

NOTE: The further you are from the date above, the less likely this document is entirely accurate – this is a work in progress. This supersedes any official or unofficial existing references to the material covered.

TimeMAPS™ OTS User's Manual

Create a New Test or Quiz

Edit an existing Test or Quiz

Copy an existing Test or Quiz

Print a Hardcopy Test/Quiz or Answer Key

View Student Results

View Class Results

Delete a Test or Quiz

Create a Standardized Assessment

Edit / Delete an Assessment

View Assessment Results

This document is for licensed users of the TimeMAPS™ online curriculum only.

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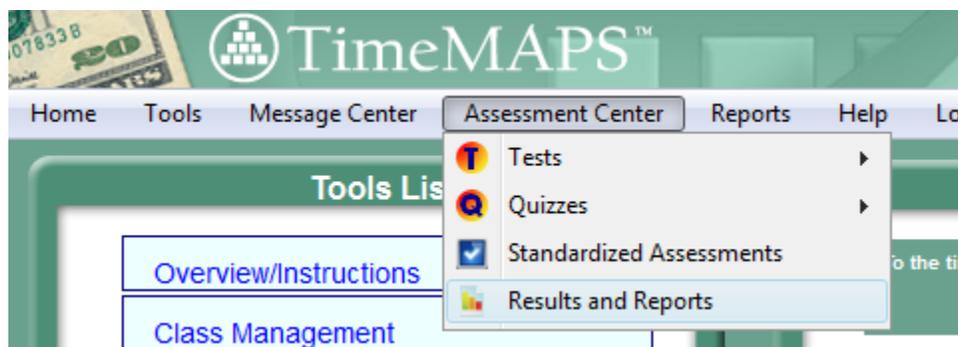
New Since Last Version

Updates to this manual since the previous version was published include:

- Addition of the Copy Test & Copy Quiz functions is now covered.
- Minor changes to figures and text throughout.

Getting Started

Everything related to the TimeMAPS™ Online Test System (OTS) can be accessed from your main “dashboard” after you login, under the Assessment Center menu item. Sub-menus for Tests and Quizzes give you the option to Create, Edit, Print, Delete, and View Results. All of these sub choices take you to the same web page for the Tests or Quizzes, the only difference is what the first page you see is upon arrival.



Test vs. Quiz, what's the difference?

Online Tests are based on questions in our database that refer to the content of the various lesson sections. Online Quizzes are based on Terminology and Definitions contained in the various lessons. Apart from that, the processes of creating, editing, and taking Tests and Quizzes are very similar.

Test vs. Standardized Assessment, what's the difference?

Standardized Assessments are Online Tests with pre-selected questions. This allows for testing students at the beginning and end of a semester to see what progress has been made, using an apples-to-apples comparison instead of two roughly equal, randomly generated tests. It also allows use of a pre-set test to assess student competency, for new students coming to a school, or students who might get to opt-out of parts of the curriculum.

TimeMAPS™ supplies some pre-set assessments for general use. Some school districts have their own assessments available for selection online also. If you would like your own assessment created, please contact product support.

Online Test Center – Test Creation

Creating a Test, step 1:

The default view when asking to Create a Test is shown below. Creating a new quiz is very similar.

Step 1 - Preliminary Work

Select Class:

Test Name:

Test Open Time: Test Close Time:

Test Duration:

Max. # Questions: (0 for No Limit)

| Students in Class | Students Assigned to this Test: |
|----------------------|---------------------------------|
| <input type="text"/> | <input type="text"/> |

- Select a Class
- Give your test a name
- Select the Open and Close dates & times
- Choose a test duration (enter 0 to have no limit on how long students take the test)
- Choose the maximum number of questions students will see (enter 0 to allow the program to choose automatically from the pool)
- Choose a question order (all students the same, or random)
- Choose students to assign test to. Use >> for all students, or use '>' to move selected students

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From here, you need to

- Choose a class to assign the test to. When this is done, the “Students in Class” box will automatically be populated with all students in that class who have already set up their accounts.
- Enter a Test name
- Select Test Open and Close times – this is the time period that the test will be available for students to take.
- Select a Test Duration (default is 30 minutes). This is how long students will have to complete the test once they start, regardless of the Test Close time.
- Select a maximum number of questions for the test. Select 0 here for TimeMAPS™ to put all the questions it finds from your Lesson choices (in the next step).
- Select a Question Order. Two choices here, All students see questions in the Same order, or everyone sees the same questions in random order.
- Assign students to the test. Select students on the left “In Class” box and move them (drag, or use the arrows) to the “Assigned” box. Then Save this information and go to the next step.

