LINKCÉT AnyWhere

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LINKCÉT (LINK Classroom Enhancement Toolkit) AnyWhere™
Test Evaluation Program
"Testing is a method of determining what we have yet to learn."

DDLacy

Overview

Applied Computer Systems (ACS) has added a multi-purpose electronic test evaluation system that we named **LINKCÉT AnyWhere™**. Emphasis is placed on *wrong answers* rather than *correct answers*—enabling the instructor to obtain this valuable information during the instructional phase of teaching. Reviewing the results shows what the trainees have yet to learn. This new feature extends the benefits of our product line of LINK Systems® Classroom Management and Control products.

The **LINKCÉT AnyWhere™** Test Evaluation Program is designed to create and administer tests for any possible subject. The subject could be Math, English, Geography or how to teach mechanics to overhaul an airplane engine. Within a subject, **LINKCÉT AnyWhere™** has the capabilities to create Categories of subject material with any number of sub-categories' (Chapters) containing unlimited questions with 'weighted' value. Each question can have up to five possible answers. The test can be created manually or automatically. Allowing the computer to create a test from a list of previously created questions, is easy and is generated instantaneously.

The test can be administered to any number of trainees in a classroom of computers via a wireless or wired LAN. Each trainee can take the test at their own pace on their respective logged-in computer. The questions are displayed randomly for each trainee or displayed in the same order—a method selected by the instructor at the time of the test. The questions are displayed in a group of five at all time to promote clarity and flexibility. Any question can be skipped and answered later. Answers can be changed multiple times prior to submitting the test. All answered questions are displayed in a light-blue background color.

During the test the instructor can monitor trainees that have completed the test, in real-time. The test can be 'time limited' or terminated by the instructor at any time. The instructor may distribute the trainee's percentile grade upon completing the test, to be seen only by the trainee. At this time, the instructor can review and lecture on the tests results to reinforcement the correct answers now! The answers can also be saved and printed later.

The program is designed to be simple and intuitive to create questions, construct a test, then administer and review the test results. **Everything** that pertains to the **LINKCÉT AnyWhere™** is stored on a **'thumb drive' –** take it wherever you go! Test questions and tests can be created **anywhere!** Multiple instructors can use the same computer lab of any size. The **LINKCÉT AnyWhere**™ Test Evaluation System provides invaluable information for the instructor to direct the teaching method and provide the best possible learning atmosphere for the trainees—truly, a win-win situation!

The **LINKCÉT AnyWhere™** Test Evaluation System has five basic procedures:
1) Create the Questions
2) Create the Test (Auto or Manual)
3) Preview/Edit the Test
4) Administer the Test
5) Evaluate the Test Results.

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A - Configuration

The **LINKCÉT AnyWhere™** Test Evaluation System consists of a classroom of computers (any number) connected together with a LAN. The instructor's computer is the hub of the system while the trainees' computers contain enough software to communicate with the instructor's computer, when required. The LAN infrastructure is the responsibility of the user.

Typical Trainee Installation Screen

When the technical staff installed the LAN, they created a name for each of the computers. As part of the **LINKCÉT AnyWhere™** Test Evaluation System, the instructor's computer 'needs to know' the names of each trainee computer also. As a small **LINKCÉT AnyWhere™** software module is installed on each trainee computer, the software will
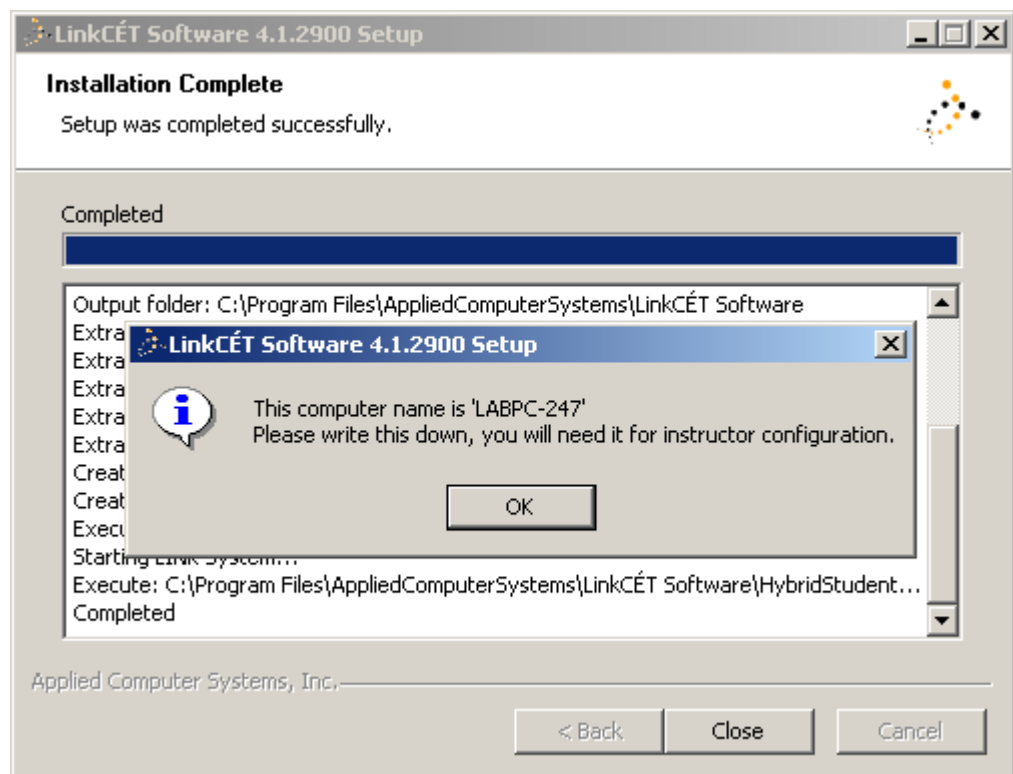

display the name of the computer on the monitor. The installer is to write the computer name on the **LINKCÉT AnyWhere™** Test Evaluation System provided form. This will be entered after all of the trainee computer software is installed. The computer name is LABPC-247, as shown above.

At the instructor's computer, the installer will enter each of the trainee computer names as shown in the diagram on page 3. Each of the computer names is entered. NOTE: The computer names are not case sensitive! The **LINKCÉT AnyWhere™** Test Evaluation System can now communicate with each of the trainee stations to administer a test or any other trainee/instructor communication.

NOTE: When the **LINKCÉT AnyWhere™** Test Evaluation System operates in conjunction with a 'Composite' LINK Classroom Management and Control System, the computer names have to match the LCs located at each trainee station. Make use of **the LINK Systems Hybrid & Composite Manual** for additional details.

Typical Instructor Screen to Enter Computer Names
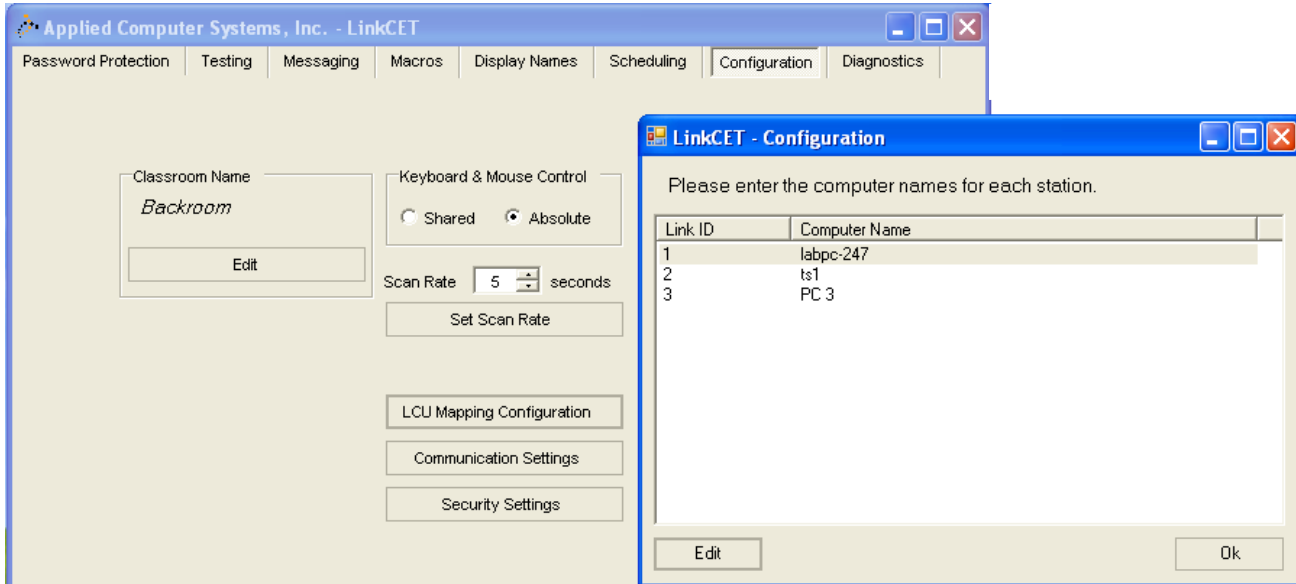
This completes the system configuration portion of the **LINKCÉT AnyWhere™** Test Evaluation System.

