



## EV360 Ultimate – How to Quick Guide Program: My Tests

**My Tests Program:** My Tests will automate the delivery of speed tests. The program includes intuitive technology to administer tests based on individual user's qualifications, prerequisites, skill ability, current endurance, and transcription accuracy. The EV360 Test Package 1 package consists of 1-minute through 5-minute tests for jury charge, literary, and two-voice testimony. Depending upon your program, you may see additional test packages. Additionally, when a user submits a transcribed test, they receive instant preliminary results, including initial errors and initial percentage of accuracy. Please note that the preliminary grading are initial results giving you instant information regarding the submitted test. Each test will be reviewed by our grading team and final errors and percentage of accuracy will be provided once the test has gone through the grading process. Our grading team has a set of tools to complete the grading and feedback process, such as color coding errors, annotating specific areas of the graded test, audio feedback messaging, manual adjustment of errors, and email notifications for test submissions and graded feedback.

Don't forget to check out all of the "Training Resources" video content for My Evaluations at: <https://ultimate.ev360es.com/my-tests/>

**My Tests/Tests Submitted View:** The Tests Submitted View will display all of the tests that have been attempted and submitted for grading. Each column represents applicable information regarding the submitted test. Information includes the Test Package, Category, Speed, Length, Test Number, Date and Time Attempted, Date and Time Submitted, Initial Errors, Initial % of Accuracy, Final Errors, Final % of accuracy, Grading Status, Date Results Viewed, and Number of Times Results were Viewed. This is also the page that is used to open a graded test to see the final grading information that was provided by the instructor including annotations and voice messages.

The screenshot shows the 'ev360 Ultimate 2.0' application window. At the top, there are navigation tabs: 'My Life', 'My Speedbuilding', 'My Readback', 'My Realtime', 'My Games', 'My Evaluations', and 'My Tests'. Below the tabs is a toolbar with icons for 'Tests Submitted', 'Tests Available', 'Refresh', and 'Skins'. A filter bar contains dropdown menus for 'Test Package', 'Category', 'Speed', 'Length', 'Date', 'Instructor', and a 'Test #' field. The main area is a table with the following data:

Test Package	Category	Speed	Length	Number	Attempted	Submitted	Instructor	Initial ...	Final ...	Initial %	Final %	Status	Graded Results Viewed	Graded Re...	Total ...	Action
ev360 Test Package 1	Two-voice Q&A	100	5 minutes	Q100M5E001	2017-09-02 16:54:32	2017-09-02 17:00:37	Demo4 Student	1	2	99.84	99.68	Grading ...	Viewed	2017-09-0...	1	[Action]
ev360 Test Package 1	Two-voice Q&A	100	4 minutes	Q100M4E001	2017-09-02 16:44:15	2017-09-02 16:50:20	Demo4 Student	2	1	99.67	99.83	Grading ...	Viewed	2017-09-0...	1	[Action]
ev360 Test Package 1	Two-voice Q&A	100	3 minutes	Q100M3E001	2017-09-02 16:34:20	2017-09-02 16:38:19	Demo4 Student	0	0	100	100	Grading ...	Viewed	2017-09-0...	1	[Action]
ev360 Test Package 1	Two-voice Q&A	100	2 minutes	Q100M2E001	2017-09-02 16:25:42	2017-09-02 16:28:44	Demo4 Student	1	1	99.61	99.61	Grading ...	Viewed	2017-09-0...	1	[Action]
ev360 Test Package 1	Two-voice Q&A	100	1 minute	Q100M1E001	2017-09-02 16:20:00	2017-09-02 16:22:33	Demo4 Student	1	1	99.07	99.07	Grading ...	Viewed	2017-09-0...	1	[Action]

At the bottom left of the window, it says 'View: Activities Today'.

