Introduction

Web Tester

Customization

FAQ

Introduction

[getting started]

This tutorial is designed for individuals who:
Are not familiar with taking tests on a computer...
Are not familiar with the Web Tester described in this tutorial...
Have not (yet) logged in to the Web Tester to take a test...

[options]

If you are already familiar with Web Tester, you can skip this tutorial. If it has been some time since you took a test through Web Tester, please review the tutorial as needed.

[questions?]

If you have questions, please contact us: sales@testshop.com.





Introduction

[the Web Tester]

Web Tester is the software used to deliver tests over your organization's intranet or over the internet.

[getting to the Web Tester]

Unless otherwise directed, you may be able to access Web Tester using the computer you are on now.

[what's next...]

The following screens describe the steps involved in accessing the Web Tester.



the web browser

[step 1]

If the web browser isn't already open, locate the browser icon on your computer. Web Tester supports all of the latest versions of Chrome, Firefox and Internet Explorer.

Alternatively, your training department, or someone in your organization, may have provided you with a web address (link) to click on.

Instructions regarding how, when and where you take a test will vary based on where the web Tester was installed and how it was configured.





the web browser

[step 1]

If you are accessing Web Tester over your *intranet*, the web address (link) will direct you to a web page that is only accessible from *within* your organization.

If you do not have the address for Web Tester, please contact your TG Web test administrator or contact us or email support@testshop.com.





[the login page]

This is an example of the Web Tester – your organization's Web Tester looks different than this; however, it contains some of the same elements.



- 1) Web browser and address window
- 2) Your organization banner
- 3) Your logo and organization name
- 4) User ID and Password fields

Login and Close buttons

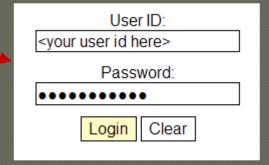




[the login page]



This is a close-up of the Web Tester login area.



You must have a User ID and Password in order to log in and take a test.

If you don't have a User ID or if you have forgotten it, please contact your TG

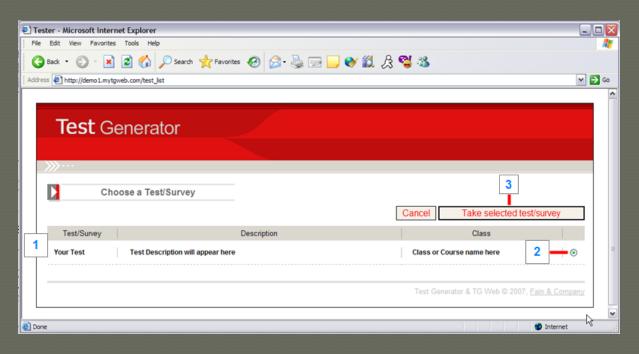
Web test administrator





[choose a test]

Once you log in, you will see a screen that looks similar to this.



It contains

- 1) The test name, description and Class name.
- 2) A radio button which you highlight (click on) to select your test.
- 3) A Take selected test/survey button you click to open the test



[choose a test]

Once you click the *Take selected test/survey* button, you will see a prompt asking you if you want to take the test you selected. Click "OK" to continue or "Cancel" if you don't wish to continue. Clicking cancel will return you to the main login page.



The following pages/screens may differ from the presentation of your tests.

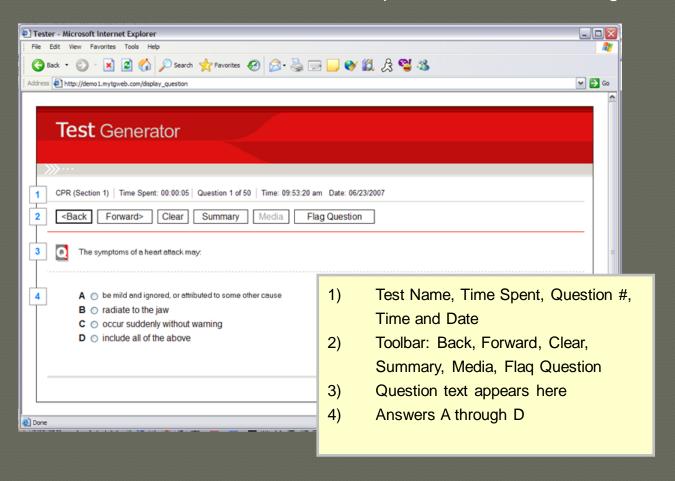
For example, your tests may include pre-test information screens and instructions.

