

Chapter 3

The Web@ User Center

Overview

User Center

In the User Center, test authors can write, preview, and distribute tests and display test results by groups or by individual test-taker, by question categories, and even individual questions. Authors can also produce reports of test result data. Extensive multimedia capabilities allow test authors to add audio, film, and other multimedia components to their tests—interactive assessment with a few clicks!

Non-authors can also use many functions in this area, including managing their own user profiles and viewing their own test results easily.

This chapter introduces:

- Working with User Profiles
- Displaying Test Results
- Managing Question Categories
- Working in the Test Administration Area
- Managing User (Test Enhancement) Files
- Working in the Test Sessions Area (including generating reports)

Logging on to the User Center

To use the User Center functions, you must log on to the User Center.


1. In the Startup window, click the User Center icon.

Web@ . . . displays the User Center login window. (Figure 3.1)

User ID:

Password:

Figure 3.1 Login Fields

2. Type your user ID.
3. Press the Tab key.
4. Type your password.
5. Click the Logon button  .

Web@ . . . displays the User Center menu. (Figure 3.2)

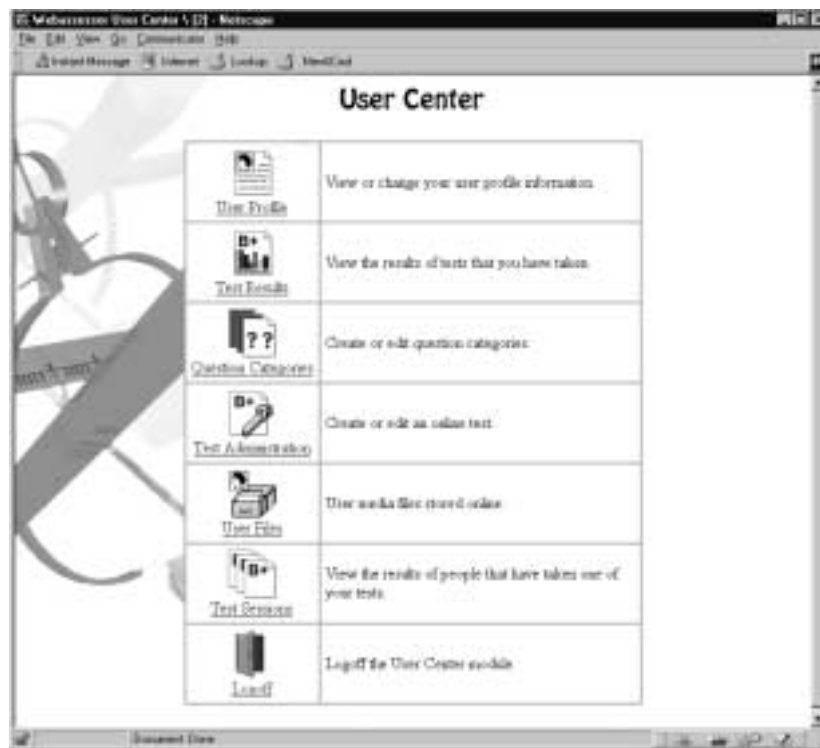


Figure 3.2 User Center Main Menu

Working with User Profiles

Once the system administrator has created a user account, the account is stored in a User Profile. Users can display their own profiles and edit much of the information in them.

Editing User Profiles

The information stored in your user profile may change from time to time. Use this procedure to edit it. You can display only your own profile.

1. Log in to the Web@ . . . User Center.
2. When Web@ . . . displays the User Center menu, click User Profile.

Web@ . . . recognizes your user ID and password and displays your profile in the Web@ . . . User Profile window.

You can edit any part of the Profile except your user ID and the last three fields (File Limit, Author, and Enabled), which are controlled by the system administrator. You can even change your own password. (Figure 3.3)

Edit User Account Form	
User ID	11
Password	[password]
First Name	Karla
Last Name	Boehr
Title	Director, Outback National Training Center
Company	Wyoming Environmental Council
Department	Administration
Address	1077 S. Nevada Way
City	Cheyenne
State	WY
Zip	80001
Country	US
Phone	539-655-5556
Fax	
Email	kboehr@raefek.net

Figure 3.3 Form for Managing User Accounts

3. Type the information in the text fields. You can determine what to put in the fields, with these conditions:

- **Zip code field**

Zip code sequences vary from one country to another. You can enter a code as long as 20 characters.

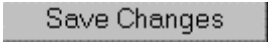

- **Country field**

Use the two-letter standard international abbreviation.

- **Phone and Fax fields**

Phone number sequences vary from one country to another and with access codes between countries and cities. You can enter up to 20 characters.

4. To save the edited version, click the Save Changes button

 . To discard the changes, click the Cancel button .

Web@ . . . returns you to the User Center menu.

Displaying Your Test Results

This Web@ . . . function is linked to your user ID and password. It displays only the results of tests that *you* have taken.

Web@ . . . displays your score by test name and date taken. If your test has been scored, then a Y will appear in the scored column. If your test contains a short answer question and that question has not been graded yet, an N will appear in the scored column.