B – Class Management

Testing With or without Trainee Names

You can administer a test with or without names. Test without names represents part of our new method of teaching and learning—'testing is to determine what is yet to be learned'. Teaching should concentrate on what has yet to be learned—not for the sake of teaching. To know what to teach you first have to know what the trainees do not know. Daily testing will reveal the unknown. Raised hands are no longer acceptable or conclusive. Testing is. This applies to any subject material or course.

In addition, the trainees can sit at any computer in the classroom with using log-in or not log-in with pre-assigned sitting. These different features provide flexibility.

(Default)

When nothing is selected, the default list of names is the computer names. These are names previously entered that will enable the software to communicate with the appropriate trainee computer. With respect to an administered test, this option has little meaning except the answers received from the computer will always be associated with the test results—they cannot be changed later.

LINKCÉT AnyWhere

Client Assigned

As an instructor, you can select **Client Assigned.** This means the trainees can sit anyplace within the classroom and must log-in. A list of trainees is shown in Figure B.1. The instructor named this list of trainees '8:00 physics'. All of this is done prior to administering a test.

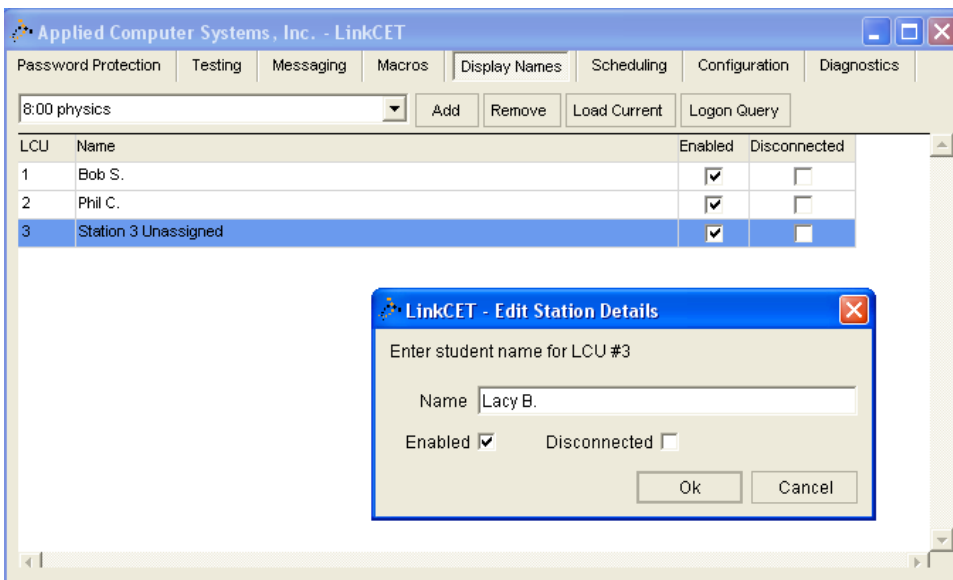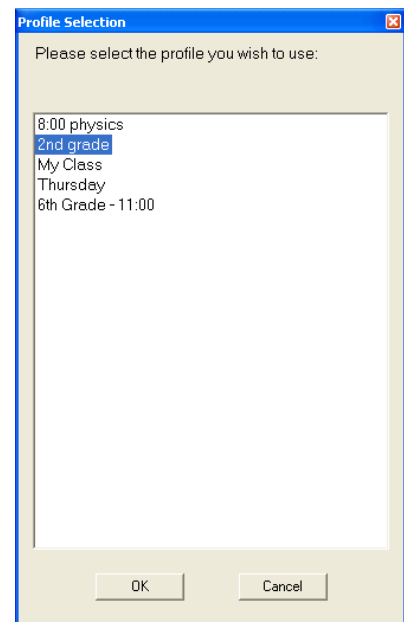**Figure B.1 Entering Classroom Trainee Profile**   **Figure B.2 Trainee**

The instructor can create as many trainee profiles as there are trainees to take a test. If the instructor wants names associated with the answers to the questions, a list has to be created. At this point, there is no correlation to creating a test.

When the instructor wants to administer a test and wants the names to be associated with the test questions, the proper trainee profile must be 'activated' (selected). A typical activated trainee profile is displayed as shown in **Figure B.1** without the smaller inserted window ('Edit Station Details', which is used to enter/edit the list of trainees in a trainee profile).

Station Layout (With Composite System Only)

The station names are used to identify the trainee locations. In the 'Composite' LINK System, these are designated as LC1, LC2, etc. These names will appear on the test results.

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C – Operation Assistance

Applied Computer Systems, Inc. (ACS) offers toll-free, telephone assistance (800-237-5465) when help is required. Assistance is available from 8:00AM to 5:00PM, Monday through Friday, EST. After hours, leave a voice mail message.

Other ways to contact us is:

- Email is available at support@acs-linksystems.com.
- FAX 740-892-4838
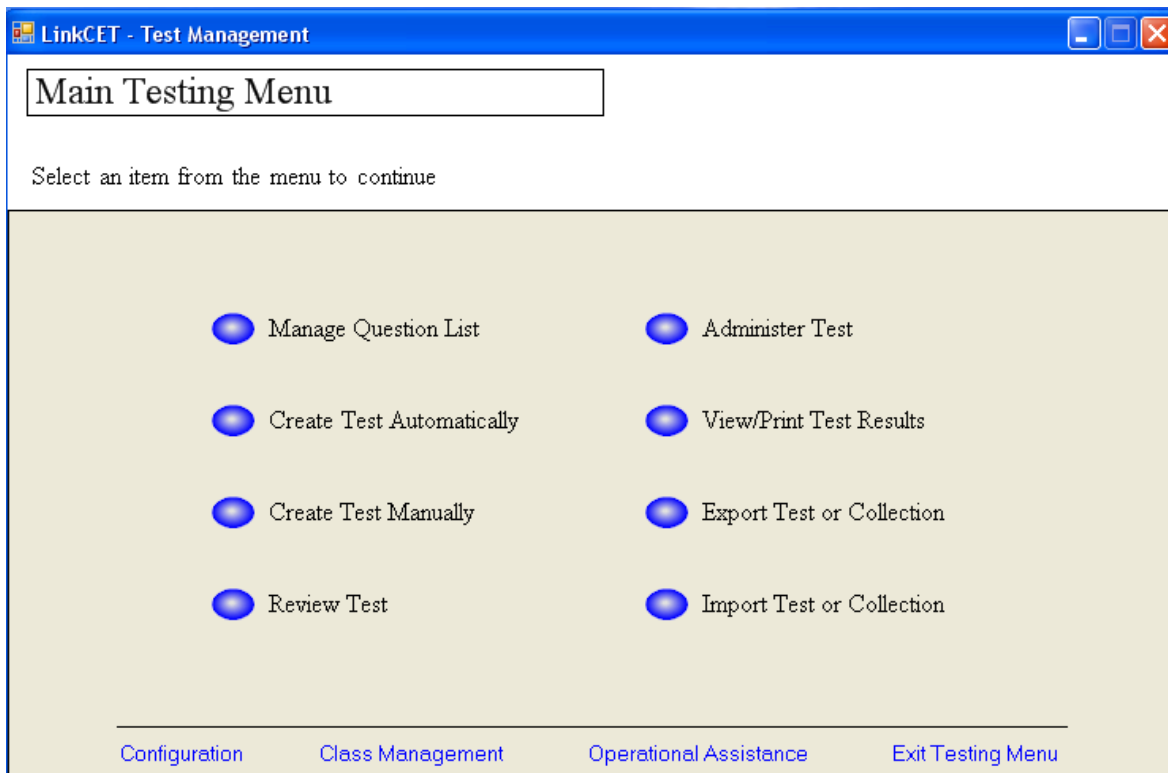- Website acs-linksystems.com for more info

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1.0 **LINK**CÉT AnyWhere™ Main Testing Menu

The command buttons on this menu are arranged in chronological order of their use- from creating new questions to reviewing the results. There are a number of **links** throughout the **LINK**CÉT AnyWhere™ Test Evaluation System to navigate from one system module to another for ease of operation. By selecting **DONE** within any of the modules, the information will be saved and the system will return you to the Main Menu.

A detailed explanation of each command button will be shown below the command title by moving the mouse over any blue icon. Any of the buttons can be executed in any order. In this example, the instructions are for you to select a function.

Figure 1.1 Main LINKCÉT AnyWhere™ Test Evaluation System Menu

How to Generate and Manage a List of Questions

To create or edit previously entered questions, select **Manage Question List** from the Main Menu**.** The form as shown in Figure 1.2 will be displayed. This form shown contains the results of a previously created category and 9 created questions.

Within this instinctive form, you can execute all of the required functions to create a new list of questions and perform all of the editing features on any question added to the 'Question List'.

Figure 1.2 – Manage Question List Form

Manage Question List Form Details

- **Active Category**

  The first item to be entered is the **Category** shown on this form. Generate a name that is applicable to the subject material. For example, questions for a 'General Aptitude Test', which would contain questions that would apply to everyday living. This window is also used to rename (edit) the category.

  Clicking on the drop-down arrow will show any previously created categories that can be edited. You can create as many categories as desired.

- **Question window**

  Below the category window is the **Question** scenario, which consists of the question number, navigation command buttons, the question itself, the answer to the question and the question weight. Each question is automatically assigned a number. Note that 9 questions have been entered into this category up to now. More can be entered at anytime.

  By typing in a question number, the program will locate the question, display it in the create/edit window and highlight it (brown in color) in the **Question Strip** as shown in Figure 1.2.

- **Navigation & Command Buttons**
  To navigate from one question to another, select the appropriate command.
  - a) **Next Question** command will display the next available question.
  - b) **Previous Question** command will display the previous question.
  - c) **Insert Question** will insert a newly created question one question above the question number shown.
  - d) **Delete Question** will delete the question displayed and remove it from the list of questions shown in the **Question Strip**.

- **The 'Question' Itself**
  Create the question you so desire in this window. By using one of the navigation commands (not delete), the question will be added to the sequence of questions in the **Question Strip** automatically.

  You can edit the question by simply changing the question until you are satisfied. When completed, select any other command and the question will automatically be saved, the question count will change and the Question Strip will change accordingly —it is that simple!

- **Choice**
  All questions require at least 2 and up to 5 possible choices. Enter each choice into the five answer windows labeled 1 through 5. If the question is a True/False or Yes/No type of question, no choices are required. However, you will need to select a unique correct answer choice to put into the **Answer** box.

- **Answer & Weight Windows**
  By default, the <u>answer</u> to the question and the weight of each question is one. With the mouse, click on up/down arrows to increase or decrease the correct answer and weight number. There is only one correct answer per question.

  Each question allows for a <u>weight</u> (value) of each question. This allows for questions of various degrees to be accounted and graded accordingly. If all questions have the same weight or weight is of no value, leave the default of one—no additional information is required.

- **Move current question into category**
  This feature enables you to create many types of questions and put them into more than one category. You can also create a question and put it directly into the proper category by clicking on the drop-down menu and selecting the category. You could create a list of questions and sort them into the different categories at a later time! You can go back and forth as much as you desire and create questions at will, another 'intuitive' feature of **LINKCÉT AnyWhere™** Test Evaluation System!

- **Move**
  If you choose the **Move** command button, it will remove the question from your current category and put it in the desired category.

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- **Copy**

  If you choose the **Copy** command button, it will leave a copy of the question in your current category and put another copy in the desired category—one question in two or more places.

  Do not forget to select your original category should you want to continue to create questions of the previously selected category—if not, they will end up in the wrong category!

- **'From Here to There' System Command Buttons**

  The black lettered APPLY button will keep you in this menu.

  The black lettered DONE or CANCEL system command buttons will take you back to the Main Menu.

  The blue lettered system command buttons at the bottom of the form enable the user to journey from one module to another module and are labeled accordingly.

  This is the meaning of each button and care should be used accordingly.

  a) APPLY – The Apply button **will save** all of the changes/additions you have made as of this time and will not cause you to leave this menu. This button should be used often for many reasons—power goes off, click on wrong button, etc.

  b) DONE - The DONE button **will save** all of the latest changes, exit the module and take you to the Main Menu. This will save all changes/additions automatically before exiting the menu.

  c) CANCEL – The CANCEL button **will not** save any of the changes you have made since you last clicked the APPLY button. To safeguard this action, you have to confirm your action and then you are taken to the Main Menu.

  Summary
  In summary, this portion of the **LINK**CÉT **AnyWhere™** Test Evaluation System allows the user to create questions by category, edit existing questions, move questions and delete questions that are no longer applicable with easy, intuitive, single-action commands.

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2.1 & 2.2 How to Create a Test

Automatically or Manually

There are two ways to create a test—automatically or manually (manually discussed later). When you select this command button, you will get a form as shown below.

Figure 2.1.1 -- Create a Test Automatically

2.1 - Creating a Test Automatically

You will need some Test Related Information
- Category
- Test Title
- Number of questions on the Test (5 or more questions required)
- Distribution of question's weight (optional)

    1) **Category -** Perhaps the easiest way to create a test is to allow the **LINK**CÉT Testing System to do it for you. Before any questions can be used to create the test, we need to select the Category containing the questions you want in the test. Within the Category window, click on the down arrow. This will display all of the various Category Names that contain at least one question. Select a Category Name.

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2) **Test Title -** Next, you must generate a title for the new test. Enter this into the window labeled Title.

3) **Number of questions -** The test generator needs to know how many questions you want on the test. The minimum is 5 questions. Enter the number of questions in the Question Count window. You can enter the number or click on the up/down arrows until the value you want is displayed. You are now almost ready to create the test.

4) **Distribution of Question's weight (optional) –** When LINKCÉT creates a test without weight information, it selects the test questions in a random order without any weight distribution.

What do I see on my form once a test is created?
At the top left of the form, the questions are displayed by weight and the count (number) of questions. This will show you how many questions are available and their weight. These are questions created using the **Manage Question List.**

LINKCÉT AnyWhere™ Test Evaluation System will choose the questions, using the entered test information within the selected category, in a **random order.** The questions that appear on the test will have the weights of the questions also in a **random order.** This is to say that you will not get the same order of questions or necessarily the same questions when creating another test using the automated method of generating a test.

Obviously, if you choose a number of questions on the test that matches the same number of questions in the category, you will always get the same questions but they will be in a random order.

To the right of the weight/count columns, there is a column that is labeled Question Count. This column indicator is the percentage of how many questions of the total you have selected to be on the test. At the top of the column is the total number of questions in the chosen category. In the window at the bottom is the number of questions that will be selected for the test whose name is shown under the Title label.

Creating the Test
Under the Category label, there is a GO button. When selected, it will create the test and show the distribution (percentage and count) of questions selected under each of the weight/count columns. You do not see the questions at this time—you are generating the test.