**My Tests/Tests Available View:** The Tests Available View will display all of the tests that are available to attempt. This view has automated logic that will make available only those tests that have never been attempted. The logic will also only make available those tests that are at the user’s current speed and number of minutes. The next minute and speed will not be available until the previous minute and speed test has been passed. A test is considered passed when the instructor has provided feedback and a final percentage of accuracy and the test has a status of “Grading Complete.” Each user’s account is set up with a starting speed and the required passing percentage. By default, tests are considered passing based on the following information if the user account is setup to pass a 5 minute test at 95%: 1 minute: 91%, 2 minutes: 92%, 3 minutes: 93%, 4 minutes: 94%, 5 minutes: 95%

Test Package	Category	Speed	Length	Number	Delivery Mode	Action
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E001	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E002	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E003	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E004	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E005	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E006	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E007	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E008	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E009	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E010	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E011	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E012	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E013	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E014	Asynchronous	
ev360 Test Package 1	Jury Charge	120	1 minute	J120M1E015	Asynchronous	

View: Available Tests Today: 15

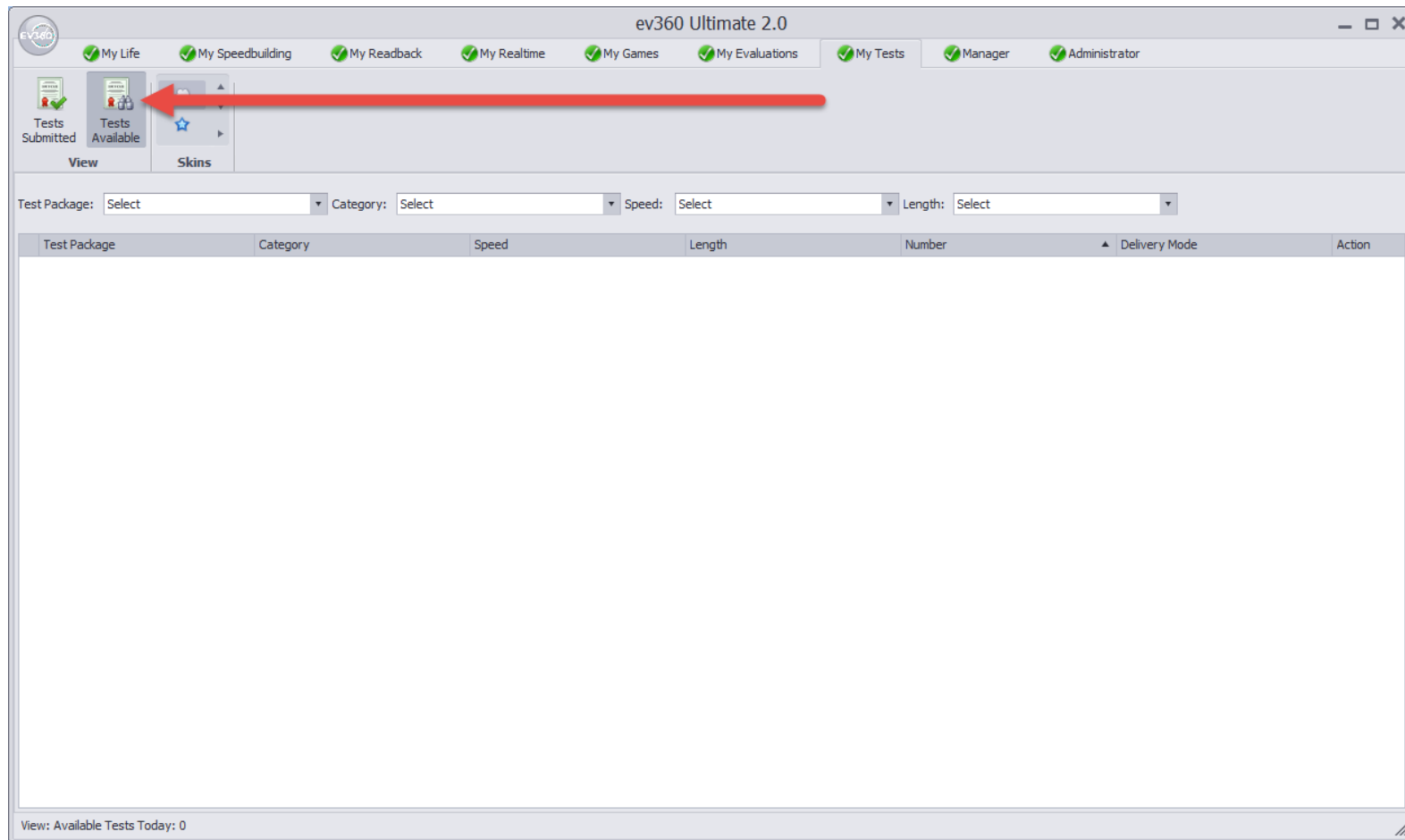
## When You Are Ready to Attempt A Test:

