# USING THE EVALUATION ADMINISTRATION PROGRAM IN THE ERS LAB

Taking tests on the computer is a very simple process for you, it will allow you a chance to think about the questions and your answers, and it will allow your answers to be graded anonymously to be as fair as possible.  There are four steps. [1] You will first "check in" by providing your name and ID number. [2] The computer will then give you your questions. [3] You will answer the questions using a standard word processor, either on campus or at some other computer. [4] Finally, you will submit your answers to the computer network.  They will be graded on line.  Except for the printout containing your questions, no paper will be used.  *Please do not ask for an exception to this policy.  It will not be granted for any reason.*

## Getting Started

Tests in this course are given in the computers in the Environmental Remote Sensing (ERS) Laboratory of the Department of Biological, Geological, and Environmental Sciences in SR G-71.  These computers are networked to the central test administrator.  You will access this central administrator as you would use the computer system for any other purpose.  The department can provide all of the resources you will require for taking tests in this way.  You may choose to use your own resources or the resources of other parts of the university.  But if you choose to do so, you will need to ascertain that they are equivalent to those provided by the department.  You can use the laboratory whenever it is open.

## 1.  Starting the Test – "Checking in"

To use one of the machines in the ERS Laboratory, you must log in.  If you have an account on the ERSL system, you can use it.  Otherwise, you have been provided with a generic user ID and password.  After a while, a desktop will appear, indicating that you have logged on successfully.  Find the "Evaluation Administration" icon.  It looks like a stylized pen and paper.

You are now ready to start the test.  Double-click on the Evaluation Administration icon.  An olive window will open, inviting you to "Get Instructions", "Continue", and "Exit".  If you want instructions, choose the first; to exit, choose the last; to access the test, choose "Continue."

## 2. Getting Your Questions

A yellow window will then open, with a form requesting various information.  Fill in the course number, your first initial, your last name, and your 7-digit student ID number.  To get your questions, click on "Get Questions".  If the system finds your name and ID number, it will compile your questions and open Notepad with your questions.  When you see your questions, hit Control-P to send them to the printer on the east wall of the laboratory.  When you have printed your questions, click on the red X in the corner of the screen to exit Notepad.  The test program will tell you that you have succeeded in a green window. Pick up your questions at the printer.

## 3. Answering Your Questions

Type your answers to your questions into a standard word processor.  If you wish to do this in the ERS laboratory, you are welcome to use WordPerfect X5, which is on all of the machines in the laboratory. Click on the WordPerfect icon, and WordPerfect X5 will open.

If you choose to use a different word processor, you are welcome to do so.  Most work, but you should insure that your answers are saved in a form that is compatible with WordPerfect.  The only commonly used program known not to be compatible is Microsoft *Works*, although there may be others.  You should note that formatting may also be screwed up if you use a program other than WordPerfect.  If you have any formatting questions (especially relevant if you include illustrations in your answer), you can compose your answer at home using Microsoft Word (or some other program), then bring your file to the laboratory, read it into WordPerfect, and correct the formatting.

**Do proofread your answers!**  If you DO make a mistake, it is much easier to correct than it would be on

paper.  Also, ***DO NOT PUT YOUR NAME OR ANYTHING ELSE THAT WOULD IDENTIFY YOU ON YOUR ANSWER!***

**Saving Your Answer**

The time will come when your answer is complete, and you are ready to save it.  Click on "File" on the menu bar at the top of the screen and then "Save As".  You will be asked for a location and a name.  **What you call your answer, and where you put it, are important!**  If you have an account on the ERS Laboratory network, you can save your answer on your X: drive.  Otherwise, you will have to save it on a CD or a FlashDrive.  You should give your answer a name that you will remember.  **If you use the machines in the ERS Laboratory, do not save your answer on any disk other than your own flash drive or X:.**

# *EACH QUESTION MUST HAVE ITS OWN ANSWER FILE.  BE SURE THAT YOU SAVE EACH ANSWER AS A SEPARATE FILE!  DO NOT SAVE THE ANSWER TO MORE THAN ONE QUESTION IN A SINGLE FILE!!!!!!!*

**4. Submitting Your Answer**

The last step in the process is turning in your answer.  Go to the ERS laboratory and sign onto the computer, as you did to get your questions.  This time, after you fill in your data on the yellow form, instead of hitting the "Get Questions" button, hit the "Transfer Answers" button.  A blue window will open.  Click on the button corresponding to the location of your answers (CD, FlashDrive, or home directory).  More buttons appear.  Click on the number of the question whose answer you wish to transfer.  A window opens, showing the contents of the disk.  Click on the file containing the answer to the particular question and click on "open."  Your answer will be submitted.  The system checks to make sure it was submitted correctly; if it finds a file that appears to be correct, a green window will open informing you of that.  If it finds a file that may be correct, but it has a question, a yellow window will open informing you.  If it finds no file that appears to be what you submitted, a red window will open.  Follow this procedure for *each* answer you wish to submit.

***Be sure to exit the test administration program and log off the machine when you have finished transferring your answers.  If you don't, somebody else may overwrite your answers!***