# Test Generator The Basics

Introduction

Login

Create a Class

Create a Test

Take a Test

## Introduction

#### **Background / Assumptions**

#### In order to perform the steps outlined in this tutorial...

- You have successfully downloaded the TG installation file from our web page: http://www.testshop.com/free-trial-tgd.
- You have successfully installed TG on your computer.
- You can log in to TG and view the home page.

#### Sample Class tests

Your TG Desktop demo includes a *Sample Class* containing two tests.

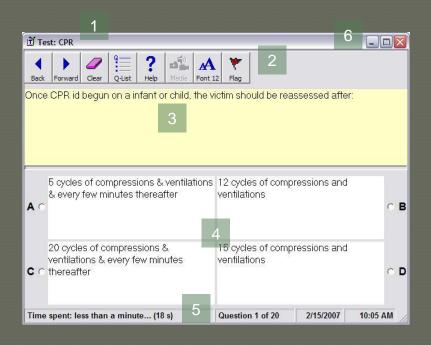
Each test has been activated and can be taken by logging in to the Tester application located under Start > Programs > Test Generator > Tester. The windows Tester is used in TG Desktop and TG LAN.

TG Web tests are delivered through a web browser. If you'd like to view a Sample Class test over the web, register here <a href="https://www.faincompany.com/demo/">https://www.faincompany.com/demo/</a>. You'll receive a follow-up email with login information, or contact us to schedule an online demo.



## Windows Tester

This is a sample screen from the windows Tester.



The title bar (1) displays the test name. The toolbar (2) includes two navigation buttons, as well as Clear, QList, Help, Media, Font and Flag buttons.

The yellow field (3) contains your question, and the answers (4) are displayed below the question field.

The status bar (5) at the bottom of the Tester window, displays the elapsed time, the question # and the system date/time.

If you wish to expand the Tester window, click the Maximize button in the upper right-hand corner of the Tester window (6).



## Web Tester

This is a sample test screen from the web Tester.

The status bar (1) displays the test name, a real-time clock, the question # and the Time/Date stamp of the *local* computer. The toolbar (2) includes two navigation buttons as well as Clear, Summary, Media and Flag Question buttons. Below that, the question (3) followed by the answer choices (4).

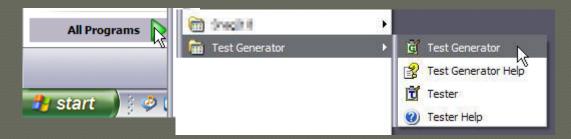
|   | Test Generator   |
|---|--|
|   |  |
| 1 | CPR (Section 1)   Time Spent: 00:00:56   Question 1 of 50   Time: 05:27:03 pm   Date: 02/15/2007 |
| 2 | <back forward=""> Clear Summary Media Flag Question</back>                                       |
| 3 | The symptoms of a heart attack may:  |
|   | A O be mild and ignored, or attributed to some other cause                                       |
| 4 | B O radiate to the jaw   |
|   | C occur suddenly without warning   |
|   | D ○ include all of the above   |
|   | Test Generator & TG Web © 2006, Fain & Company   |



## TG Login

## **Test Generator**

Open TG: Start > All Programs > Test Generator > Test Generator



## login to TG

The username is Admin. The password is Admin.

Press **enter** or click the Login button to open TG.





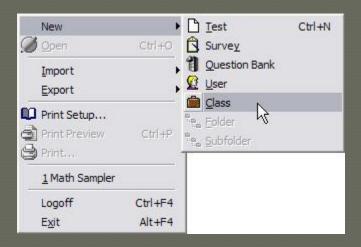
## Create a Course

## Create a Course

A Class – also referred to as a Course -- is a repository for one or more tests. To create a Class, click on the Class icon on the toolbar...



... or select File > New > Class from the text menu.



Note: You can skip this step if you wish to save your test under the Sample Class

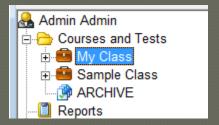


## Name Your Course

A dialog box prompts you to 'Enter the name of the new Course.' Type in a name and click OK.



