

Hi! We'd like to introduce you to our on-line Testing Center. Your hospital has been entered into the Testing Center and the contact person for your facility (you) has also been entered into the database. The following information contains step-by-step instructions on how to navigate this feature of your subscription:

1. The Testing Center can be accessed from our homepage by clicking on "Testing Center" and is located at:

www.growingupwithus.com/quiztaker/

2. When you arrive at the Testing Center it will look similar to this:

<p>Home</p> <p>Take Test</p> <p>Admin</p> <p>Logout</p> <p>Login</p>	<p>Login</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p>
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NOTE: Ensure your web browser has cookies enabled.

As an administrator, you have already been assigned a username (the first word of your facility) and a password (your first and last initial). For example, Regional Medical Center - contact person: Sue Ann Smith would use the Username: Regional and Password: SS

3. Once you have logged in, you will see a screen similar to this:

[Home](#)

[Take Test](#)

[Admin](#)

[Logout](#)

[Login](#)



Welcome. Please select the age-specific post-test you would like to take.

(This is what your staff will see. There is a drop down menu with all the age-specific tests available , according to you subscription(s). Once a staff member passes the test, with a score of 90%, they will complete an evaluation form related to the objectives for the related learning activity. Next, an individualized Certificate of Completion will automatically print for them.)

4. As an administrator, you have access to the administration section of the Testing Center. To access, click the "Admin" option on the left-hand side. You will see a screen similar to this:

[Administer Staff Roster](#)

[Manually Grade Test](#)

[Reports](#)

[Home](#)

Administration

5. You may enter your staff into the database by selecting the "Administer Staff Roster" option to the left of the screen. Next, find your facility from the drop-down list. They will need to be assigned a Username, perhaps their employee ID number, their birthday (2879 for a birth date of February 8, 1979) or their first last name and first intial, such as: Mark Giavano = giavanom (this is not case-sensitive). Their password may be their initials, or whatever you prefer. You can disregard their middle name by placing a "na" in that space, unless you have two staff members with the same first and last name. The only person who should know an individual's username and password, is of course, that staff member. If, when you are entering a staff member, a message indicates that that username is already in use, it means another facility is using it. In this case, simply add another letter or number to his/her name. The "AccessLevel" of your staff is set at Level 3, meaning they will only be able to use the "Take Test" link and will not have access to "Reports" or another staff member's progress. To add another staff member, double-click on "Add New Record",

Once staff information has been added (which will be only once!) staff can log-in, using their assigned username and password and take a selected test or you, as the administrator, can grade tests and enter the staff member's grade into the Testing Center, using the tab, "manually grade tests". Then, either way, an individualized Certificate of Completion will be available to be printed. You will also be able to generate reports for your staff, such as to check their progress and their total Contact Hours earned for a given period.



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Additional Information

- 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 all of your staff members. A benefit of using our free, online Testing Center is that staff members, who have internet access at home, can log-in and take age-specific tests. However, since access to computers is limited in some facilities, you have the option of grading the tests manually. while other staff members take them on paper.
- Our Testing Center, like any other database, requires data entry. There is no other way around entering the staff manually. Depending on the number of staff members you are responsible for, you may not have the resources available to enter your staff's names, usernames and passwords. We are available to help! Since there is no confidential information, only your staff member's names, we are prepared to enter your staff at the low cost of .30¢ per name. Either way is okay with us, but in order for your staff to receive contact hour credits for our educational activities, this will need to be done. Just think, how much time the Testing Center will save, not having to fill out Certificates of Completion and/or grading post-tests.
- If you do not wish to participate in the Testing Center, please note that Contact Hours from Growing Up With Us, Inc. will not be granted. From speaking to several subscribers, we realize some of you are using our educational materials purely for age-specific training and competency assessment and are not issuing Contact Hours, anyway. Others, who are Approved Providers, are issuing their own. If your facility is an Approved Provider and would like to grant the Contact Hours, 1.0 per successful completion of each newsletter/post-test, the behavioral objectives, which are listed on the Testing Center, after the test has been successfully completed, are available to you. We will also provide you with biographical information of our lead authors.

[Growing Up With Us, Inc. Testing Center](http://www.growingupwithus.com/quiztaker/)

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Frequently Asked Questions

1. 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 when staff enter or leave you facility.

2. Initially, if I entered the personnel for the for the “Grown Up” series, do I have to enter it again for the other three series we subscribe to?

No. They only need to be entered once. Your staff will take the test, on-line or on paper, according to what newsletter they have read.

3. Is there a way to allow multiple administrator capability, so they can enter their own staff?

Yes. Those people in your facility who you prefer to have administration capability can be entered on the staff roster with their “AccessLevel” set to “2” (administrator). However, WE must enter them! Just fax us their name(s), so we can enter them in the Testing Center database. Entering them as an administrator will allow them to enter their own staff, as well as to add/delete employees. If administrators want to participate in the online testing, and show on the “Report” section such things as Contact Hours earned, they will also need to be entered as a “3” (staff member). You can do this, as you enter other staff. A different username and password will need to be created for this. The “AccessLevel” number coincides with what duties belong to which levels of authorization.

4. If there is a multiple administrator capability, is there a way I can pull that up as the overall administrator, so that we don’t each have to keep a master list of those entered/deleted?

Yes. The overall administrator will be entered on the staff roster as a “1” (program administrator). Again, WE must do this! It may also be appropriate for the program administrator to be entered as a “2”, if he/she is responsible for his/her staff. The same administrator’s username and password can be used for levels “1” and “2”. And, perhaps a “3” is also appropriate, if he/she will be taking the tests as well. Again, being a level “3” requires a different username and password, similar to what you have done for your staff.

There are 3 “AccessLevels”, as you will see/or have seen when staff are entered:

- 1 = Program administrator (perhaps the Director of Education)
- 2 = Administrator (perhaps unit managers or department heads)
- 3 = Staff

5. Is this designed so staff can do this at home?

Yes. The Testing Center is an internet-based program. Therefore, once your staff has their usernames and passwords, the tests can be taken on any computer, anywhere at anytime. We realize there may be limited computer access at your facility. In addition, staff can take the tests the “old-fashioned” way, on paper. Their test scores can then be entered into the administrator section under “Manually Grade Tests”. The staff member’s grade will then be recorder in the report section, as well as generating an individualized Certificate of Completion to be printed out. Or, as previously explained, you may have a combination of how your staff are taking the tests; some online, some on paper. Regardless of the method, each will show up in the report section.

6. What happens if the individual loses their certificate?

The report section of the administrator section will show each staff member’s progress, as well as the number of Contact Hours they have completed. But, if you feel like you need a copy of their certificate, you could encourage them to print two copies of the certificate - one for your file, one for theirs.

7. 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.

8. If we are an Approved Provider and do not choose to participate in the Testing Center, how will we get the behavioral objectives?

The administrator of each facility must be entered. After each age-specific test there is an evaluation form based on the behavioral objectives for that learning activity. They are listed there. Another option would be to give us a call at (919) 489-1238 and we will be happy to provide them to you, as well as the evaluation form.