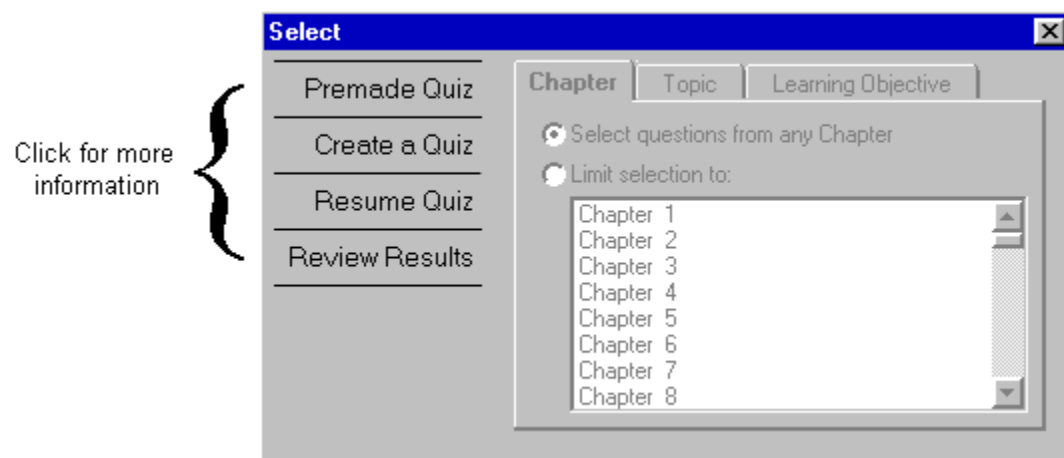


# Self-Assessment Software

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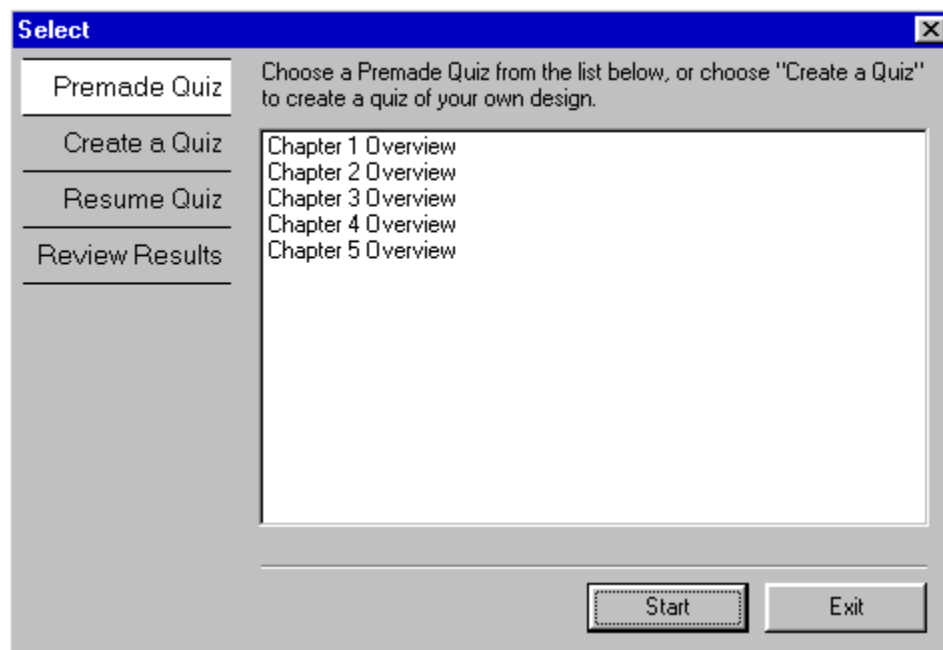
When the Tutor program begins, you will have the opportunity to select a quiz. [Premade quizzes](#) can be selected if they are available, or you may focus on just those questions that suit your needs by [Creating a Quiz](#). If you previously started a quiz but did not complete it, you may select the [Resume Quiz](#) option. To review the results of previously complete quizzes, select the [Review Results](#) option.