Creating a Test, Step 2:

Once the initial test (or quiz) information has been selected, you choose the curriculum content to cover. In the figure below, Lesson 1 of the Money Basics theme has already been selected and had its questions added using the “Add Questions” button, surprisingly enough.

TimeMAPS™ Online Test Center

Class: Omaha Test Class 2012-2013 Test available from 8/27/12 1:00 PM to 8/27/12 2:30 PM
 Test: Test X1 30 min. time limit
 A maximum of 25 questions will be chosen from the lessons you select. Students See Questions in Random Order

Step 2 - Select Test Content

Theme: Money Basics
 Lesson: Lesson 1: Interest Basics

Add Questions **Remove Questions**

| Theme | Lesson | Section | # of Questions | |
|--------------|-----------------|---------------------------------|----------------|------------------------|
| Money Basics | Interest Basics | Lesson Introduction | 4 | Delete |
| Money Basics | Interest Basics | Why Worry About Interest? | 4 | Delete |
| Money Basics | Interest Basics | How Do Banks Use Interest? | 4 | Delete |
| Money Basics | Interest Basics | What is the Interest Rate? | 2 | Delete |
| Money Basics | Interest Basics | Specifying Interest Rates | 1 | Delete |
| Money Basics | Interest Basics | How Time Affects Interest | 2 | Delete |
| Money Basics | Interest Basics | The Importance of Interest | 1 | Delete |
| Money Basics | Interest Basics | Interest Can Work Against You | 2 | Delete |
| Money Basics | Interest Basics | Increasing Wealth with Interest | 2 | Delete |

Total Possible Questions: 22

[Back \(Don't Save anything here\)](#) [Save Step 2 & Go To Test Review](#)

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Each Lesson Section in TimeMAPS™ has questions associated with it in our database, as indicated by the “# of Questions” column above. Each Question has several variants, so while the Why Worry About Interest? section shows 4 associated questions, the database may well hold 12-16 questions. A typical question group would hold variations on a question such as:

The sky is blue. (True/False)

The sky is green. (True/False)

The sky is _____. (Multiple Choice: red / green / blue / none of the above)

If this question group were chosen for a test, only one of these questions would be included via random selection. These same questions are used for student Self Checks and Practice Tests, thus allowing practice for the same curriculum content multiple times without significant duplication.

You may add multiple Lessons from as many themes as you want to the Test content. If the number of possible questions is greater than the maximum amount you set for the Test, TimeMAPS™ will randomly choose from the available options.

Create a Test, Step 3:

Once you have selected the Lessons for the test to cover and saved your choices, you get a chance to review the questions TimeMAPS™ has chosen, per the screen below.

TimeMAPS™ Online Test Center

Class: **Omaha Test Class 2012-2013** Test available from 8/27/12 1:00 PM to 8/27/12 2:30 PM
 Test: Test X1 30 min. time limit
 25 Questions (Maximum of: 25) Students See Questions in Random Order

Step 3 - Select Questions and Save

Back (Cancel Changes) Delete Checked Replace Checked Save Test

| Del | Question Text |
|--------------------------|--|
| <input type="checkbox"/> | Interest is an integral part of our everyday lives. |
| <input type="checkbox"/> | You should minimize the times when interest is working against you and maximize the times when it is working for you. |
| <input type="checkbox"/> | Services offered by a bank are good examples to highlight the power of _____. |
| <input type="checkbox"/> | A bank charges you interest when you _____ money from the bank. |
| <input type="checkbox"/> | When borrowing money, the interest rate refers to a one-time payment that must be paid at the time you actually get the money. |
| <input type="checkbox"/> | One reliable savings method available to everyone is saving money on a regular basis and putting the money into interest-bearing accounts where the power of compounding interest will make it grow. |
| <input type="checkbox"/> | A _____ is issued to consumers by a bank or other financial institution and can be used to purchase goods and services or borrow money against a revolving line of credit. |
| <input type="checkbox"/> | You must understand which of the following to use interest to increase your personal wealth? |
| <input type="checkbox"/> | The principal for a simple interest loan is constant and does not change over the life of the loan. |
| <input type="checkbox"/> | Simple interest is typically used when you loan or borrow money and a financial institution is not involved. |
| <input type="checkbox"/> | The Period Interest Rate is only for comparing loans between banks, and cannot be used to calculate simple interest. |

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If you want to remove a question, you have two choices – delete it with or without replacing it. If you delete without replacement, the total number of questions on the test will drop accordingly. If you choose “Replace checked”, then another question will be chosen from one of the unused question groups based on your Lesson selections. If there are no extra question groups that are unused based on your selection, then Replace is the same as Delete.

