desktop*.

Scheduling A CKAT

1. Make sure that you are at the *Course Test Manger–Instructor Option* (Figure 1.2).
2. **Click** on the *Test Management* button.
3. You will see the *Test Management [Administrator]* screen (Figure 1.8).
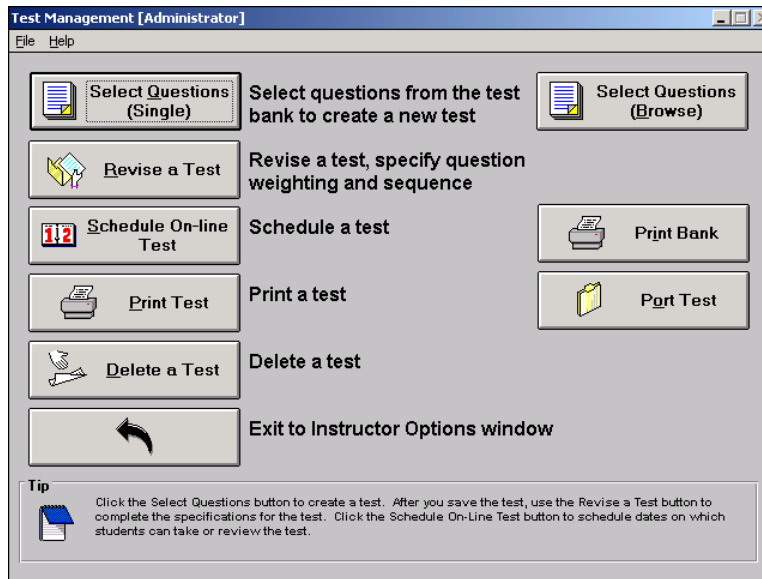

Figure 1.8

4. **Click** on the *Schedule On-Line Test* button.
5. You will see the *Schedule On-Line Tests [Administrator]* screen (Figure 1.9).
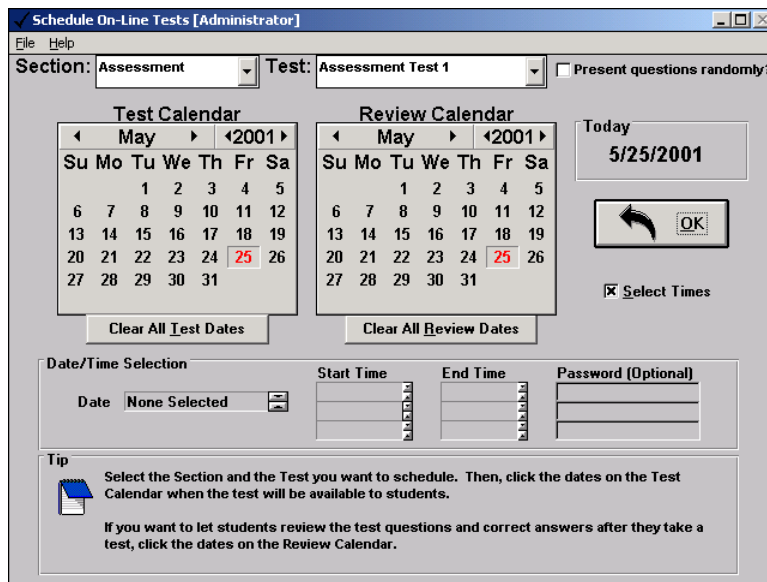
Figure 1.9

6. Take a few minutes to get familiar with this screen. There are few important controls on this screen.
   A. At the top left of the screen there is a **Section** dropdown box that contains **Assessment**.
   B. At the top left of the screen there is a **Test** dropdown box that contains **Assessment Test 1**.
   C. In the middle of the screen there are two calendars for the month:
      a. **Test Calendar** on the left.
      b. **Review Calendar** on the right.
      c. You will be using **only the Test Calendar**.

7. On the *Test Calendar*, **Click** on the *day* that you want to schedule a student to take the Assessment test.
8. You will see that the day turns to a blue box.
9. **Click** on the *Test* dropdown box.
10. You will see another test called **Assessment Test 2.**
11. **Click** on the *Assessment Test 2*.
12. You will see a set of new calendars for Assessment Test 2.
13. On the *Test Calendar*, **Click** on the *day* that you want to schedule a student to take the Assessment test.
14. You will see that the day turns to a blue box.
15. **Click** on the *OK* button.
16. You will return to the *Test Management [Administrator]* screen (Figure 1.8).
17. **Click** on the ✍ (*Exit to Instructor's Options*) button.
18. Will return to the *Course Test Manger – Instructor Option* (Figure 1.3).
19. **Click** on the *Exit* button to end the program.