Our new class icon appears in the tree view under Courses and Tests.

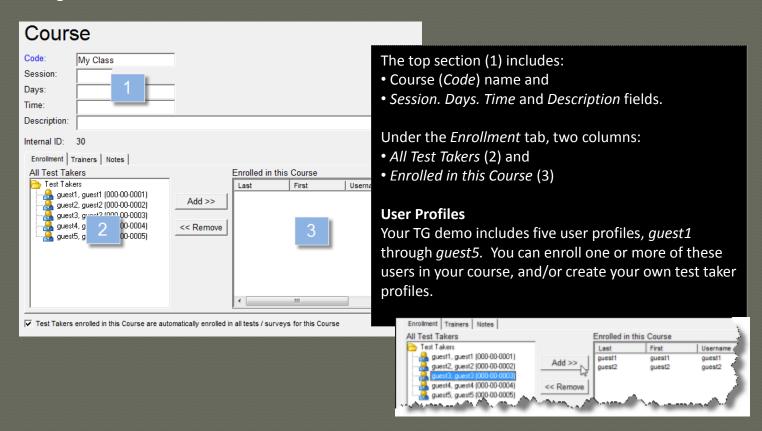


Classes are containers under which you can create and save one or multiple tests. You can create and publish as many tests as you wish – at no additional charge.



## Course Information

The right side of the screen contains course information.





## Your Testing Audience

In order for your testing audience to take one or multiple tests, they must have a user profile in TG's database and they must be enrolled at a course level. For more details see TG Help > Contents > Enrollment.

User profiles can be created manually in TG (*File > New > User*), imported using a TG-friendly, .txt, .csv or excel (.xls) file, or synched using our optional, AD/LDAP plug-in.

#### **Enrollment Options**

Test Generator also supports other custom, user-registration methods.

Please contact us for more details.

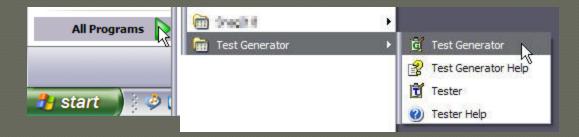


## Create a Test

## Create a Test

## open TG

Open TG: Start > All Programs > Test Generator > Test Generator



### login to TG

Enter your User ID and Password.

Press **enter** or click the Login button to open TG.



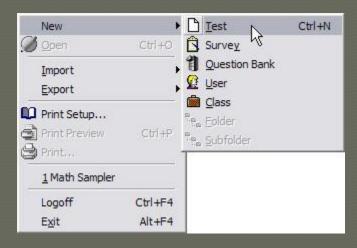


## Create a Test

To create a Test click on the New Test icon in the toolbar...



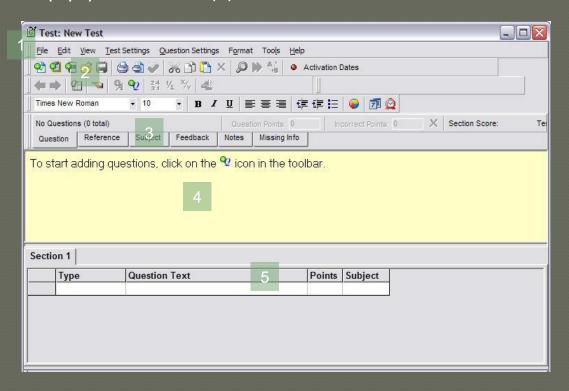
... or select File > New > Test from the text menu.





## Test Template

A new test template includes a standard text menu (1), icon toolbars (2), a series of tabs representing various question parameters (3), a question field with instructions (4) and an empty question table (5).

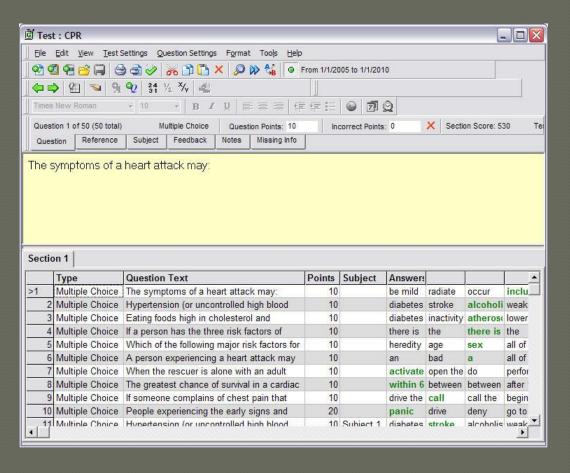


This initial view is referred to as a test's summary screen.