In addition, you have a pop-up question window as shown in Figure 2.1.2. If you are satisfied with the distribution of questions on the test, choose YES. This will automatically save the test and take you back to the Main Menu.

If you do not want the distribution of questions as shown, select NO. Now you can change the number of questions by weight by clicking on any of the columns with your mouse and move them up or down accordingly. This will affect the other columns in a relative manner.

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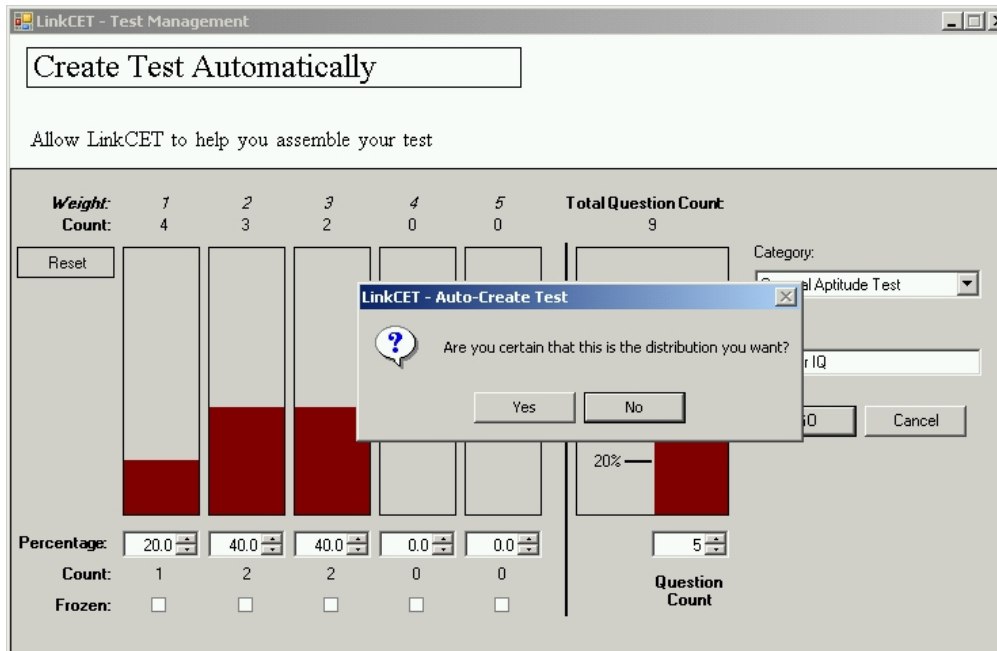Johnstown-Utica Rd. Johnstown, OH 43031

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If you want a column to remain fixed in number of questions, click in the box labeled Frozen.

Figure 2.1.2 — Response to Creating a Test

Once you have a test with the proper number of questions with the desired weights, select APPLY or DONE if you want to go back to the Main Menu after the test has been saved. The form will be blank and ready to create a new test.

However, until you select DONE, you can change categories, the test title, create another test with the same title, change the number of questions on the test and create another test.

Remember, each new test generated by clicking on the GO command button will create a new test with different selected questions. Once you have created a test, you can manually edit the test within the **Preview Test** command found on the Main Menu.

You now have a test created by the **LINKCÉT AnyWhere™** Test Evaluation System.

2.2 - Creating a Test Manually

There are two ways to create a test— automatically or manually and you should review both methods for ease of operation and timesaving features. Both methods can create the same desired results.

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To create a test with 5 to 15 questions (small test or quiz) and specific questions that pertain to the material just taught, the manual method of creating a test is best. To initiate this command, click on **Create Test Manually** from the Main Menu and it will bring up this screen.

Figure 2.2.1 - Create a Manual Test Form

Question Strip

9 Questions

5 How many sides are there on a 'right triangle'? 7 1

1 One has to put up collateral for a secured loan. 2 1

3 If the sales tax is 7.6% and an item cost $515, what is the total cost of the item? 3 2

If the postage for a letter is $.41 and you have only 2 cent stamps, how many stamps will it take to mail the letter? 4 2

2 How many square feet of space is in a building that measures 24.6 feet by 38.2 feet? 5 3

The extension .doc is added to what kind of Microsoft file? 6 3

How many ounces are there in a pint of water? 7 1

4 A gallon of milk weights approximately how many pounds? 8 2

All countries in the world drive on the same side of the road as we do in the United States. 9 1

LinkCET - Test Management

Create Test Manually

Create a test using questions from a category list

Category: **General Aptitude Test**   Title:

Question **1**
of 1

Next Question   Insert Question
Previous Question   Remove Question

QuickJump! to Question Editor

If the sales tax is 7.6% and an item cost $515, what is the total cost of the item?

Choices:
1: $454.30
2: $534.24
3: $515
4: $554.14
5: $515.76

Answer: **4**   Weight: **2**

Done   Cancel

Need some Test related information
- Category
- Test Title

What do I see on the Form?
1) **Category -** Before you can create a test, you need to select the Category containing the questions you want in the test. Within the Category window, click on the down arrow. This will display all of the various Category Names that contain a least five questions. Select a Category Name.

2) **Test Title -** Next, you must generate a title for a new test name. Enter this into the window labeled Title. The system will automatically check to see if you have selected duplicate test names and bring up a pop-up window showing selections you have previously made.

Once the Category is selected, you will see all of the previously generated questions on the right side of the form labeled Question Strip, displayed with a blue background. Each question is numbered in the upper right corner of the Question box. The weight of the question is displayed in the lower

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right corner of the same box. At this time, there are no questions in the Question box and the form is ready to create a test.

How to Create a Test

It is very easy and fast to create a manual test. Any of the questions in the right column can be viewed prior to selection. If more questions are in the category than can be displayed, move the slider up and down accordingly. You add, delete, replace and insert questions using this form in an intuitive manner as you create the test.

Click, Drag and Drop

To select a question, click the left mouse button, hold it down on the question you want and drag it over to the Question box and drop it. You can select any question in any order. The question selected will show up in the Question Strip with a brown background and the question number will appear in the upper left corner of the question box. The Click, Drag and Drop process (CDDP) will automatically increment to the next blank question ready to be repeated. With a question already in the Question Box, the CDDP will replace the question with the CDDP question. Once a question has been selected, the system will prevent you from adding it to the test twice. You can enter as many questions into the test as there are questions in the Question Strip.

You have all of the normal tools as shown in Figure 2.2.1 to add, delete and edit any question while creating the test.

NOTE- This 'Question' window (where the question is displayed for viewing) cannot be used to 'EDIT' the question—Use the 'Quick Jump' link below.

If you find a question that needs modified, click on the link Quick Jump! To Question Editor to edit the question. You will use a similar link to return from where you left.

'From Here to There' System Command Buttons

The black lettered DONE or CANCEL system command buttons will take you back to the Main Menu.

The blue lettered system command buttons on the form enable the user to journey from one module to another module and labeled accordingly where applicable.

This is the meaning of each button and care should be used accordingly.

a) DONE - The DONE button **will save** all of the latest changes, exit the module and take you to the Main Menu. This will save all changes/additions automatically before exiting the menu.

b) CANCEL – The CANCEL button **will not** save any of the changes you have made since you last clicked the APPLY button. To safeguard this action, you have to confirm your action and then you are taken to the Main Menu.