1. Log into EV360 Ultimate.
2. Select the My Tests program.

The screenshot shows the EV360 Ultimate 2.0 user interface. A red arrow points from the top-left corner to the 'My Tests' button in the top navigation bar. The interface is divided into several sections:

- Top Navigation Bar:** Contains buttons for 'My Tests', 'Manager', and 'Administrator'. Below these are icons for 'All Activities', 'Scheduler', 'Assignments', 'Tasks', 'Skill Development', 'Academic Classes', 'Assignment', 'Academic Class', 'Show Reminders', 'Class Schedule', 'Print / Export Current View', 'Refresh', and 'Skins'.
- Left Sidebar:** Features a dropdown menu for 'All Activities' and a 'Range' selector set to 'Today and Tomorrow'. Below this is a list of activities with time input fields: My Speedbuilding, My Readback, My Realtime, My Games, My Evaluations, My Tests, Skill Development, Assignments, Academic Classes, and Tasks.
- Main Content Area:** Displays the date 'Tuesday, October 25, 2016' and 'Current Term: Days Left:0'. Below this is a table with columns: Type, Label, Description, Start Date, End Date, Total Time, Package, Name, Speed, Length, and Plan.

3. Select the Tests Available view.



4. Select the following options.

- a. Test Package
- b. Category
- c. Speed
- d. Length

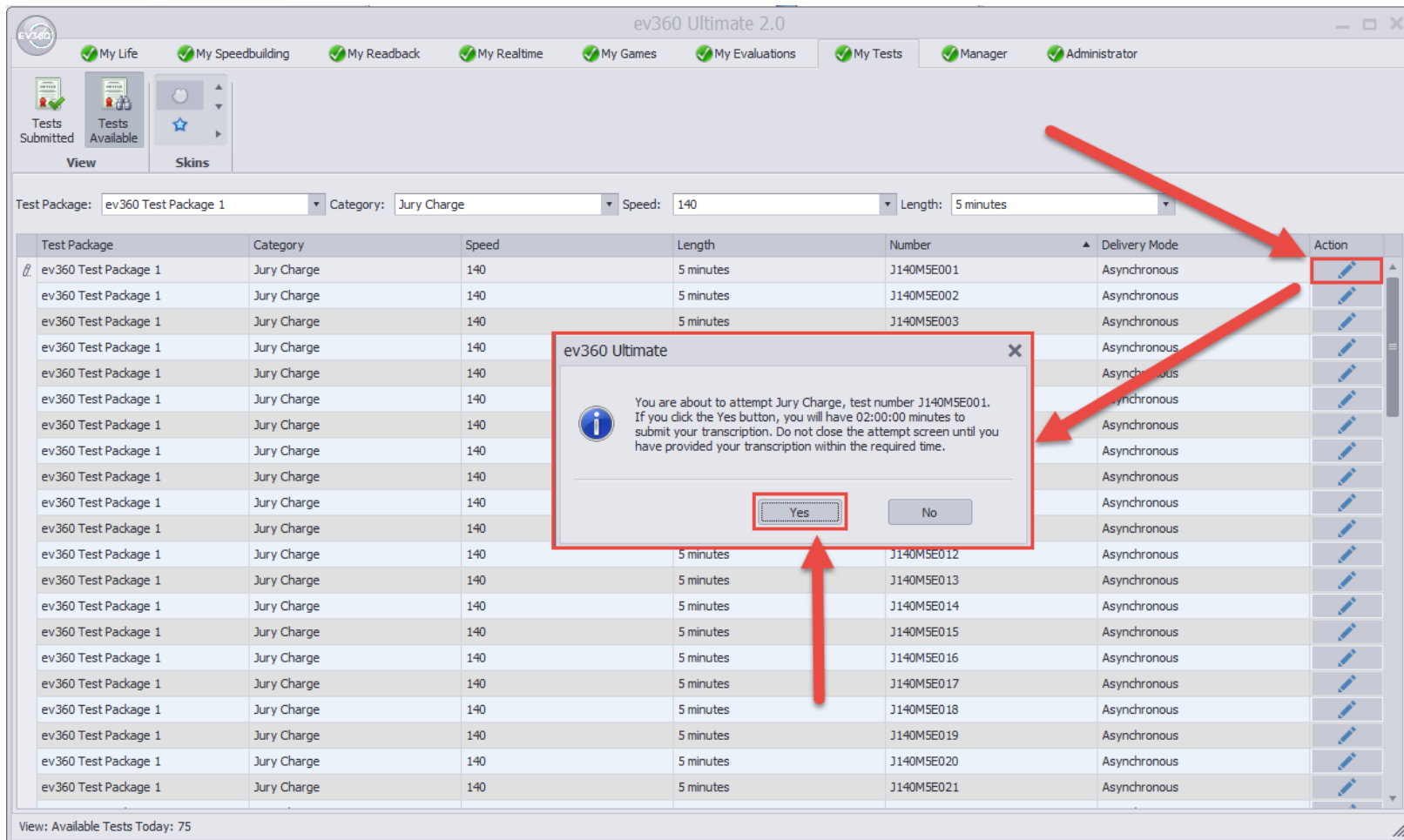
Once the length option is selected, the available tests will appear. Once the available tests appear, click the pencil icon in the Action column or double click the test you want to attempt.