## **Test Summary Screen**

This is an example of the CPR test's summary screen.



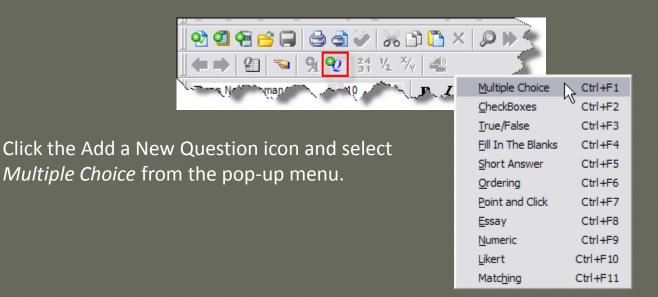


## Create a Multiple Choice Question

The question field in your new test template includes instructions.



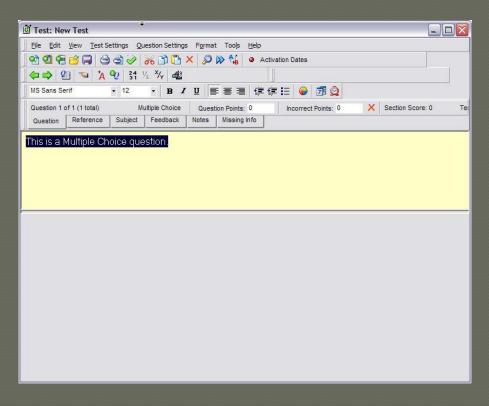
This icon can be found in the icon toolbar directly above the instructions.





## Create a Multiple Choice Question

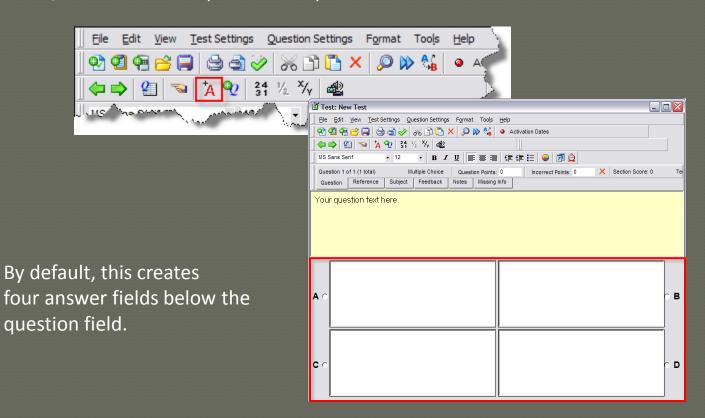
This is an example of the multiple choice question template. The text in the question field is highlighted. You can delete this text or simply type over it. TG includes six methods for adding or creating test questions.





## Add Answers

Next, click the red "A" (Add Answer) icon.



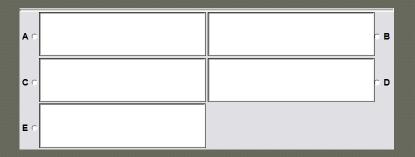


## Add / Remove Answers

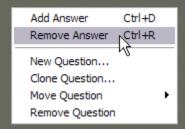
If you want to add more answers, click the Add Answer icon again – you can up to 10 answers per multiple-choice question.



In this example the icon was clicked once to add a fifth answer field.



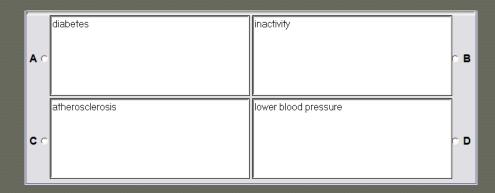
Option: You can also right-click in the answer field to select from a list of options.