**See Also:** [Taking a Test](#), [The Results Window](#)

## Premade Quizzes

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**Click the image for more information.**

Some quizzes may have been prepared in advance for your use. These can be made to appear by clicking the Premade Quiz option. After highlighting a quiz, click the Start button to advance to the [Testing Window](#) to begin answering questions.

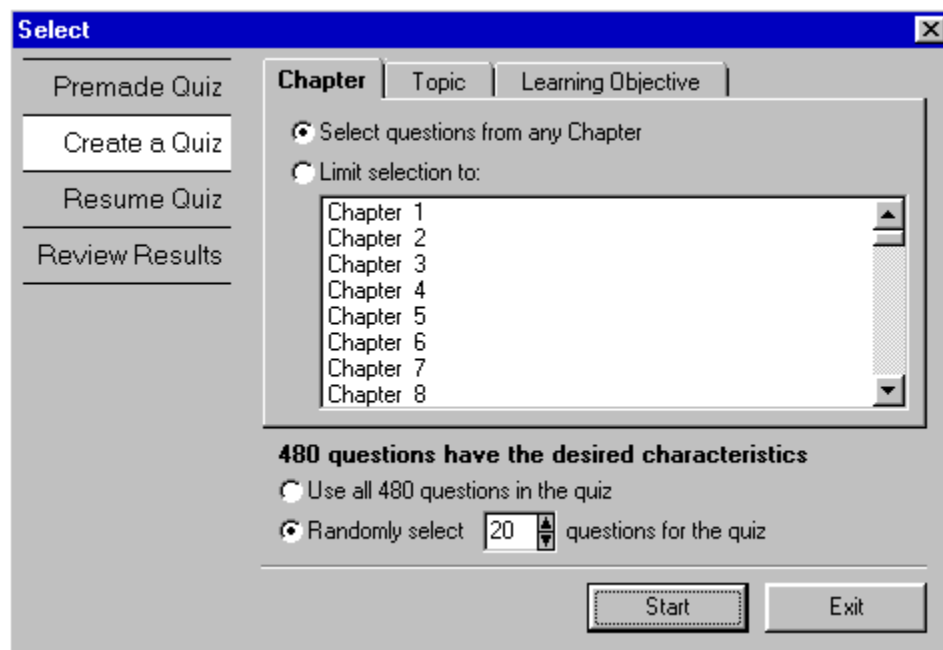
## Available Quizzes

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Available quizzes are displayed in this area. Click the name of the desired quiz to highlight it, then click the button at the bottom of the window to proceed.

## Create a Quiz

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The 'Select' dialog box has a blue title bar with a close button. On the left is a vertical menu with four options: 'Premade Quiz', 'Create a Quiz' (highlighted with a white background), 'Resume Quiz', and 'Review Results'. The main area has three tabs: 'Chapter' (selected), 'Topic', and 'Learning Objective'. Under the 'Chapter' tab, there are two radio buttons: 'Select questions from any Chapter' (selected) and 'Limit selection to:'. Below the second radio button is a list box containing 'Chapter 1' through 'Chapter 8'. Below the list box, the text '480 questions have the desired characteristics' is displayed. There are two radio buttons: 'Use all 480 questions in the quiz' and 'Randomly select'. The 'Randomly select' option is selected, and next to it is a spin box showing the number '20' followed by the text 'questions for the quiz'. At the bottom right are two buttons: 'Start' and 'Exit'.

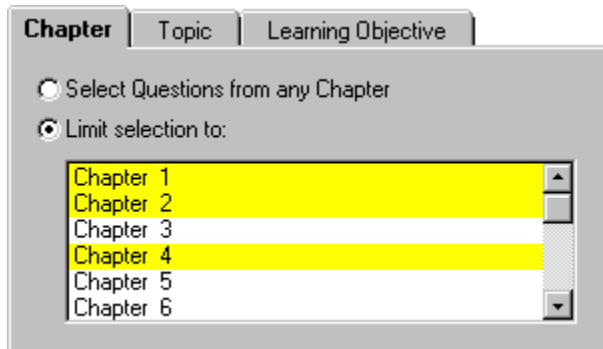
**Click the image for more information.**

You may focus on just those questions that suit your needs by using Tutor's Create a Quiz option. ([Click here](#) for information about how to select questions by this method.) After selecting questions for your quiz, click the Start button to advance to the [Testing Window](#).

