

Foreword

Dear Educator

A big thank you to your school for purchasing EvaluNet XT!
We trust that you and your learners will benefit from the use of this program.

EvaluNet is committed to the development and marketing of quality and relevant educational software.
In order for us to produce what you require, it is important for us to receive your feedback.

We welcome criticism, both positive and negative, and are continually making every effort to improve our products.

If you would like online support or have any questions or comments regarding XT, please visit:

www.evalunet.com

The EvaluNet XT production team

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Login

Login to XT Staff



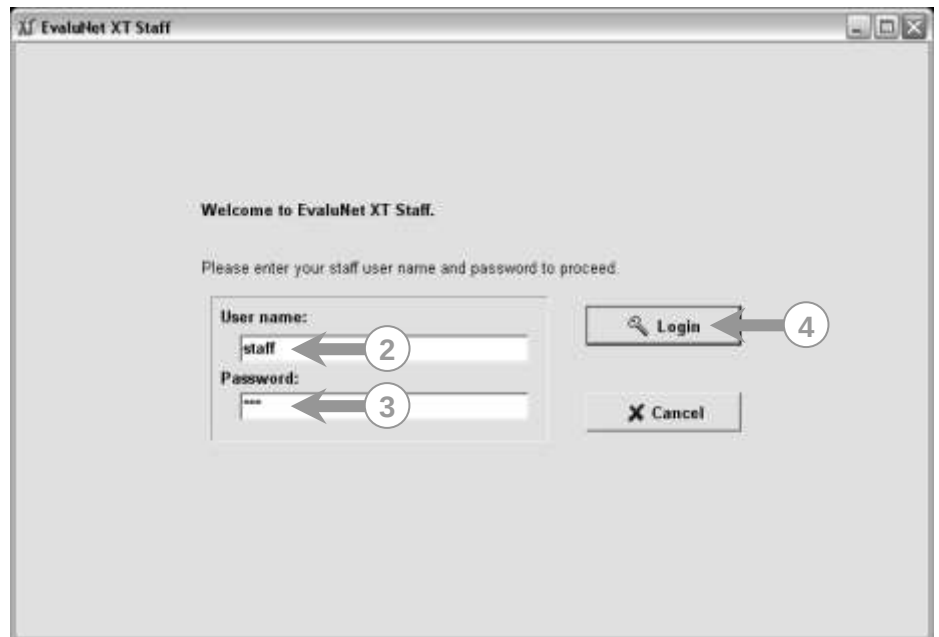
EvaluNet XT

1. On your desktop, double click:  Staff
If not on your desktop, go to: Start > Programs > EvaluNet > EvaluNet XT > XT Staff

2. Type in the user name.
The default user name is "staff".
3. Type in the password.
The default password is "007".

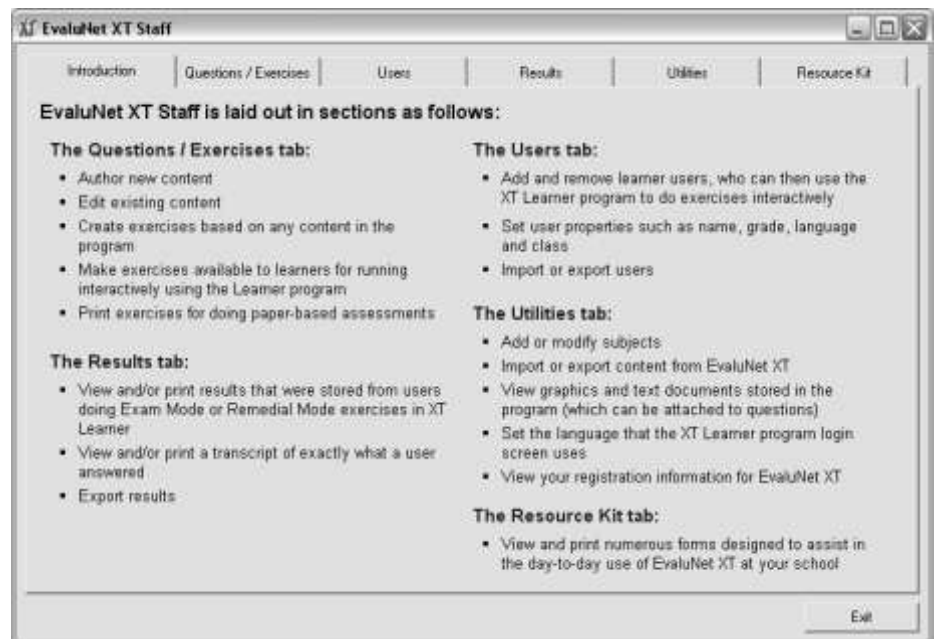
NOTE: To change the default password, please refer to p. 9 of your EvaluNet XT Setup Guide.

4. Click:



Introduction

The Introduction tab displays an information page showing what EvaluNet XT Staff entails.

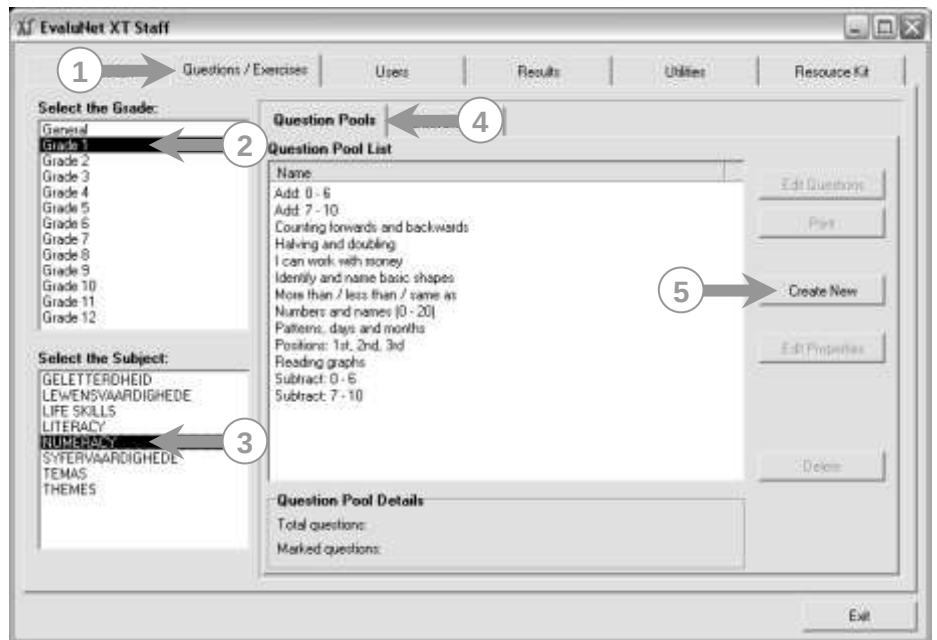


Questions/Exercises

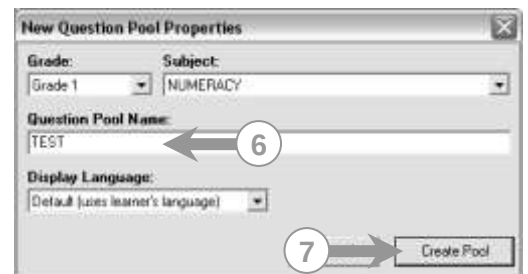
Question Pools

Create a new Question Pool

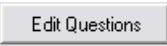
1. Go to the “Questions / Exercises” tab.
2. Select the Grade of your choice.
3. Select the Subject of your choice.
4. Select the “Question Pools” tab.
5. Click: 

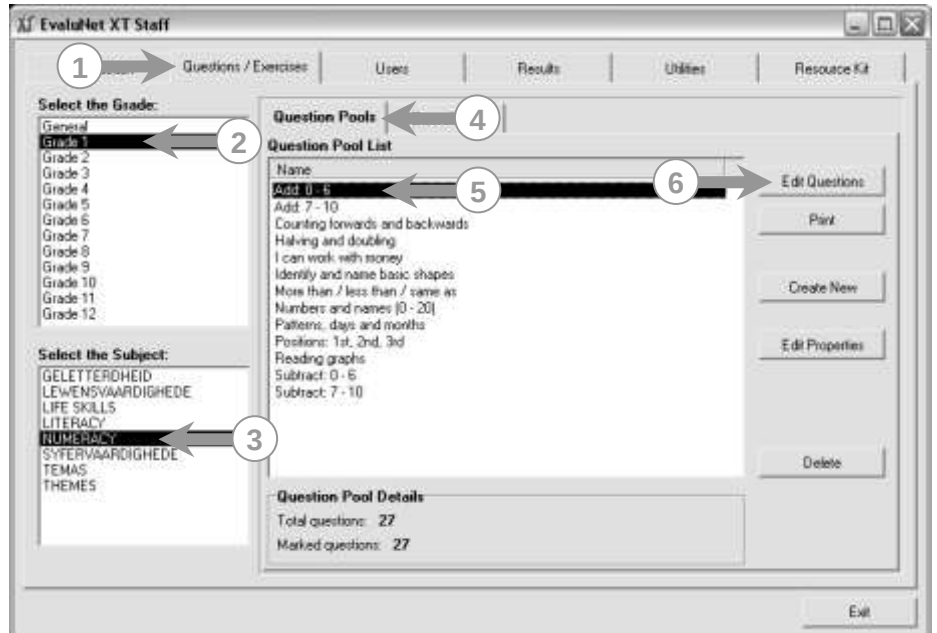


6. Type in the name of your Question Pool.
7. Click: 



Edit and/or Author Questions

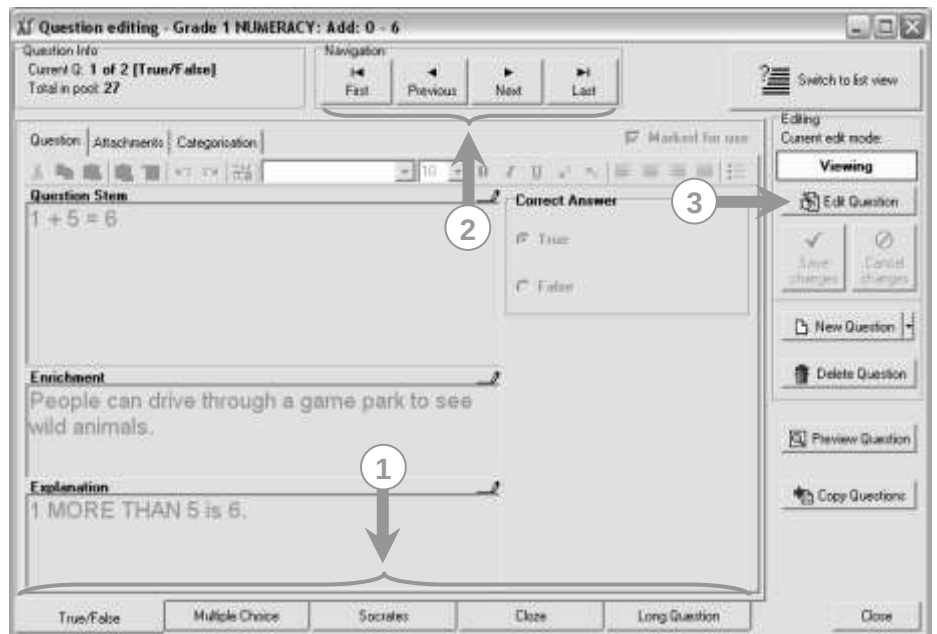
- Go to the “Questions / Exercises” tab.
- Select the Grade of your choice.
- Select the Subject of your choice.
- Select the “Question Pools” tab.
- Select the Question Pool in which you would like to edit a question or author a new one.
- Click: 



Edit a Question

Repeat **step 1** and **step 6** on this page under “Edit and/or Author Questions”.

