



EV360 ULTIMATE Software – My Evaluations

My Evaluations presents audio dictation tests at their natural speed. When the audio is complete, you can edit your transcription using your CAT or other word processing software. Your transcription can be evaluated for transcription accuracy results and display transcription errors. My Evaluations can be attempted and submitted as many times as you choose for practice. The process of attempting and submitted a practice test is the same process when attempting and submitting actual test if you subscribed to My Tests.

Please note that the software will retain all previously attempted and submitted evaluations., which will appear by default in the My Evaluations program. Don't forget to check out all of the "Training Resources" video content for My Evaluations at: <https://ultimate.ev360es.com/my-evaluations/>

To attempt and submit an evaluation, do the following:

1. One the large button bar in the My Evaluations program, click the Attempt Self-evaluation button. In the drop down menu, select the Open Streaming option. The Open Stream Transcript dialog box will appear.
2. Click the Select Package pick list. The Select Package pick list will populate with the available evaluation packages that are turned on for your account.
3. Click the Select Library pick list. The Select Library will populate with the library categories of My Evaluations.
4. Click the Select Speed pick list. The Select Speed pick list will populate with the available speeds of My Evaluations that are in the selected package's library.
5. Click the Select Length pick list. The Select Length pick list will populate with the available audio lengths of My Evaluations that are in the selected speed, library, and package.
6. Click the Select Class pick list. The Select Class pick list will populate with the available My Evaluations based on the previous pick lists' selections.
7. Click the Continue button. The practice test audio file will begin streaming into the My Evaluations program.
8. Turn on your CAT software and open a new realtime job file and make sure your writer is translating.
9. Click the Play button when you are ready to attempt the self-evaluation.
10. Write the entire audio.

11. When the audio is complete, return to your CAT software and edit the transcription. Once you have edited your transcription, highlight and Copy the text from your CAT file that represents the text of the self-evaluation.
12. Return to the EV360 ULTIMATE self-evaluation screen, click in the User Transcript field, and click the Paste button on the large button bar. The text of your transcript will appear in the User Transcript field.
13. Click the Grade Self Evaluation button on the large button bar. The software will begin comparing your transcript text against the master text and display the graded result. The Total Errors and Overall Accuracy values will appear in the Grading Information section of the large button bar.
14. Once the grading is complete, you can individually click the SE and FP buttons to generate and print the Self-evaluation and Focused Practice worksheets for additional practice.
15. When you are complete, click the small x in the tab for the graded test.