

IPC Auto-Testing Program for OVTs / DVDs

User's Guide v.5

Below are the features and installation procedures of the auto-testing module. This free testing program is offered as a courtesy to purchasers of any IPC "Online Video Training" (OVT) or DVD product. Its purpose is to provide a network-based utility with automated testing and student record-keeping capability.

It is the user's responsibility to install this software for proper functionality, and with adequate security and permission settings or policies to prevent unauthorized access. IPC claims no liability for the implementation and use of this testing tool.

This program will run on stand-alone PCs, or over computer networks (LAN or WAN). It will NOT function across the internet. Users on networks must also have read / write access privileges to the program folder on the server in order to record test results.

For the latest User's Guide and other information related to this testing program, please go to: <http://training.ipc.org/ovt/test>

System Requirements:

Any Windows Network O/S (or any Windows PC O/S)
256 MB RAM
20 MB hard drive space
Display designed for 1024 x 768 screen size or larger

Installation

After downloading and unpacking the ZIP file, place all program files in a temporary directory or folder on your server or PC.

Run **setup.exe** to install the program on your server for network operation. Installation will occur in the Window's "Program Files" directory, within an "IPC" subdirectory (the path will default to "Program Files \ IPC \ OVT \ ###," where "###" is the program part number, such as "54C"). You may also install and run the program from a stand-alone PC (for one student at a time).

Installation of the program in other than the Program Files directory may result in malfunction.

Launching the Testing Program

After installation is complete, you should have an *IPC-OVT Test* icon (or “shortcut”) on your host computer's desktop. You may launch the testing program by double-clicking this icon. To place additional testing icons upon client PCs across your network, choose an appropriate workstation, then navigate to the "Program Files / IPC / OVT / ###" directory on your server and launch the **Shortcut to Testing.exe** utility by double-clicking on it.

Launching the Administration Module / Password Selection

To place a shortcut to the Administration module on any network computer, navigate to the "Program Files / IPC / OVT / ###" directory and launch the **Shortcut to Administration.exe** utility. You will then have an *IPC-OVT Admin* icon placed on your desktop that will allow you to launch that part of the program.

The first person to access the Administration module determines the **Administrator password**. You can reset password selection by deleting the "OVT###.ini" file from the root directory of the specific OVT program folder. (For example: for program "OVT-54C," go to "Program Files \ IPC \ OVT \ 54C," then delete "OVT54C.ini.")

In **Window's Vista**, it may be necessary to adjust your computer's Control Panel settings in order to see the "OVT###.ini" file. From the Start button, choose Control Panel, Folder Options, View, and then uncheck "Hide protected operating system files" under "Advanced settings." It is recommended you recheck this option after deleting the "OVT###.ini" file.

The password will again be determined by first user access.

Basic Operation

Upon launching the **Testing module**, the student will be prompted to enter First and Last Name, as well as a 1 to 9 digit student ID number. This number must be unique for each student, and the student must use the same number every time he uses the program. Students may take the test as often as they want. Entering a 0 (zero) as a student ID # will allow the user to take the test without entering a name. The program will not keep a record when using this ID number.

The student is prompted to answer a series of multiple-choice questions, and is remediated by “correct / incorrect” computer responses only. The final score is displayed on the last screen of the test and the user then has the option of printing his results for his own validation.

Training facilitators may view, print and sort all student records by using the **Administration module**. The Administration module stores all the scores and total number of user sessions by this student ID. Instructions for sorting records by Name, Date Last Tested and Score; and the export of *all* records via comma-delimited ASCII text are included therein.

Student records are stored in a **Records folder** in the root directory of each OVT program. It is the responsibility of your system administrator to have company policies in effect to discourage tampering.

Tech Support and Latest Info

Please email us: techsupport@ipcvideo.org

Or call: 575.758.7937.

For the latest documentation and information on the Online Video Training (OVT) product line, please go to: <http://training.ipc.org/ovt>