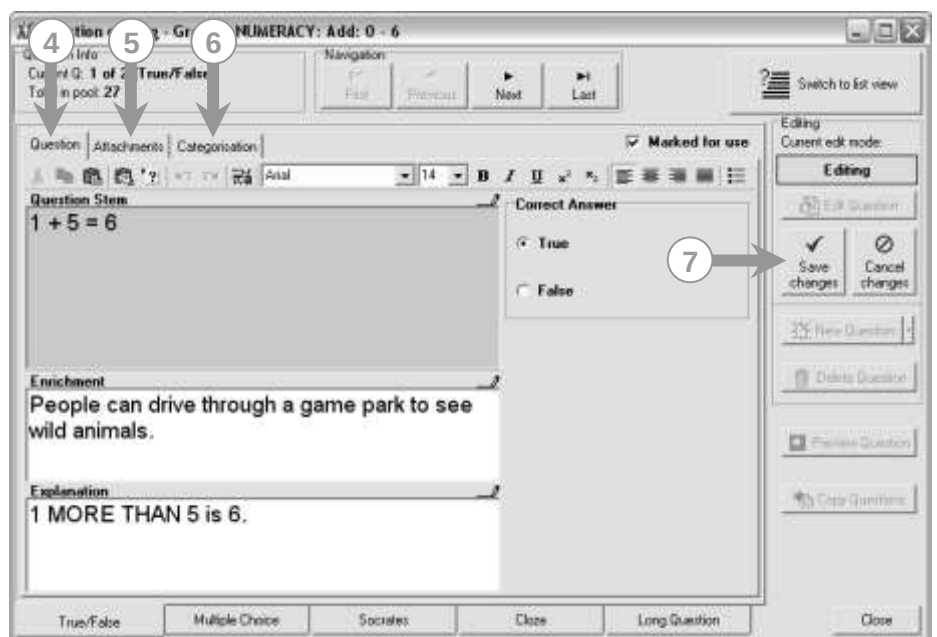
- Select the Question Type of the question you would like to edit.
- Page to the question.
- Click: 



- Edit the question, feedback and answer(s) under the “Question” tab.
- Add, Change or Remove Attached Graphics and/or Text Documents under the “Attachments” tab (see p. 6 – 7).
- Edit Difficulty Level, Question Time, Mark Allocation and OBE categories under the “Categorisation” tab (see p. 8).
- Once you have made your edits:



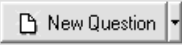
Click:

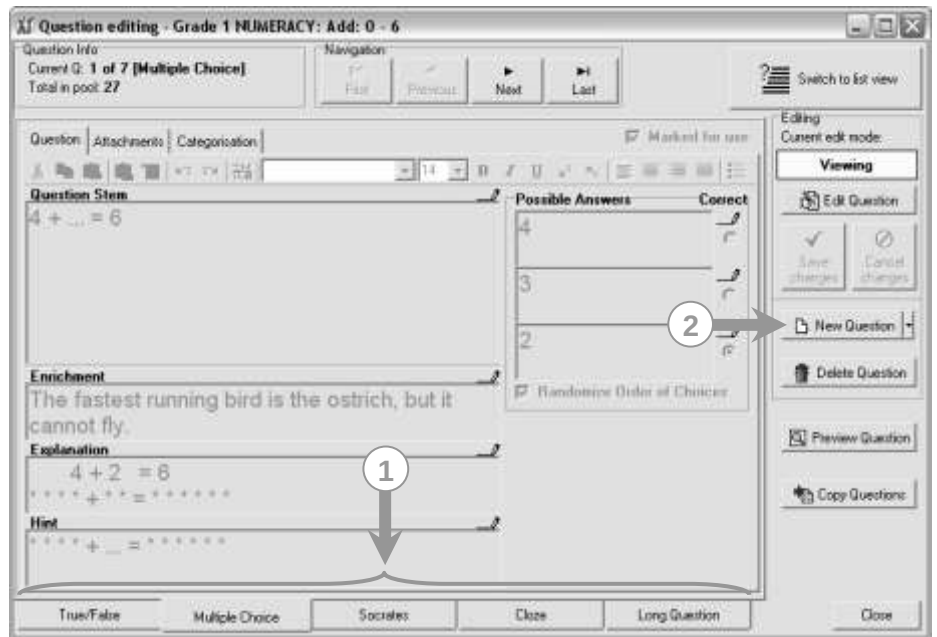


Author a new Question

Repeat **step 1** and **step 6** on p. 4 under “Edit and/or Author Questions”.

1. Select the Question Type of your new question.

2. Click: 



3. Type in the question, feedback and answer(s) under the “Question” tab.

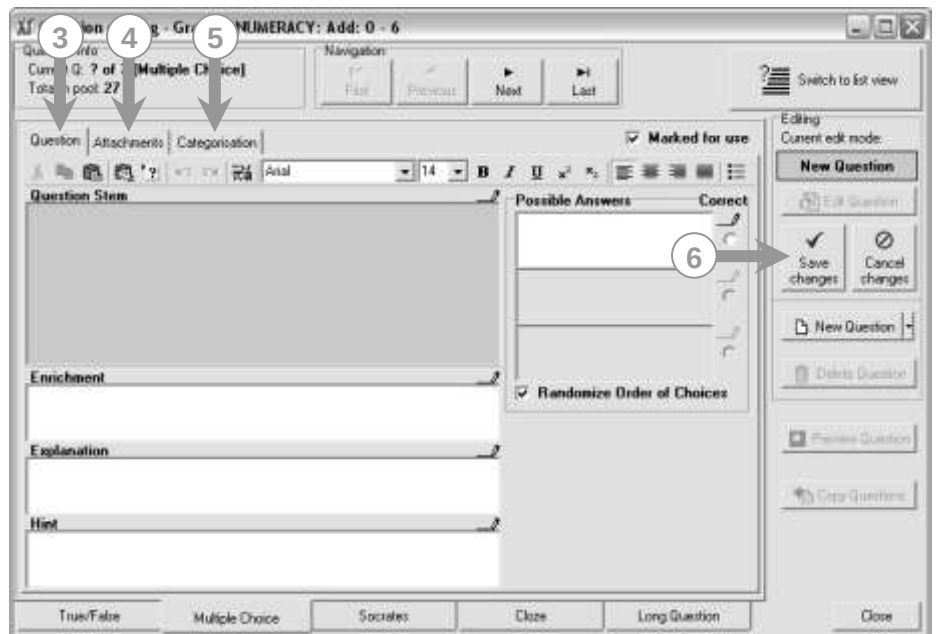
4. Attach Graphics and/or Text Documents under the “Attachments” tab (see p. 6 – 7).

5. Allocate Difficulty Level, Question Time, Mark Allocation and OBE categories under the “Categorisation” tab (see p. 8).

6. Once you have typed in everything and added your attachments:



Click:



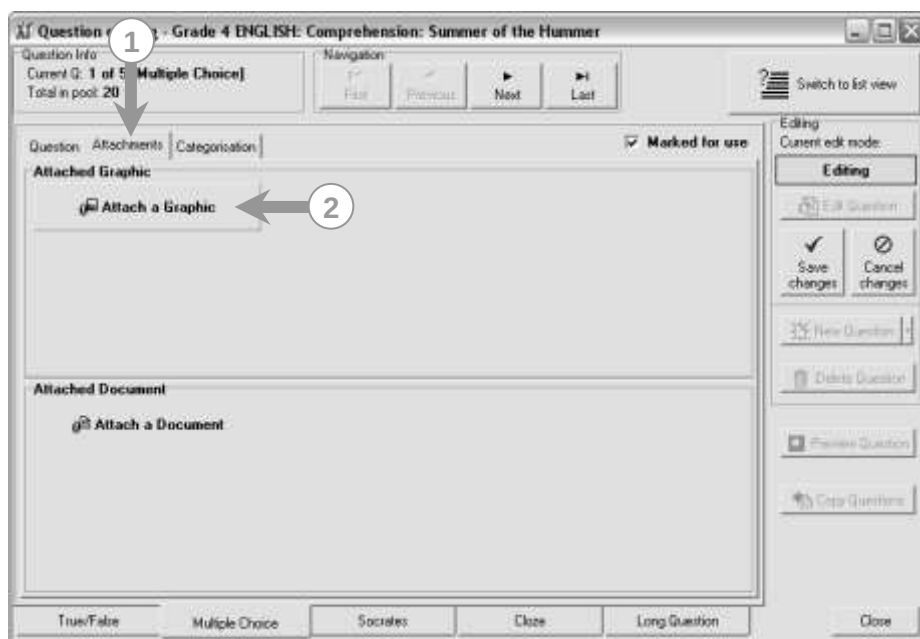
Attach a Graphic or a Text Document

Attach a Graphic to a Question

While editing or authoring a question (see p. 4 – 5) you can attach an existing graphic to the question.

1. Select the “Attachments” tab.

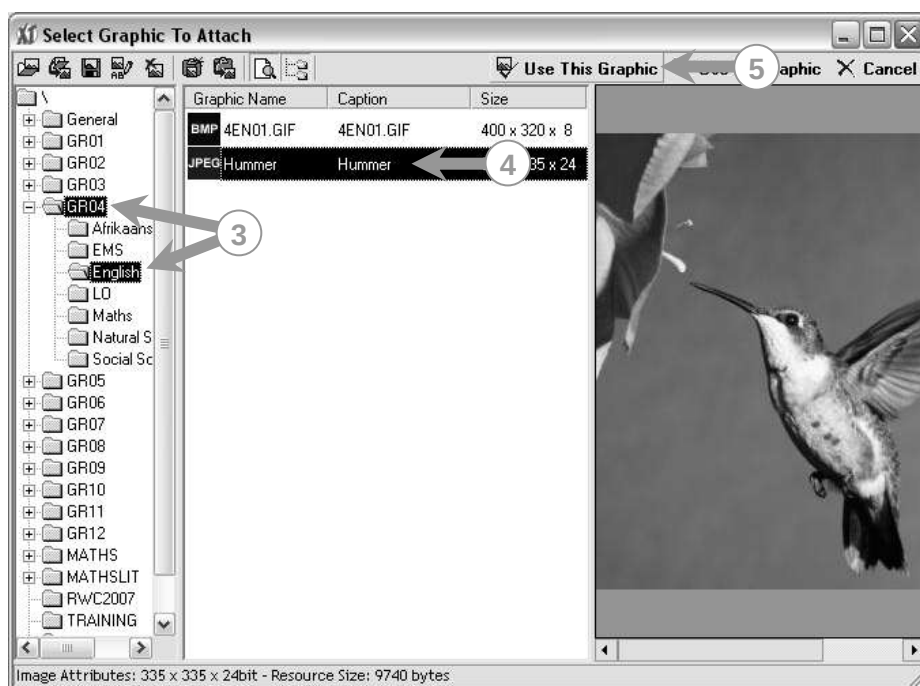
2. Click:



3. Select the folder(s) of your choice.

4. Select the Graphic of your choice.

5. Click:



NOTE: How to load in a new Graphic is shown in the Graphic Manager under the heading Utilities (see p. 40 – 42).

Attach a Text Document to a Question

While editing or authoring a question (see p. 4 – 5) you can attach an existing text document to the question.

1. Select the “Attachments” tab.

2. Click:

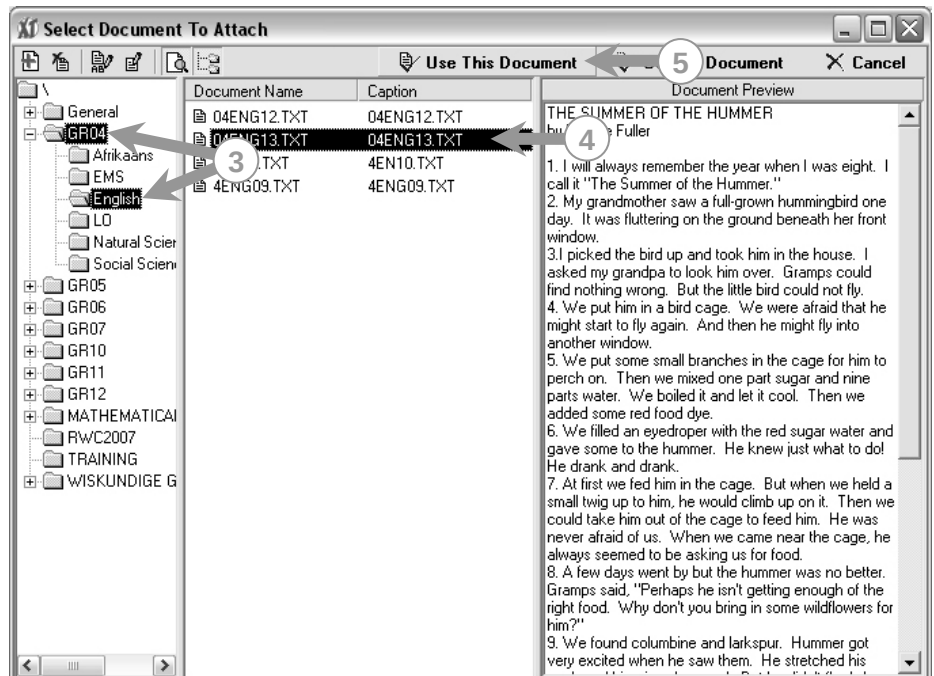
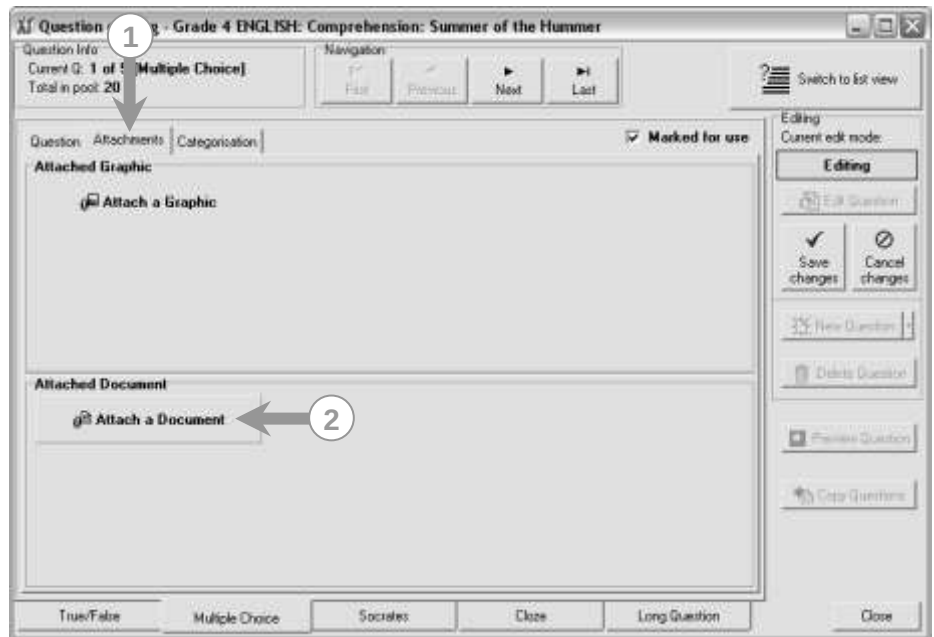
 Attach a Document