## Add Answer Text

Type your answers into the question and answer fields.



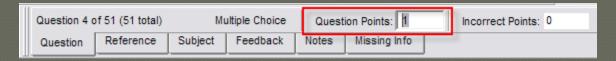
Next, identify the correct answer by selecting its corresponding radio button. "C" in this example.

| ΑO  | diabetes | inactivity           | ° В |
|-----|----------|----------------------|-----|
| င ၅ |          | lower blood pressure | o D |

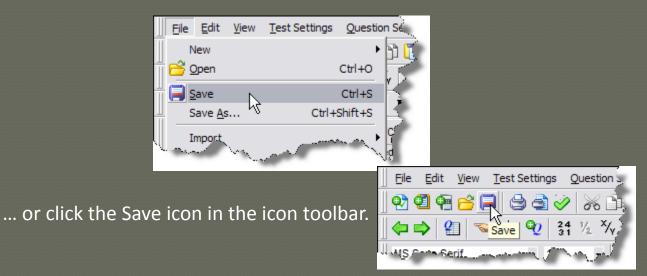


## Assign Points and Save Your Test

Apply a point value to your question. The question points field is located above and to the right of the *Question* tab. We've assigned "1" point to this question. Questions can be weighted.



Next, save your test by selecting File > Save from the text menu...

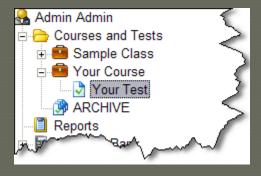


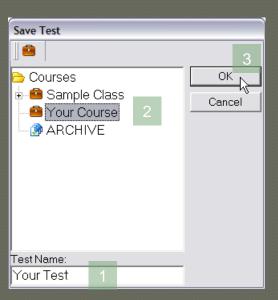


## Save Your Test Under a Course

In the *Save Test* window, name your test (1), select the Class that you want to save your test under (2) and click the OK button (3). This will save *Your Test* under the course, *Your Course*.

This process will create a test icon under *Your Course* in TG's tree view.

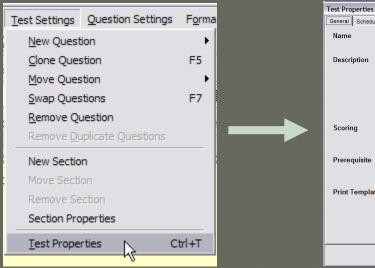






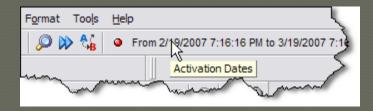
### **Activate Your Test**

Before your test can be taken, it must be activated. From the text menu select Test Settings > Test Properties. This will display the *Test Properties* window and the *General* tab contents.



Option: Select the *Activation Dates* toolbar icon to navigate directly to Test Properties *Activation* tab.







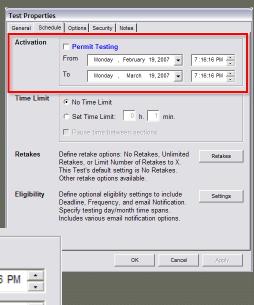
## **Activate Your Test**

Activation properties are located under the Test Properties' *Schedule* tab.

They include a *Permit Testing* checkbox (1), and *From* and *To* date and time windows (2).



Other test properties such as *Time Limit*, *Retakes* and *Eligibility* are best explored once you gain more experience with TG.





## **Activation Parameters**

The From and To activation parameters can be set broadly...

| ☐ Permit Testing |                              |               |  |  |
|------------------|------------------------------|---------------|--|--|
| From             | Wednesday, February 14, 2007 | 1:00:00 PM    |  |  |
| То               | Thursday , October 23, 2008  | 3 :00:00 PM • |  |  |

... or narrowly – depending on your testing policies and practices.



Note: A test is not active *until* you select/check the *Permit Testing* checkbox.



## **Activation Parameters**

From and To calendar dates can be selected using the pull-down menu...



... or by highlighting the individual cells and clicking the up and down arrow keys on your keyboard to change the date settings...



... and the right and left arrow keys to select another date parameter.





### **Activation Parameters**

#### permit testing

Once the *From* (start) and *To* (end) dates have been selected, check the *Permit Testing* checkbox to activate your test.



Note: Tests must be activated before they can be taken. If you are not prepared to activate and evaluate your test, that's fine. You can continue to refine and activate it later.

A test can be activated/de-activated as necessary. If a particular test is only given one day during the month, you can activate the test to permit testing and then de-activate it by unchecking Permit Testing.



## Creating Other Questions / Question Types

This short tutorial illustrates the *process* of creating a test with one multiple choice question. Your tests will, of course, contain more than one multiple choice question.

Also, TG supports 10 additional question types as well as a multitude of question and test settings. For more test creation details please review:

- TG Help > Quick Start
- All topics under TG Help > Tests > Test Authoring
- All topics under TG Help > Creating Questions and Answers

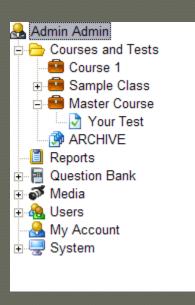
#### online demos and webinars

We also offer online demos and webinars. To request a guided online demo go here: <a href="http://www.testshop.com/schedule-demo/">http://www.testshop.com/schedule-demo/</a> or call 928.266.0553.



## **Evaluating Your Test**

A test must be activated before it can be evaluated through Tester. To help minimize errors that might invalidate your test, we recommend:



- Creating one or more *Master* courses and authoring your tests under a master course. These tests would only be accessible to the test author and any other admin-level users that are enrolled in the course.
- Allowing other admin-level users/peers to log in to TG and evaluate your test at a test-edit level. Assumption: they are authorized to view/edit your exam as a test author.
- Allowing admin-level colleagues/peers to evaluate your test by logging in to the Tester and taking the test as a test taker.

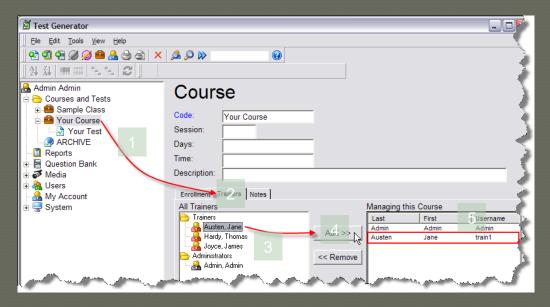
If changes are required, you can edit and correct your test before publishing it to your test-taking audience. A second round of reviews is optional.

For a more detailed discussion of this topic see TG Help > Index. Type in "tests" and select the *Evaluating* topic, Tests – Review Before You Publish.



## **Enrolling Evaluators**

In order to take a test that has been activated, test takers must be enrolled at a course level. If you create a *Master* course, your admin-level peers must be enrolled in the course in order to take/evaluate your test.



In our example, the **Admin** user selected the course icon (1), clicked on the *Trainers* tab (2), selected *Jane Austin* under the *Trainers* column (3), clicked the *Add* button (4) to enroll this adminlevel user under the *Managing this Course* column on the right (5). *Jane Austen* is now eligible to log in to the Tester and evaluate *Your Test* as a test taker.



## Enrollment

Creating Trainer profiles and enrolling them in a course is optional.

The one exception is the tier-1, **Admin** user. The **Admin** user permissions allow this user to edit *any* test, or evaluate *any* active test through Tester.

See TG Help > Contents > Users, *Users Overview* for more details.

### important: revising/editing your Test

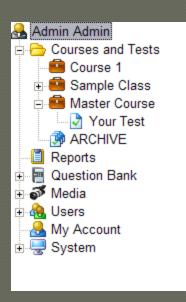
If changes are required following your evaluation, open TG and correct the test before publishing it to your test-taking audience. Any additional test review/evaluation will depend on you and your organization's testing policies.

We recommend *some* level of review in order to minimize the likelihood of publishing a test that contains spelling/grammatical errors or errors of fact which might cause you to invalidate the test.



