

**World Class Test Online
For Windows
User's Guide**

Version 1.3

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Introduction

Welcome to World Class Test Online.

World Class Test Online allows you to complete the activities your instructor has made available to you. These activities include exams, practice exams, or tutorials.

Installation Media

If you received a Thomson World Class Learning™ Testing Tools CD, it contains a program that installs all of the system components, including World Class Test Online, on your computer's hard disk.

If you received a World Class Test Online diskette, it contains a program that installs World Class Test Online on your computer's hard disk.

World Class Test Online User's Guide

This guide is organized into the sections described here:

Getting Started

This section includes:

- Information about World Class Test Online
- List of typographical conventions
- Instructions for:
 - installing the World Class Test Online program
 - starting World Class Test Online

How Do I...

This section includes short explanations of how to perform the most common actions in World Class Test Online. Use this section as your first resource.

Command Reference

This section consists of full descriptions for each World Class Test Online operation. The operations are presented in the order they appear in the menus.

Appendix

The appendix lists hardware and software requirements.

Typographical Conventions

These typographical conventions make the user's guide easier to read and use:

- Step-by-step procedures begin with a 'To' and end with a colon. Follow the instructions carefully. Look for these *To statements* when reviewing a specific procedure. For example:

To start World Class Test Online:

- Text you are asked to enter from the keyboard is printed in a typeface like this:

Jones , John

GETTING STARTED

- Note boxes contain information that will enhance your knowledge of World Class Test Online. For example:

Note:
Take time to read Note boxes and you will save time. Note boxes provide information that can improve your efficiency in using World Class Test Online.

Before you Begin

We assume you know how to operate your Windows system. If you are unfamiliar with any of the following tasks and terms, consult your Windows manual or ask a friend for help.

- Dialog box
- Text box
- Scroll bars
- Buttons
- Open a file
- Save a file
- Click and double-click
- Select text with the mouse
- Select menu items

Installing World Class Test Online

Note to students:
If you are using a computer shared with other students, World Class Test Online may already be installed. Try to start the program by following the instructions in <i>Starting World Class Test Online</i> on the next page. If you were unsuccessful, select one of the installations below.

Note to instructors:
If you are installing World Class Test Online on a network drive to be shared by multiple students, you must run the installer from each student workstation to ensure that the instructions in <i>Starting World Class Test Online</i> will be accurate.
Installing World Class Test Online on the hard drive of each student workstation will result in better performance and reliability. You can distribute the World Class Test Online installer on a diskette or on a network drive, and let the students follow the appropriate installation instructions on the next page.

To install Thomson World Class Learning™ Testing Tools, including World Class Online, from CD (instructors only):

Note to instructors:

World Class Test Online is part of Thomson World Class Learning™ Testing Tools. If you have already installed Thomson World Class Learning™ Testing Tools, you have also already installed World Class Test Online.

1. Insert the Thomson World Class Learning™ Testing Tools CD in your computer's CD-ROM drive.
2. In Windows 95, 98 and NT, select Run from the Start menu and type `d:\setup95.exe`. Click on the *OK* button.

In Windows 3.1, open the Program Manager. Select Run from the File menu and type `d:\setup31.exe`. Click on the *OK* button.

3. Follow the instructions of the installation program.

To install World Class Test Online from diskette:

1. Insert the World Class Test Online diskette in your computer's diskette drive.
2. In Windows 95, 98 and NT, select Run from the Start menu and type `a:\setuponl.exe`. Click on the *OK* button.

In Windows 3.1, open the Program Manager. Select Run from the File menu and type `a:\setuponl.exe`. Click on the *OK* button.

3. Follow the instructions of the installation program.

To install World Class Test Online from a network drive:

1. In Windows 95, 98 and NT, use Windows Explorer to open the folder in which your instructor copied the installation program.

In Windows 3.1, use File Manager to open the folder in which your instructor copied the installation program.

2. Double-click on the program named *SetupOnl.exe*.
3. Follow the instructions of the installation program.

GETTING STARTED

Starting World Class Test Online

To start World Class Test Online in Windows 95/98/NT:

1. Start Windows 95, 98 or NT.
2. Click on the *Start* button from the taskbar.
3. Select the *Programs* item.
4. Select the *TWCL Testing Tools* item.
5. Select the *World Class Test Online* item.