Removing a question by the above methods removes all questions in its group from further inclusion on the test. For example, if you replaced the question “The sky is green.”, you would never get “The sky is blue.” as a replacement. And neither of these would be chosen if you then replaced another question.

When you are happy with the questions selected (or as happy as you’ll ever get...), click on “Save Test”. Your test will be available to students based on the times you choose, but you may come back and edit it at any time.

Online Test Center – Test Editing

Editing a Test

There are three parts to editing a test that may be available to you. Editing the test setup information (Test Name, available timing and duration) may be done at any time. Tests may be closed early if everyone is done, or time may be extended for students who were absent, or if you had snow days, etc. Other Test (or Quiz) information may be changed in some circumstances but not others. Students who have already taken a test may not be removed from the Test Takers' list. And content of a test may only be changed if no student has started the test.

Change Test Setup: The Test Title, Test Start Time, Test Close Time, and Test Duration may be edited at any time. Changes will not affect any students who have already taken the test.

Add/Remove Students: Students may be added at any time. Students who have not taken a test may be removed at any time. Students who have taken a test may not be removed.

Change Content: Lessons or individual questions may be added or removed at any time before the first student has taken the test or quiz.

The screenshot displays the 'TimeMAPS™ Online Test Center' interface. At the top, there is a navigation bar with several tabs: 'Create a New Test', 'Edit Existing Tests' (which is active), 'View Test Results', 'Print Existing Tests', 'Copy a Test', 'Delete a Test', and 'Instructions'. Below the navigation bar, there are two dropdown menus: 'Class: Omaha Test Class 2012-2013' and 'Test: Test X1'. A row of buttons is visible: 'Change Test Setup', 'Add / Remove Students', 'Change Content', and 'Instructions'. The 'Change Test Setup Information' link is highlighted in blue. The form fields are as follows: 'Test Title' is 'Test X1'; 'Test Start Time' is '8/27/2012 1:00 PM' with a calendar icon; 'Test Close Time' is '8/27/2012 2:30 PM' with a calendar icon; and 'Test Duration' is '30 min' with up and down arrows. At the bottom of the form is an 'Update Test Info' button.

Copying a Test

As discussed in the test creation section, there are multiple versions of similar questions that cover each section of the TimeMAPS™ curriculum. Thus if, for example, you create tests covering Theme 4 for your Period 1 and Period 4 classes, students in those classes may see similar, but not usually identical, questions.

If you want all your students to see the same questions across multiple classes, use the Copy a Test feature. After creating a test, you may copy it into another class (or copy it to the same class, if you want to give anyone the opportunity to retake the same test or quiz).

Tests and Quizzes are available to copy out of any of your classes, even those that are over. This gives you the ability to reuse the same tests from semester to semester, etc. Tests (and Quizzes) may only be copied into classes that are currently open, however.

The procedure is fairly straightforward, as shown in the picture below. First you select the class where the test to be copied exists, then select the test, then select the class to deliver it to. Click on “Copy Test” and the questions are moved to a test in the new class.

The copied test has the same name as its “parent”, with a current start time. No students are assigned to a copied test by default. You may edit the title, time, duration, and add students using the Edit Test function.

TimeMAPS™ Online Test Center

Create a New Test Edit Existing Tests View Test Results Print Existing Tests **Copy a Test** Delete a Test

Class to copy from: Omaha Test Class 2012-2013

Test to copy: Theme 3 Test

Class to copy to: Please Select...

- Select a Class (current or finished), and the Test in it you want to copy
- Select a Class (current only) to copy the test to. This may be the same class if you want to duplicate it there.
- When you click copy test, the test will appear in the new class with a current start date and **no students**.
- Go to Edit Existing Tests to add students and set specific times.