## **Test Review & Publishing**

#### Recommendations



- 1- Create a Master Course name it whatever you wish.
- 2- Create a separate, production course. In this example, *Course1*.
- 3- Create and save your initial test under the Master Course. In this example, *Your Test*.
- 4- Activate Your Test to make it available for evaluation.
- 5- Log in to the Tester to evaluate the test as a test taker.

  TG Desktop and TG LAN reviewers log in to a windows

  Tester. TG Web reviewers log in to the web Tester. Optional:

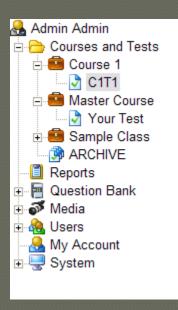
  Enroll admin-level users in the Master class. Have them take the test and provide feedback to the test author.
- 6- Following the evaluation, the test author edits the test and makes any necessary corrections. Note: It is very important to make these changes prior to publishing the test to your test-taking audience. If a test is changed after it has been given, you run the risk of corrupting your test data.





## Test Review & Publishing

#### Recommendations



7- Once the evaluation process is complete, open *Your Test* and save a copy (File > Save As) under your production course.

In our example, *Course 1* is the production course.

We've saved a copy of *Your Test* under *Course 1* and renamed it *C1T1* (course 1, test 1) – you can name your test whatever you wish. Test takers enrolled in *Course 1* will be eligible to take the *C1T1* test whenever it is activated by the test author.

For a more detailed discussion we recommend reviewing all of the topics found under TG Help > Contents > Tests.

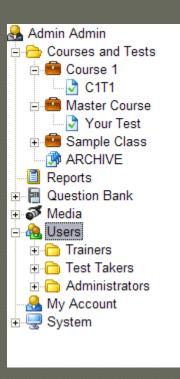
Note: The steps outlined in this summary are *recommendations*. We encourage you to adopt testing policies that work for you.

If you have questions, or would like to discuss the topic in more detail, please contact us.



## **Test Review & Publishing**

#### Recommendations



#### You have...

- Created and activated your test.
- Logged in to Tester and evaluated your test as a test taker.
- Edited your test, possibly taken it again and made more changes.
- Determined that your test is complete and ready to be taken by one or more members of your test-taking audience.
- Made a copy of your master test and saved it under what we are referring to as a production course.

If you haven't already done so, you're ready to import/add users and then enroll them in your course. For a more detailed discussion about importing, adding and enrolling test takers we recommend reviewing TG Help > Contents > Users.

We also support AD/LDAP and other registration options which we'd be happy to discuss with you – please contact us.



## Take a Test



## Take a Test

## background / assumptions

#### In order to perform the steps outlined in this tutorial...

- You have successfully downloaded the TG installation file from our web page: http://www.testshop.com/free-trial-tgd.
- You have successfully installed TG on your computer.
- You can log in to TG and view the home page.

#### **Sample Class Tests**

Your TG Desktop demo includes a Sample Class containing two tests.

Each test has been activated and can be taken by logging in to the Tester application located under Start > Programs > Test Generator > Tester.

The windows Tester is used in TG Desktop and TG LAN.

TG Web tests are delivered through a web browser. If you'd like to view a Sample Class test over the web, register here <a href="https://www.faincompany.com/demo/">https://www.faincompany.com/demo/</a>. You'll receive a follow-up email with login information, or contact us to schedule an online demo:

http://www.testshop.com/schedule-demo.



## Tester

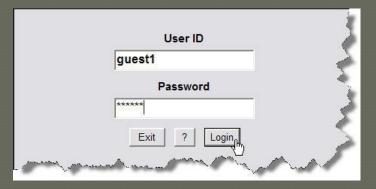
## open Tester

Open Tester: Start > Programs > Test Generator > Tester.