## Selecting Questions

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To select questions having only particular characteristics--for example, to choose questions from only Chapters 1, 2, and 4 as depicted below--click the characteristics that you want to have represented in the quiz. The characteristics will be highlighted. You can choose characteristics from any or all of the available information tabs.



The screenshot shows a dialog box titled "Selecting Questions". It has three tabs: "Chapter", "Topic", and "Learning Objective". The "Chapter" tab is selected. Below the tabs, there are two radio buttons. The first is "Select Questions from any Chapter" and the second is "Limit selection to:". The second radio button is selected. Below the radio buttons is a list box containing the following items: "Chapter 1", "Chapter 2", "Chapter 3", "Chapter 4", "Chapter 5", and "Chapter 6". The items "Chapter 1", "Chapter 2", and "Chapter 4" are highlighted in yellow.

(Note: The questions that you received might have entirely different information tabs than those indicated above. For example, your questions might be categorized by Subject and Difficulty Level instead of Chapter, Topic and Learning Objective. Tutor will display a tab for every type of information that was used to cross-reference the questions you received.)

## Information Tabs

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Tutor will display a tab for every type of information that was used to cross-reference your questions. The number of tabs that you see with your questions--and the information they represent--might be different than depicted here. ([Click here](#) for more information about selecting questions.)

## Question Characteristics

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Available question characteristics appear in a list under each tab. For example, if questions have been cross-referenced by chapters, then chapter names will appear under a "Chapter" tab. Click the characteristics that you want represented on your quiz. You may click more than one. ([Click here](#) for more information about selecting questions.)

## Number of Questions

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In this area, choose the number of questions that you want incorporated into your quiz. ([Click here](#) for more information about selecting questions.)



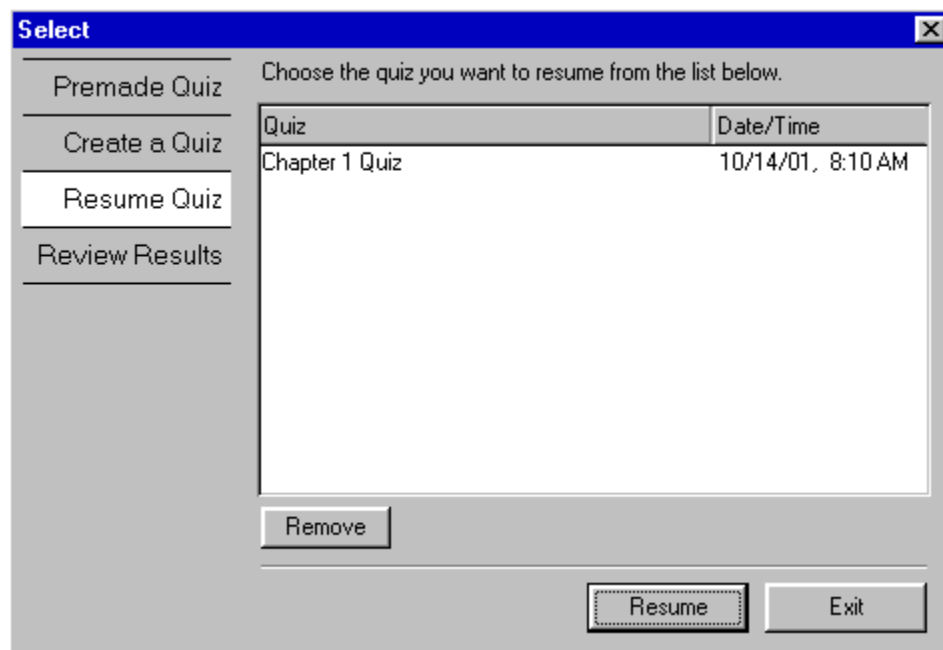
## Start Quiz Button

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Clicking this button will take you to the [Testing Window](#).