Column Name	Function
Test Name	Displays name of test taken
Taken	Displays date and time test was taken
Scored	Displays Y if test has been graded; N if test has not been graded
Results	Displays results for test, blank if test has not been scored
Reports	Displays detailed information on your test performance. Currently there are two reports, Session Ranking and Session Breakout.

1. On the User Center menu, click Test Results.

Web@ . . . displays your test results by test name and date taken. If the test has been scored, the score displays in the Score column. (Figure 3.4)

The screenshot shows a web browser window titled 'Webassessor User Center - Test Results \ [1] - Microsoft Internet Explorer'. The main heading is 'Webassessor Test Results' with a sub-heading 'The list below shows the completed test sessions for tests that you have taken.' Below this is a table with the following data:

Test Name	Taken	Scored	Results	Reports
Music Appreciation	Apr 29 1998 11:02AM	Y	9	
The Masters	Apr 29 1998 10:34AM	N		

A 'Close' button is visible below the table.

Figure 3.4 Test Results Summary

2. Highlight the name of the test whose results you want.
3. Click the icon opposite the test name in the Reports column.
Web@ . . . displays the Test Session Reports Screen.
4. Choose the hyperlink for Session Ranking or Session Score Breakdown.
Web@ . . . displays the Session Score Breakdown window for the test you selected. The breakdown shows your test scores by question category and the number of questions in that category. (Figure 3.5)

The screenshot shows a web browser window titled 'Webassessor Session Reports \ - Microsoft Internet Explorer'. The main heading is 'Test Session Reports' with two hyperlinks: 'Session Ranking' and 'Session Score Breakdown'. Below this is a section titled 'Session Score Breakdown' for 'Music Appreciation' by user 'isa brinker' on 'Apr 29 1998 11:02AM'. Below this is a table with the following data:

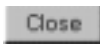
Category	Score	No. Questions
Classical	4	4
Jazz	2	2
Rhythm and Blues	1	1
Country	2	2

Figure 3.5 Test Session Reports

5. Choose the hyperlink for Session Ranking to see how your session scores compare with others who have taken the same test. (Figure 3.6).



Figure 3.6 Test Session Ranking Report

6. Click the X button in the browser window to return to the display of tests you have taken.
7. You can display Reports for another test, or click the Close button  return to the User Center menu.

Managing Question Categories

Question categories are like file folders for the types of questions you want to include on your tests—and the organization you want to use to report test results. Test authors can add or rename categories.

You define question categories before you create or even name your tests. You can use categories created by other authors, or add your own.

Viewing Question Categories

You can display existing question categories at any time.


1. On the User Center menu, click Question Categories.

Web@ . . . displays the User Question Categories window. The question categories are at the upper left. (Figure 3.7)



Figure 3.7 User Question Categories List

Note: To rename a category, see the procedure **Editing a Question Category**. To delete, see the procedure **Deleting a Question Category**.

Click the Close button  to close the window and return to the User Center menu.

Adding Question Categories


You can add question categories to accommodate new topics in your tests.

1. On the User Center menu, click Question Categories.


Web@ . . . displays the User Question Categories window. (Figure 3.8)



Figure 3.8 Add a User Question Category

2. Click in the blank field to the left of Add New Category.
3. Type the new category name.
4. Click the Add New Category button  .

Web@ . . . displays the category name in the column at the upper left. The column widens to accept longer names.

You can continue working with user question categories, or click the Close button  to return to the User Center menu.

Editing Question Categories

As you develop a number of tests, you may want to change the names of your question categories to keep up with changes in the kinds of questions you include. Use this procedure to change the name of a question category.

1. On the User Center menu, click Question Categories.

Web@ . . . displays the User Question Categories window. (Figure 3.8)



Figure 3.8 Rename a User Question Category

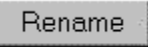

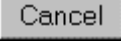
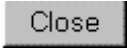
2. In the column at the upper left, highlight the category name you want to change.
3. Click the Rename button  .
4. At the JavaScript prompt (Figure 3.9), type the new name right over the old name.



Figure 3.9 Form for Entering the New Category Name

5. Click the OK button  to confirm the change. Click the Cancel button  to keep the name with no change.

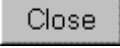

Web@ . . . returns you to the Question Categories window. You can continue working with user question categories, or click the Close button  to return to the User Center menu.

Deleting Question Categories

Use this procedure to delete a question category.

1. On the User Center menu, click Question Categories.

Web@ . . . displays the User Question Categories window.

2. Click the Close button  to close the window and return to the User Center menu. In the column at the upper left, highlight the category name you want to delete.
3. Click the Delete button  .

Web@ . . . asks you to confirm the deletion. (Figure 3.10)

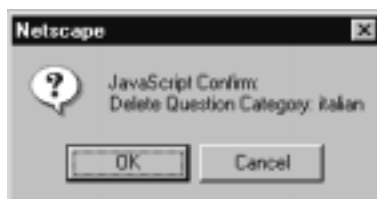


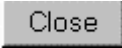


Figure 3.10 Confirmation of a Category Deletion

4. Click the OK button  to delete the category. Click the Cancel button  to keep the category.

Web@ . . . returns you to the User Question Categories window. You can continue working with user question categories, or click the Close button  to return to the User Center menu.