To start World Class Test Online in Windows 3.1:

1. Start Windows 3.1.
2. Double-click on the *TWCL Testing Tools* program group.
3. Double-click on the *World Class Test Online* icon.

Technical Support

Technical support is available Monday through Friday between 8:30 a.m. and 6:00 p.m., Eastern Standard Time, at the following toll-free number:

1-800-423-0563

You can also email your questions to support@kdc.com or fax them to 606-647-5045.

open an activity?

To open an online activity:

1. Launch World Class Test Online as any other Windows program. If World Class Test Online is already running, choose *Open...* from the *File* menu.
2. In the dialog that appears, navigate to the folder that contains the online activity, and double-click on the online activity file.
3. After selecting an activity file, one of two login dialogs will appear.
 - If your instructor registered you as one of the students to complete the activity, a dialog appears that lets you identify yourself.

Fill in your student ID, your password, choose your time zone, and verify the daylight saving check box. When all of the information is correct, click on the *OK* button.

If your ID and password are correct, and you are allowed to complete the activity at this time, the activity appears in the Activity window.

If your ID or password is not correct, or you are not allowed to complete the activity at this time, a dialog will appear explaining the situation. To try again, start with step 2.

- If your instructor did not register specific students to complete the activity, you only need to fill in your student ID and click on the *OK* button.

answer a true/false question?

To answer a true/false question:

With a mouse: Click on either **True** or **False**.

With the keyboard: Type T for true or F for false.

In either case, a blue check mark appears in front of the selection you made. You can also change your response by clicking on the other choice.

HOW DO I...

answer a multiple choice question?

To answer a multiple choice question:

With a mouse: Click on the choice you think is correct.

With the keyboard: Type the letter that appears in front of the choice you think is correct.

In either case, a blue check mark appears in front of the selection you made. You can also change your response by clicking on another choice.

answer a matching question?

To answer a matching question:

With a mouse: To answer a matching question, you need to associate one item in the left column of choices with one item in the right column of choices.

1. Position the mouse cursor over one of the items in the left column.
2. Press and hold the mouse button.
3. Drag the mouse cursor over the correct item in the right column.

As you drag, a blue line moves with you, helping you to see the association.

4. Release the mouse button.

The blue line disappears and the number in front of the item in the right column appears beside the letter in front of the item in the left column.

5. Repeat the steps above until each item in the left column is associated with one of the items in the right column.

Note:

You are not limited to dragging from left to right. If you prefer, you can click on one of the items in the right column and drag the blue line to one of the items in the left column.

With the keyboard: Sorry, there is no way to answer a matching question with the keyboard.

answer a fill in the blank question?

To answer a fill in the blank question:

Simply type your response in the box provided.

If your response is wider than the box, the text will scroll horizontally. In this case, use the left and right arrow keys to reveal the text that has been scrolled out of view.

Note:

You are limited to 200 characters in a response to a fill in the blank question.

answer an essay question?

To answer an essay question:

Simply type your response in the box provided.

If your response is wider than the box, the text will wrap to the next line.

If your response is taller than the window, the text will scroll vertically. In this case, use the up and down arrow keys to reveal the text that has been scrolled out of view.

Note:

You are limited to 30000 characters in a response to an essay question.

move from question to question?

To move from question to question:

With a mouse: Click on the question.

With the keyboard: Press the Tab key to move to the next question. Hold down the Shift key and press the Tab key to move to the previous question.

In either case, the blue border that indicates the current question moves.

HOW DO I...

take a break?

To put the activity into a paused state:

If your instructor has allowed it, you can choose *Pause* from the *Control* menu to put the activity into a paused state. While the activity is paused, the timer goes to sleep and the Activity window is cleared.

To take the activity out of the paused state:

When you are ready to return to the activity, go back to the *Control* menu. A *Resume* item has taken the place of the *Pause* item. When you choose *Resume*, the timer will awaken, and the activity will appear in the Activity window.

save my responses so far?

To save your responses at any time:

Choose *Save* from the *File* menu.

World Class Test Online knows where to save the responses, so you don't have to worry about that. The program will save your responses where your instructor's program expects them to be.

close the feedback window?

If the activity you are completing is a tutorial, a window will pop up with feedback each time you respond to a true/false, multiple choice, or matching question.

To close the feedback window:

- Press a key or
- Click the mouse button

hide the status bar?

