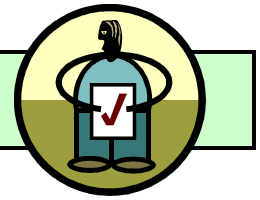


“Test Me, Score Me” Tutorial



Home/Main Page:

I. Make Test: Add, change, delete tests.

II. File Test: Add a file cabinet, change (move tests) cabinet, delete cabinet.

III. Take Test: Access settings and student settings.

IV: Students: Add a student and edit profiles, access student test data

V. Publish: Export and import tests.

Shortcut Keys:

M= Main; O = Options; S = toggle speech on/off; P = Previous Screen; Esc = quit program

Switch Interface:

1 switch = red bar/light and plug in for #1

2 switch = red bar/light and plugs for #1 and #2.

Use Yellow switch for scanning choices and red switch to select choice.

Make a new file cabinet called: “your name” samples, to save practice test in as you learn.

Make a Test

To make a test, select add or change.

Add test to make new one, **change test** to browse to and edit an existing test.

Select “Add Test” and choose from blank, copy, or template.

Blank – build your own from scratch.

Copy – browse for an existing test, open and edit.

Template – use a layout with no content and fill in the blanks. Use the Template menu to select style.

Name the test and the author.

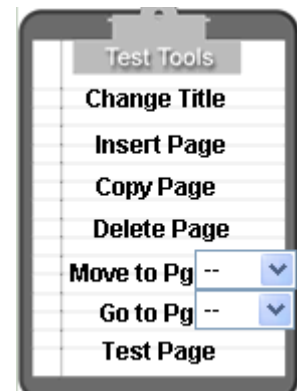
Select background color

Approve and finish

Test Tools Clipboard

Navigate through pages. Copy page is handy to copy the page you just made and replace text and images, leaving the rest the same.

Test page allows you to “play” the page as it will appear to check that everything is OK.



Adding Text and Images

Wizards: These allow you to add and edit images, video, text, sound, etc. Blocks stacked with numbers 1 – 4.



#1: Image Wizard

#2: Text Wizard

#3: Sound Wizard

#4: Page Wizard



Creating a Question:

Remember: The first frame should be a “cover page” introducing your test.

Text

Click on the text wizard (Block #1) in blank mode to add a text to the frame.

Double-Click on the text box in template mode to change the text.

Write your question.

Edit font size and color. Notice a box can be around the text set as invisible, no border and with border. You can select the background color.

Speech

Speech on/off box can be set as desired. (Sometimes it only comes up after you type text, finish and then double-click text to re-open wizard).

Images

Click on the image wizard (Block #2) to browse and insert image. The image can be resized. Hold down the ctrl key while resizing to be able to resize without being to scale.

Double-Click on the Image box or image to change the image in template mode.

You can also add animations and videos in this step.

Images work better if you plan ahead and go to an image source and find what you want and save them in “My Pictures” under a made up folder: “Test Me Images”. Then you can browse there to take what you want and add to a test. Digital images and videos off cameras can be downloaded to My Pictures, ready to insert.

Answers and Distracters:

Add your answer and distracter text boxes and images.

Slide the green check or the red circle/slash over the answers to designate which is correct (green check) and which are incorrect (red circle and slash).

Select arrows to next page or copy to copy a new page next with same items to edit.

Finishing Up:

When you are done with a page, use the test page function on the clipboard to make sure it works properly.

Finish the test and save to a cabinet using the top tabs to “Home” and then File test/Change Cabinet. Browse to the test you just made and put it in a cabinet.

Soft touch Web site: <http://www.softtouch.com/>

The presentation Power Points are; <http://www.softtouch.com/downloadupdates.aspx> under CTG 2006 presentations.

To play a test, Go to “Take Test”, select student and pick test from cabinet.

Test Me Score Me Tips:

- 1. Make the first page be a title page.**
- 2. Once you make a first quiz page, just use it as a template and select "copy page" to make the next one and you have all the basic elements ready to go.**
- 3. Text: Left align text and click and drag highlighted area so when scanning, the highlights don't overlap. When you click on text in edit mode, what you see highlighted is what will show during text to speech or scanning.**
- 4. Recording: You can use your voice instead of the text to speech, but you will lose the highlighting feature for scanning and reading.**

You can list your Pros & Cons Below:

Pros:

Cons: