



Online Test Editor – Quick Use Guide

1. Login to the dashboard
2. Go to the “Tools” tab
3. Select “Manage Tests” (blue button)
4. Select the blue plus button in the upper right-hand corner
5. From the drop-down select a template OR select a test that you previously created (note - the name will state what the template is about, type of test (DLC, DLC2, HDLC, MCT, HMCT, Audio MCT, or RCT)
6. Then select the “Create” button directly below the template or test you selected
7. Change the name of the test, and state the test topic(s) in the section(s) available
8. Write the test, changing all the blue text to match the information for your current test/case. The righthand column gives you example test language.
9. Change the test statements
 - a. Make sure all the statements are balanced (about the same length) You can check balance with the counting feature at the top of the page. Please save changes and then select the refresh button to calculate the difference between statement lengths.
10. When finished writing the test, make sure to save it. Then select the blue back arrow in the upper righthand corner.
11. From there, assign the test to your account by selecting the “assign” box (which will most likely be a 0). This will open a window, please check the box of the subaccount you want to assign it to. Check the box and then select the appropriate BRG.
12. Once it has been assigned, go to the station, launch EyeDetect and sync the station. This can be done by selecting “DataLocker > Sync”
13. Once the sync has finished, the new test will appear in the test list (Test > Create or Test Wizard button)

Helpful tool

This google chrome extension is a “**Search + Replace**” function that you may find useful:

<https://chrome.google.com/webstore/detail/find-replace-for-text-edj/jajhdmnpiocbpnlpejbgmpijgmoknnl?hl=en-US>