

Take Tests Online Tutorial Script

Tyler: Hi Kate!

Kate: Hey Tyler. What's up?

Tyler: I missed what Miss Walter said about the online testing stuff.

Kate: Seriously?

Tyler: Yes!

Kate: It is not hard at all. It will only take a minute.

Tyler: Thanks.

Kate: First, you must log in using your username and password.

Then make sure you pick the right test. Got it?

Tyler: That makes sense but why are there two groups of tests?

Kate: The tests on top are those you started but have not finished because you may have paused it or got locked out.

Tyler: Locked out?

Kate: You betcha! Some teachers turn it on when they don't want us opening anything on our devices during a test.

Tyler: Wow!

Kate: I know! The bottom list are the tests you haven't started yet.

Tyler: Now I get why there are two sections.

Kate: Good. So after you select a test you get a screen showing what each icon does.

Tyler: This looks pretty easy.

Kate: I agree. Just select next or swipe on your device to move past it.

Tyler: Hold on, hold on. Just give me a second to look at these.

Kate: Okay... (wait 3 seconds) Ready?

Tyler: Ready! Choose next and move on.

Hey, is there only one question on this test?

Kate: No online testing just shows one question at a time.

The next and previous buttons let you see each one.

Tyler: Let me check them out – cool!!!!

Some you select the answer and others you drag into place. This is kinda fun!

Kate: Wait you think testing is fun?

Tyler: Well kind of. Hey, where are all those tools you showed me?

Kate: Look across the top of the screen.

I love the new flag icon so I can tag a question to review later.

Tyler: How do you get to it later?

Kate: Oh, it's simple just jump to it from this question menu.

When you're done reviewing it just remove the flag.

Tyler: Hey, is that a calculator?

Kate: Yeah and it is fun to watch each step as you solve the problem.

Tyler: That will sure come in handy!

Kate: When the teacher turns it on.

Tyler: You mean it's not always there?

Kate: No I'm afraid it's not.

Tyler: Not cool. So what do the other tools do?

Kate: Don't you remember from the introduction screen?

Tyler: No I was listening to you!

Kate: Oh yeah. Well one of my other favorites is the eliminator!

Tyler: Like the Terminator?

Kate: Almost (laugh). The eliminator crosses out choices.

Tyler: What if I cross them all out?

Kate: No worries – just click on them again and they are removed.

Tyler: Are there any more tools I can use?

Kate: One more.

Tyler: Which issss?

Kate: The highlighter.

Tyler: Well I think I can figure that one out. Click and highlight – easy!
Hey Kate I think you forgot one.

Kate: No way?

Tyler: Yeah this little green R on a sheet of paper.

Kate: I've never seen that before what does it do?

Tyler: Let me try it – Awesome! It opens a cheat sheet!

Kate: I think the teacher calls it a reference sheet and she probably put it there on purpose to help us.

Tyler: How do I get rid of it?

Kate: Same way you get rid of the calculator just click on the icon again and it goes away.

Tyler: I sure hope I can remember what all these icons do every time I take a test.

Kate: Don't worry, just click the question mark for a reminder.

Tyler: Man, they think of everything!

So what do we do when we are done.

Kate: Press the Submit Test button to review all the items.

Tyler: What if I forgot to answer one?

Kate: Just click on the question and go back to it.

Tyler: After I answer it can I just click Submit Test from here?

Kate: You sure can. Then make sure all questions are answered and click it again.

Tyler: What happens if I forget the second time?

Kate: You test doesn't get scored.

Tyler: Well I don't want THAT to happen.

Kate: Me either so don't forget to click it!

Then just log out by clicking on the gear icon.

Tyler: I sure hope this test is as easy as using online testing.

Kate: Me too!

Tyler: Good luck.

Kate: You too!