Copy Test

View Test Results

You may view the results of any test or quiz at any time. Students may view their own results after the Test Close time has passed. While students may want instant gratification from seeing their results immediately, the delay is a deliberate feature of TimeMAPS™ that we hope will add a bit of integrity to the system by not allowing students to be absolutely sure they got a certain question correct and thus not passing that information along to other test takers.

To view a Test's or Quizzes' result, from the appropriate tab on the Online Test Center page select the class, and then the test or quiz from the drop down boxes. The report for that test should appear, if it does not, click the “Get Report” button to refresh the screen.

TimeMAPS™ Online Test Center

Create a New Test Edit Existing Tests **View Test Results** Print Existing Tests Delete a Test Instructions

Class: Omaha Test Class 2012-2013 Test: Test X1 **Get Report**

1 of 1 Export to the selected format Export

TimeMAPS™ Test Results Report

Student Details

The Test Results report (and the Quiz Results report) will list each student with their overall score. There is a “Click for Details” link after each student that will let you drill down to see how they did on each question. There is a “Click for Class Summary” link. Samples of these are shown below.

Note: All reports may be printed, or exported to PDF files using the choices on the menu bar above the report.

TimeMAPS™ Test Results Report

Omaha Test Class 2012-2013

Open: Monday, August 27, 2012 1:00 PM
Close: Monday, August 27, 2012 2:30 PM

Test Name: Test X1

| Student | Test Score | Click for Class Summary |
|---------|------------|---|
| David | 0.00 % | Click for Details |
| Dave | 0.00 % | Click for Details |
| Carolyn | 0.00 % | Click for Details |

Report Generated: 8/27/2012 2:40:17 PM

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Student Test Detail Report (names changed to protect the innocent...):

TimeMAPS™ Student Test Detail Report

Omaha Test Class 2012-2013

Test: Assessment One
Completed: Monday, August 27, 2012 10:03 AM
Score: 41.0%

of Questions: 39
Correct: 16
Unanswered: 0

Question: A bank is not considered a financial institution.
Correct Answer: False
Student Answer: True

Question: Money deposited in a bank is loaned to someone else within the community to purchase a car, home or start a business.
Correct Answer: True
Student Answer: False

Question: Each type of investment comes with the risk that it could lose _____.
Correct Answer: some or all of its value
Student Answer: importance

Question: Banks are not allowed to offer retirement accounts to their customers.
Correct Answer: False
Student Answer: False

Class Summary excerpt, showing correct answer (Bold Green), and how many students answered with each choice for each question.

1. In life, Productivity is a measure of how efficient you are at earning money and/or li
 - 1 **True**
 - 0 False
 - 2 Did Not Answer

2. Most people will pass through _____ distinct Life Phases during their lifetime.
 - 0 two
 - 1 **three**
 - 0 four
 - 0 more than 5
 - 2 Did Not Answer

Printing a Test or Answer Key

From the Print Existing Tests (or Quizzes) tab, you have two sub-tabs. For either, select your class and your test, and you will see a version suitable for printing (or exporting to PDF) of either a paper copy of the test to hand out, or a printed version of the answer key. Examples of both are shown below.

TimeMAPS™ Online Test Center

Create a New Test Edit Existing Tests View Test Results **Print Existing Tests** Delete a Test Instructions

Choose "Export to PDF" to get a printable copy

View / Print Test View / Print Answer Key

Class: Omaha Test Class 2012-2013 Test: Test X1 Show Test

1 of 4 Export to the selected format Export

Name: _____
Date: _____

Omaha Test Class 2012-2013 - Prof. [REDACTED]

Test X1

1. You should minimize the times when interest is working against you and maximize the times when it is working for you.
 - True
 - False

2. A _____ is issued to consumers by a bank or other financial institution and can be used to purchase goods and services or borrow money against a revolving line of credit.
 - Interest Card
 - Home Mortgage Card

The screenshot displays the TimeMAPS™ Online Test Center interface. At the top, there is a navigation bar with the following options: "Create a New Test", "Edit Existing Tests", "View Test Results", "Print Existing Tests" (highlighted in green), "Delete a Test", and "Instructions". Below this, a message reads: "Choose 'Export to PDF' to get a printable copy".

