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Hi! We'd like to introduce you to our free on-line Testing Center. One of the goals of the Testing Center is to relieve the time it takes to manually grade post-tests, as well as to issue Certificates of Completion for staff members. It also provides a mechanism for administrators to track staffs' progress. Below you will find step-by-step instructions for entering your staff and managing the Testing Center. The Testing Center can be accessed from our homepage, [www.growingupwithus.com](http://www.growingupwithus.com), by clicking on "Testing Center" in the upper right-hand corner. The Testing Center is located at: [www.growingupwithus.com/quiztaker/](http://www.growingupwithus.com/quiztaker/)



Your facility and subscription information have been entered into the Testing Center. We now need to set up administrators for your facility.

There are two levels of administrators – a program, level 1, administrator, who will be able to oversee the Testing Center for the entire facility (this is usually the contact person we have for your facility) and level 2 administrators – those individuals responsible for staff, such as nurse managers or educators. There can be as many level 2

There are three "Access Levels" in our Testing Center  
*Level 1* = Program administrator, such as the Director of Staff Development or Med-Surg Coordinator. Level 1's can oversee staff in the entire facility.  
*Level 2* = Staff administrator, perhaps nurse managers or educators, manages their group of staff. There are often multiple level 2 administrators within a facility.  
*Level 3* = Staff – take tests

administrators as your facility requires, but only one for each group of staff, such as one for the emergency department, operating room, each med-surg unit, labor and delivery, nursery, peds, and so on. If there are multiple managers over the same group of staff, a generic log-in may be appropriate, such as MercyED / ED. Please e-mail us at [guwuweb@growingupwithus.com](mailto:guwuweb@growingupwithus.com) with the names of administrators that need to be added. We will then get back to you with their log-in information.

### UPON ARRIVAL TO THE TESTING CENTER IT WILL LOOK SIMILAR TO THIS:

[Home](#)

[Take Test](#)

[Print Certs](#)

[Admin](#)

[Logout](#)

## Login

Username:

Password:

**NOTE:** Ensure your web browser has cookies enabled

Logged in as:  
xxxxxxx

### ADMINISTRATOR GUIDELINES

**Level 1 Administrators:** After logging in and clicking on "admin" in the left-hand column, level 1, administrators can view on the staff roster all staff that have been entered for your facility. Program Administrators also have access to the report section and can view staff progress, either individually or cumulatively.

**Level 2 Administrators:** Level 2 administrators have access to the administration section of the Testing Center. Double-click the “Admin” option on the left-hand side. Staff will then be added into the database by selecting “Administer Staff Roster”. Staff will need to be assigned a username, perhaps their employee ID number, their birthday (2879 for a birth date of February 8, 1979) or the first initial of their first and last name, such as jonesw for Whitney Jones (this is not case-sensitive) and a password. You can disregard the middle name field. Please ask staff to memorize or keep their log-in information for the Testing Center in a safe place for future reference, and not to contact us for such. We will refer them back to their administrator for that information, which is a waste of time for all involved.

Administrators should also enter themselves as a staff person, *using a different username and password* from your administrator one, and take tests under that log-in. That way, tests and contact hours earned will also show up in the report section.

It is critical that the staff roster is kept up to date. Beside each staff person’s name in the staff roster, administrators will see an edit and delete (X) tab. Click edit to change a staff member’s name, such as after getting married, as well as when transferred to another unit / administrator in your facility.. When staff leaves your facility’s employment, click delete. It is essential your staff roster stays up-to-date. This is the role of the level 2 administrator.

Only the staff member and his / her administrator should know their individual username and password for accessing the Testing Center. They will need to keep up with this log-in information, otherwise you will be receiving a lot of calls. Make their log-in information something they will remember. If, when you are entering a staff member, a message indicates that that username is already in use, it means it has already been assigned to a staff person in another facility. In this case, simply add another letter or number to the username – change it ever so slightly so that it is unique.

The “access Level” of staff is always set at Level 3, meaning they will only be able to use the “Take Test” link and will not have access to confidential information, such as other staff members’ progress. To add another staff member, double-click on “Add New Record”. This data entry goes very quickly and only needs to be done once.

Once staff members have been entered, they are able to use the Testing Center. Our Testing Center is internet-based, so it can be accessed from any computer. If computer or internet access is limited in your facility, staff can take the tests at home. There is also the option of grading tests manually and entering staff member results in the Testing Center using the tab, “manually grade tests.” An individualized Certificate of Completion will be available to be printed for that staff member.

Administrators, level 1 and 2, have access to a “report” section, where “real-time” reports can be run on your staff, either individually or cumulatively. This allows you to check their progress and their total Contact hours earned. There are a variety of time frames in which to choose. This is invaluable for performance evaluations or if a particular population / age-specific newsletter has been required to be completed by your facility.

### **STAFF, LEVEL 3, GUIDELINES**

When staff have read and studied a monthly newsletter and are prepared to take a specific post-test, they will log-in to the Testing Center using the username and password assigned to them by their level 2 administrator.

*Staff should not have the reference of the corresponding newsletter when taking the post-test.* A passing score is 90% (9 out of 10 questions). Because contact hours are awarded and one of our goals is mastery of population-specific material, if staff misses a test question(s), the question they missed or the correct answer is not conveyed to them.



Staff should re-read and study the newsletter before attempting the test again. There is no limit to how many times a test can be taken and each attempt will show up in the administrator's report. Once staff has successfully completed a test, it will no longer show up in the drop-down list. Once a test has been passed, there is a short evaluation form to be completed, based on the behavioral objectives for that material. Staff will then be able to print their certificate, which is individualized to your facility's name, their name, the date the test was taken, the name of the test and the number of contact hours earned. Staff earn one (1) contact hour per successful completion of each population / age-specific post-test. If a staff member loses their certificate of completion or their printer malfunctioned, they can log-in and double-click on "get certificates" and obtain past certificates they need.

## FREQUENTLY ASKED QUESTIONS

- Does the data input transfer from year-to-year?

*Yes. Your staff members only need to be entered once!! All your, and our, hard work will definitely transfer from year-to-year. The only thing that will have to be maintained is keeping the staff roster current, continuously updating it when staff enter or leave your facility.*

- Initially, if I entered the staff for the "Grown Up" series, do I have to enter it again for the other three series we subscribe to?

*No. Staff only need to be entered once. The tests, according to all of your current subscriptions, will be available to them.*

- What happens if a staff member loses their certificate?

*After logging in, staff can go to the "get certificate" tab and print the certificates they need. Administrators can also verify the number of contact hours awarded to individual staff members in the "report" section.*

- Can certificates be issued all at once after a 6 month period?

*No. For accountability and validity reasons that is not possible. The checks and balances of the system is that when a test is taken and passed, the computer automatically prints out a certificate. There is no human interaction. However, you can certainly print reports every 6 months, or as often as you would like.*

- If we are an Approved Provider and do not choose to participate in the Testing Center, can we still issue contact hours.

*Certainly. The behavior objectives are listed on each newsletter. We will be more than happy to provide those facilities with curriculum vitas for our leading authors.*

- How long are tests available in the on-line Testing Center?

*2 years. Just as the newsletters are archived for a period of 2 years, so are the tests.*

Please contact us at [guwuweb@growingupwithus.com](mailto:guwuweb@growingupwithus.com), if you have further questions.