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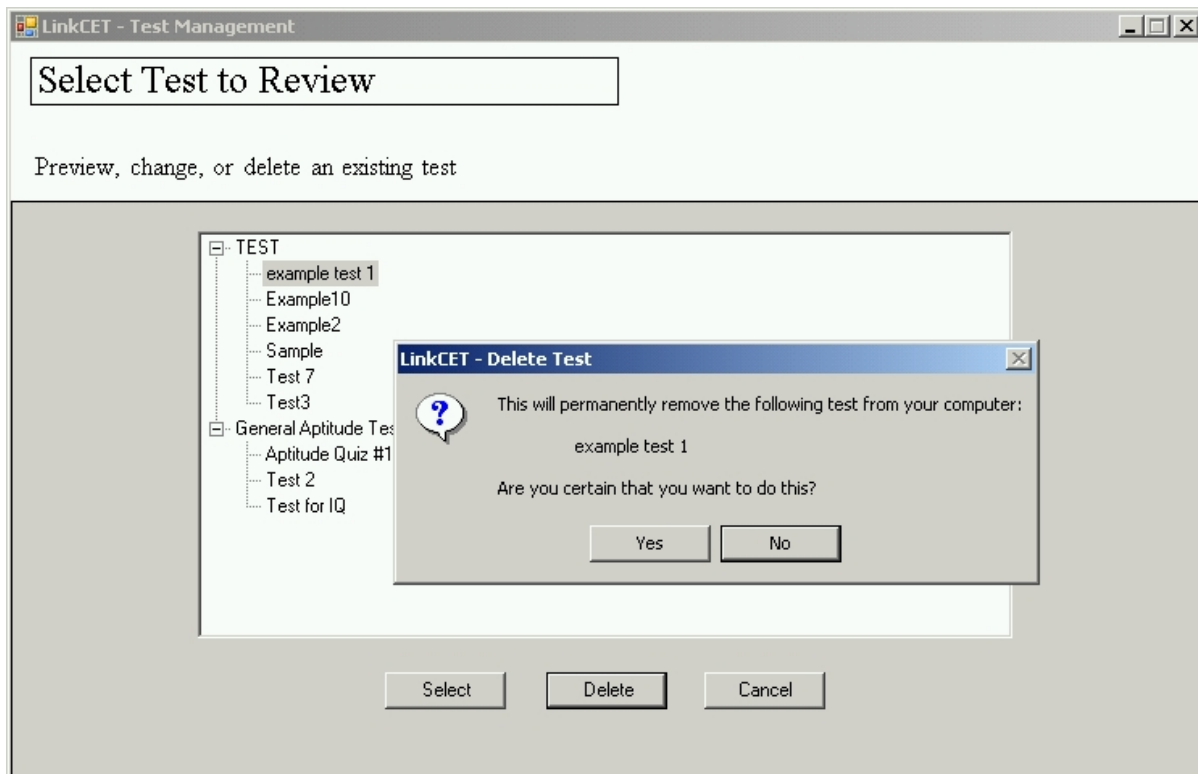
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3.0 - Review/Edit a Test

Once a test is created (automatically or manual), you probably want to review the test before administering it to the trainees for any of many reasons. Select the command button **Review Test** found on the Main Menu.

Figure 3.1 – Select a Test/Delete a Test

To review a test, double-click on the desired test title or click on the desired test and click on **Select**.

You can **Delete** a test by using this window. Click on the test name you want to delete. A Delete Test prompt appears as shown in Figure 3.1. Click on 'Yes' and the test will be deleted.

You can also **Edit the Test Names** by clicking on the test name and rename the test. **LINK**CÉT AnyWhere™ will not allow duplicate test names.

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Figure 3.2 -- Review Aptitude Quiz # 1

By using the four blue navigation buttons above the Question box, each of the questions will be displayed with the possible answers, the correct answer and the question weight. You can perform all of the functions listed with the purple color **Quick Jump! To Question Editor** to correct a question and return again with ease!

The questions with the brown background in the right hand column are the questions on the test. Clicking on any of these questions will display them in the Question box. Within the question box, you will see the test question number in red, the weight in bold black and the unique question number that every question has in the category in light gray.

When the Review is completed, select the appropriate button to return to the Main Menu.

a) DONE - The DONE button **will save** all of the latest changes, exit the module and take you to the Main Menu. This will save all changes/additions automatically before exiting the menu.

b) CANCEL – The CANCEL button **will not** save any of the changes you have made since you last clicked the APPLY button. To safeguard this action, you have to confirm your action and then you are taken to the Main Menu.

4.0 Administer Test

At this point we leave the test generation and review cycle and take it to the classroom. The instructor has made the necessary transfers or with their 'thumb drive' in hand, all information is in their computer that is needed to administer the chosen test.

To start the process, read the instructions described in Section B. You may need to select a trainee profile. Upon it's completion, click on **Administer Test** found on the Main Menu window. This will bring up the screen as shown in Figure 4.1. However,

Figure 4.1 Administer Test
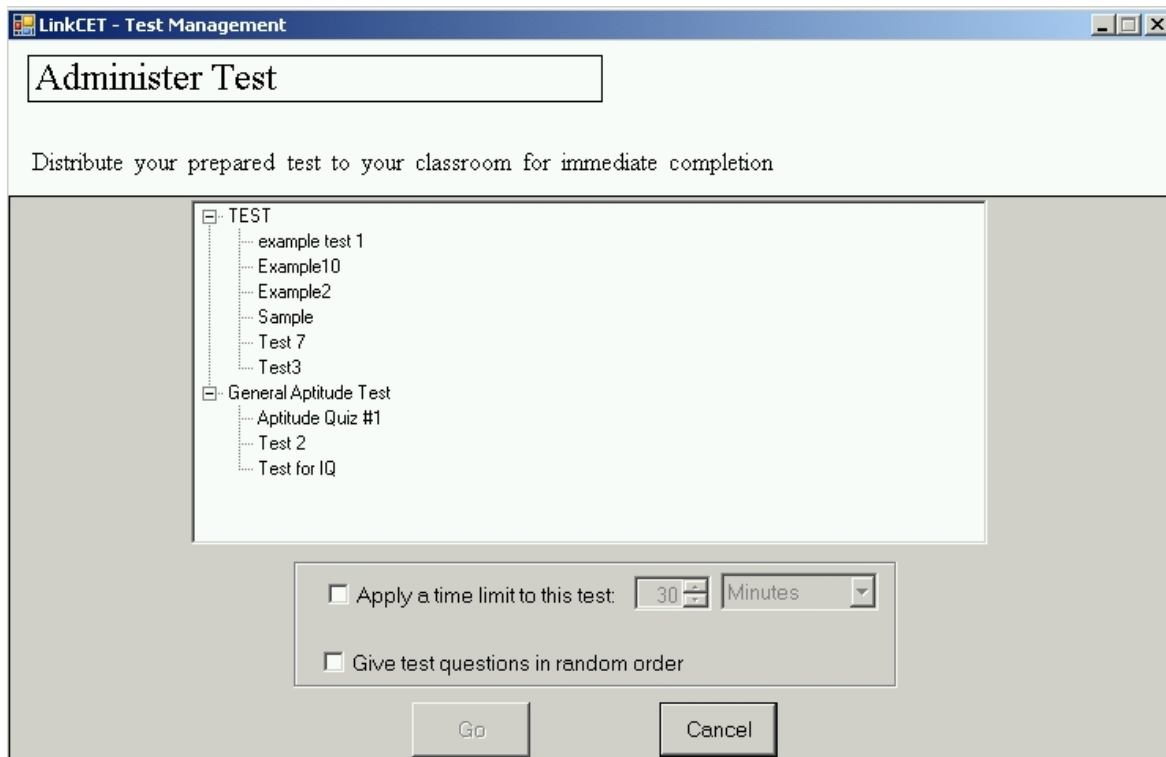
Before sending the test to the trainees, the instructor has two options to consider before administering the test.

- **Apply a Time Limit on the Test** – The instructor enters the length of time given to the trainees to complete the test. With this option, both those taking the test and the instructor are informed as to how much time is left. When the time expires, **LINKCÉT AnyWhere™** will automatically gather the test results and end the test taking procedure.

   If the option is left un-checked, the instructor will select the **CLOSE** button to end the test taking procedure.

- **Scramble the Questions** - Checking this box will scramble the order in which each trainee views the questions. When left un-checked, the questions are presented to All trainees in the same order as the test was created.

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These two options control how the test will be presented to the trainees.

To start the test, click on **GO**. This will send the test questions to the trainees. If the time limit was checked, the clock will start to count down. The time allowed to take the test is shown on each trainee and instructor monitor.