The screenshot shows the 'ev360 Ultimate 2.0' application window. At the top, there is a navigation bar with icons for 'My Life', 'My Speedbuilding', 'My Readback', 'My Realtime', 'My Games', 'My Evaluations', 'My Tests', 'Manager', and 'Administrator'. Below this is a 'View' section with 'Tests Submitted' and 'Tests Available' buttons, and a 'Skins' section. A red box highlights the filter area with the following settings: Test Package: ev360 Test Package 1, Category: Jury Charge, Speed: 140, and Length: 5 minutes. Below the filters is a table of available tests.

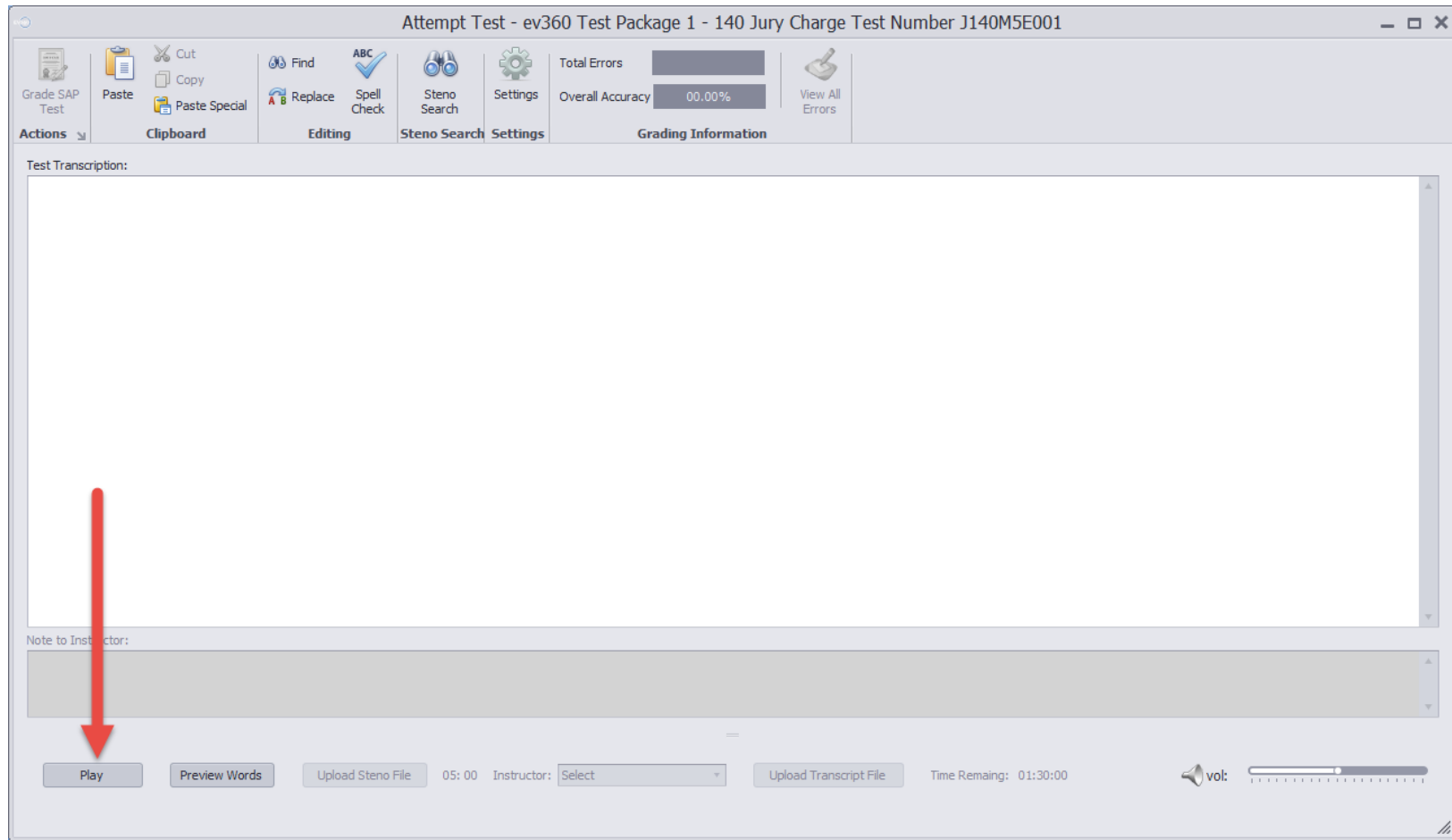
Test Package	Category	Speed	Length	Number	Delivery Mode	Action
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE001	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE002	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE003	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE004	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE005	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE006	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE007	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE008	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE009	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE010	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE011	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE012	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE013	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE014	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE015	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE016	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE017	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE018	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE019	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE020	Asynchronous	
ev360 Test Package 1	Jury Charge	140	5 minutes	J140MSE021	Asynchronous	

View: Available Tests Today: 75

5. The following dialog box will appear indicating that you are ready to attempt the selected test. Click the Yes button. If you are not ready to attempt the test, click No.



6. After the audio is prepared for the selected test, the Attempt Test window will appear. At this time, open a new CAT file to prepare to write the SAP test. It is suggested you name your CAT file the same name as the SAP test number. Ex: Q100M5E001. You can also view the preview words for the 5 minute tests or the concordance word list for 1-4 minute tests. Once you are ready, you may click the PLAY button. The audio will begin playing.