Hard Copy CKAT Result

1. Make sure that you have the student's SSN.
2. **Start** the CKAT software. (See the steps provided at the Staring a CKAT Session).
3. **Type** in the student's SSN in the *User ID* text box.
4. **Type** in the first five digits of the student's SSN in the *Password* text box.
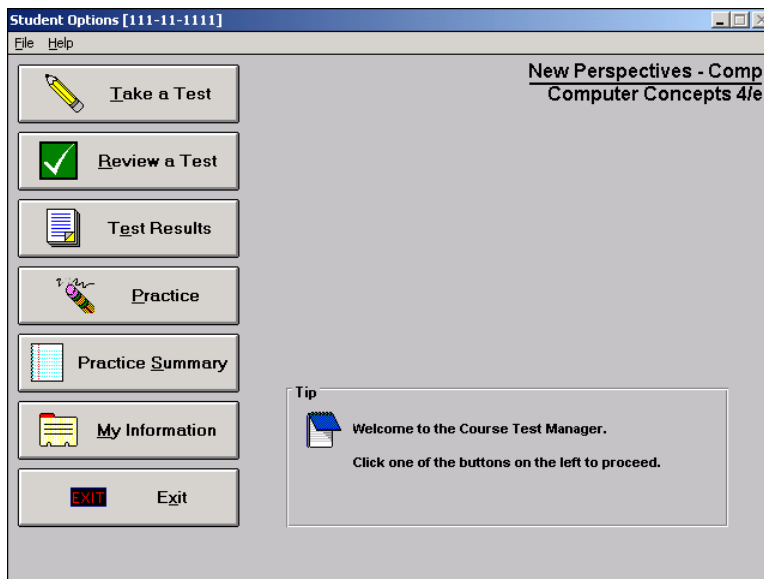5. You will see the student Options [The student SSN] screen (Figure 1.10)

Figure 1.10

6. **Click** on the *Test Results* button.
7. You will see the *Course Test Manager Report* screen (Figure 1.11).

Figure 1.11

8. **Click** on the *Maximize* button at the very top right corner of the screen.
9. You will see a *Printer Icon* that the bottom of the your screen.
10. **Click** on the *Printer Icon* to get a hard copy of the student's CKAT result.
11. Submit the printed copy to the student.
12. **Click** on the *Printer Icon* to get another hard copy of the student's CKAT result.
13. **Place** this printed copy in your manual KCAT Results file.
14. **Click** on the *Close* button at the bottom of your screen.
15. You will return to the *Student Options [your user ID]* screen (Figure 1.10).
16. **Click** on the *Exit* button.
17. You will return to the *Windows Desktop*.

Digital Copy CKAT Result

1. Make sure that you have the student's SSN.
2. **Start** the CKAT software. (See the steps provided in the Staring a CKAT Session).
3. **Type** in the student's SSN in the *User ID* text box.
4. **Type** in the first five digits of the student's SSN in the *Password* text box.
5. You will see the student Options [The student SSN] screen (Figure 1.10)**.**
6. **Click** on the *Test Results* button.
7. You will see the *Course Test Manager Report* screen (Figure 1.11).
8. **Click** on the *Maximize* button at the very top right corner of the screen.
9. You will see a *Briefcase* icon that the bottom of the your screen.
10. **Click** on the *Briefcase* icon.
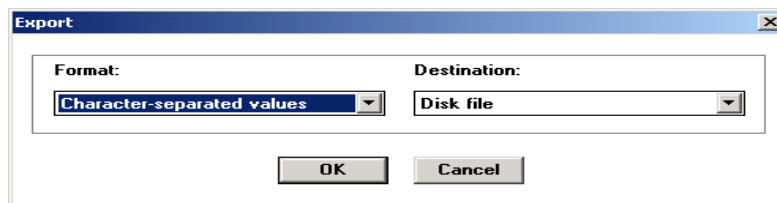11. You will see the *Export* screen (Figure 1.12).