## Resume a Quiz

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**Click the image for more information.**

If you exited the Tutor program in the middle of taking a quiz, you may complete the quiz by selecting the Resume Quiz option. Click the name of a quiz to highlight it, then click the Resume button to advance to the [Testing Window](#) to complete the quiz.

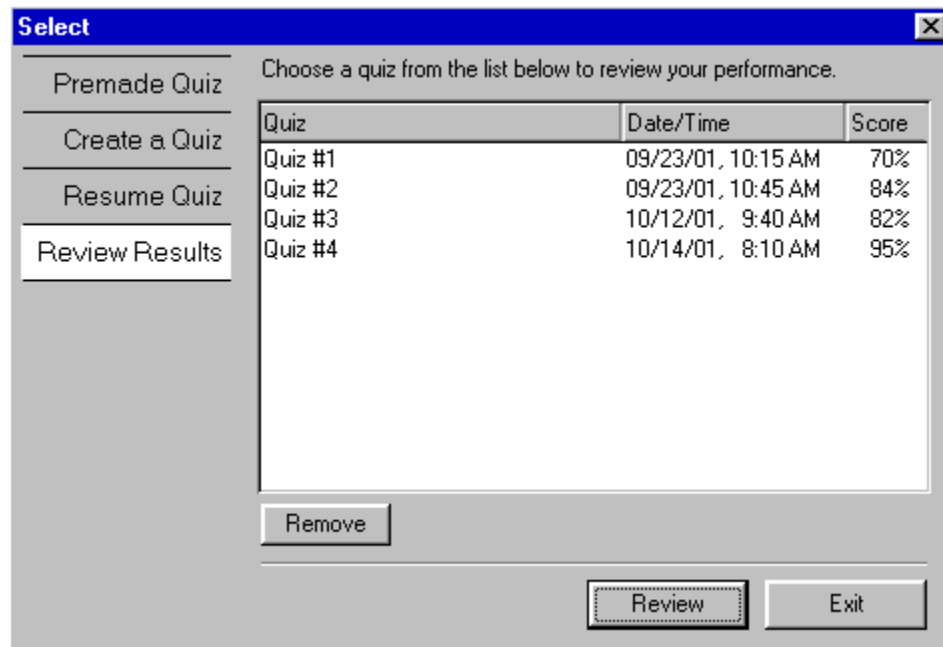
## Resume Button

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Clicking this button will take you to the [Testing Window](#) where you can complete the highlighted quiz.

## Review Results

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**Click the image for more information.**

Select the Review Results option to review your performance on previous quizzes. Click the name of a quiz to highlight it, then click the Review button to advance to the [Results Window](#).

## Review Button

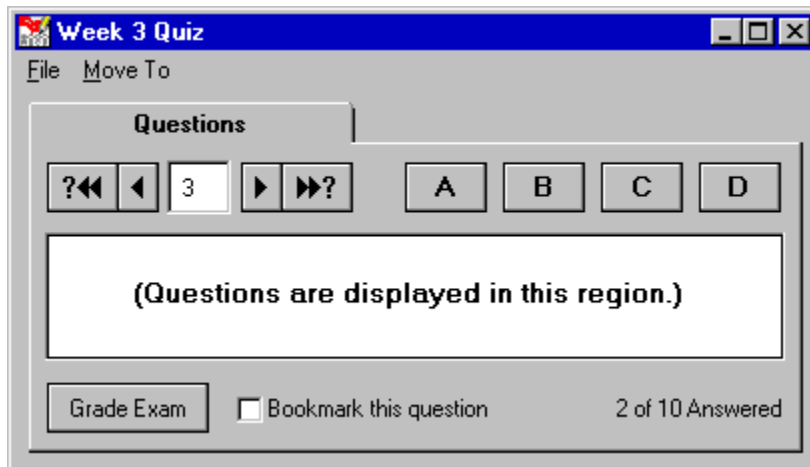
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Clicking this button will take you to the [Results Window](#) where you can review your performance on the highlighted quiz.

## The Testing Window

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The Testing Window will appear after you have selected a test. The Testing Window includes a number of ways to navigate between questions, buttons for indicating your answer, a way to bookmark questions, and information about your progress.



