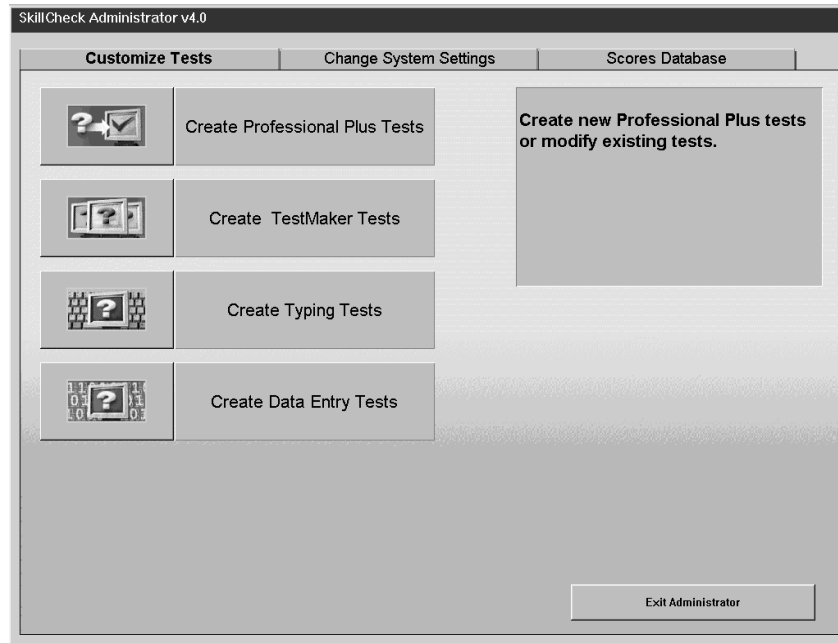




## The SkillCheck Professional Advanced Administrator

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# The SkillCheck Professional Advanced Administrator



**SkillCheck Professional “Advanced Administrator” Screen with “Customize Tests” Selected**

The *SkillCheck Professional Advanced Administrator* options provide easy access to three test administration modules: Customize Tests, Change System Settings, and the Scores Database. The features in these modules give you the ability to do the following tasks:

Administrator module name	Use this module to:
Customize Tests	Create, edit, or delete customized tests, including tests for Software Skills, Employment Skills, Typing, and Data Entry, as well as special TestMaker tests.
Change System Settings	Modify the <i>SkillCheck Professional TestCenter</i> system settings.
Scores Database	Review, format, and print previous test scores and perform database maintenance.

## Starting the Advanced Administrator

To start the *Advanced Administrator*:

Step 1	Go to the <b>File</b> menu in the <i>Test Center</i> . Select <b>Advanced Administration</b> from the <b>Advanced</b> submenu.	At this point, you may be prompted for a password or the <i>Advanced Administrator</i> screen (illustrated on page 1) may appear immediately.  <b>Important:</b> The default password is "admin" . (See page xx for instructions on setting and changing passwords.)
Step 2	If a password is required, type in the password and press <b>Enter</b> or click <b>OK</b> .	The <i>Advanced Administrator</i> screen appears.

## Customize Tests

The *Advanced Administrator* allows you to create, edit, or delete existing tests in the Customize Tests module. If you have purchased a *SkillCheck Professional* product with test-making capabilities, you can start the test-making programs by following the instructions below. If a selected test maker is not part of your system, a message will appear on the screen with instructions on how to order the product.

Begin by going to the *Advanced Administrator* and making sure the Customize Tests module (illustrated on page 1) is displayed by clicking the **Customize Tests** tab in the top, left-hand corner of the screen. The options in the Customize Tests module are described in the following table:

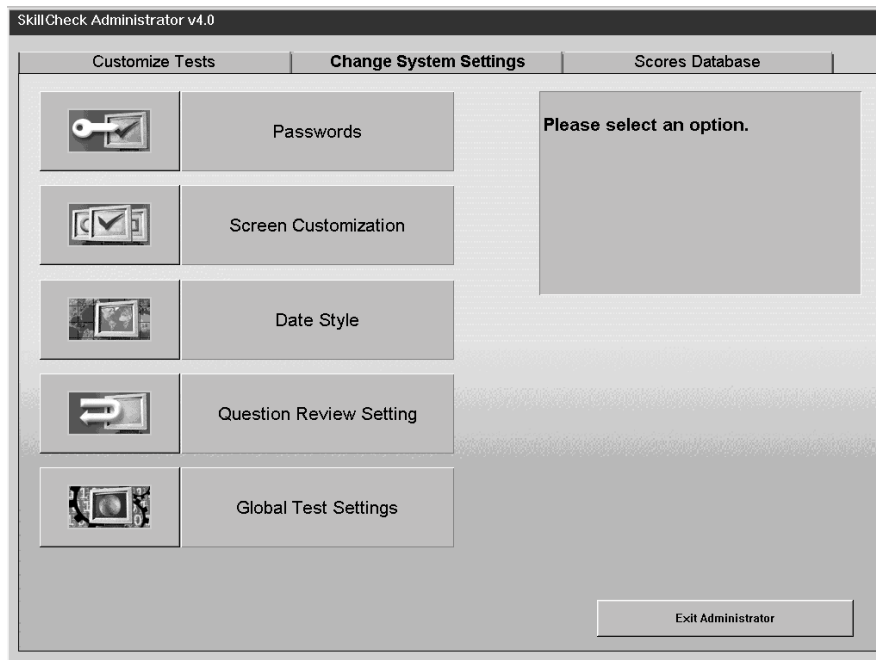
Option	Use This Option to	For Detailed Information and Instructions*
<b>Create Professional Plus Tests</b>	Create, edit, or delete tests on various software products and other employment skills or create items that can be included in Professional Plus tests using the <i>ItemWriter</i> .	See the "Professional Plus TestMaker" chapter in the manual.
<b>Create TestMaker Tests</b>	Create, edit, or delete tests containing any number of multiple-choice, true-false, or fill-in-the-blank questions (with text and graphics).	See the "TestMaker" chapter of this manual.
<b>Create Typing Tests</b>	Create, edit, or delete tests for typing speed and accuracy.	See the "Typing TestMaker" chapter of this manual.
<b>Create Data Entry Tests</b>	Create, edit, or delete tests for data entry speed and accuracy.	See the "Data Entry TestMaker" chapter of this manual.

After exiting a test maker, you will be returned to the Customize Tests window of the *Advanced Administrator*.

## Change System Settings

The *Advanced Administrator* offers several options designed to give you flexibility in customizing your *SkillCheck Professional* system.

Begin by clicking the **Change System Settings** tab in the top, center of the *Advanced Administrator*. This will display the Change System Settings screen shown below.



**SkillCheck Professional “Advanced Administrator” Screen  
with “Change System Settings” Selected**

The Change System Settings module offers these options:

Option	Select This Option to Set or Change:	Information on this Option Begins On:
<b>Passwords</b>	<i>TestCenter</i> and <i>Advanced Administrator</i> system passwords.	Page 4
<b>Screen Customization</b>	Graphics on the startup and <i>TestCenter</i> screens.	Page 6
<b>Date Style</b>	The date style (US or European) used when specifying dates or presenting dates in score reports.	Page 8
<b>Question Review Settings</b>	Whether or not test takers will be able to go back to try questions again at the end of a test.	Page 9
<b>Global Test Settings</b>	Test settings (such test time, number of tries per question, whether to include audio, etc.).	Page 10

## Changing the TestCenter or Advanced Administrator Passwords

You can specify or change passwords for the *TestCenter* and *Advanced Administrator* using the password option of the Change System Settings module.

- The TestCenter password can be used to start the *TestCenter*, and/or to specify the password required to retrieve scores at the end of a testing sequence. The default password for the *TestCenter* is "password" . Under the default system, it is used only to control access to scores at the end of the test, not to start *TestCenter*..
- The Administrator password is used to control access to all advanced features, including access to *Advanced Administrator*, Demographics, Test Metering and FTP settings.

To change the *TestCenter* password:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> screen, click the button labeled <b>Passwords</b> .	The <b>Passwords</b> dialog box appears with options to change the password for the Test Center or Administrator.
Step 2	Click the <b>Change TestCenter password settings</b> radio button.	TestCenter password options appear below.
Step 3	Enter a password in the text field at the bottom of the dialog box.	
Step 4	Specify when the password will be requested by selecting one or more of the following options:	
	<b>Require password to start TestCenter</b>	This makes entering the <i>TestCenter</i> password a requirement when entering the <i>TestCenter</i> .
	<b>Require password at the end of a test session</b>	This makes entering the <i>TestCenter</i> password a requirement to retrieve test scores at the end of a testing sequence.
	<b>Display the password dialog box at the end of a test</b>	This tells the system to display a dialog box at the end of a testing sequence asking for the <i>TestCenter</i> password. If this option is not selected, you must press F2 to display a dialog box requesting a password.
Step 5	When all <i>TestCenter</i> password settings are correct, click on <b>OK</b> .	A message appears indicating that the specified <i>TestCenter</i> password settings will take effect the next time you start the <i>TestCenter</i> .
Step 6	Click <b>OK</b> .	The new <i>TestCenter</i> password settings will take effect the next time you start the <i>TestCenter</i> .

To change the *Advanced Administrator* password:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> screen, click the button labeled <b>Passwords</b> .	The <b>Passwords</b> dialog box appears with options to change the password for the <i>TestCenter</i> or <i>Administrator</i> .
Step 2	Click the <b>Change Administrator's password settings</b> radio button.	Administrator's password options appear below.
Step 3	Enter a password in the text field at the bottom of the dialog box.	
Step 4	Check <b>Use password to access advanced administrative options</b>	If you do not check this option, a password will not be required to access any advanced options, including Advanced Administration, Demographics, Test Metering or FTP settings.
Step 5	When all the <i>Advanced Administrator's</i> password settings are correct, click on <b>OK</b> .	A message appears indicating that the specified <i>Advanced Administrator's</i> password settings will take effect the next time you start the <i>TestCenter</i> .
Step 6	Click <b>OK</b> .	The new <i>Advanced Administrator's</i> password settings will take effect the next time you start the <i>TestCenter</i> .

## Screen Customization

This feature allows you to change the graphic used when *SkillCheck Professional* launches, as well as the graphic that appears at the top of the test selection screen and candidate registration screen on the *TestCenter*.

For best results:

- The graphic used on the Startup screen should be a .PNG file sized at 640x480. The default image used by *SkillCheck Professional* is called BACKGRND.PNG and can be found in the SKILLCHECK folder where you installed the product. When creating a new startup graphic for *SkillCheck Professional*, make sure it is designed so that other information on the Startup screen (such as password information) does not obscure an important part of the image you want to appear.
- The graphic used on the *TestCenter* should be a bitmap image sized at 180 pixels high and less than 600 pixels wide. The default image used by *SkillCheck Professional* is called LOGO.BMP and can be found in the SKILLCHECK folder where you installed the product.

To change a graphic used in *SkillCheck Professional*:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> , click the button labeled <b>Screen Customization</b> .	A dialog box appears asking you to specify which graphic you want to change.
Step 2	<ul style="list-style-type: none"><li>• To change graphic on the startup screen, click the <b>I want to choose a new startup screen</b> radio button.</li><li>• To change the graphic used at the top of the <i>TestCenter</i> test selection and candidate registration screen, click the <b>I want to change the Testcenter graphic</b> radio button.</li></ul>	A browse dialog box appears allowing you to specify the location of the new Startup or <i>TestCenter</i> graphic.
Step 3	Browse until you have found the disk or folder that contains the graphic you want to use (see above for file type and size specifications) and select the graphic.	The selected file appears in the <b>File Name</b> field of the browse dialog box.
Step 4	Click <b>OK</b> .	The dialog box disappears.  ( <b>Note:</b> The new graphic will appear on the Startup screen or <i>TestCenter</i> screen the next time you start <i>SkillCheck Professional</i> ).

## Date Style

The Date Style feature of *Advanced Administrator* allows you to set the date format on test reports to either US (mm/dd/yy) or European style (dd/mm/yy).

**Note:** Changing the Date Style only affects reports created after the setting is changed. The dates shown on previous reports will remain in the previous format.

To change the Date Style:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> , click the button labeled <b>Date Style</b> .  <b>Note:</b> While <i>SkillCheck Professional</i> displays years in two-digit format, dates are stored internally with four-digit years guaranteeing Y2K compliance for the year 2000 and beyond.	The <b>Date Style</b> option box appears.
Step 2	Select either "US" or "European."	
Step 3	Click <b>OK</b> .	Reporting used after the option change will show the date in the selected format.

## Question Review Setting

Question Review Setting allows you to specify whether or not a test taker can go back at the end of a test to try questions again they may have skipped or answered incorrectly. The Review feature is explained in detail in the "TestCenter" chapter of this manual.

Any changes made to this setting will only affect Software and Employment Skills tests (not specialized tests such as SkillCheck TimeSolver, or tests created with the multiple-choice TestMaker).

To change the review setting:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> , click the button labeled <b>Question Review Setting</b> .	The <b>Question Review Setting</b> option box appears.
Step 2	Check or uncheck the <b>Review Questions</b> check box.	<ul style="list-style-type: none"><li>• If the <b>Review Questions</b> check box is checked, Review is enabled and test takers will be able to review questions at the end of a test.</li><li>• If the <b>Review Questions</b> check box is not checked, Review is disabled and test takers will not be able to review questions at the end of tests.</li></ul>
Step 3	Click <b>OK</b> .	The new review setting will be in effect the next time a test is given.

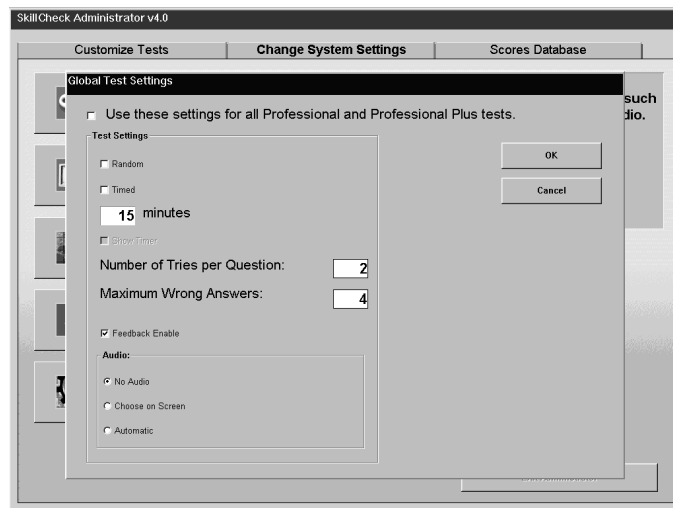
## Customizing Global Test Settings

The *Advanced Administrator* allows you to specify global test settings for *all SkillCheck Professional* Software Skills tests. (These global options will not affect other tests, such as Employment Skills Tests, Typing, Data Entry or TestMaker tests. See the documentation on each of these types of tests for instructions on how to change their settings.)

**Important Notes:** Because of the wide variety of tests available with the latest versions of *SkillCheck Professional*, this option may not be applicable to all tests. For example, some tests have many more questions than others, so that applying global time limits to all tests will have different effects on different tests. It is highly recommended that you change test settings for specific tests, rather than use this global option to change settings for all tests.

To select **Global Test Settings** for your Software Skills tests, follow these steps:

Step 1	From the Change System Settings page of the <i>Advanced Administrator</i> , click the button labeled <b>Global Test Settings</b>	The <b>Global Test Settings</b> options box (shown below) appears.
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Default “Global Test Settings” Dialog Box

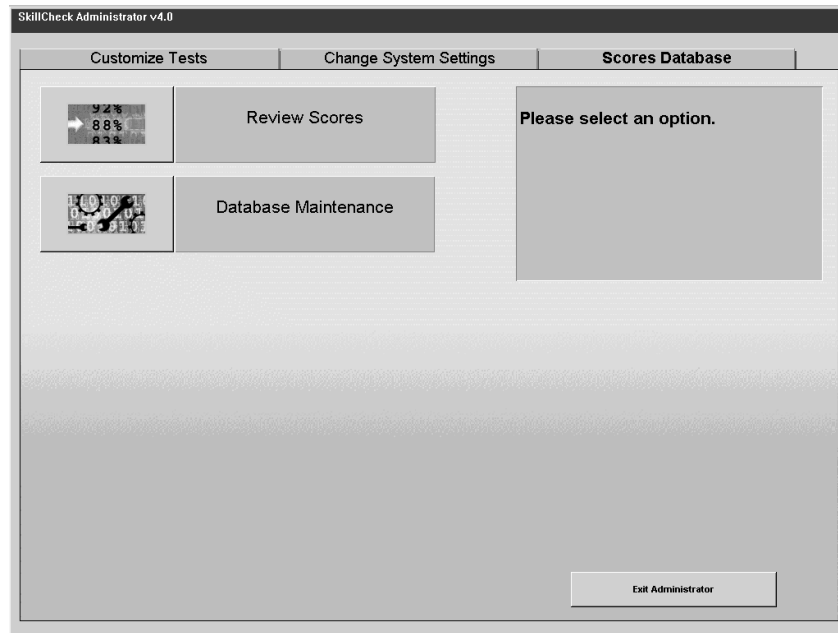
Step 2	Check the box next to <b>Use these settings for all Professional and Professional Plus tests</b> .	This action applies the settings you choose to <i>all SkillCheck Professional and Professional Plus</i> software tests. To disable the global test settings, make sure the <b>Use these settings for all Professional and Professional Plus tests</b> box is not checked.
Step 3	Set or change the test settings (each setting is explained in the table on the next page). Then click <b>OK</b> . Click <b>Cancel</b> if you decide not to change the test settings.	The specified settings will be in effect for all software tests the next time a test is given.

## Customizing Global Test Settings (continued)

Test Setting	Explanation of this Option
<b>Random</b>	When this option is checked, the questions in the exam are presented to test takers in random order. When the option is not checked, the questions are presented to test takers in the order they were created.
<b>Timed</b>	If this option is checked, the test will be timed. Specify the desired duration of the test in the <b>Minutes</b> box.
<b>Show Timer</b>	When checked, this option allows the test time remaining to be displayed on the screen while the test is being taken.
<b>Number of Tries per Question</b>	This option specifies the maximum number of times a test taker can retry each question. The default setting is 2, which means the test taker can make 2 attempts at answering a question correctly. The maximum setting for this option is 9.
<b>Maximum Wrong Answers</b>	This option specifies the maximum number of incorrect answers that can be given when a test starts before the test automatically ends. The default setting is 4, which means the test will automatically halt if the first 4 questions are answered wrong. The maximum setting for this option is 99.
<b>Feedback Enable</b>	<p>When this option has been selected, a <b>Correct/Incorrect</b> dialog box will be displayed after each test question is answered.</p> <ul style="list-style-type: none"> <li>• If the answer is correct, the dialog box displays “Answer Correct” and a <b>Go to Next Question</b> button.</li> <li>• If the answer is incorrect, the dialog box displays “Answer Incorrect,” a <b>Go to Next Question</b> button, and a <b>Try This Question Again</b> button. If the test taker tries the question again and the answer is incorrect again, the <b>Correct/Incorrect</b> box will display again and will continue to display until the test taker answers correctly or until the Number of Tries setting (see above) has been reached. At that point, the dialog box will display “Answer Incorrect” again but only show the <b>Go to Next Question</b> button.</li> </ul> <p>If this option is disabled, a dialog box appears after each question, displaying an “Answer Complete” message (with no indication as to whether the test taker got the answer right or wrong).</p> <p><b>Note:</b> Review feature also uses the feedback setting to determine whether or not to indicate that questions have been answered correctly or incorrectly in the <i>Go Back/Review</i> screen described in the “<i>TestCenter</i>” chapter of the documentation.</p>
<b>Audio</b>	<p>The <b>Audio</b> option enables or disables the audio function that “reads” the question aloud during the test. This option only functions with multimedia systems that have the SkillCheck audio CD in their CD drive while running <i>SkillCheck Professional</i> or have installed audio files on their hard drive.</p> <ul style="list-style-type: none"> <li>• Selecting <b>No Audio</b> disables the function.</li> <li>• Selecting <b>Choose on Screen</b> enables an audio button on the test question screens that a user can click on to have a question read aloud.</li> <li>• Selecting <b>Automatic</b> means the questions will be read aloud automatically when they appear on the screen.</li> </ul> <p><b>Note:</b> Audio is not available on all tests.</p>

## The Scores Database

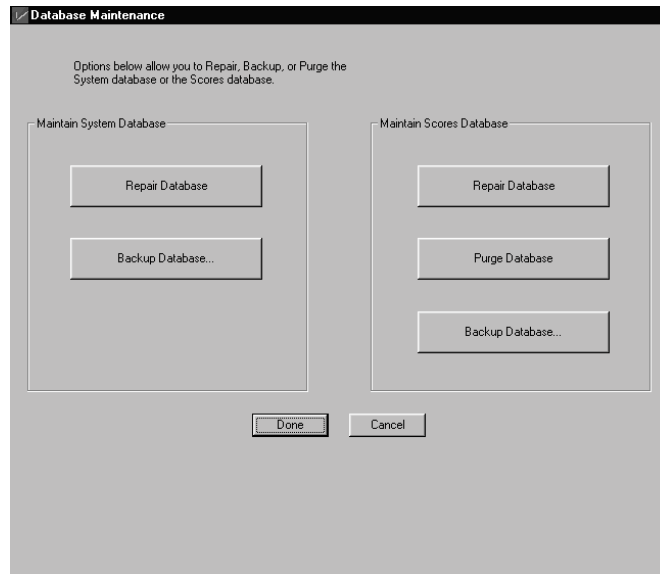
One of the most useful components in the *Advanced Administrator* is the Scores Database. This module allows you to search previous test scores using a variety of criteria (names, dates, scores, tests, and so on), and to edit and print test reports. To use the Scores Database function, click the **Scores Database** tab on the *Advanced Administrator*. This will display the following options.



**Scores Database Screen**

- Click on the **Review Scores** button to begin the *SkillCheck Professional* reporting module (reporting is described in detail in the *TestCenter* section of this documentation.)
- Click on the **Database Maintenance** button to display database maintenance options described on the following pages.

## Performing Database Maintenance



**SkillCheck “Database Maintenance” Screen**

The *SkillCheck Professional* system utilizes two critical Access 97-formatted databases:

- A **System Database** that includes information on users (the supervisor, instructors, and students) and how tests and students are assigned to courses and sections.
- A **Scores Database** that saves scoring information for all tests.

Both databases are protected and cannot be opened or manipulated by users. The supervisor does have the ability to perform database maintenance, including repairing and/or backing up either database and purging the scores database.

### Repairing the System Database or Scores Database

Occasionally, Access databases, like those used to store system or scoring information, become corrupted and need repair. If you encounter database problems, you can try to repair either database by choosing the following database maintenance option:

Step 1	From the Database Maintenance screen, select the appropriate <b>Repair Database</b> button to repair either the System Database or the Scores Database.	The selected database is repaired automatically. When it is finished, a Database Repaired! dialog box will launch.  <b>Note:</b> This is done in the background. While you won't see anything happening onscreen, you may hear activity on your hard drive. Give this operation time to finish before performing other operations.
Step 2	Click <b>OK</b> , then click <b>Done</b> to exit the Database Maintenance screen.	The Database Maintenance screen closes and the Scores Database screen reappears.

## Purging the Scores Database

Purging the *SkillCheck Professional* Scores Database will remove all data and return the database to the same “clean” settings it had when the product was first installed.

**Note:** It is **highly recommended** that you back up the Scores Database (following the instructions on the next page) before purging.

Step 1	From the Database Maintenance screen, click the <b>Purge Database</b> button in the Maintain Scores Database section.	The Purge Scores Database options dialog box appears.
Step 2	<ul style="list-style-type: none"><li>• Select the <b>Purge entire database</b> radio button to delete all the data in your Scores database.</li><li>• Select the <b>Purge only score details</b> radio button to delete only the tables in the database that store information on whether individual questions were answered correctly or incorrectly.</li></ul>	Click the <b>Cancel</b> button if you decide you do not want to purge the database.
Step 3	Click <b>OK</b> .	A dialog box appears giving you a final option to cancel the purge process.
Step 4	<ul style="list-style-type: none"><li>• Click <b>OK</b> to purge the specified score information.</li><li>• Click <b>Cancel</b> if you decide you do not want to purge the database.</li></ul>	<p>The scores database is purged.</p> <p>The purge dialog box disappears.</p>
Step 5	Click the <b>Done</b> button to exit the Database Maintenance screen.	The Database Maintenance screen closes and the TestCenter Supervisor Management screen reappears.

## Backing Up the System Database or Scores Database

You should back up your System Database and Scores Database regularly to prevent loss of data in case of accident or file corruption. To back up the *SkillCheck Professional* databases, do the following:

Step 1	From the Database Maintenance screen, select the appropriate <b>Backup Database</b> button to repair either the System Database or the Scores Database.	The Save As dialog box appears, showing either “Backup of SKSYS” or “Backup of SCORES” in the file name field.  <b>Note:</b> The default backup directory for backup files is a BACKUP subdirectory of the directory where <i>SkillCheck Professional</i> is installed. If you prefer to save the backup under a different name or in a different directory, enter the new name in the <b>File Name</b> field and/or use the Save As dialog box to locate or create the desired backup directory.
Step 2	Click the <b>Save</b> button. (Click <b>Cancel</b> if you decide not to back up the database.)	The backup file is saved and the dialog box closes.
Step 3	Click the <b>Done</b> button to exit the Database Maintenance screen.	The Database Maintenance screen closes.