## login

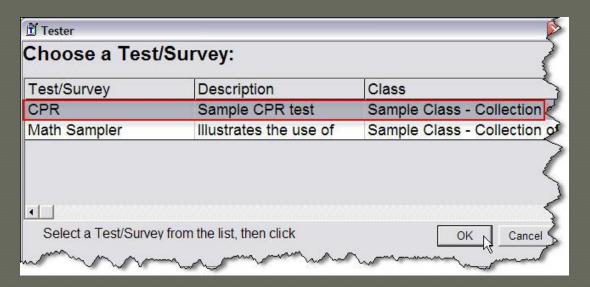
Login as guest1, the user ID and password are the same. There are five guest user profiles you can use, guest 1-5.





## Take a Test

Select either the CPR or Math Sampler tests and click OK.

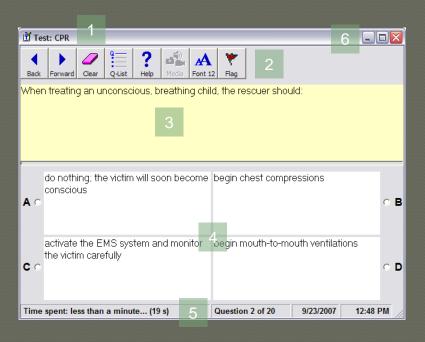


Note: Both tests are set to Unlimited Retakes, meaning you can take each test as many times as you wish. Clicking OK will take you to the first question in the CPR test.



## Windows Tester Screen

The first CPR test screen, windows Tester.



The title bar (1) displays the test name. The toolbar (2) includes two navigation buttons, as well as Clear, QList, Help, Media, Font and Flag buttons.

The yellow field (3) contains your question, and the answers (4) are displayed below the question field.

The status bar (5) at the bottom of the Tester window, displays the elapsed time, the question # and the system date/time.

If you wish to expand the Tester window, click the Maximize button in the upper right-hand corner of the Tester window (6).



## Windows Tester Toolbar



Back – navigate to the previous question\*

Forward – navigate to the next question

Clear – clears your answer, select or re-enter a new answer

Q-List – navigate to a table listing all of the questions in the test\*

Help – tester help

Media – display media in a separate window\*

Font – increase or reduce the size of the presentation font

Flag – flag a question for review prior to test submission

(\*) The availability of these buttons is determined by which test properties are enabled or disabled during test creation. For example, if the test author does not want test takers navigating to a previous question, they can enable the Forward Only test property which disables the Back and Q-List buttons.



## Web Tester

This is a view of the CPR test as presented in the web Tester.

The status bar (1) displays the test name, a real-time clock, the question # and the Time/Date stamp of the *local* computer. The toolbar (2) includes two navigation buttons as well as Clear, Summary, Media and Flag Question buttons. Below that, the question (3) followed by the answer choices (4).





## Selecting an Answer

Selecting an answer will vary based on the question type. In this windows Tester example, an answer is selected by clicking on the answer, or the radio button next to the answer. Test takers can change their answers by clicking on another radio button.

| Test: Math Sampler   |                                    |  |  |  |  |
|--|------------------------------------|--|--|--|--|
| Back Forward Clear Q-List Help Media F   | A Font 12 Flag                     |  |  |  |  |
| In our decimal number system the value on<br>number. Each place has a value that is te<br>What value does the 5 digit have in the no | 2000 000 9 - 0.000 1               |  |  |  |  |
| 5 represents tens  | 5 represents hundreds              |  |  |  |  |
| 5 represents thousands   | 5 represents hundred thousands     |  |  |  |  |
| Time spent: less than a minute (36 s)  | Question 3 of 15 2/17/2007 6:15 AM |  |  |  |  |



## Summary Screen

Test takers navigate from question to question, or, if enabled, they can click on the Q-List button to view all of the test questions. In this example, questions that have been answered are displayed in blue and unanswered items are displayed in red. Also, this test taker has flagged question #3 – note the icon under the Flag column.

| 🗂 Test: Math Sampler |   |        |              |              |
|----------------------|---|--------|--------------|--------------|
| Section 1            |   |        |              |              |
| #                    | Question Text   | Points | Status       | Flag         |
| 1                    | 1 + 2 = 2 + ?   | 1      | Answered     |              |
| 2                    | 2 + 7 = ?   | 1      | Answered     | 1            |
| 3                    | In our decimal number system the value of a digit depen                                       | 1      | Answered     | *            |
| 4                    | (-27) + (-10) = ?   | 1      | Not Answered | 4            |
| 5                    | (-34) + 12 = ?  | 1      | Not Answered |              |
| 6                    | 5 - (-10) = 15  | 1      | Not Answered |              |
| 7                    | Numbers can be represented in different forms. For exa  | 1      | Not Answered |              |
| 8                    | Standard form is a way of describing very large or very s                                     | 1      | Not Answered |              |
| 9                    | About absolute value: The absolute value of x, denoted "                                      | 1      | Not Answered |              |
| 10                   | Simplify   3 + 3(-5)   = ?  | 1      | Not Answered |              |
| 11                   | About Factoring: "Factors" are the numbers you multiply                                       | . 1    | Not Answered |              |
| 12                   | 132% of 52 = ?Round to hundreths.   | 1      | Not Answered |              |
| 13                   | $2^2 \times 2^3 = ?$  | 1      | Not Answered |              |
| 14                   | $2^{(2 \times 2)} = ?$  | 1      | Not Answered |              |
| 15                   | Find the square root of 144   | 1      | Not Answered |              |
|                      | eary, go back and answer any un-answered question<br>Llick on the question to go back to it.) |        | Finished     | Itaking Test |
|                      | ent: 1 minute and 49 seconds  |        | 2/17/2007    | 7:06 AM      |



## Summary Screen

In this example, a test taker can navigate to question #8 by double-clicking row 8 in the summary screen table. Also, a test taker can navigate back and forth between individual questions and the summary screen, or navigate from question to question by clicking the Forward button in the Tester toolbar.

| Section 1 |   |        |              |      |
|-----------|---|--------|--------------|------|
| #         | Question Text   | Points | Status       | Flag |
| 1         | 1 + 2 = 2 + ?   | 1      | Answered     |      |
| 2         | 2 + 7 = ?   | 1      | Answered     |      |
| 3         | In our decimal number system the value of a digit depen   | 1      | Answered     | *    |
| 4         | (-27) + (-10) = ?   | 1      | Not Answered |      |
| 5         | (- 34) + 12 = ?   | 1      | Not Answered |      |
| 6         | 5 - (-10) = 15  | 1      | Not Answered |      |
| 7         | Numbers can be represented in different forms. For exa    | 1      | Not Answered |      |
| 8         | Standard form is a way of describing very large or very s | 1      | Not Answered |      |
| 9         | About absolute value: The absolute value of x, denoted "  | 1      | Not Answered |      |
| 10        | Simplify   3 + 3(-5)   = ?                                | 1      | Not Answered |      |
| 11        | About Factoring: "Factors" are the numbers you multiply   | . 1    | Not Answered |      |
| 12        | 132% of 52 = ?Round to hundreths.                         | 1      | Not Answered |      |
| 13        | $2^2 \times 2^3 = ?$                                      | 1      | Not Answered |      |
| 14        | $2^{n}(2 \times 2) = ?$                                   | 1      | Not Answered |      |
| 15        | Find the square root of 144                               | 1      | Not Answered |      |

The objective, of course, is to answer *every* question. Once the test taker is ready to submit their test for grading, they click the **Finished taking Test** button in the bottom right-hand corner of the summary screen.

Finished taking Test



## Grading, Test Results and Reports

#### grading

TG automatically grades any objective question type and stores the results in a database. In TG, essay questions are scored by the test administrator. See TG Help's *Scoring Essay Questions* for more details.

#### test results and the database

In TG Desktop, test results are stored in a run-time version of MS Access. TG LAN test results can be stored in either MS Access or a Sql database. TG Web test results are stored in a Sql database.

#### reports

Test authors/administrators can access and view test results by selecting the *TG Reports* module. *TG Reports* contains more than 20 report types. Reports can be displayed, printed or exported into various file formats. In addition to the standard reports, we provide report customization. Please contact us for more details.

For an overview of the various reports, select (highlight) the **Reports** icon and press F1 to open the *Reports Overview* topic.



## Test Generator

Thank you for viewing this presentation. We look forward to hearing from you.

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