7. After you click Play, return back to your CAT software to write the test using your writer. You should see your steno strokes translate into English in your CAT software. There will be enough time for you to return to your CAT software before the audio begins playing.
8. When the audio begins, you will write the test into your CAT software. When the audio stops and you have stopped writing, DO NOT begin editing your transcription. You must complete the next step within a specified period of time.
9. When the test is complete and the audio stops, return to the EV360 Ultimate Attempt Test window. You will have approximately 10 minutes to upload your steno note file that was created by your CAT software. Don't worry; you will have plenty of time to return to your CAT software to begin editing your transcription. This step requires you to upload your steno notes for the test. When you return to the Attempt Test window, you will notice the Upload Steno File button will become available and the timer to upload will begin counting down. This is the amount of time you have to upload the note file as required by your instructor. Typically this is the steno file that is saved in the username location of your CAT software program.
  - a. For CaseCATalyst users, the path for your files is c:\cat4\usr\YOUR USERNAME\ Look for the file extension for your steno note file for your test. The file extension for CaseCATalyst steno notes files is **.sgstn**
  - b. For Eclipse users, the path for your files is C:\Program Files (x86)\Advantage Software\EclipseNT\Users\YOUR USERNAME Look for the file extension for your steno note file for your test. The file extension for Eclipse steno note files is **.not**
10. Once you have successfully uploaded the required steno note file, you will notice a second timer that starts. This timer is the amount of time you have remaining to transcribe and submit your test. You cannot close this EV360 Test Attempt window and return to the attempted test at a later point in time. If you close the Attempt Test window without following the remaining steps, you will lose the opportunity to submit your transcription for this test.
11. Return to your CAT software and begin editing your transcription. You will want to edit the text of your test in your CAT software using the editing functions such as dictionary defines, formats, etc.
12. Once you have completed editing your test, you will do the following:
  - a. Save the file in your CAT software.
  - b. Backup the CAT file to a zip file using your CAT software's backup function. It is helpful to create the backup in the same location where your CAT files are located.
  - c. Re-open your CAT file and copy all of the transcribed text that is part of the test. Do not copy any text that does not relate to the actual test.
  - d. Please note that many CAT programs have formatted text. Some copied text will not paste properly in the Test Submit window of EV360 Ultimate. You have two paste options after you have copied the text from CAT edit window:
    - i. On the EV360 Attempt Test window, click in the open white area so your insertion point is flashing.
    - ii. Click the Paste Special button on the large button bar (Not the large Paste button) and select the Unformatted text option. Your test text should appear nicely in the window.
    - iii. Optionally, you can open the Windows Notepad program and paste your test text in Notepad first. After pasting in Notepad, you can copy the text from Notepad and paste into the Attempt Test window. This will remove any formatting codes from your CAT software.

- e. Select your instructor in the Instructor dropdown box.
  - f. Type a note to your instructor in the Note to Instructor text box.
  - g. Click the Upload Transcript File button and select the backup zip file you created.
  - h. Click the Grade SAP Test button. You will see the preliminary graded results instantly.
  - i. An email will be sent to your instructor with your graded results.
  - j. Once your instructor has completed the final grading, you will receive an email notifying you of your results.
13. Once you have received your graded results email, log back into EV360 Ultimate, go to the My Tests program, and open the test to view the final graded results. The Graded Results window will allow you to view the final grading of the test and listen to any audio messages from your instructor.

The screenshot shows the 'Graded Test: J060M1E003' window. At the top, there is a 'Close Test' button and an 'Error categorization legend for errors' callout pointing to a row of colored buttons: Incorrect: 2 (yellow), Dropped: 0 (green), Inserted: 0 (grey), Punctuation: 0 (blue), Plural: 2 (pink), Spelling: 0 (orange), Contraction: 0 (grey), Untranslate: 0 (red), Case: 1 (teal), Number: 0 (yellow), and Transcription: 0 (green).

The main area displays the 'Graded Test Text' with a sample paragraph: 'Ladies and gentlemen of the jury, the Court recommends that the defendants be transfer to the Federal Medical Center in Rochester, Indiana, for competency examination. Time is excluded under the Speedy Trial Act from this date until the completion of the examination. The court will now recess so that the Court final instructions can be settled.' Callouts point to 'Main document comments from your instructor' (a comment box on the left) and 'Initial and final grading results' (a dropdown menu on the right).

Below the text is a 'User Note' field containing 'This is my note' and a 'Grading' section with the following data:

Initial Errors:	3	Initial Percentage:	95
Final Errors:	7	Final Percentage:	88.33
Punctuation Errors:		Punctuation Grade:	
Grading Status:	Grading Complete		

At the bottom left, there are 'Audio Feedbacks' and 'Audio controls to listen to audio feedback messages. You can even download and save the audio files to your computer.' callout pointing to a play button and volume control.