Figure 1.12

12. **Click** on the *Format* dropdown box.
13. You will see a list of different formats.
14. **Click** on the *Words for Windows Document* option.
15. **Click** on the *Destination* dropdown box.
16. **Click** on the *Disk file* option.
17. **Click** on the *OK* button**.**
18. You will see the *Choose Export File* screen (Figure 1.13)
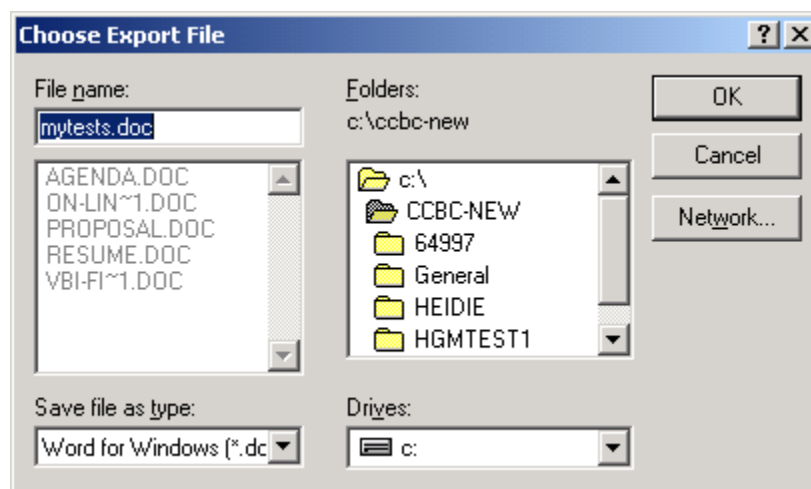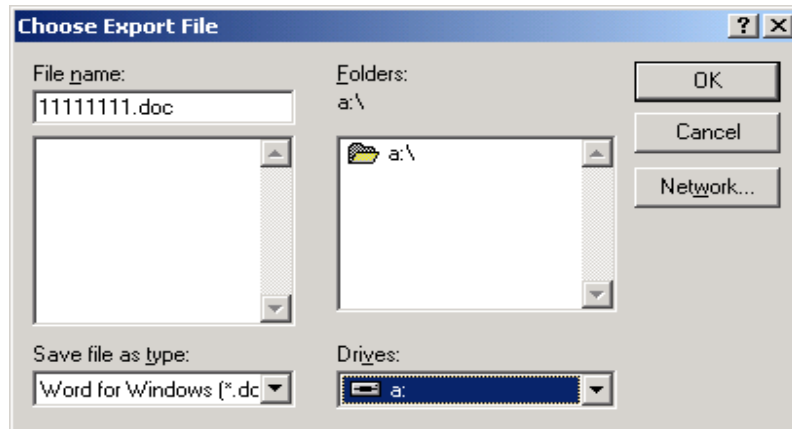

Figure 1.13

19. **Type** in the <u>first 8 digits of the student's SSN</u> as the <u>file name</u> in the *File name* text box.
20. **Click** on the *Drives* dropdown box.
21. **Select** the drive *a:*.
22. Make sure your screen looks like Figure 1.14.

23. **Click** on the *OK* button.
24. You will see a brief message about your file being saved.
25. You will return to the *Course Test Management Report* screen (Figure 1.11).
26. **Click** on the *Close* button at the bottom of your screen.
27. You will return to the *Student Options [your user ID]* screen (Figure 1.10).
28. **Click** on the *Exit* button.
29. You will return to the *Windows Desktop*.

Changing a Student's Password

1. Make sure you are logged in as the Administrator.
2. Make sure you are at the *Course Test Manger – Instructor Options [Administrator]* screen (Figure 1.3).
3. **Click** on the User Management button.
4. You will see the *User Management [Administrator]* screen (Figure 1.4).
5. **Click** on the *Students* button.
6. You will see the *Students* screen (Figure 1.5).
7. Using the *Students* scroll bar **find** the student whose password you wish to change.
8. **Click** on the *Edit* button.
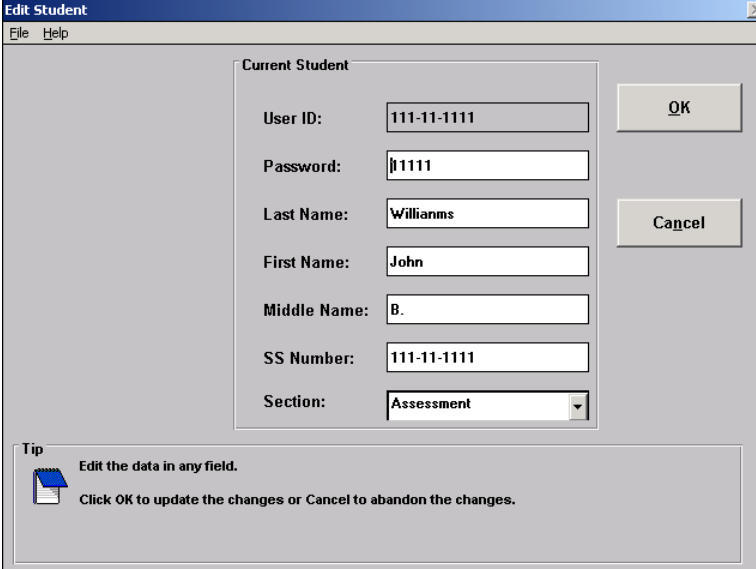9. You will see the *Edit Student* screen (Figure 1.15).

Figure 1.15

10. **Type** in <u>the first five digits of the student's SSN</u> in the *Password* text box.
11. **Click** on the *OK* button.
12. You will return to the *Students* screen (Figure 1.5).
13. Keep **Clicking** on the *OK* button until your return to the *Course Test Manger – Instructor Options [Administrator]* screen (Figure 1.3).
14. **Click** on the *Exit* button.
15. You will return to the *Windows Desktop*.