- - - - - - - - - -

Instructor Screen/Trainee Screen

Instructor Monitoring Screen

While taking the test, there are two main screens to view. One is the instructor's screen and the other is the trainee's screen. The instructor's screen is shown in figure 4.2.

4.2 Instructor's Monitoring Screen

LinkCET - Test Management

Monitor Test Results

See test results as they are submitted by students

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Score [%]
▶ Answer	3	5	2	1	4	5	2	
L. Kingston	3	5	2	1	2	5	2	75.0
J. Robertson	5	5	3	1	1	5	1	40.0
Station 3 unassigned								0.0
Correct [%]	50.0	100.0	50.0	100.0	0.0	100.0	50.0	57.5

From left to right, the rows have the following meaning:
- Questions – the question number (Q1, Q2, etc) of the test. The question itself can be viewed by mouse-over or clicking on the question number
- Answer – the correct answer of the above question
- L. Kingston, etc. – The name of the trainee or computer taking the test
- Any trainee name - Answer of each trainee with the wrong answers displayed in red with the trainee score in the most right-hand column
- Correct (%) – The percentage of correct answers by all trainees for each question—class average percentage in far right bottom corner

In the bottom-right corner of the screen is the average response of all correct answers for all trainees—classroom average percentage using weighted answers

NOTE: While the trainees' take the test, the instructor can view the screen or use the screen for other purposes such as:

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- Use the instructor computer for any other purpose during the test
- View the test results upon completion of the test
- End the test at anytime by selecting End Test
- Give permission for each of the trainees to view their score upon completion all trainees taking the test
- Observe the time left (when the time limit feature is used)
- Print a hard copy of the test results from any taken test
- View any question by placing the mouse pointer over the question number.

Distribute the Test Score

The instructor has the option to enable the trainees to see their test score upon completing the test. Instructions to view the results are sent to the trainee monitor and the result displayed in camouflaged white.

Print Report

The **Print Report** button is used to print the results of the test provided there is a printer attached to the instructor's computer. This will inform the trainee the instructor has stopped the test taking procedure.

End Test

The instructor can stop all trainee test taking and collect the trainee test result with this command at any time.

Close

When you click on **Close**, a prompt will ask if you want to save the results of the test. If you want to save the results, then you must do this at this time. If you do not want to save the results, the trainee answers for this test will be lost forever.

- - - - - - - - - - - -

Figure 4.3 Trainee Log-in Screen

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Trainee Log-in Screen

The instructor may want each trainee to log-in before taking the test. If so, the instructor will verbally direct the class to do so.

The instructor can create and/or select the trainee names by clicking on 'Display Names' from the LINK System menu.

The trainee will select his/her name from the class list of names selected by the instructor prior to administering the test.

Before the instructor administers the test, the trainee will click on the **LINKCÉT AnyWhere™** icon in the System Tray in the bottom-right corner of the trainee monitor.

This will cause a log-in, pop-up window to be displayed on the trainee monitor. To log-in, the trainee clicks on the **Login/Switch** button that will present a list of trainee names to select from as shown in Figure 4.3.

The trainee selects his/her name from the list and then clicks on the **Done** button. The list of names will disappear.

Once logged in, the 'Not Logged In' message will be replaced with the trainee name demonstrating that the trainee has logged-in.

This completes the log-in procedure.
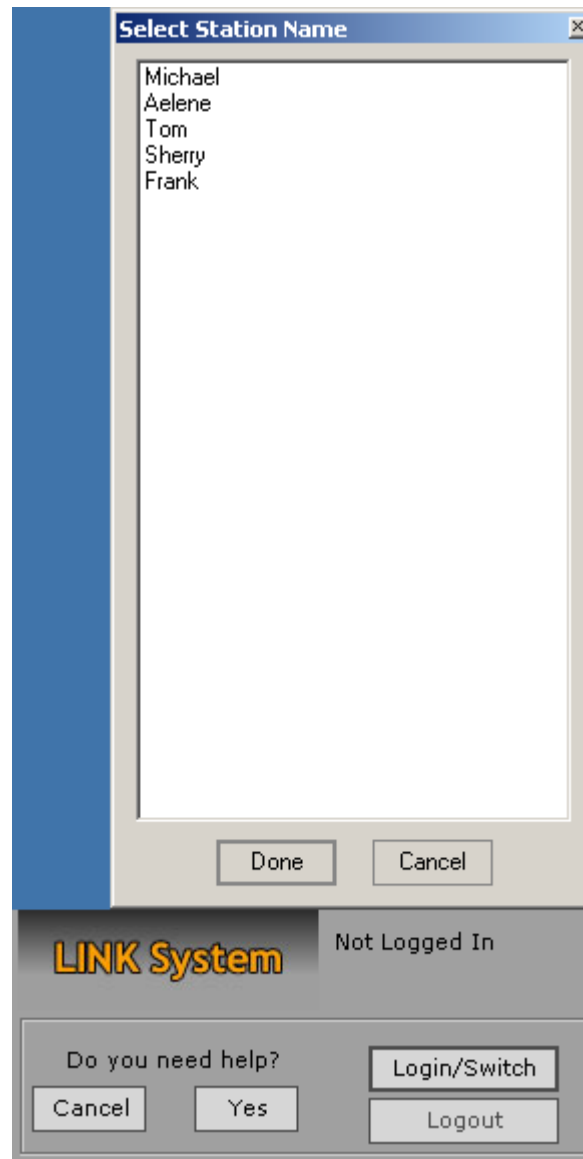
Trainee Test-Taking Screen
This is a typical trainee screen display showing questions to be answered.

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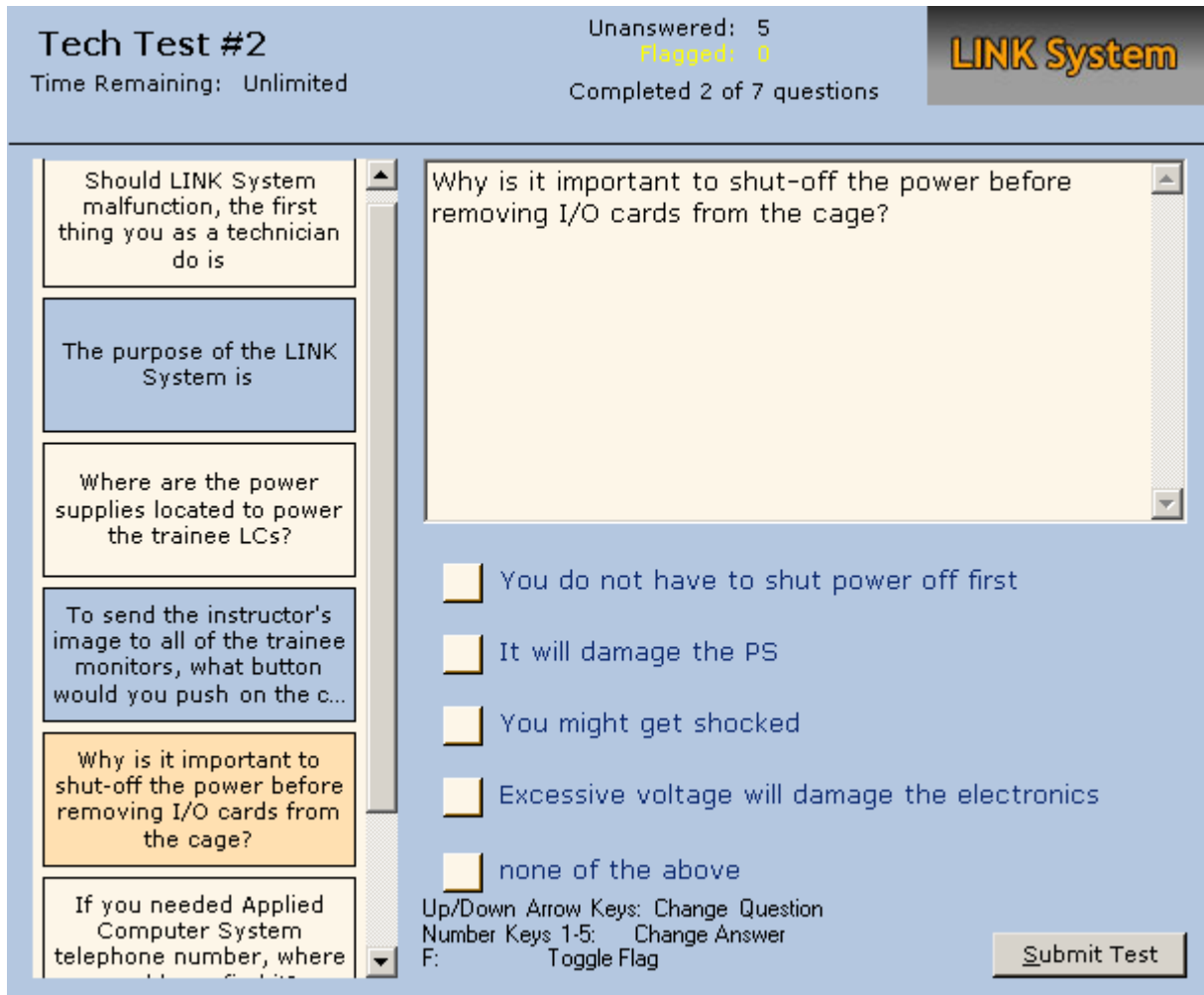Johnstown-Utica Rd. Johnstown, OH 43031

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Figure 4.4 Trainee Test-Taking Screen

How to view questions and answers
The trainee display window as seen in Figure 4.4 shows at least five questions at one time in the left most column of the window. The questions in this column are limited in display space and may be truncated. The complete question is displayed in the middle of the window above the answers.

This column of questions will constantly be centered within the window each time a question is answered. The trainee is to answer the question that has a light-brown color background (in focus). Once the question has an answer, the background color will change to a light-blue.

A yellow-colored flagged question indicates that the trainee will review the answer later or not to be answered. Stroking the 'F' key will cancel a flagged question and change the color of the question blue, if answered. In either case, the answer selected (no answer, wrong or right) will be accepted by **LINK**CÉT AnyWhere™ as with all questions.

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The trainee can answer any question at any time. Questions can be answered later or not at all. However, once an answer has been selected, the question will turn to a light-blue color. This indicates the question has been answered.

Answers to questions can be changed unlimited times during the test period. The last answer selected is the answer kept by the **LINK**CÉT AnyWhere™ Test Evaluation System. All unanswered questions will appear with a white background until they are answered. It is the responsibility of the trainee to make sure that all the questions are answered—all light-blue questions in color indicate all questions have been answered. The tally of what has been done is shown at the top of the screen in Figure 4.4, which helps the trainee tremendously.

To answer questions, the trainee can use the 'up and down' keys to move through the list of questions. The 'return' key will advance focus on the next available question in the list.

The keys '1 through 5' can be used to answer the questions. These number keys can be stroked any number of times, changing the answer with each stroke. The last number selected followed by the 'return' key will be the chosen answer and advance to the next question. Using the keys is the fastest method to take a test.

In addition to the above, the mouse can be used to select the question and the answer and advance to the next desired question.

Submit the Test

When the trainee completes the test and there is no time limit involved, they must click on the **Submit** button. **LINK**CÉT AnyWhere™ will send the results and update the instructor's screen instantaneously. The **LINK**CÉT AnyWhere™ will respond with an appropriate message to the trainee. Should the trainee forget to click the **Submit** button, **LINK**CÉT AnyWhere™ will collect the results. It is recommended for many reasons that the trainee complete the cycle appropriately. **LINK**CÉT AnyWhere™ Test Evaluation System will remove all correspondence with the trainee computer screen. **NOTE:** In any case, when the trainee clicks on the **Submit Test** button, the test is over and final!

If the test is time-limited and the time has run out, **LINK**CÉT AnyWhere™ will automatically collect the test results—there is no need for trainee intervention. Again, **LINK**CÉT AnyWhere™ will respond with an appropriate message.

View Trainee Score

With the instructor's permission, the trainee can view his/her percentage of correct answers after completing the test. The score is camouflaged to prevent any other trainee to from seeing another's test score. See **Distribute the Test Score** details in **Section 4**.

This completes the trainee portion of the test taking procedure.

5.0 View/Print Test Results

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Any saved test results can be reviewed at a later time. The instructor can combine the test results with other documents.

Figure 5.1 View/Print Test Results Screen
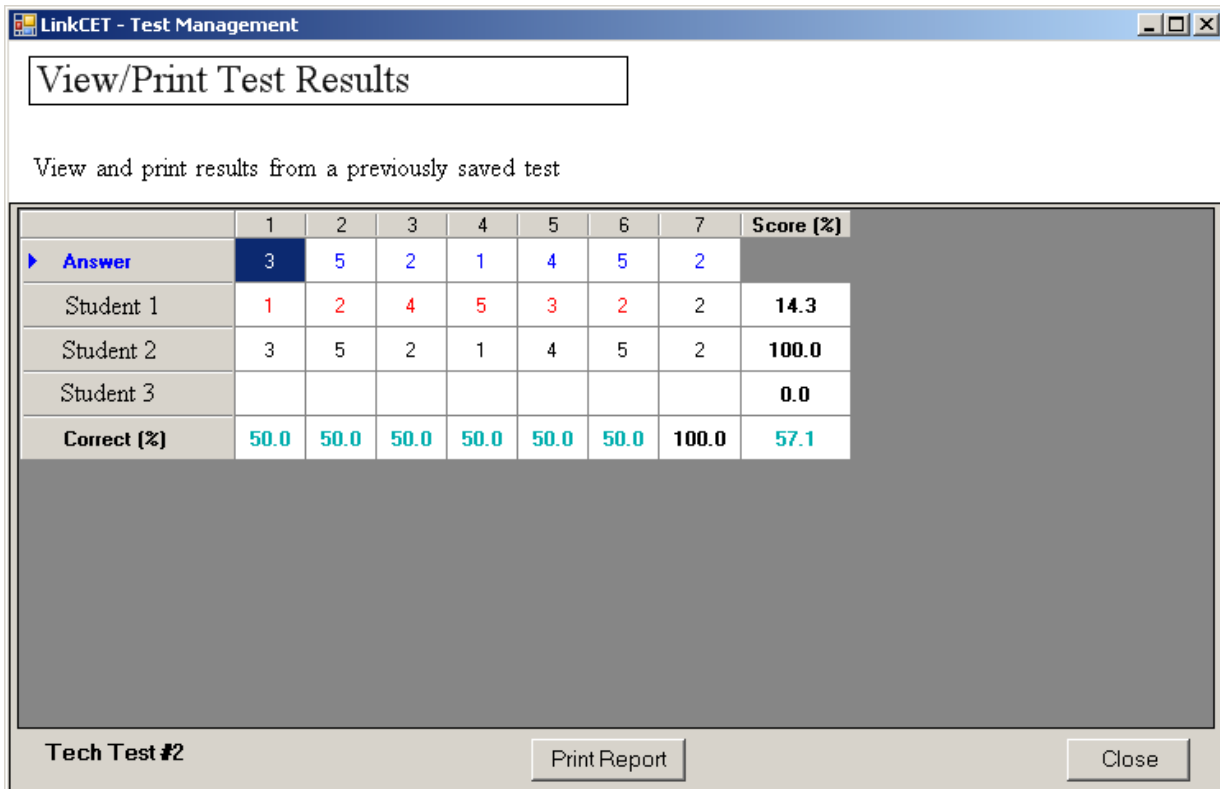
Print Report

This screen display is similar to the one used by the instructor to observe the results of the test taking procedure. By clicking on the **Print Report** button, you can preview the test results of what is about to be printed. When you print the test results, the printed copy will be the same as presented on the display screen.

Note that each of the tests has a filename extension of .slt. If your computer system can print a WORD document, then you can print your test results—the printer is already set up properly.

Close

Clicking on **Close** will take you back to the Main Menu.