Click the image for more information.

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**How to Answer:**     [Multiple Choice Questions](#)  
                              [True/False Questions](#)  
                              [Fill-in-the-Blank Questions](#)

**See Also:**            [The Results Window](#), [Creating a Quiz](#)

## Answering Multiple Choice Questions

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When Tutor displays multiple choice questions, it will display answer buttons that correspond to the answer choices in the question. Click the button that corresponds to the *best* answer.

Questions

?◀◀

◀

▶

▶▶?

A

B

C

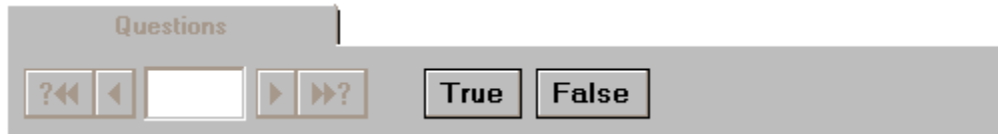
D

E

## Answering True/False Questions

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When Tutor displays true/false questions, it will display a pair of True/False buttons. Click the button that corresponds to the *best* answer.



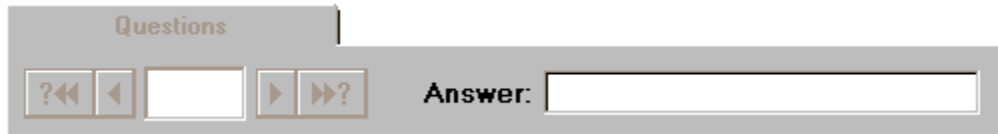
The image shows a horizontal grey bar representing a Tutor interface. On the left, there is a tab labeled "Questions" in a brown font. Below the tab, there is a navigation area with four buttons: a button with "?<<" (left), a button with "<" (left), a white rectangular input field, a button with ">" (right), and a button with ">>?" (right). To the right of the input field, there are two buttons labeled "True" and "False" in a grey font.



## Answering Fill-in-the-Blank Questions

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When Tutor displays fill-in-the-blank questions, it will display a box into which your answer should be typed. Type the answer that best fills in the blank and press the Enter key.



The screenshot shows a user interface for a tutoring system. At the top, there is a tab labeled "Questions". Below the tab, on the left, is a set of navigation controls consisting of four buttons: a button with a question mark and two left arrows, a button with a single left arrow, a button with a single right arrow, and a button with two right arrows and a question mark. To the right of these buttons is a small, empty rectangular input box. Further to the right, the text "Answer:" is displayed, followed by a larger, empty rectangular input box for the user's response.

## Next Question Button

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Clicking this button will make Tutor advance to the next question regardless of whether the current question is answered.

## **Next Unanswered Question Button**

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Clicking this button will make Tutor advance to the next unanswered or bookmarked question. This button will help you quickly locate questions that you might have skipped.

## Previous Question Button

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Clicking this button will make Tutor advance to the previous question regardless of whether the current question is answered.

## **Previous Unanswered Question Button**

---

Clicking this button will make Tutor advance to a previous unanswered or bookmarked question. This button will help you quickly locate questions that you might have skipped.

## Jump-To Question

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Type a number into this area and press the Enter key to quickly go directly to that question.

## Answer Buttons

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Click these buttons to answer the current question and advance to the next. The multiple choice buttons depicted here change automatically to true/false buttons or to typing regions depending upon the nature of the displayed question.

(Note: The Tutor program permits you to change your answers. Click the Previous Question Button to return to a question whose answer you want to change.)

## Grade Button

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Click this button when you have finished answering questions. After confirming that you want to end the test, you will go to the [Results Window](#).



## Exit Button

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Click this button to exit the Tutor program.

## Bookmark

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Click this box to bookmark a question. Bookmarked questions are easy to return to.