By default, World Class Test Online displays a status bar at the bottom of the Activity window. In this status bar, you will find:

- Prompts that help you complete an activity
- The amount of time remaining (if the activity is timed)
- The number of questions that remain

To hide the status bar if it is visible:

1. Choose *Status Bar* from the *Control* menu.

To show the status bar if it is hidden:

Choose *Status Bar* from the *Control* menu.

indicate I am finished with the activity?

When you have finished the activity, you need to let World Class Test Online know.

To tell World Class Test Online you are finished with an activity, choose one of the following:

1. Choose *Done* from the *Control* menu.
2. Choose *Close* from the *File* menu.
3. Click on the close button on the Activity window.
4. Choose *Exit* from the *File* menu.
5. Click on the close button on World Class Test Online's window.

If you choose one of the first three methods, and your instructor allows it, a Results window will appear with a summary of your performance in completing the activity.

If you choose one of the last two methods, the Results window will not appear.

Note:

You should not turn off your computer before using one of the methods above. Doing so will almost certainly result in lost responses.

exit World Class Test Online?

To exit World Class Test Online as quickly as possible, choose one of the following methods:

1. Choose *Exit* from the *File* menu.
2. Click on the close button on World Class Test Online's window.

In either of these methods, the Results window will not appear.

Note:

By exiting, you are telling World Class Test Online you are finished with the activity.

Note:

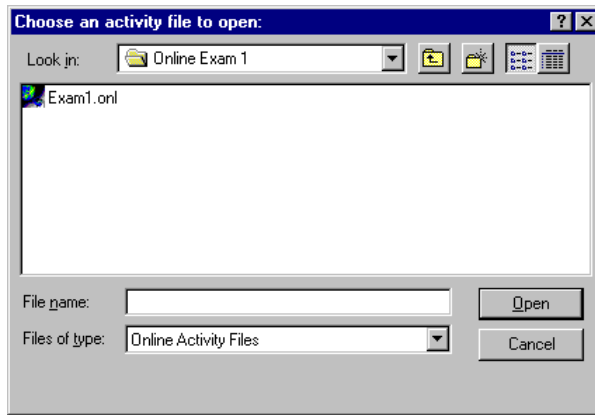
You should not turn off your computer before using one of the methods above. Doing so will almost certainly result in lost responses.

File Menu



Open...

Opens an online activity file.



Opens an activity file by prompting with a standard *Open...* dialog. After a file is selected, World Class Test Online loads the activity and places it in the window.

—*File name*—

You can type the name of the file in this edit field or select the file with the mouse.

—*Files of type*—

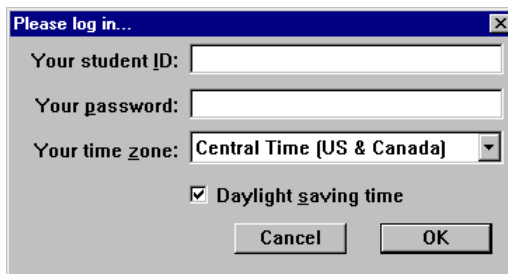
By default, World Class Test Online displays only online activity files. Use this drop-down list to view all files.

After selecting an online activity, you must log in to identify yourself.

COMMAND REFERENCE

Login with a password

If your instructor registered you as one of the students to complete the activity, the dialog below appears:



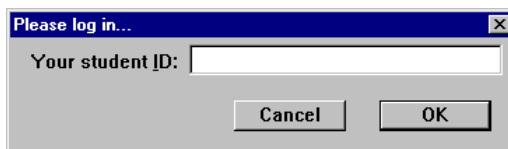
Type in the ID and password you received from your instructor. Verify the time zone and daylight saving selections. Click on the *OK* button.

If your ID and password are correct, and you are allowed to complete the activity at this time, the activity appears in the Activity window.

If your ID or password is not correct, or you are not allowed to complete the activity at this time, a dialog will appear explaining the situation. To try again, choose *Open...* from the *File* menu.

Login without a password

If your instructor did not register specific students to complete the activity, the dialog below appears:



After typing your student ID and clicking on the *OK* button, the activity appears in the Activity window.