Viewing Question Categories

You can display your question categories at any time.

2. On the User Center menu, click Question Categories.

Web@ . . . displays the User Question Categories window. The question categories are at the upper left. (Figure 3.11).

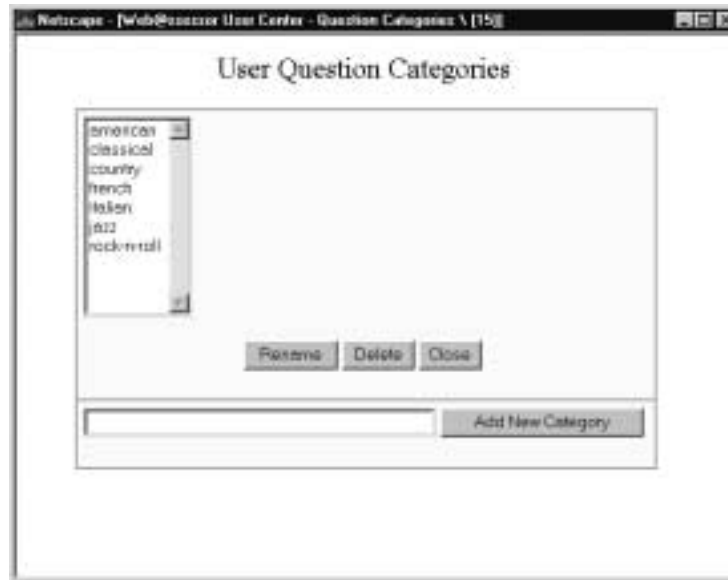


Figure 3.11

Note: To rename a category, see the procedure **Editing a Question Category**. To delete, see the procedure **Deleting a Question Category**.

Working in the Test Administration Area

In the Test Administration area, you can create tests, edit their properties, create and edit test questions, and preview the entire test before you put it online.

Before you can create a test, the following tasks must be completed:

- The system administrator must assign you a user ID and password with authoring rights.
- The administrator must create one or more Test Categories. You must assign each test you create to a test category. You must create Question Categories you will use for your test, as described in the Question Categories area of the User Center.
- If you plan to use multimedia files in your test, you must upload them to your workspace on the Web@ . . . host, as described in the User Files area of the User Center.

Creating a Test

Follow this procedure to create a simple test. Suggestions for adding multimedia to your tests are in Chapter 5, Advanced Test Creation.

1. On the User Center menu, click Test Administration.

Tests you have already created display in at the upper left. (Figure 3.12)



Figure 3.12 Display of Tests Already Created

- Click the New button **New** to display the New Test Form. (Figure 3.13)
You will use the form to define the properties of your test.

Figure 3.13 Form for Defining a New Test

- Complete the fields as described in the following list:

Instructions

- Test Category** Select a category from the drop-down list.
- Name** Type a name for your test, up to xx characters.

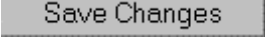
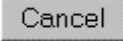
Instructions

Description	Type a test description. The description displays with the test name when a test-taker displays the list of online tests.
Active	Click Yes to display your test online and enable people to take it. Click No to continue creating the test but hold it offline until you make it active.
Randomize	Click Yes to display test questions in random order. Click No to specify the question order.
Time Limit	To set a time limit for the test, type the number of minutes. To specify “no time limit,” type 0 (zero).
Test Uses	To limit the number of times a person may take the test, type the number. To specify “no limit to test uses,” type 0 (zero).
Header	Type the text you would like to appear in the header for the test. You might want to include the names of your organization, the associated course or curriculum, and other descriptive information.
Footer	Use the footer as you would use the header. It permits you additional space to label or identify your test.
BGColor	Type the name of a color, or type the hexadecimal code for the specific shade you want. The color will fill the background of your test screens.
Background	If you would like a patterned background for your test screens, specify the file that will create that pattern. Usually, files will have a .gif extension. Note: You must upload the .gif file in the User Files function first. See the procedures under Managing User Files.
Price	If there is a fee for taking your test, type the amount here, using a decimal point as necessary. Web@ . . . places a dollar-sign icon next to the test name, where it appears in the Test Administration window.
Password	If the test requires a password, type it here. Passwords afford security for your test, because only users to whom you supply the password can take the test. If you are planning to give your test to a large group over a period of time, you can create different versions of the same test and assign a different password to each.

Instructions

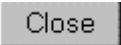
Hidden

Click Yes to hide your test, and No to display it online. The Hidden feature offers an extra measure of security, in that you can tell only those who will take the test how to locate it online.

4. When you finish, click the Save Changes button  to save the test properties.
5. If you don't want to save the changes, click the Cancel button .

Web@ . . . returns you to the Test Administration window. Your test displays in the list of tests with a numeric test ID in brackets next to it.

If you marked No in the Active field, the test name will have a minus sign next to it to indicate that the test is inactive. If you marked Yes, there will be a plus sign to indicate that the test is active and will display online.

You can continue working with Test Administration or click the Close button  to return to the User Center.