## Status Area

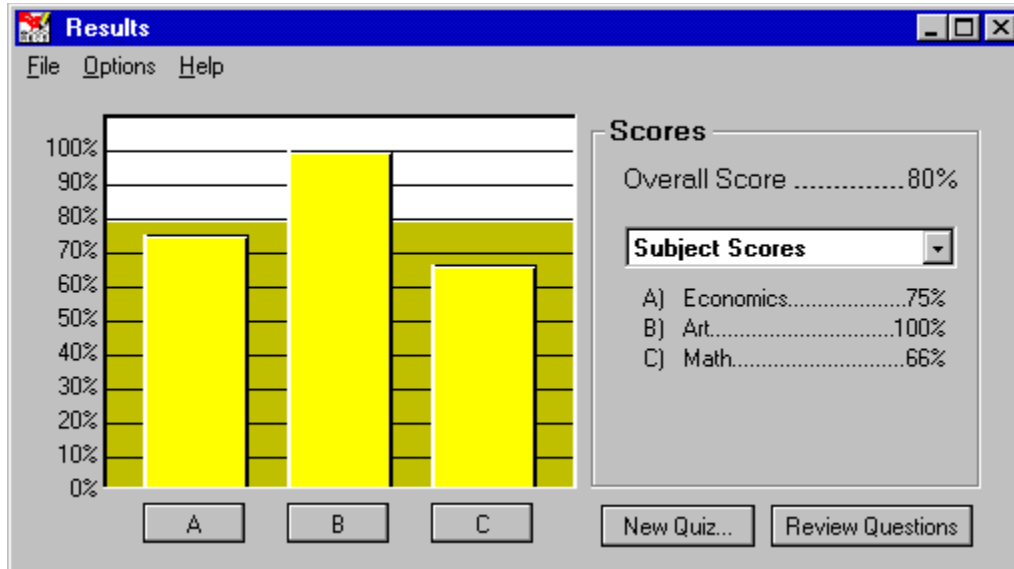
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The region in the lower right-hand corner of Tutor will tell you how many questions you have answered. (If your test is timed, it will also tell you how much time has elapsed since you began the test.)

## The Results Window

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The Results Window will appear after you have graded your test. Bar charts can help point out relative strengths and weaknesses.



**Click the image for more information.**

(Note: The appearance of the Results Window will vary according to how much information was associated with your questions when they were written.)

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**See Also:**      [The Testing Window](#), [Creating a Quiz](#)

## **Review Questions Button**

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Click this button to review graded & corrected questions.

## Show Selected Scores & Graphs

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Depending upon how much information was associated with questions when they were written, a test can be cross-referenced by topic, level of difficulty, learning objective, or some other category of information. In this example, questions have been cross-referenced by "Subject" and the subject graphs are being displayed. Click this area to graph results based upon other categories of information.

## Overall Results Bar Graph

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In this example, someone had an overall score of 80%. The overall score is depicted as the large, dark graph behind the small, light-colored "Subject" graphs.

## Subject Results

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In this example, someone scored 75% on questions that focused on the subject of Economics. Notice that the text in the Scores box on the right corresponds with the graphs on the left.



## Graph Button

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Clicking here will display additional information about the related graph. In this example, it might tell us that 3 of the 4 questions that focused on the subject of Economics were answered correctly.

(Note: You can answer additional questions associated with the Graph Buttons. In this example, questions that focused exclusively on the subject of Economics might be accessed by clicking this button.)

## Subject Results

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In this example, someone scored 100% on questions that focused on the subject of Art. Notice that the text in the Scores box on the right corresponds with the graphs on the left.

## Graph Button

---

Clicking here will display additional information about the related graph. In this example, it would tell us that all of the questions that focused on the subject of Art were answered correctly.

(Note: You can answer additional questions associated with the Graph Buttons. In this example, questions that focused exclusively on the subject of Art might be accessed by clicking this button.)

## Subject Results

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In this example, someone scored 66% on questions that focused on the subject of Math. Notice that the text in the Scores box on the right corresponds with the graphs on the left.

## Graph Button

---

Clicking here will display additional information about the related graph. In this example, it might tell us that 2 of the 3 questions that focused on the subject of Math were answered correctly.

(Note: You can answer additional questions associated with the Graph Buttons. In this example, questions that focused exclusively on the subject of Math might be accessed by clicking this button.)

## New Quiz

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Clicking here will take you to the place where you can start a new quiz.