3. Select the folder(s) of your choice.

4. Select the Text Document of your choice.

5. Click:

 Use This Document

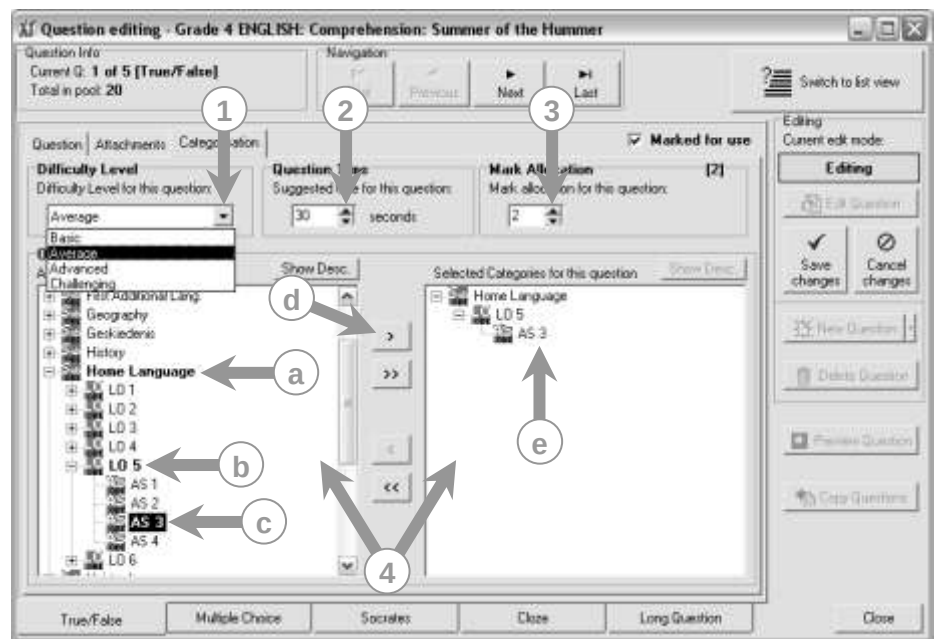


NOTE: How to load in a new Text Document is shown in the Document Manager under the heading Utilities (see p. 43 – 45).

Categorise a Question

While editing or authoring a question (see p. 4 – 5), you can categorise the question by setting the Difficulty Level, Question Time, Mark Allocation and OBE/Categories.

1. Select the Difficulty Level of your choice from the drop down list.
2. Select the Question Time of your choice by using the up or down arrows.
3. Select the Mark Allocation of your choice by using the up or down arrows.
4. Allocate the OBE/Categories of your choice.



- a. Click on the Subject that applies to the question.
(If you double click on the Subject, the Subject will be attached.)
- b. Click on the Learning Outcome that applies to the question.
To get to the LO of your choice, you need to click on the **+** next to the Subject chosen in **a** above.
(If you double click on the LO, the Subject and LO will be attached.)
- c. Click on the Assessment Standard that applies to the question.
To get to the AS of your choice, you need to click on the **+** next to the LO chosen in **b** above.
(If you double click on the AS, the Subject, LO and AS will be attached.)
- d. To attach the selected Subject, LO and/or AS to a question, click: **>**.
(If you double click on the AS, the Subject, LO and AS will be attached.)
- e. These OBE/Categories are attached to the question.

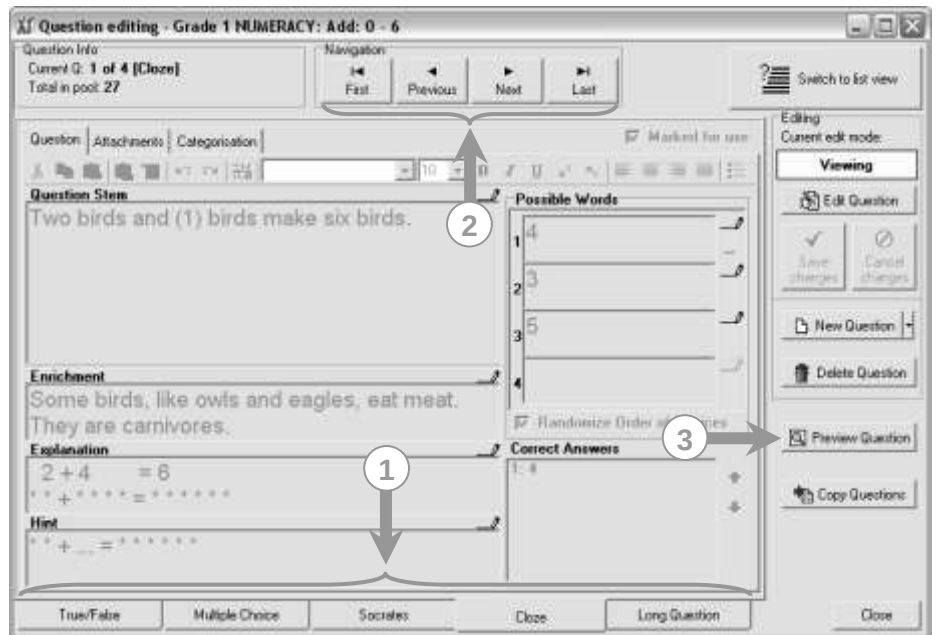
Preview a Question

Repeat **step 1** and **step 6** on p. 4 under “Edit and/or Author Questions”.

1. Select the Question Type of the question you would like to preview.
2. Page through the questions to get to the question you would like to preview.

3. Click: 

NOTE: The Question Preview is fully functional as it is in XT Learner.



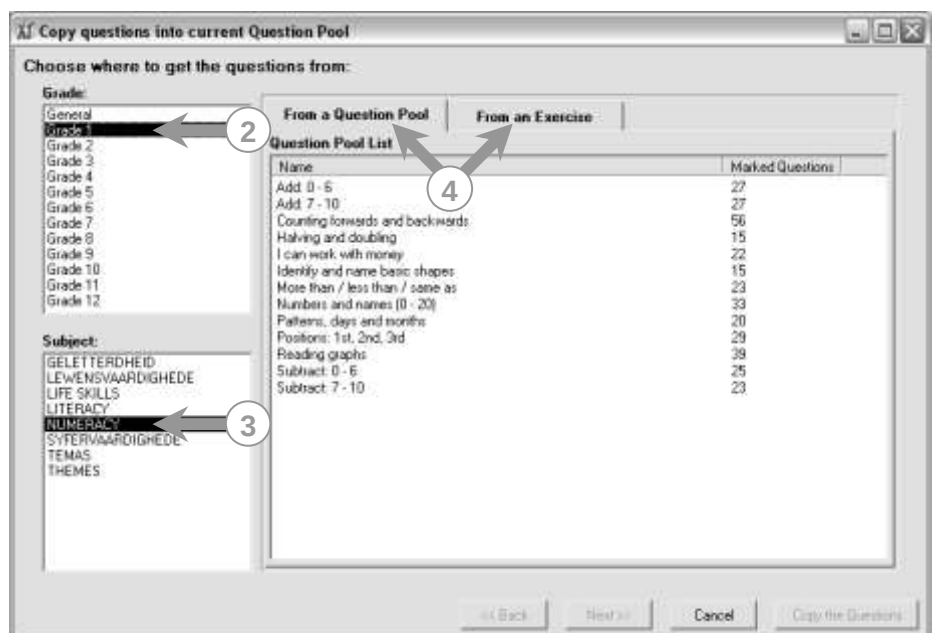
Copy Questions

Repeat **step 1** and **step 6** on p. 4 under “Edit and/or Author Questions”.

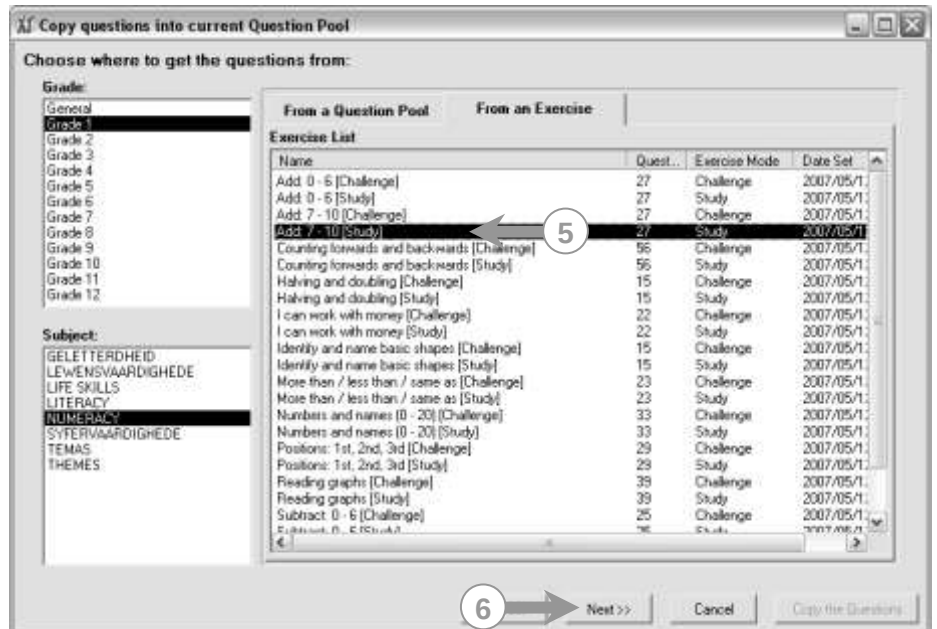
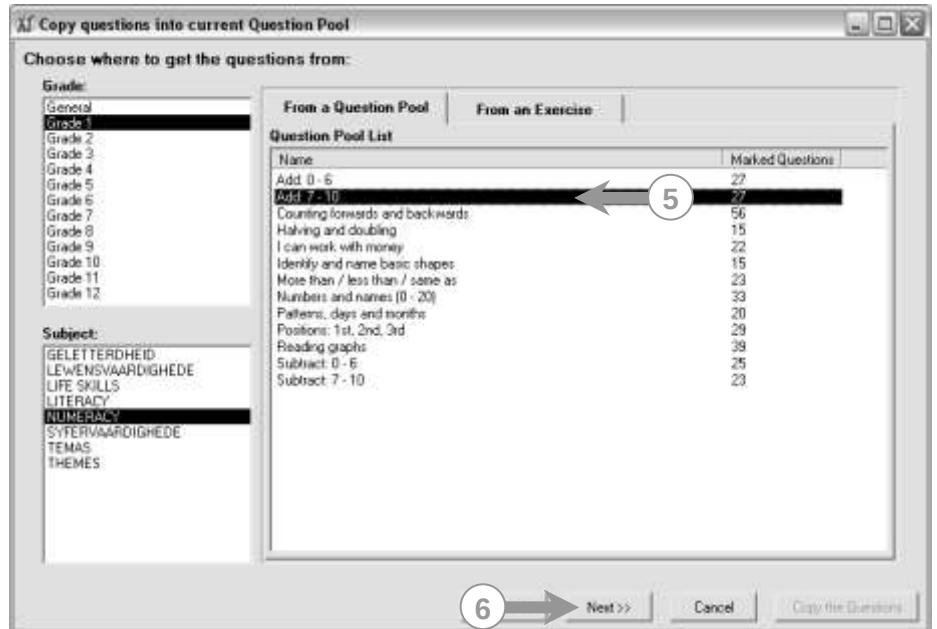
1. Click: 



2. Select the Grade of your choice.
3. Select the Subject of your choice.
4. Select either the “From a Question Pool” tab or “From an Exercise” tab.



5. Select either the Question Pool or the Exercise from which you want to select questions:



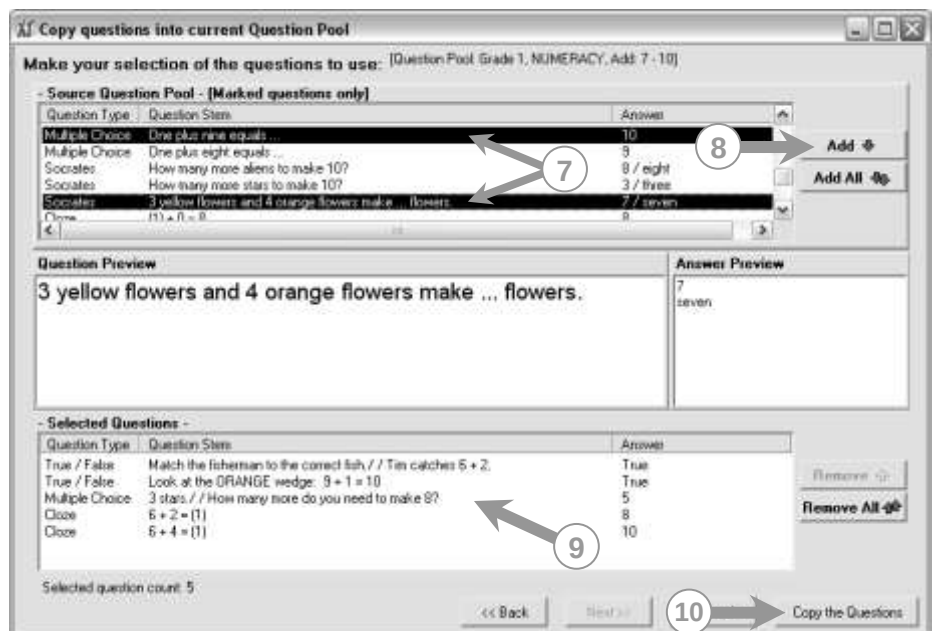
6. Click: Next >>

7. Select the questions you would like to copy.

8. Click: Add

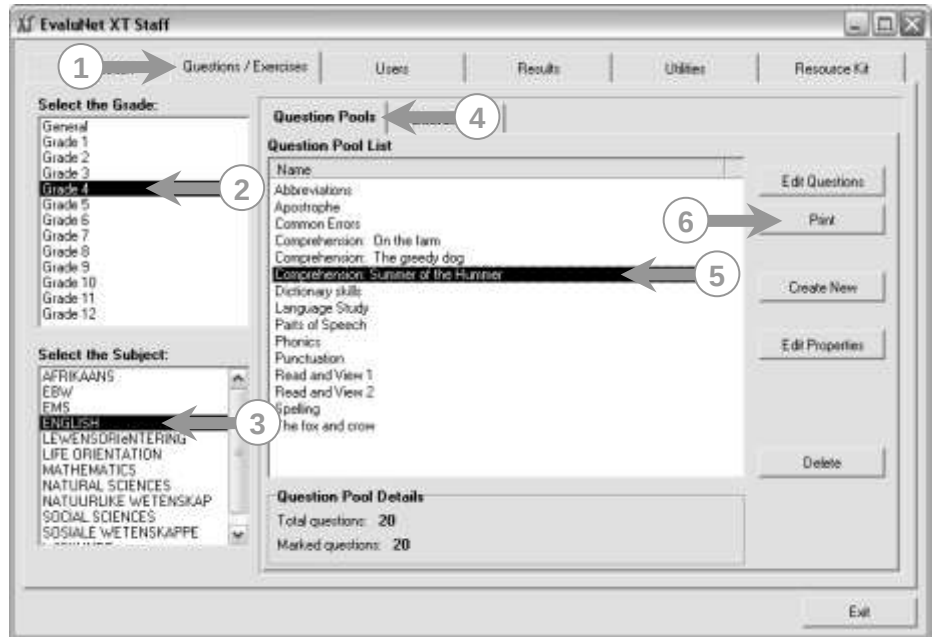
9. The selected questions are listed here.

10. Click: Copy the Questions

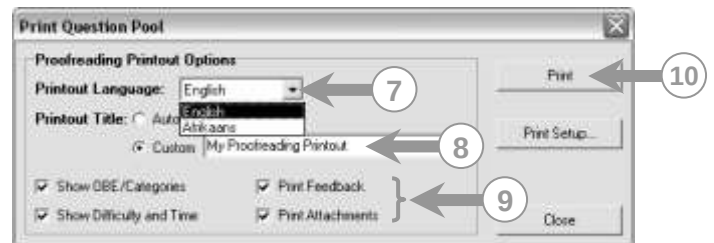


View and/or Print a Question Pool

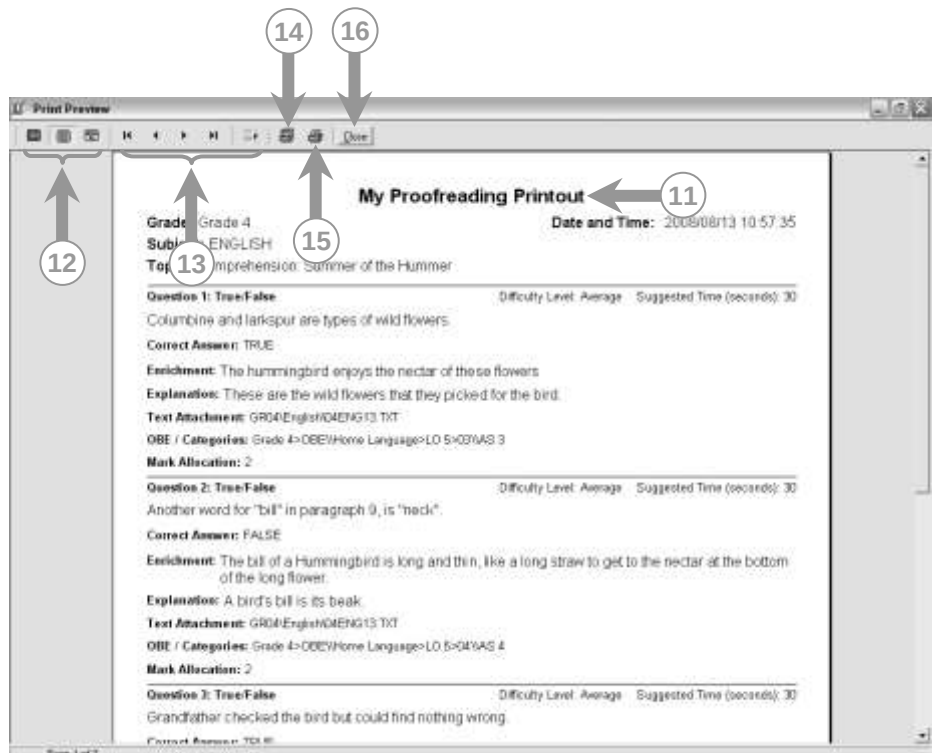
1. Go to the "Questions / Exercises" tab.
2. Select the Grade of your choice.
3. Select the Subject of your choice.
4. Select the "Question Pools" tab.
5. Select the Question Pool you would like to print.
6. Click: 



7. Select the Language of your printout.
8. You can customise the Title of your printout.
9. Select what you would like to show on the printout and deselect what not to show.

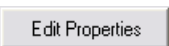


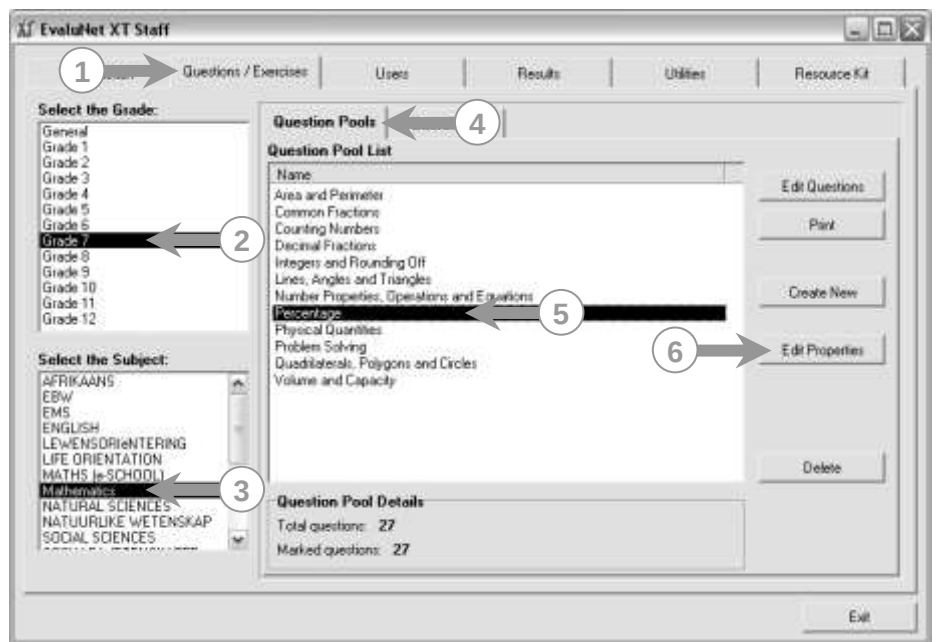
10. Click: 
11. Your Custom Printout Title as set in step 8 is shown on the Print Preview.
12. Use these three buttons to zoom in/out on the Print Preview.
13. Use these five buttons to page through the Print Preview.
14. To set your printer settings:



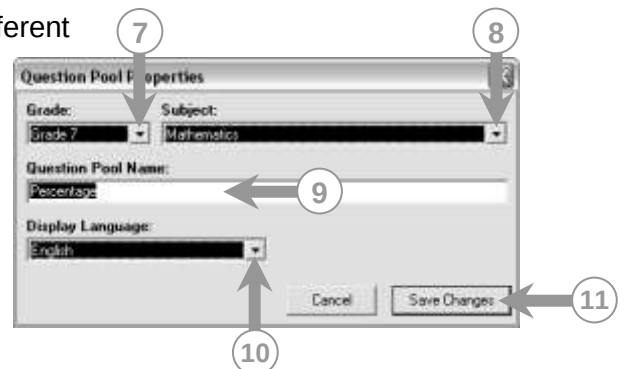
15. To print the Question Pool:
Click: 
16. To exit the Print Preview:
Click: 

Edit Properties of a Question Pool

1. Go to the “Questions / Exercises” tab.
2. Select the Grade of your choice.
3. Select the Subject of your choice.
4. Select the “Question Pools” tab.
5. Select the Question Pool of which you would like to edit the properties.
6. Click: 



7. To change the Grade of the Question Pool, choose a different Grade from the drop down list.
8. To change the Subject of the Question Pool, choose a different Subject from the drop down list.
9. To change the Question Pool Name, delete the current name and type in the new name.
10. To change the Display Language of the Question Pool, choose a different option from the drop down list.

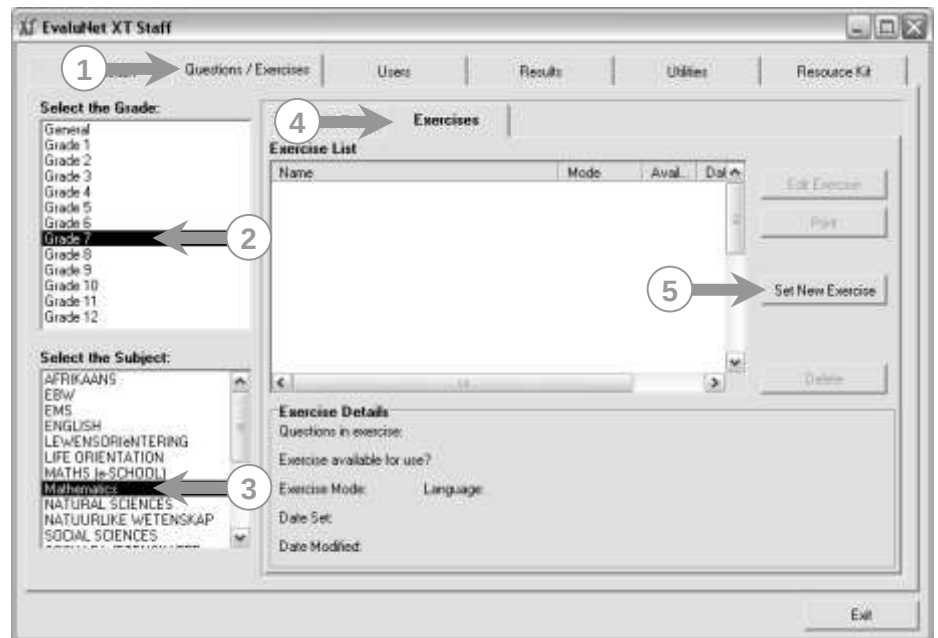


11. Click: 

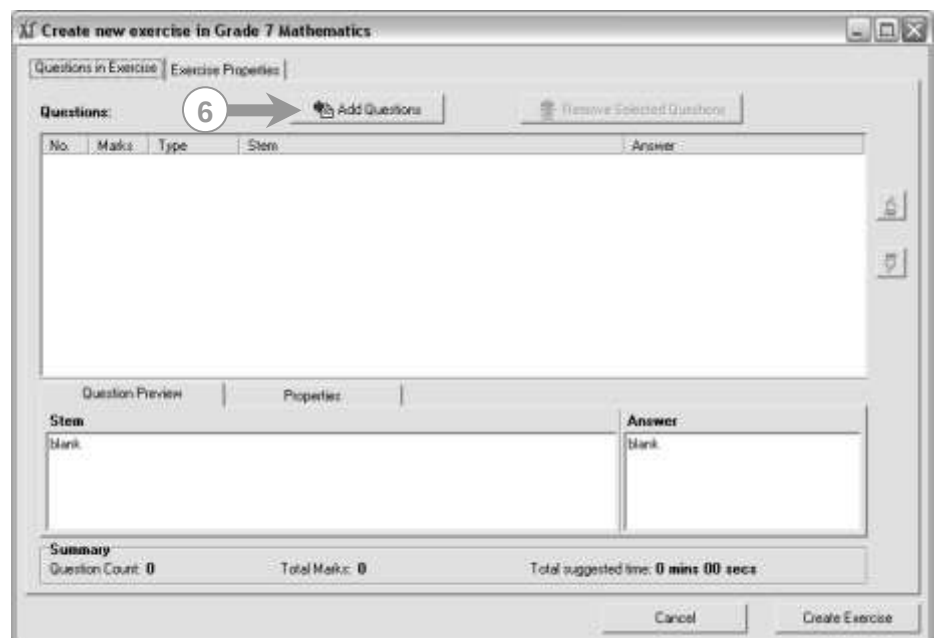
Exercises

Set a New Exercise

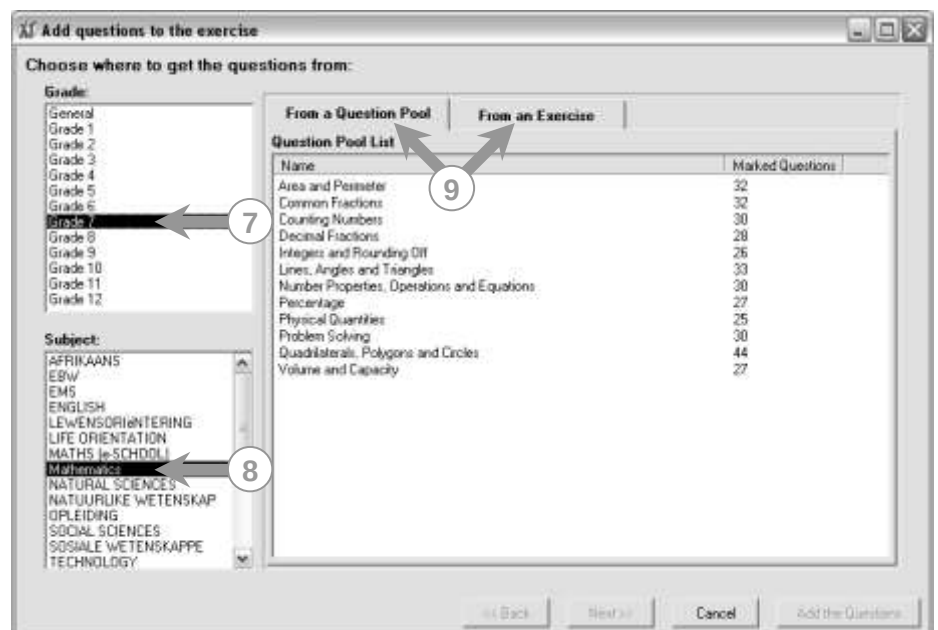
1. Go to the “Questions / Exercises” tab.
2. Select the Grade of your choice.
3. Select the Subject of your choice.
4. Select the “Exercises” tab.
5. Click: 



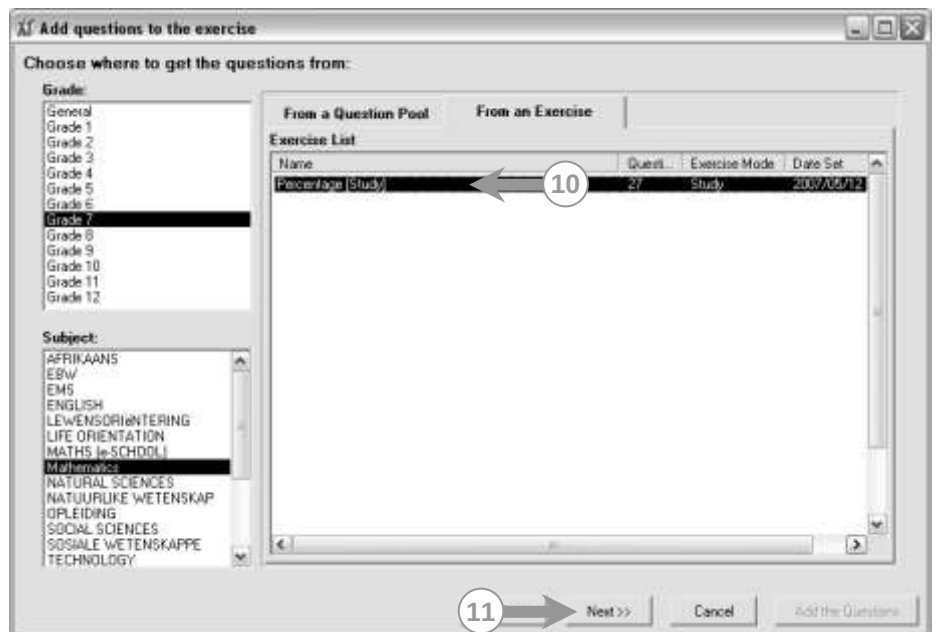
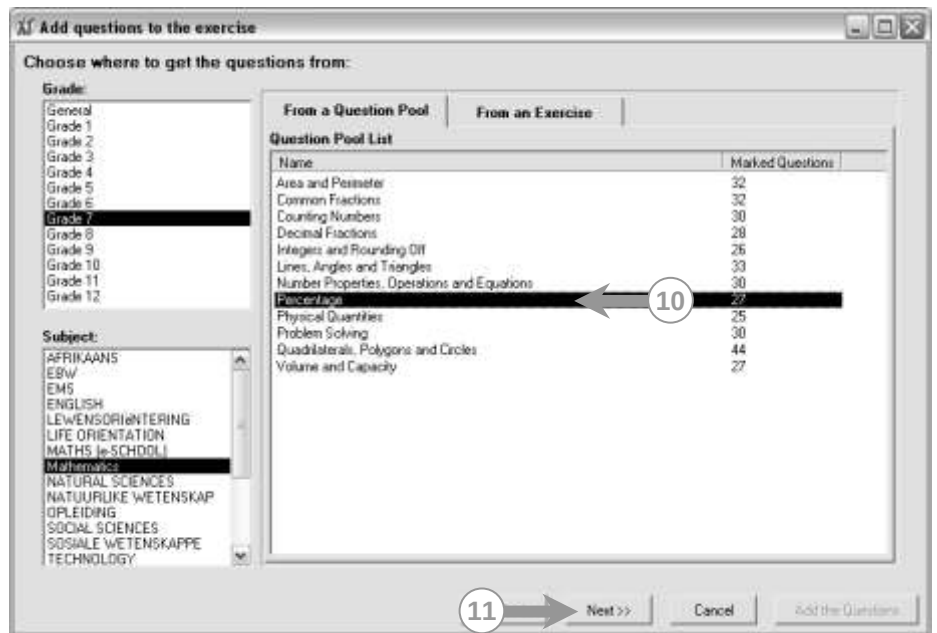
6. Click: 



7. Select the Grade of your choice.
8. Select the Subject of your choice.
9. Select either the “From a Question Pool” tab or “From an Exercise” tab.



10. Select either the Question Pool or the Exercise from which you want to select questions:



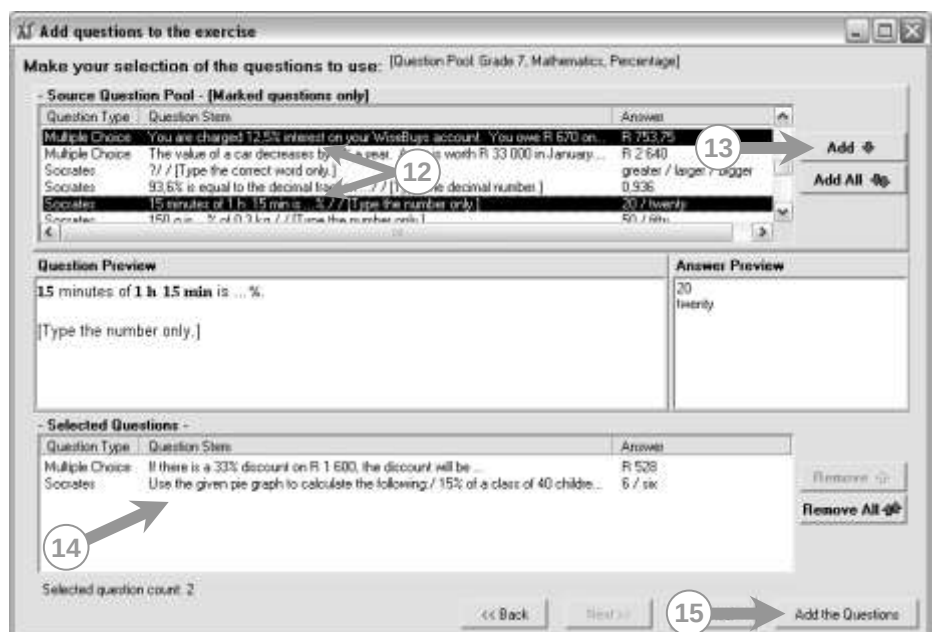
11. Click:

12. Select the questions of your choice.

13. Click:

14. The selected questions are listed here.

15. Click:



16. Your selected questions are listed here.

17. Select a question.

18. The selected question is displayed here.

19. You can set the order of the questions:

Click  to move the question up in the order.

Click  to move the question down in the order.

20. To remove the selected question from the list:

Click:  Remove Selected Questions

21. Go to the “Properties” tab.

22. You can adjust the Mark Allocation of the selected question.

23. You can adjust the Suggested Time of the selected question.

24. To add more questions from another Question Pool and/or Exercise:

Click:  Add Questions

Repeat step 7 to step 15.