Close

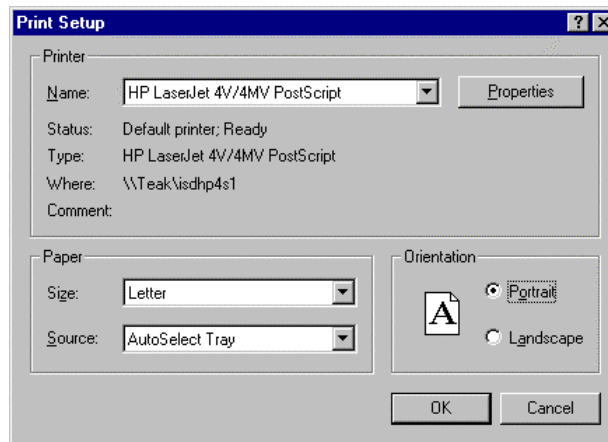
Closes the activity window. This has the same effect as choosing *Done* from the *Control* menu. See the discussion of *Done* for more details.

Save

Saves your responses to the activity's questions.

Print Setup...

Lets you select printer options.



While the dialog that appears on your computer may be different, the *Print Setup* dialog generally you select the printer, paper size, and page orientation.

Print

Prints the contents of the active window. You can always print the contents of the Results window. You can print the contents of the Activity window if the activity is a practice exam or a tutorial. You cannot print the contents of the Activity window if the activity is an exam.

Exit

Exits the program after automatically saving your responses. Unlike *Close* and *Done*, the results window will not appear.

COMMAND REFERENCE

Edit Menu



Undo

With *Undo*, you can reverse the changes to your response to a question.

Until you make changes to a response, *Undo* is disabled.

If you have moved on to another question, World Class Test Online presents a dialog to confirm you want to reverse your changes.

Cut

Copies the selected text to the clipboard and then removes the text from your response.

Text that is cut from a World Class Test Online activity cannot be pasted into any other application.

Copy

Copies the selected text to the clipboard. Unlike *Cut*, the text is not removed from your response.

Text that is copied from a World Class Test Online activity cannot be pasted into any other application.

Paste

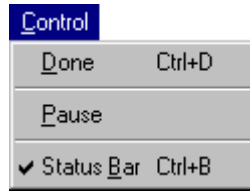
After using *Cut* or *Copy*, the text on the clipboard can be inserted into the same or another response. If text is selected when you paste, the selected text will be replaced with the text on the clipboard.

Text that is cut or copied in any other program cannot be pasted into a World Class Test Online activity.

Clear

Removes the selected text from your response. Unlike *Cut*, the text will not be copied to the clipboard.

Control Menu



Done

Use *Done* to tell World Class Test Online that you are finished with the activity.

If your instructor wants you to see a Results window with a review of your performance, the Results window will appear after you are finished.

If your instructor does not want the Results window to appear, World Class Test Online will exit.

Pause

Use *Pause* to take a break from the activity.

When an activity is paused, the Activity window clears and displays a message to that effect. If the activity is timed, the timer goes to sleep while the activity is paused.

When an activity is paused, the *Pause* menu item changes to *Resume*. When you are ready to return to the activity, select *Resume* from the *Control* menu.

Your instructor can choose to disable your ability to pause an activity.

Status Bar

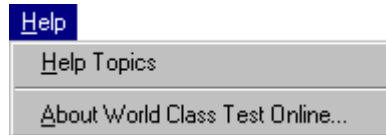
By default, World Class Test Online displays a status bar at the bottom of the Activity window. In this status bar, you will find:

- Prompts that help you complete an activity
- The amount of time remaining (if the activity is timed)
- The number of questions that remain

Use *Status Bar* to hide the status bar if it is visible or to show the status bar if it is hidden.

COMMAND REFERENCE

Help Menu



Help Topics

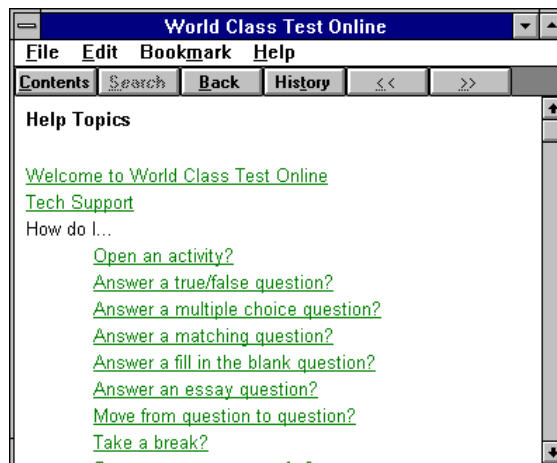
The World Class Test Online help system provides online information about all World Class Test Online menu options.

