

CTESTAR® Quick Reference

Courses

Import All Courses from Diskette

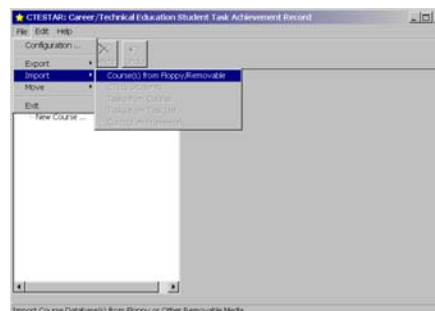
Click *Course List* in left-hand window

Invoke *File\Import\Course(s) from Floppy/Removable* menu command

Export All Courses to Diskette

Click *Course List* in left-hand window

Invoke the *File\Export\Course(s) to Floppy/Removable* menu command



Students

Import Students from Download Text File into Course

Select Course by clicking name in left-hand window

Invoke the *File\Import\CTEIS Students* menu command

Browse to the download file with the *Browse* button

Select your course in the *Course* field

Click the *Import* button

Add/Delete/Edit Students

Select Course by clicking name in left-hand window

Expand *Students* heading

To Add: Click *New Student ...* in left-hand window

Fill in fields in right-hand window

Click *Add Student* button

To Edit: Click Student Name in left-hand window

Click *Edit Student* tab in right-hand window

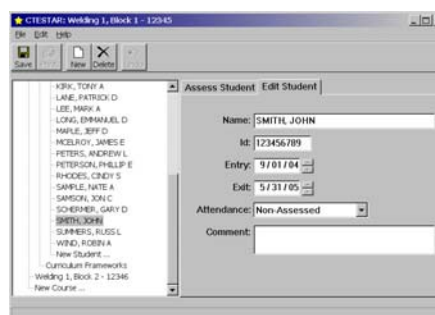
Edit fields in right-hand window

Select another object in left-hand window to save

To Delete: Click Student Name in left-hand window

Click *Edit Student* tab in right-hand window

Click *Delete* button above left-hand window



Tasks

Add/Delete/Edit/Reorder Task List Elements

Select Course by clicking name in left-hand window

Expand *Task List Topics* heading

To Add: Expand *Topic(s)* and/or *Performance Element(s)* of item

Click *New XXXXX ...* in left-hand window

Fill in fields in right-hand window

Click *Add XXXXX* button

Select item in left-hand window

Use *Move Up* and *Move Down* buttons to move item up/down

To Edit: Expand *Topic(s)* or *Performance Element(s)* to item

Click item in left-hand window to select it

Click the *Edit XXXXX* tab in right-hand window

Edit fields in right-hand window

Select another object in left-hand window to save

To Delete: Expand *Topic(s)* or *Performance Element(s)* to item

Click item in left-hand window to select it

Click the *Edit XXXXX* tab in right-hand window

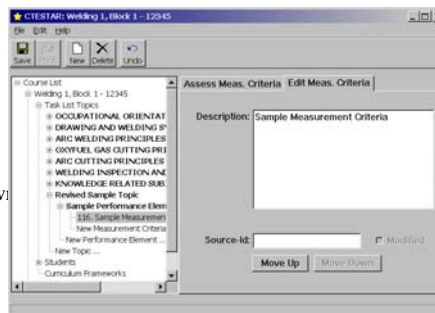
Click *Delete* button above left-hand window

To Re-Order: Expand *Topic(s)* or *Performance Element(s)* to item

Click item in left-hand window to select it

Click the *Edit XXXXX* tab in right-hand window

Use the *Move Up* or *Move Down* buttons to move the item up/down



Import Task List from Database

Select Course by clicking name in left-hand window

Invoke *File\Import\Tasks from Task List* menu command

Browse to and select desired task list from folders presented

Click the *Open* button

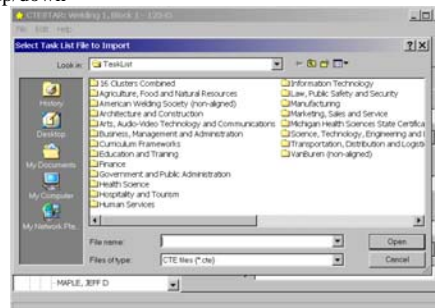
Import Task List from Course

Select Course by clicking name in left-hand window

Invoke *File\Import\Tasks from Course* menu command

Select the *from Course* in the *Course* field

Click the *Import Task List* button



Task List Components

Topics: Organizational Heading
Performance Elements: Organizational Sub-Heading within Topic
Measurement Criteria: Assessable Tasks within Measurement Criteria

Assessment

Assess Measurement Criteria

Select Course by clicking name in left-hand window
Expand *Task List Topics* heading
Expand *Topic(s)* or *Performance Element(s)* to item
Click item in left-hand window to select it
Click the *Assess Meas. Criteria* tab in right-hand window
Click a student name in the right-hand window
Use the 0, 1, 2, 3, and 4 keys to assess measurement criteria
Use the Up, Down, Page-Up, and Page-Down keys to move between students
Select another object in left-hand window to save

Assess Students


Select Course by clicking name in left-hand window
Expand *Students* heading
Click Student Name in left-hand window
Click *Assess Student* tab in right-hand window
Click a measurement criterion in the right-hand window
Use the 0, 1, 2, 3, and 4 keys to assess measurement criterion
Use the Up, Down, Page-Up, and Page-Down keys to move between criteria
Select another object in left-hand window to save

Miscellaneous

Generate Reports

Select course by clicking name in left-hand window
Expand the course by clicking the '+' to the left of the name
Expand the *Reports* section by clicking the '+' to the left of it
Select the Report by clicking on it's name
Click the *Generate Report to Screen* button on the right side of the screen

From the on-screen report, click the  button to configure the printer

Click the  button to send the report to the printer

HotSync with Palm

Click the *Course List* heading in left-hand window to deselect all courses
HotSync your palm like you normally would

Charts

Assessment	Proficiency Level
0	Not Covered
1	Aware of Task
2	Completes with Help
3	Completes without Help
4	Can Demonstrate to Others

Name	Correct Entry into CTESTAR®
John Smith	Smith, John
John Q. Smith	Smith, John Q.
John Smith Jr.	Smith, John, Jr.
John Q. Smith Jr.	Smith, John Q., Jr.