Regardless, you will always navigate to the first test question and then proceed through your test based on the test behaviors assigned to your test by the test author.



[the first question]

This is *Question 1* in the CPR test – this sample includes the following:





Web Tester

[test screen details]

In this detail from the previous screen, the test name is *CPR* -- the test is organized in one section.

Time Spent is a real-time clock that will display the time spent on the test.

Question 1 of 50 indicates that we are on question 1. There are 50 test questions.

Time and Date refer to the time and date stamp of the machine you are using.

 <Back</td>
 Forward>
 Clear
 Summary
 Media
 Flag Question

The Back navigation button allows you to return to the previous question.

The Forward navigation button allows you to navigate to the next question.

Clear removes your previous answer, allowing you to select a new answer.

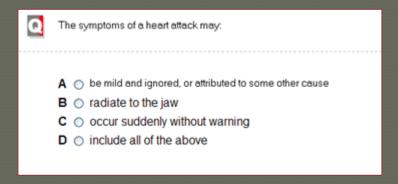
Media -- if media is present, the media button will be active. Selecting an active media button will display whatever form of media (image, text, video, audio) is associated with that question.

Flag Question "bookmarks" a question for later review. A flag icon is visible in the test's Summary screen.



Web Tester

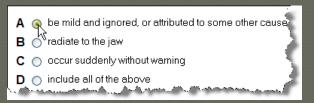
[selecting your answer]



The question appears to the right of the "Q" icon.

Questions may be short, as in this example, or can contain multiple lines of text, including images. Your test may consist of various question types.

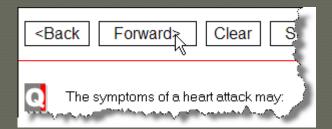
The answer choices, A, B, C, D appear below the question. Select your answer by highlighting the radio button to the left of the answer...



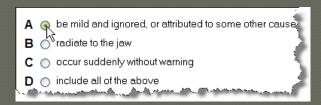


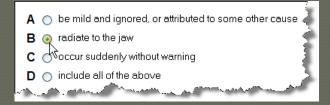
[test screen details]

Once you have selected your answer, click the Forward button to advance to the next question.



If you want to change your answer prior to moving forward, you can select another answer...





Or click the "Clear" button and then select another answer.





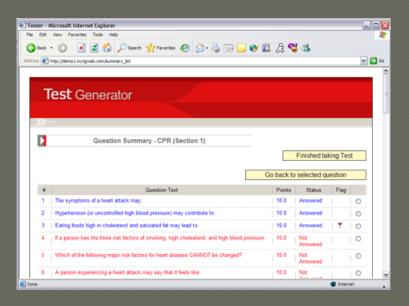
Web Tester

[the summary button and summary screen]

The Summary button enables you to view a list of all the questions in your test.

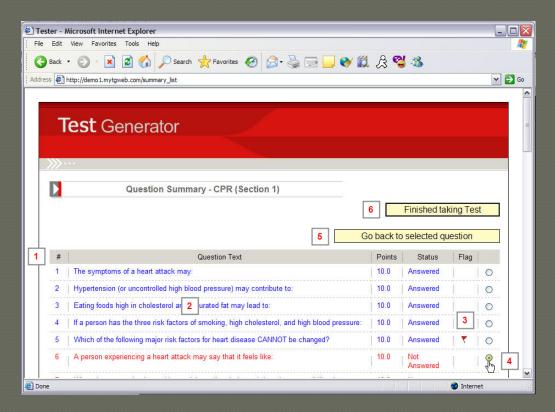


Here's a thumbnail of the summary list. You'll find a more detailed view on the next page.





Web Tester



- 1) A table/list of the test questions
- 2) Questions 1-5 (blue) have been answered, note the *Status* column on the right
- 3) A flag has been set for question 5.
- 4) Question #6 has been selected
- 5) The test taker can navigate to it by clicking the *Go back to selected question* icon, or by double-clicking on row #6.
- 6) Once the test has been completed, the test taker will click the *Finished taking Test* button.



Web Tester

[submitting your test for grading]

The objective, of course, is to answer every question. When viewed from the Summary screen, all of the questions would be displayed in blue and the *Status* column would list the question as *Answered*.



When finished, click the Finished taking Test button to end the test.

Finished taking Test

You will receive the following prompt...



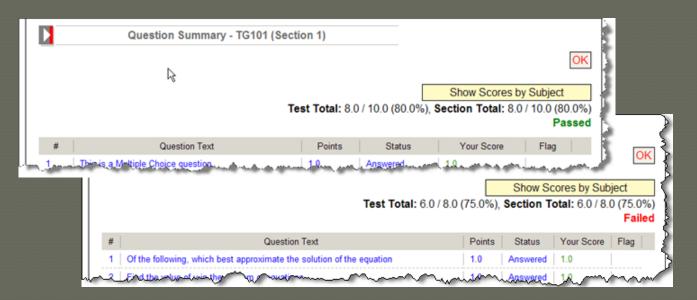
Click "OK" to submit your test for grading. Note: Once your test has been submitted, you cannot cancel or interrupt the process.



[test score and viewing test results]

Your test results are automatically stored in TG's data base. What happens after that will depend on whether or not the test author has enabled any post-test behaviors. If not, you will simply exit the test and return to the login screen.

If post-test behaviors have been enabled, you may be presented with additional information once you submit your test. Below are two examples of post-test scoring information based on test behaviors enabled by the test author during test creation.





Web Tester Customization

[web tester template]

TG's Web Tester template can be modified. Some of the modifications can be accomplished by your test administrators and/or IT staff. Other modifications require additional programming by our development team.

We would be happy to discuss your requirements and answer any questions you may have regarding the layout, test behaviors and Web Tester performance. Online demos are available upon request.

[data output/integration]

If you need to output test data from TG's database to a separate application, we provide development services to assist you in facilitating the data export process.

If you wish to generate your own custom reports/data export, we can provide you with a data map/schema.

[tg customization]

We also provide development services involving the customization of our Test Generator administrative client. If there are features that you would like to see added or modified, please contact us: support@testshop.com.



FAQ

Questions? support@testshop.com

F A Q_1

Q: Can the Web Tester login page content/look be modified?

Yes. TG Web's login page can be customized to include your organization's banner, logo and name.

Q: Can the messages, icon toolbars and other screen elements be modified or customized?

Yes. Certain screen elements can be modified by you while the display/modification of other content elements and test behaviors requires customization. We'd be happy to review the various options with you in more detail.

Q: Can we add an introductory message before the test begins?

Yes. As a test author, you can add

- Pre-test messages
- Security / Legal statements
- Pre-section instructions



FAQ_1

Q: What are the various forms of output that a test author can select at completion of the test session?

Test authors can define any of the following post-test behaviors.

- * Show Feedback
- Allow User Feedback
- Allow Test Review
- Show Pass/Fail
- Show Score
- Display post-test messages based on performance
- Launch a Survey at the completion of the test
- Generate email messages based on performance
- Print a certificate
- Print a study guide showing the test taker's responses to questions

Q: What if I want to modify or add certain behaviors, can that be done?

Yes. We can customize the output based on your requirements. Please contact us at your convenience.



F A Q_1

Q: How are test takers added to TG?

There are various methods of adding test takers to TG. They can be...

- Created manually from within the TG administrative client
- Imported from a TG-friendly text or Excel file
- Managed through AD/LDAP (optional add-on)

We also offer...

- Self-registration forms
- Custom registration forms to include e-commerce test-purchase options

Q: How do test takers become eligible to take tests?

Once a user profile exists in TG's database, test authors can manage/control a test taker's access to tests. Test takers are enrolled in a class/course and are eligible to take any active test under that class. Test takers can be enrolled in one or multiple classes. User access to tests is managed/controlled by test administrators.



F A Q_1

Q: Do you offer online demos?

Yes. We provide online demos upon request. If you would like to arrange for an online demo, please contact <u>sales@testshop.com</u>.

Q: Where can I find pricing?

General pricing information can be found <u>here</u>.

For more detailed pricing information, <u>contact us</u> or email <u>sales@testshop.com</u> If you schedule an online demo, we can also review various pricing options in detail. This information is recorded and made available to you in a follow-up email.

Q: Can I host my own TG Web account?

Yes. You can install TG Web in your operations center or host it with your internet service provider (ISP). We also offer turnkey hosting of TG Web accounts.



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

sales@testshop.com

support@testshop.com

