

## Quick Start Guide

**First Time Setup:** ✓ Setting up the Default Keyword Labels & Lists (optional)

**The “Basic Steps”**

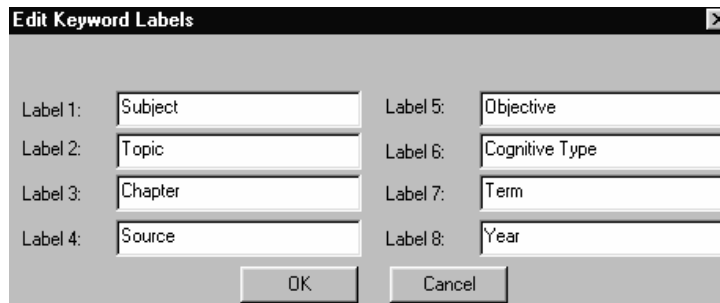
- ① Log in as a User
- ② Create an Item Bank
- ③ Create an Objective
- ④ Add Questions
- ⑤ Create a Test
- ⑥ Generate the Test
- ⑦ Print the Test

✓ Setting up the Default Keyword Labels and Lists.  
First enter the Keyword Labels. Next the Keyword Lists are added under the label.

- ✓ Keyword Label: Select Options, Default Keyword Label
- ✓ Keyword List: Select Options, Default Keyword List

The Keywords are used to describe the questions. E.g.: This question is from Chapter 1, Source is Textbook, Topic is Reading.

<u>Keyword Label</u>	<u>Keyword List</u>
Chapter	1,2,3,4,5,6,7, etc...
Source	Textbook, Lecture, Video, Field trip, etc...
Topic	Reading, Writing, History, Economics, etc...



Note: The Keyword Labels/Lists can be setup by the Administrator, if you want a default list for all users. Each user can setup Keyword Label & Lists independent of the Administrator’s settings. You can have up to 250 keywords under each label.

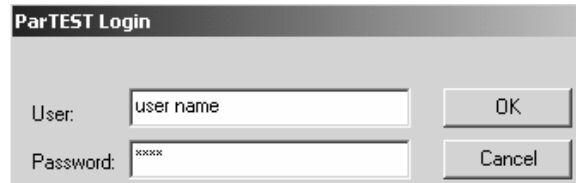
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### The "Basic Steps"

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#### ① Log in as a User

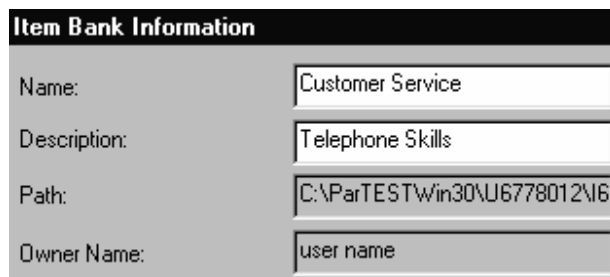
Open ParTEST  
Use your Login Name and Password



The ParTEST Login dialog box contains two input fields: 'User:' with the text 'user name' and 'Password:' with 'xxxxx'. There are 'OK' and 'Cancel' buttons on the right side.

#### ② Create an Item Bank

Select File, New, Item Bank or the icon on the Tool bar (shown below)  
Enter a Name for the Item Bank



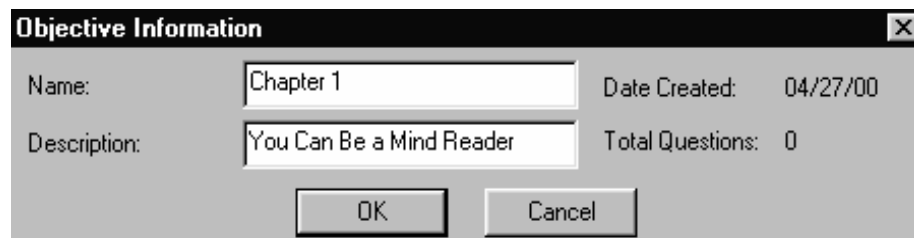
The Item Bank Information dialog box has four fields: 'Name:' (Customer Service), 'Description:' (Telephone Skills), 'Path:' (C:\ParTEST\win30\U6778012\16), and 'Owner Name:' (user name).

Note: An Item Bank can contain up to 2,000 questions. The "Path" shows the folder associated with your Login Name (U6778012). Everything you create will be saved to this folder. Each user will have a unique folder number.

#### ③ Create an Objective

Select File, New, Objective or the icon on the Tool bar (shown below)  
Enter a Name for the Objective

Objectives are created within an Item Bank to provide a more specific focus for a group of closely related test questions. You create an objective to reflect or specify the course and the questions stored within it. An item bank can contain up to 200 objectives.