25. Go to the “Exercise Properties” tab.

26. Type the Exercise Name.

27. Select the Exercise Grade.

28. Select the Exercise Subject.

29. Select the Exercise Mode.

30. Set the Exercise Language.

31. Set the Exercise Size.

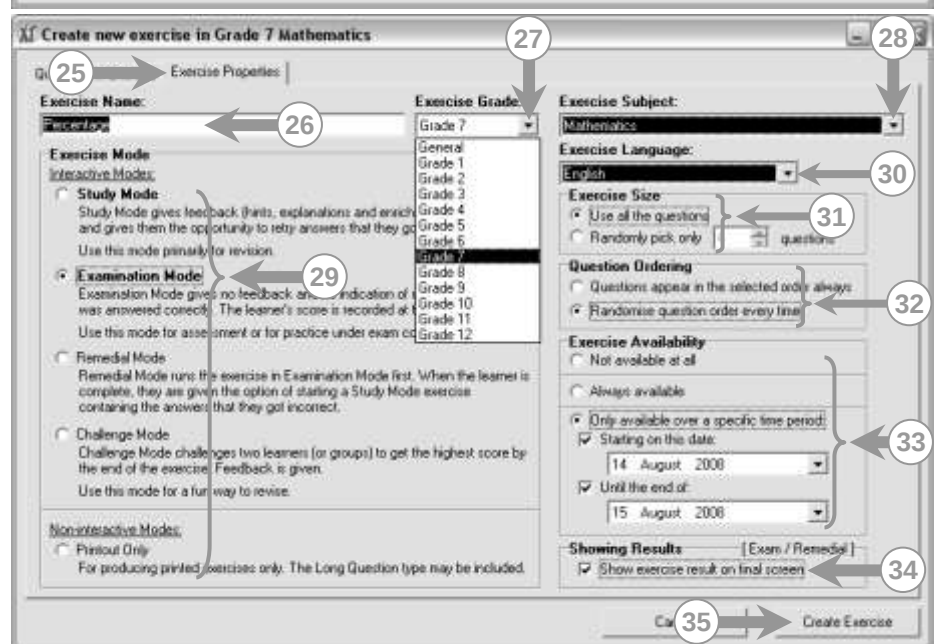
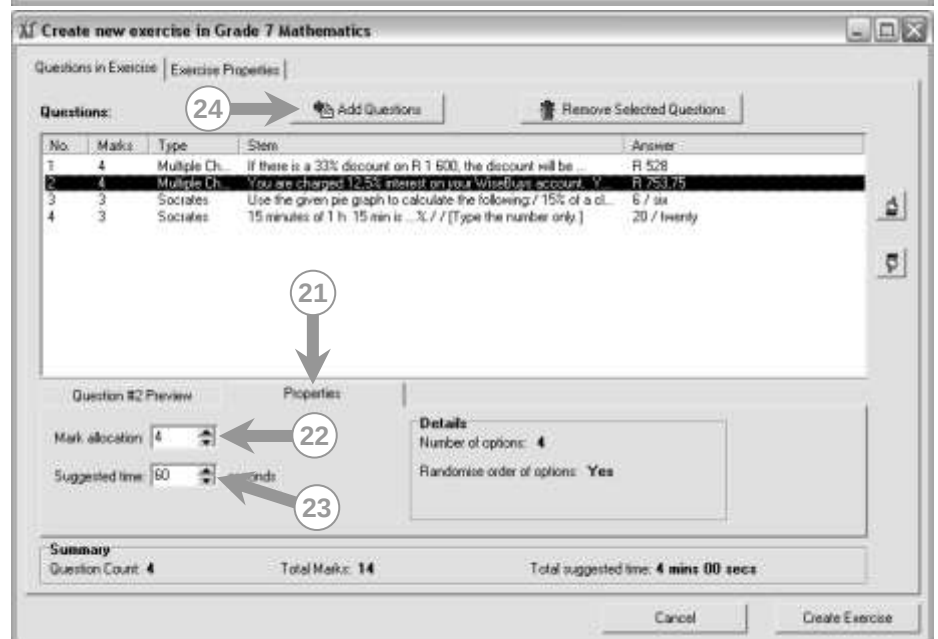
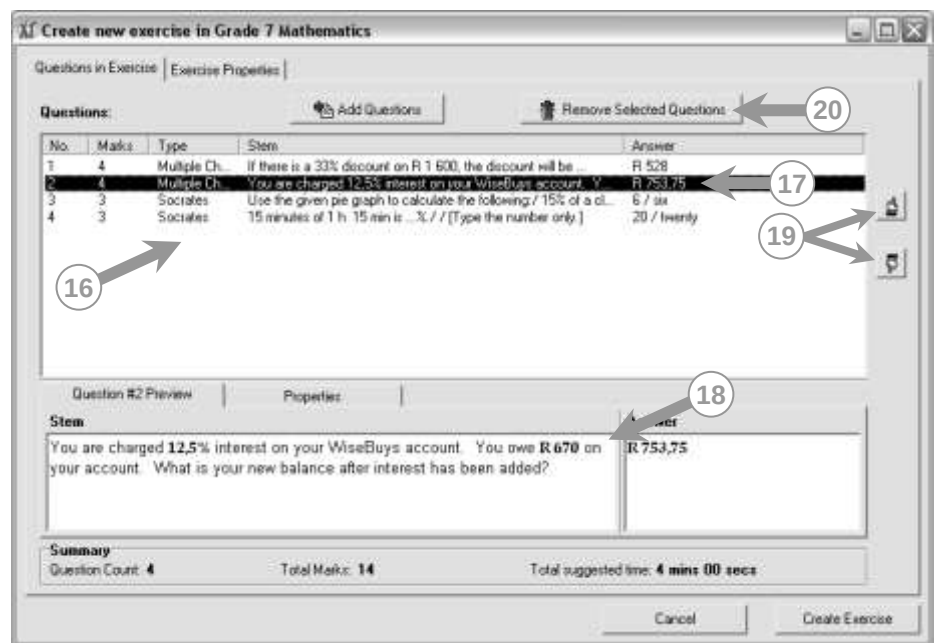
32. Set the Question Ordering.

33. Select the Exercise Availability.

To set the start and end date of an Exercise, only available over a specific time period, use the calendars from the drop down lists next to the dates.

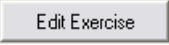
34. Select whether or not to show the results of the Exercise at the end of the Exercise.

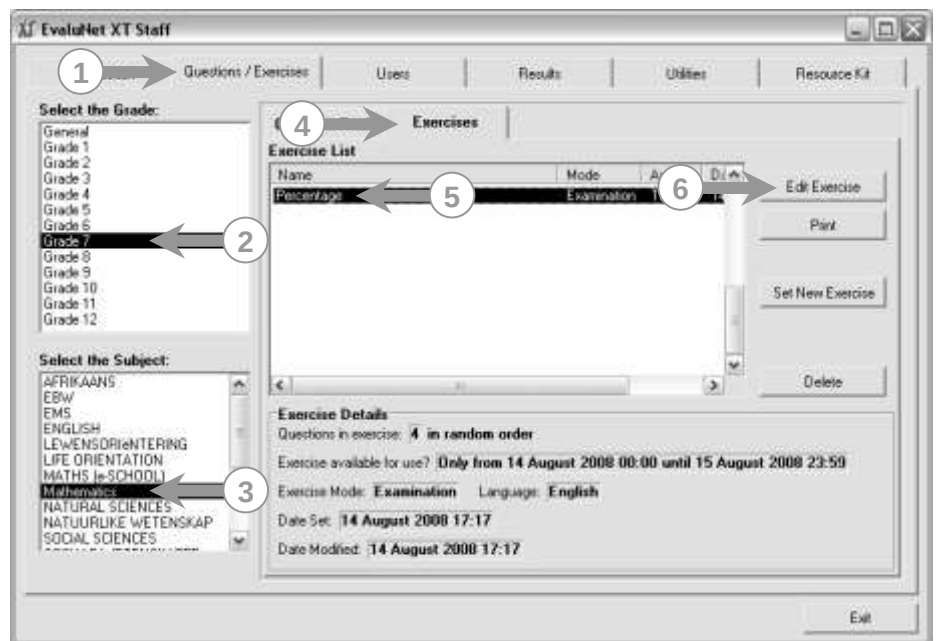
35. Click: 



Edit an Exercise

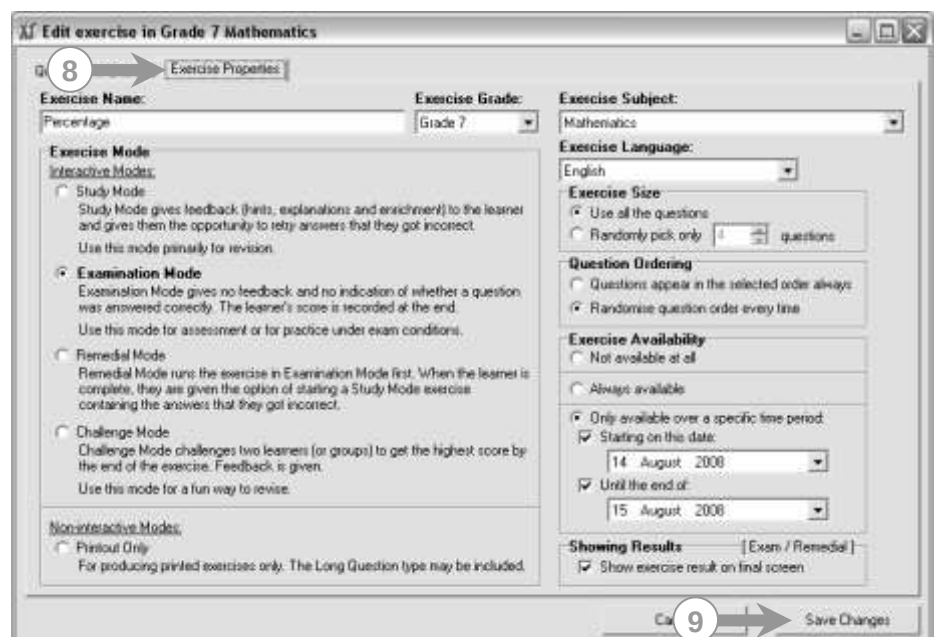
NOTE: Only limited edits can be made to Exercises for which Results are stored!

1. Go to the “Questions / Exercises” tab.
2. Select the Grade of the Exercise.
3. Select the Subject of the Exercise.
4. Select the “Exercises” tab.
5. Select the Exercise.
6. Click: 
7. You can now add questions to or remove questions from the Exercise under the “Questions in Exercise” tab. To do this, follow **step 6 to step 15** under “Set a New Exercise” (see p. 13 – 14).



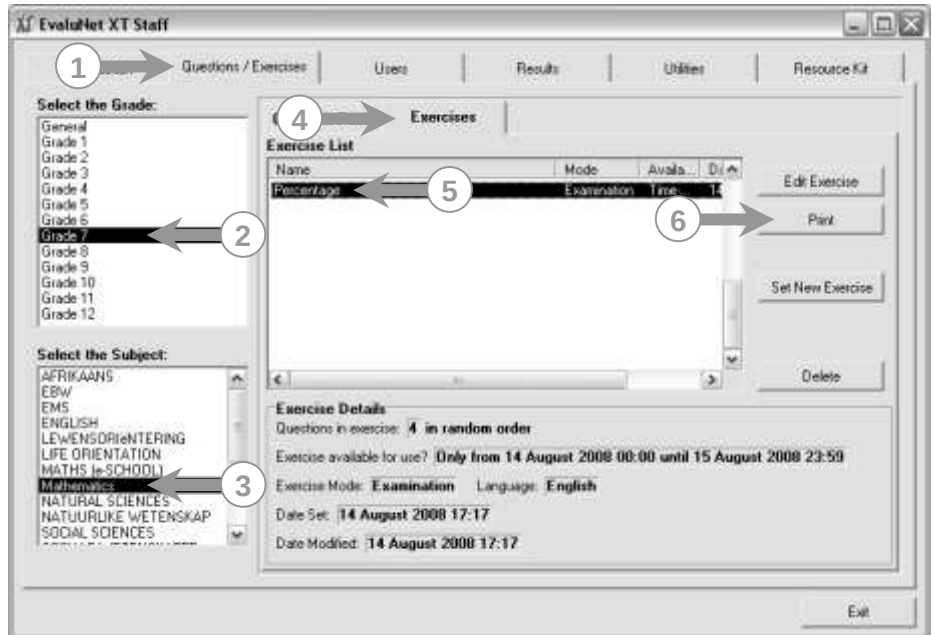
8. You can change the properties of the Exercise by following **step 21 to step 34** under “Set a New Exercise” (see p. 15).

9. Click: 



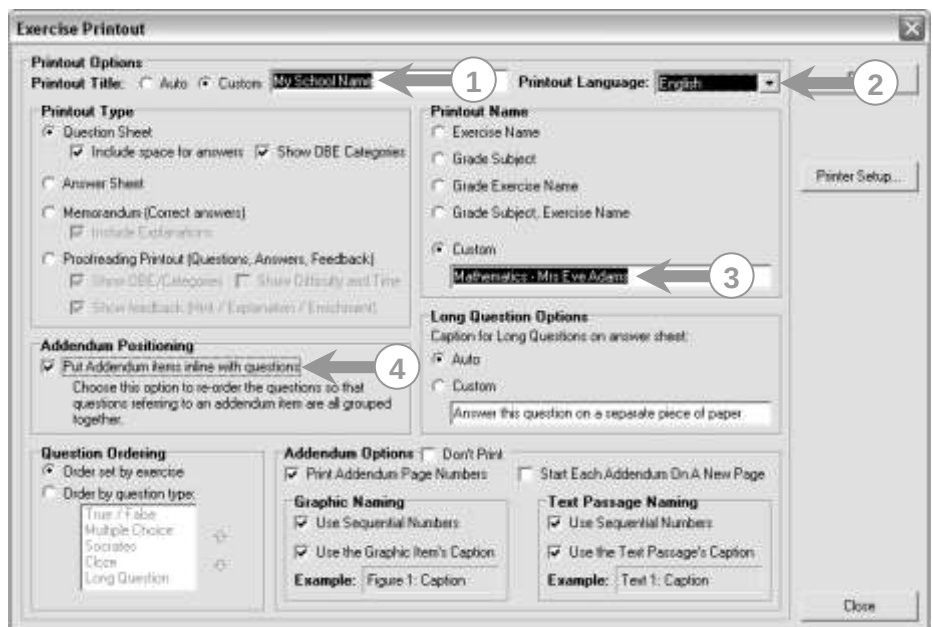
View and/or Print an Exercise

1. Go to the “Questions / Exercises” tab.
2. Select the Grade of the Exercise.
3. Select the Subject of the Exercise.
4. Select the “Exercises” tab.
5. Select the Exercise.
6. Click: 



Customise your Printout

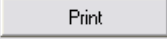
1. You can customise the title of the printout.
2. Select the language of the printout.
3. You can customise the name of the printout.
4. Select whether or not to put the addendums in line with the questions.

