

# 10 CTESTAR<sup>®</sup> Testing Steps



Create Course



Import Task List from Database



Verify Correct Folders Appear



Save the Data



Import Task List from Internet



Generate a Task List Report to the Screen



Generate a PDF Report File



Optional – Import Students



Optional – Palm Synchronization



Optional – Palm Notification

# 10 CTESTAR® Testing Steps

- ① Select *New Course* Item on Left-Hand Side  
Enter a Course Number, ie. 1, in *Number* field on the Right-Hand Side  
Click *Add New Course* button on Right-Hand Side  
Select Course on Left-Hand-Side
- ② Select Course on Left-Hand Side  
Execute Menu Item: *File\Import\Tasks from Task List*  
Browse to and select a file  
Expand *Task List Topics* on Left-Hand Side to verify imported data
- ③ If the task lists have been correctly installed, a number of folders including *16 Clusters Combined*, *Mastery Level Grids*, and *Work Keys* should immediately appear in the *Select Task List File to Import* dialog box in the previous step.  
If not, move the folders and files so they do.
- ④ Click the *Save* button to verify the data destination folder is write-enabled
- ⑤ Select Course on Left-Hand Side  
Execute Menu Item: *File\Import\Internet*  
Browse to and select a file in browser window  
Expand *Task List Topics* on Left-Hand Side to verify imported data  
Insure compatibility with your proxy server
- ⑥ Expand the *Reports* tree-view item on the left of the screen  
Select the *Task List* sub-item within *Reports*  
Click the *Generate Report to Screen* button on right of screen  
Verify report appears, and then dismiss with the Windows close button
- ⑦ Expand the *Reports* tree-view item on the left of the screen  
Select the *Task List* sub-item within *Reports*  
Click the *Generate Report to File* button on right of screen  
Specify a file name to save the report as, and click the *Save* button  
If the *Adobe Reader* is installed, the file should be automatically opened  
Verify PDF file is successfully generated and dismiss if opened
- ⑧ Select Course on Left-Hand Side  
Execute Menu Item: *File/Import/CTEIS Students*  
Optionally Select File with *Browse* Button  
Select Your Course in Pop-Up Dialog  
Click *Import* Button
- ⑨ Refer to user's manual
- ⑩ Refer to user's manual