The Objective Information dialog box has four fields: 'Name:' (Chapter 1), 'Date Created:' (04/27/00), 'Description:' (You Can Be a Mind Reader), and 'Total Questions:' (0). There are 'OK' and 'Cancel' buttons at the bottom.

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### ④ Adding Questions

Select File, New, Question or the icon on the Tool bar (shown below)  
Select the Type of Question desired



- 1) Enter a name for the question
- 2) Enter the question text and the available choices
- 3) Select the correct answer
- 4) Select your keyword list items on the Keyword tab
- 5) Click OK and repeat this process to add more questions

The image shows a 'Question Edit - Multiple Choice' dialog box. It has a title bar with 'Question Edit - Multiple Choice' and a close button. Below the title bar are 'Edit' and 'Tools' menus. A text area contains 'You are the Company' and a rich text toolbar with buttons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Search, and Lock. The font is set to 'Times New Roman' and size to '10'. The main text area contains the question: 'Who or What do you become when you pick up the ringing phone?'. Below this are tabs for 'Answer', 'Score', 'Keyword', 'Item Analysis', and 'Response Frequencies'. The 'Answer' tab is active, showing an 'Explanation/Rationale' field with 'Chapter 1, Page 4'. There are five choice boxes labeled A through E. Choice C, 'You are the Company', is selected with a checked checkbox. Below the choices are 'Operator' options: 'And' (selected) and 'Or'. There are also checkboxes for 'Keep Answer Order' (checked) and 'Keep Question Order' (unchecked), and a 'More...' button. At the bottom are 'OK' and 'Cancel' buttons.

### ⑤ Create a Test

Select File, New, Test or the icon on the Tool bar (shown below)  
Enter a Name for the Test



The image shows a 'Test Information' dialog box. It has a title bar with 'Test Information'. Below the title bar are three text input fields: 'Name:' with 'Tel Communication', 'Description:' with 'Great Customer Service', and 'Path:' with 'C:\ParTEST\win30\U6778012\'. At the bottom are 'OK' and 'Cancel' buttons.

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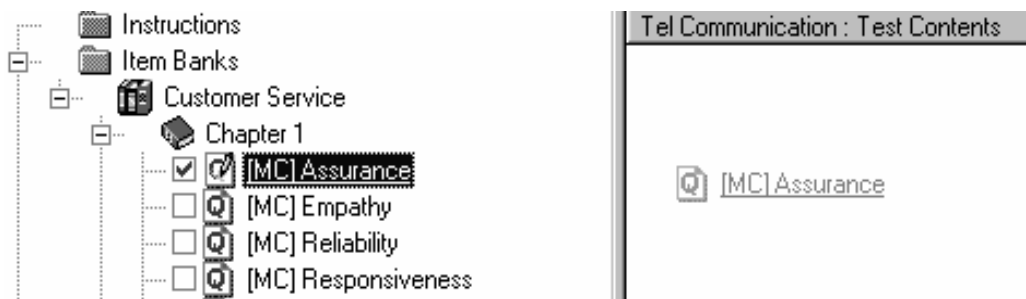
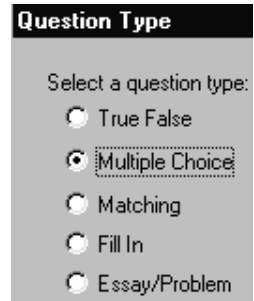
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Note: When you select a question a “red” check is placed next to the question.

Select the items from your Objectives and drag them to the ‘Test Contents’ window on the right.

You may also select the question and click the right mouse to “Add Selected Question to Test” or press your “Insert” key when the question is selected.

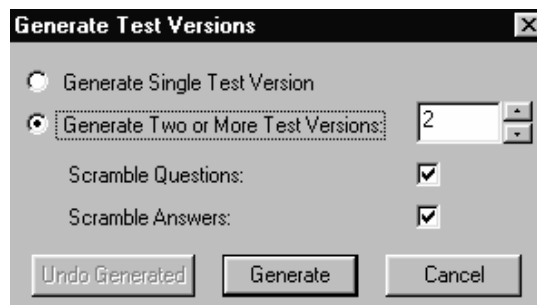
Continue until all the questions are added to the test.



### ⑥ Generate the Test

Select Tools, Generate Test Versions or the icon on the Tool bar (shown below)

After you have assembled a test, you must generate the test before printing. You can generate one or multiple versions of a test. Multiple versions can scramble questions and/or answers.



Once the test is generated, you will see the version(s) show in the dialog box.



### ⑦ Print the Test

Once the test is generated you can print or preview it.