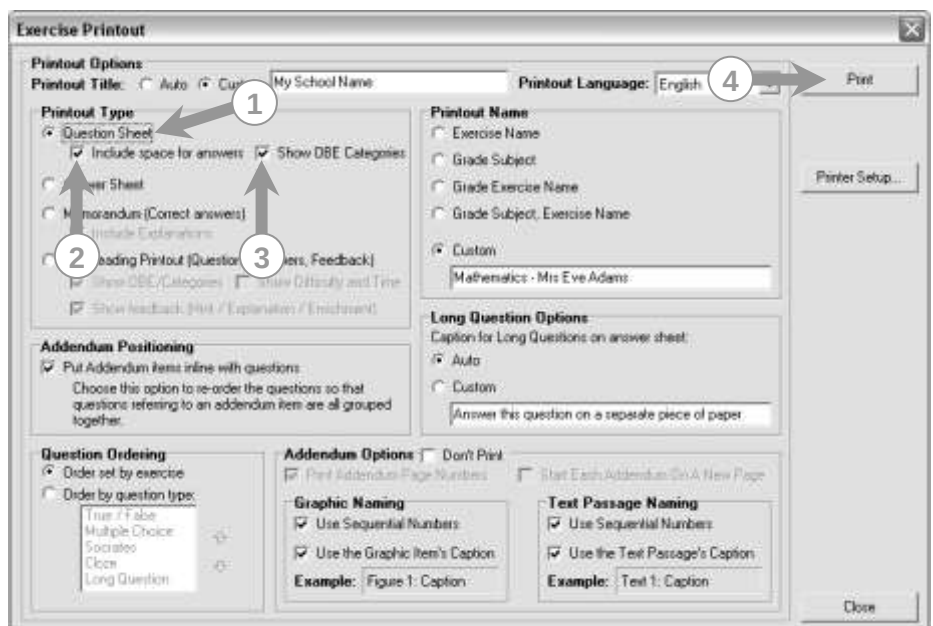


Preview a Printout

Preview a Question Sheet

1. Select the “Question Sheet” option.
2. You can choose whether or not to include space for answers on your printout.
3. You can choose whether or not to show OBE Categories on your printout.
4. To preview the Exercise:

Click: 



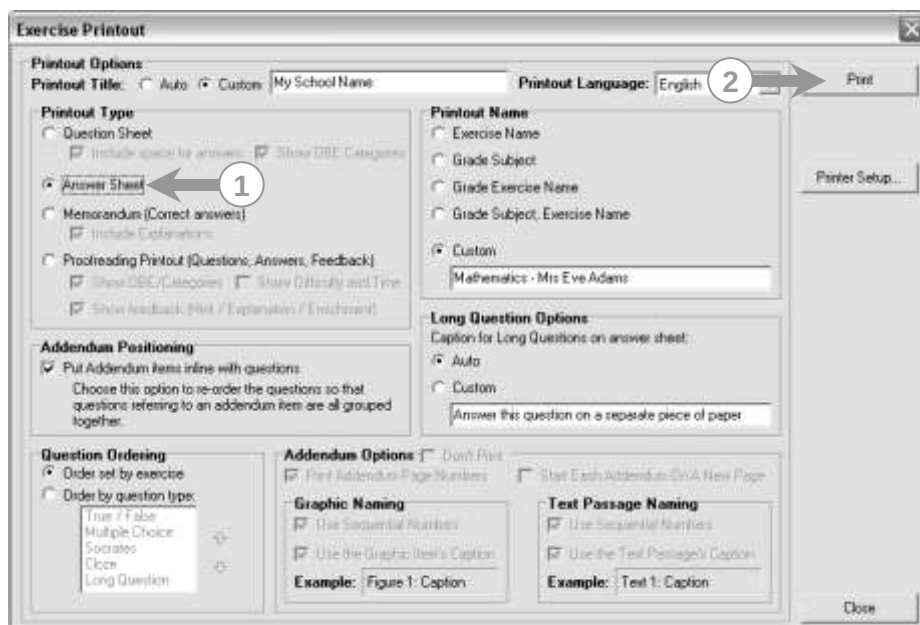
How to print your Question Sheet is shown on p. 19.

Preview an Answer Sheet

1. Select the “Answer Sheet” option.

2. Click: 

How to print your Answer Sheet is shown on p. 19.



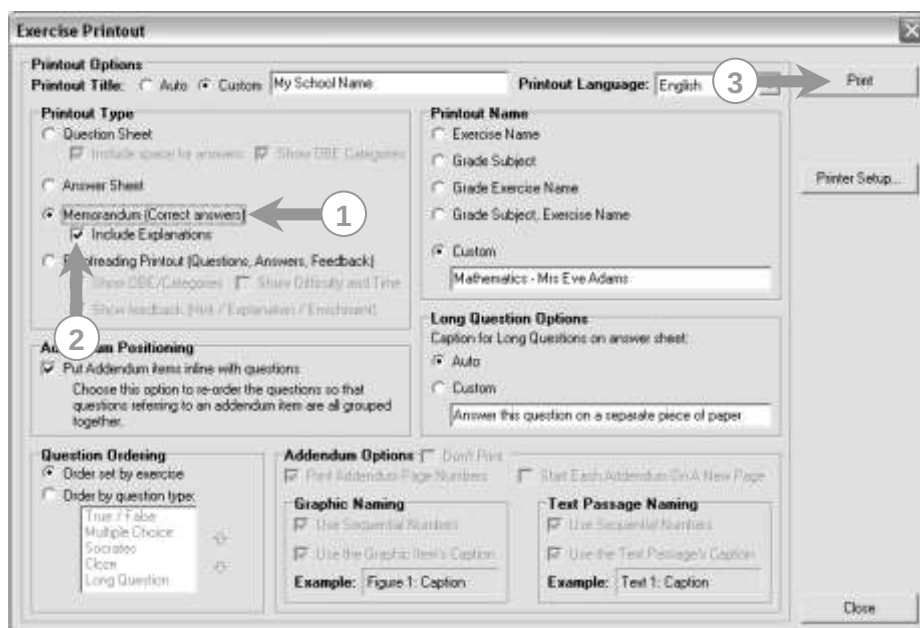
The screenshot shows the 'Exercise Printout' dialog box. The 'Printout Options' section has 'Printout Title' set to 'My School Name' and 'Printout Language' set to 'English'. Under 'Printout Type', 'Answer Sheet' is selected (indicated by a circled 1). Other options include 'Question Sheet', 'Memorandum (Correct answers)', and 'Proofreading Printout (Questions, Answers, Feedback)'. The 'Addendum Positioning' section has 'Put Addendum items inline with questions' checked. The 'Question Ordering' section has 'Order set by exercise' selected. The 'Addendum Options' section has 'Don't Print' selected. The 'Graphic Naming' section has 'Use Sequential Numbering' and 'Use the Graphic Item's Caption' checked. The 'Text Passage Naming' section has 'Use Sequential Numbering' and 'Use the Text Passage's Caption' checked. The 'Print' button is circled with a 2.

Preview a Memorandum

1. Select the “Memorandum” option.
2. You can choose whether or not to include the explanations on your printout.

3. Click: 

How to print your Memorandum is shown on p. 19.

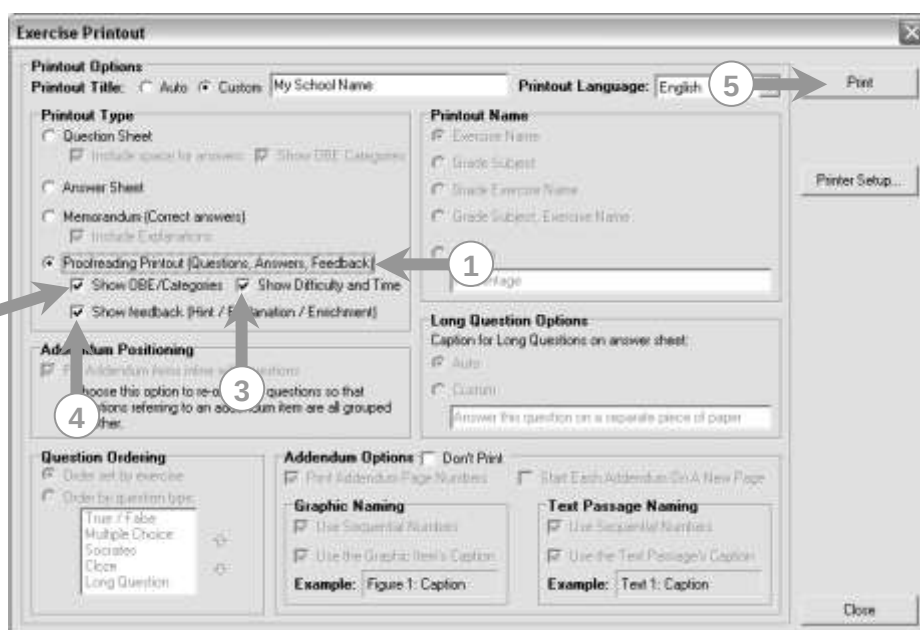


The screenshot shows the 'Exercise Printout' dialog box. The 'Printout Options' section has 'Printout Title' set to 'My School Name' and 'Printout Language' set to 'English'. Under 'Printout Type', 'Memorandum (Correct answers)' is selected (indicated by a circled 1). The 'Include Explanations' checkbox is checked (indicated by a circled 2). Other options include 'Question Sheet', 'Answer Sheet', and 'Proofreading Printout (Questions, Answers, Feedback)'. The 'Addendum Positioning' section has 'Put Addendum items inline with questions' checked. The 'Question Ordering' section has 'Order set by exercise' selected. The 'Addendum Options' section has 'Don't Print' selected. The 'Graphic Naming' section has 'Use Sequential Numbering' and 'Use the Graphic Item's Caption' checked. The 'Text Passage Naming' section has 'Use Sequential Numbering' and 'Use the Text Passage's Caption' checked. The 'Print' button is circled with a 3.

Preview a Proofreading Printout

1. Select the “Proofreading Printout” option.
2. You can choose whether or not to show OBE Categories on your printout.
3. You can choose whether or not to show Difficulty and Time on your printout.
4. You can choose whether or not to show feedback on your printout.

5. Click: 



The screenshot shows the 'Exercise Printout' dialog box. The 'Printout Options' section has 'Printout Title' set to 'My School Name' and 'Printout Language' set to 'English'. Under 'Printout Type', 'Proofreading Printout (Questions, Answers, Feedback)' is selected (indicated by a circled 1). The 'Show OBE/Categories' checkbox is checked (indicated by a circled 2). The 'Show Difficulty and Time' checkbox is checked (indicated by a circled 3). The 'Show feedback (Hint / Explanation / Enrichment)' checkbox is checked (indicated by a circled 4). Other options include 'Question Sheet', 'Answer Sheet', and 'Memorandum (Correct answers)'. The 'Addendum Positioning' section has 'Put Addendum items inline with questions' checked. The 'Question Ordering' section has 'Order set by exercise' selected. The 'Addendum Options' section has 'Don't Print' selected. The 'Graphic Naming' section has 'Use Sequential Numbering' and 'Use the Graphic Item's Caption' checked. The 'Text Passage Naming' section has 'Use Sequential Numbering' and 'Use the Text Passage's Caption' checked. The 'Print' button is circled with a 5.

How to print your Proofreading Printout is shown on p. 19.

Print an Exercise

You can only print out an Exercise while the relevant Print Preview is open.

1. Your Custom Printout Title and Printout Name as set in **step 1** and **step 3** under “Customise your Printout” (see p. 17).