The main content area is divided into two tabs: "View / Print Test" and "View / Print Answer Key" (the active tab). The interface shows the following details:

- Class:** Omaha Test Class 2012-2013
- Test:** Test X1
- Show AK** button
- Navigation controls: back, forward, and page indicators showing "1 of 4".
- Export to the selected format** dropdown menu, **Export** button, and a printer icon.
- Omaha Test Class 2012-2013** (left side)
- Prof. [REDACTED]** (right side)

The main heading for the answer key is **Test X1 - Answer Key**. The questions and their correct answers are:

1. You should minimize the times when interest is working against you and maximize the times when it is working for you.
 True
 False
2. A _____ is issued to consumers by a bank or other financial institution and can be used to purchase goods and services or borrow money against a revolving line of credit.
 Interest Card
 Home Mortgage Card
 Credit Card
 Principal Card

Delete a Test

If things get beyond the point of editing and you just want to start over and not have your current masterpiece cluttering all of the drop down boxes, go to the Delete a Test tab.

There, select the class and test. You must also type in a “CAPTCHA” code (such as VTFRC in the image below) before a test or quiz may be deleted. This helps guard against accidental Delete button clicks.

As the notes on the screen say, ALL data related to the test will be deleted – including student scores and answers if there are any in the system. Tech Support **CANNOT** restore any data lost due to deletion.

TimeMAPS™ Online Test Center

Create a New Test Edit Existing Tests View Test Results Print Existing Tests **Delete a Test** Instructions

Class: Omaha Test Class 2012-2013

Test: Test X1

THIS WILL DELETE ALL TRACES OF THE SELECTED TEST, INCLUDING ALL STUDENT RESULTS.
THIS CANNOT BE UNDONE

VTFRC

To delete a test, you must type the code from the image

Delete Test

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Standardized Assessments

Creating an Assessment

This is very much like a one-step Test or Quiz creation. In addition to the Test Setup information you have in Step 1 of Creating a Test, you also Select an Assessment from the drop down box provided.

Step 1 - Preliminary Work

Select Class: Omaha Test Class 2012-2013

Select Assessment: Please Select...

Assessment Name: Test Title Here, 100 char maximum

Open Time: 8/27/2012 3:00 PM

Close Time: 8/27/2012 4:30 PM

Test Duration: 30 min

| Students in Class | Students Assigned to Assessment: |
|--------------------|----------------------------------|
| Dave [REDACTED] | |
| David [REDACTED] | |
| Carolyn [REDACTED] | |

- Select a Class
- Select an Assessment
- Keep or edit the Assessment Name
- Select the Open and Close dates & times
- Choose a test duration (enter 0 to have no limit on how long students take the test)
- Note: All students will see the test questions in a random order
- Choose students to assign test to. Use >> for all students, or use '>' to move selected students

Save

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Here, the class has already been selected so the Students in Class box is populated. Once you Select an Assessment, give it a name and an Open and Close time, and assign students to it, then the Assessment will appear to students as an available Test in their dashboards. All assessment questions are presented to students in random order.

Editing an Assessment

Note: Not shown in figure above. This is similar to editing a test or quiz, with the exception of the content being inaccessible.

Viewing Assessment Results

This is similar to viewing results from a test also. If the assessment is given across multiple schools, you will be able to compare your class's results to statistical summaries from all other students taking the same assessment.

Printing an Assessment or Answer Key

This is similar to printing tests or quizzes.

Deleting an Assessment

This is similar to deleting tests or quizzes. Only your local version of the assessment is deleted.

Results and Reports

Test and Quiz Results

Test and Quiz reports are available from the Online Test Center and Online Quiz Center as per above. The same reports are also available from the Assessment Report Center.

Results by Student

A summary of Student Test and Quiz results may be found in one place using the “Student Results” Tab. We do not attempt any cumulative grading since different teachers may wish to assign different weights to test and quiz scoring.

TimeMAPS™ Student Results Summary

Omaha Test Class 2012-2013

David P - Test and Quiz Results

| Type | Name | Time Completed | Score |
|------|--------------------------|-------------------|---------|
| Test | Phases of Life | 07/25/12 09:36 AM | 100.0 % |
| Test | Assessment One | Not Taken | 0.0 % |
| Test | Assessment Two | Not Taken | 0.0 % |
| Test | Test X1 | Not Taken | 0.0 % |
| Quiz | Basic Life Planning Quiz | 08/27/12 03:14 PM | 90.0 % |

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