To access the help system, select one:

- Select *Help Topics* from the *Help* menu.
- Click on *Help* from the *About World Class Test Online...* dialog.
- Press F1.

Windows 3.1 Help

Under Windows 3.1, World Class Test Online presents the list of Help Topics:

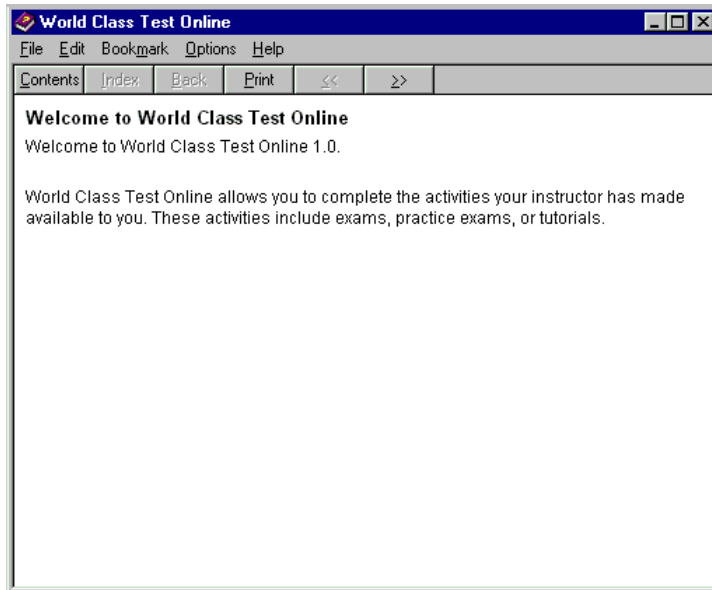


- Use the scroll bar to find the help topic you want to view.
- Click to view the topic.
- Click on the *Contents* button to return to the list of Help Topics.

For more information about using the Windows 3.1 Help Viewer, choose *How to Use Help* from the *Help* menu.

Windows 95/98/NT Help

Under Windows 95, 98 and NT, World Class Test Online presents the Welcome Help Topic:



To navigate to the other topics:

- Use the browse buttons (<< and >>).
- After you have moved to other topics, click on the *Back* button to return to previous topics.
- Click on the *Contents* button to open the table of contents.

COMMAND REFERENCE

If you click on the *Contents* button, the window below appears:

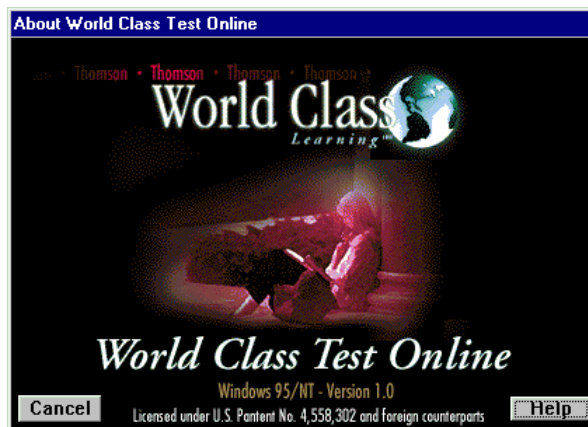


In this window, you can:

- Double-click on an item in the list preceded by a page with a question mark to open that topic.
- Double-click on an item in the list preceded by a book to open that book, revealing the book(s) and/or topic(s) within.
- Click on the *Find* tab to search the entire help file for the word you specify.

About World Class Test Online...

World Class Test Online displays a dialog that tells you what version of World Class Test Online you are using.



If you call Thomson World Class Learning™ technical support, please refer to the computer platform and the version number at the bottom of the *About World Class Test Online...* dialog.

APPENDIX: SYSTEM REQUIREMENTS

Computer:	World Class Test Online is designed for use with PCs equipped with a 386 processor (or later).
Memory:	8 megabytes of RAM.
Operating System:	Microsoft Windows 3.1 or Microsoft Windows 95 or Microsoft Windows 98 or Microsoft Windows NT 4.0
Disk Storage:	Your computer system should have about 2 MB of hard disk space available for installation.
Display:	Any Windows compatible color display At least 256 colors is recommended.
Printer:	Any Windows compatible printer.
Mouse:	Any Windows compatible mouse