6.0 Export Test or Collection

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There are situations that require the test and test results be transferred from one computer to another electronically via a LAN or any other method. Other times the test and test results can be stored on a 'thumb drive' and removed and transferred to another computer running **LINKCÉT AnyWhere™** Test Evaluation System software.

This is where the EXPORT & IMPORT method of getting data from one computer to another has to be executed. **NOTE:** If the test is created, reviewed and administered on the same computer (thumb drive), you do not need to use the EXPORT & IMPORT method—this will save time and is applicable. Otherwise, you have to use the EXPORT & IMPORT procedure.

With a 'thumb drive' all of the information can be taken into a classroom within one media. Upon completing the test process, all information is removed in the same manner, leaving nothing behind in either the instructor or trainee computers. This type of security enables any number of instructors to use the classroom and only be concerned about their own tests.

Figure 6.1
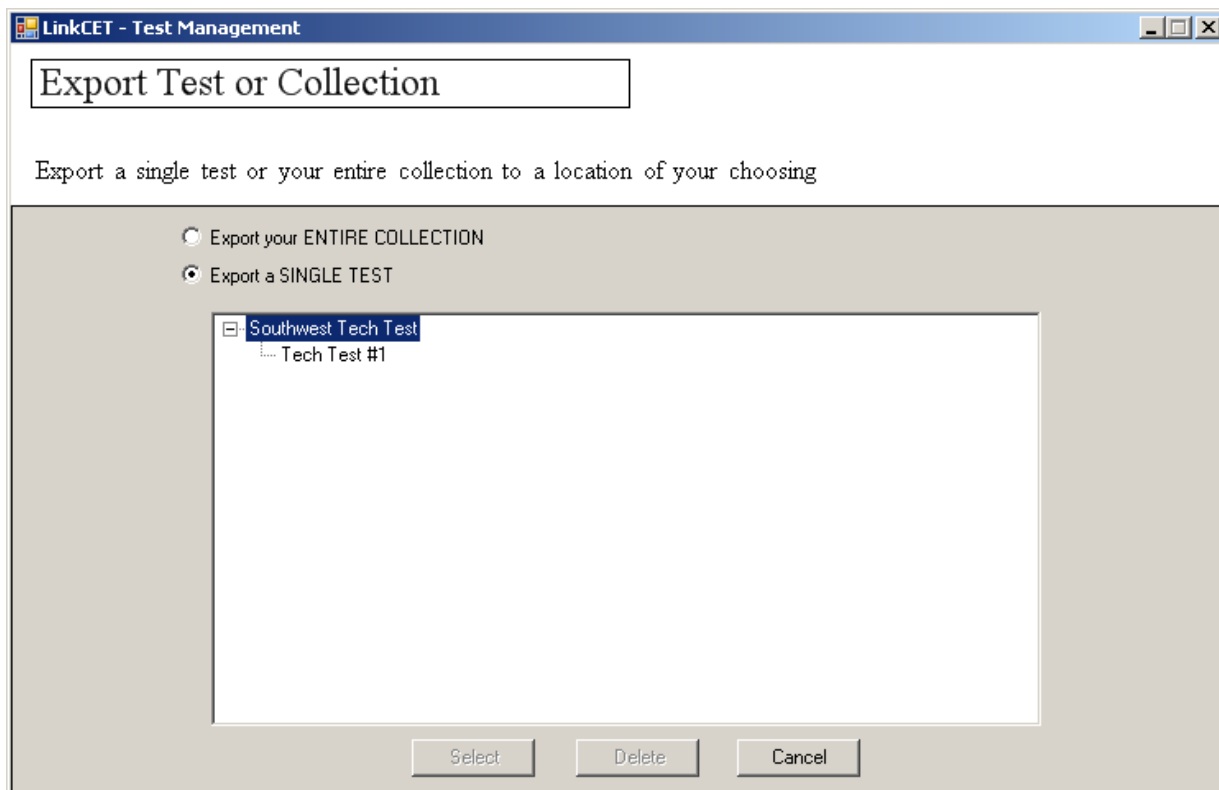
You can move generated test(s) two different ways, 1) one at a time or 2) a group at one time. The default move is to transfer a single test. In either case, one must use the EXPORT & IMPORT method when using a CD, diskette, 'Thumb drive', etc. **Note:** All test(s) have to be EXPORTED first and then IMPORTED to restore the test(s) into a usable format.

Export a SINGLE TEST

Once you click onto any test title, the **Select** and **Delete** buttons become activate. The **Select** button will bring up the window. This will enable you to locate a place where you want to save the test. NOTE: Make sure you know where you saved the test! You will need this same location in the IMPORT procedure.

There is a quick way to create a new folder for this purpose, if desired. The test name will remain the same. Upon selecting the location, **LINKCÉT AnyWhere™** Test Evaluation System will export the test into the chosen location and will automatically go to the Main Menu.

Export your ENTIRE COLLECTION

When you want to backup your entire tests or move all of the tests to another location, this method is to be used. By clicking on this radio button, all of the test and folder information is automatically selected ready for transfer. Again, to the right the same window will appear and you are to select a location where you want to store the test(s). This will create the same folder and test(s) in a new location.

This is useful when taking work home or to another location, like you laptop. When you bring it back to the original computer, the filenames will be the same. It will be your responsibility to make sure which files have the desired information you want to keep.

7.0 Import Test or Collection
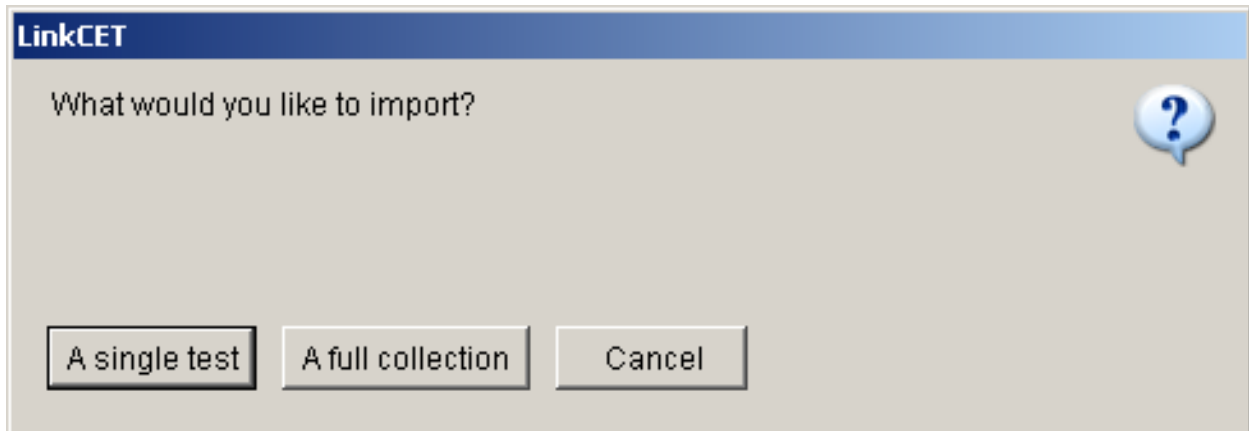
If you EXPORT a test, you can only IMPORT a test, not a full collection and vice verse. The Import/Export explanation is the same only the direction changes.
- - - - - - - - - - -

This completes the **LINKCÉT AnyWhere™** Test Evaluation System Manual. Enjoy!

8.0 Definitions/Vocabulary

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Question – Any created statement that is part of the Question List that has up to five possible answers, one correct answer and (optionally) a weight greater from 1 to 5,

Question List – An unlimited number of analogous questions assigned to a Category. This is the first step in created test.

Random – A method of auto-creating a method that mixes the chosen questions of a given test uniquely for each trainee taking the test

Weight – A value of 1 to 5 assigned by the creator of the question that is a value of complexity of the question. Every question has to have a 'weight' with a default of one.

Category – The name of a Question List from the same subject

Test Title – The name of a group of selected questions that form a test for identification purposes

Manually-Created Test – A method of manually selecting a number of questions from a Question List of related questions to create a test

Auto-Created Test – A computerized method of creating a test from a Question List based upon the number of questions and weighted values.