2. Use these three buttons to zoom in/out on the Print Preview.

3. Use these five buttons to page through the Print Preview.

4. To set your printer settings:

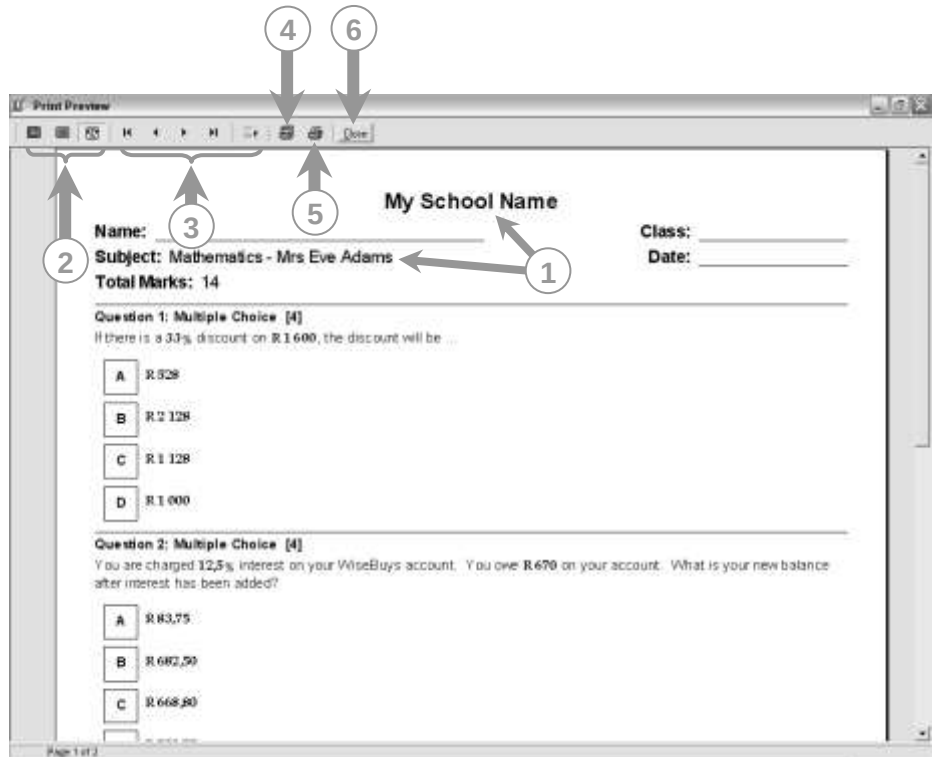
Click: 

5. To print the Exercise:

Click: 

6. To exit the Print Preview:

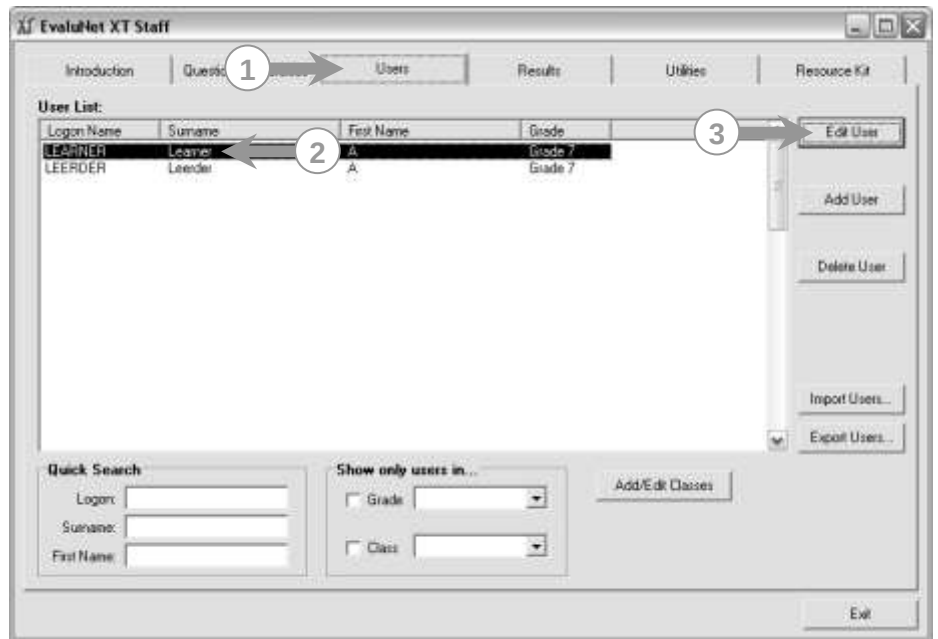
Click: 



Users

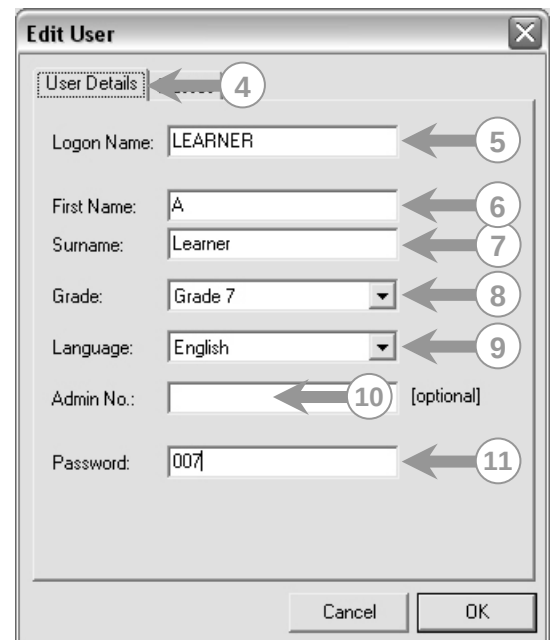
Edit a User or multiple Users

1. Go to the “Users” tab.
2. Select the User(s) whose details or classes you would like to edit.
3. Click: 

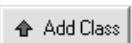
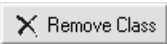
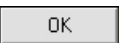


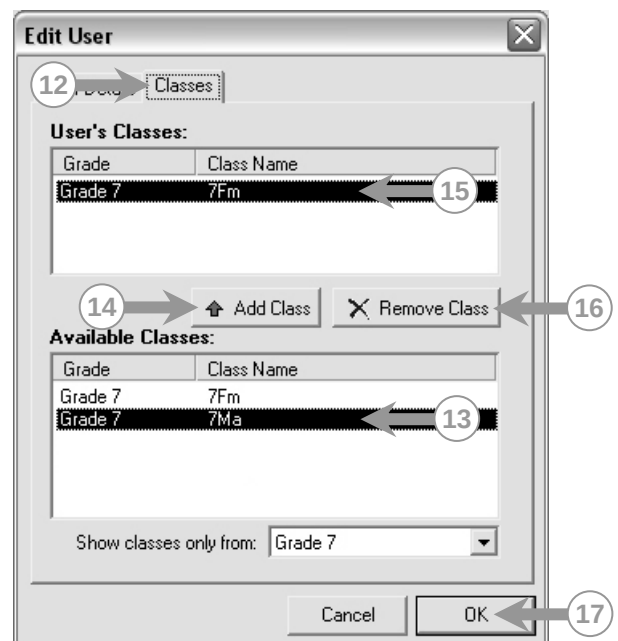
Edit the Details of a User

4. Go to the “User Details” tab.
5. Edit the Logon Name of the User.
6. Edit the First Name of the User.
7. Edit the Surname of the User.
8. Edit the Grade of the User by selecting the Grade from the drop down list.
9. Edit the Language of the User by selecting the Language from the drop down list.
10. Edit the Admin Number of the User. [optional]
11. Edit the Password of the User.

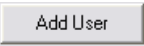


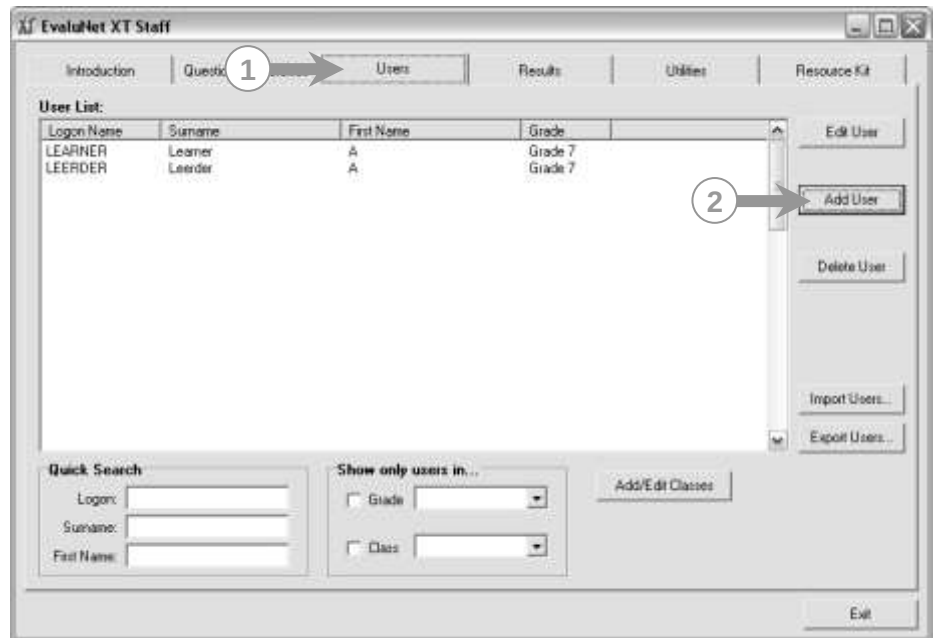
Edit the Classes of a User

12. Go to the “Classes” tab.
13. Select the Class you would like to assign to the User.
NOTE: If the class is not listed, it must be added. (See p. 22)
14. Click: 
15. Select the Class you would like to remove from the User.
16. Click: 
17. Once all edits have been made:
Click: 



Add a User

1. Go to the “Users” tab.
2. Click: 

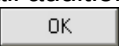


Add the Details of a User

3. Go to the “User Details” tab.
4. Type in the Logon Name of the User.
5. Type in the First Name of the User.
6. Type in the Surname of the User.
7. Select the Grade of the User from the drop down list.
8. Select the Language of the User from the drop down list.
9. Type in the Admin Number of the User. [optional]
10. Type in the Password of the User.

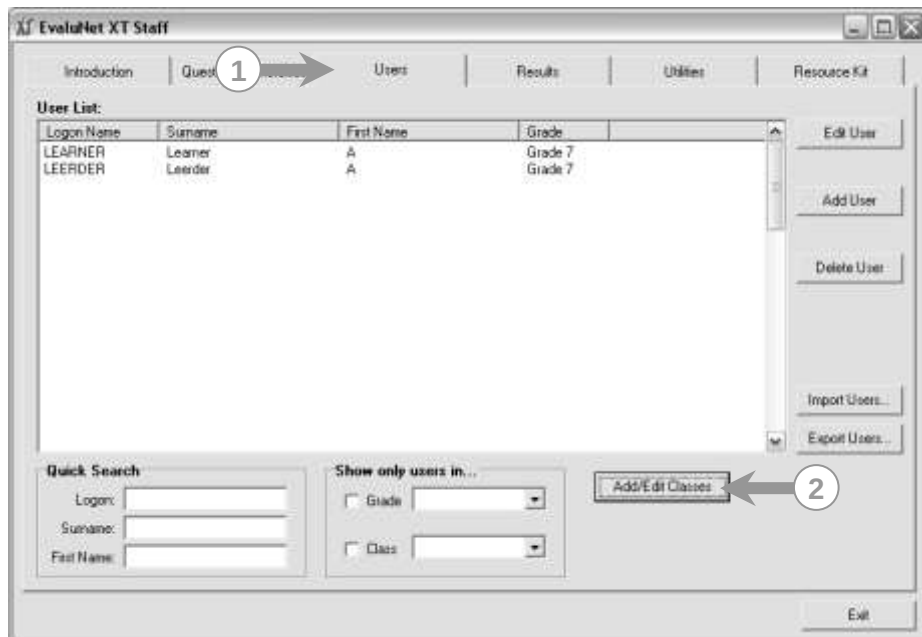
Add the Class of a User

11. Go to the “Classes” tab.
12. Select the Class you would like to assign to the User.
NOTE: If the class is not listed, it must be added.
(See p. 22)
13. Click: 

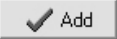
14. Once all additions have been made:
Click: 

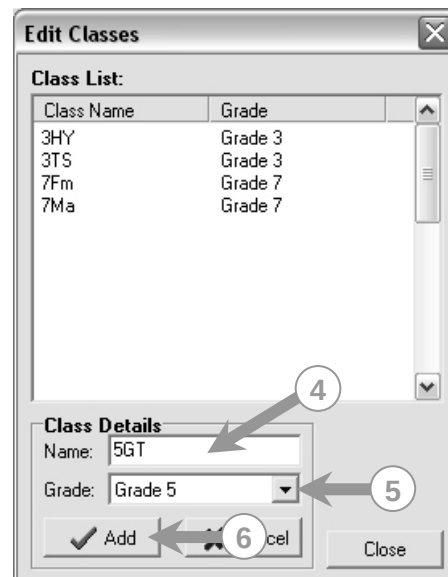
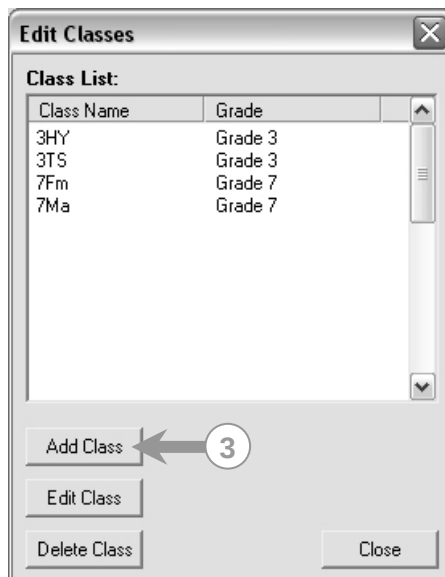
Add/Edit Classes

1. Go to the "Users" tab.
2. Click: 

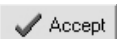


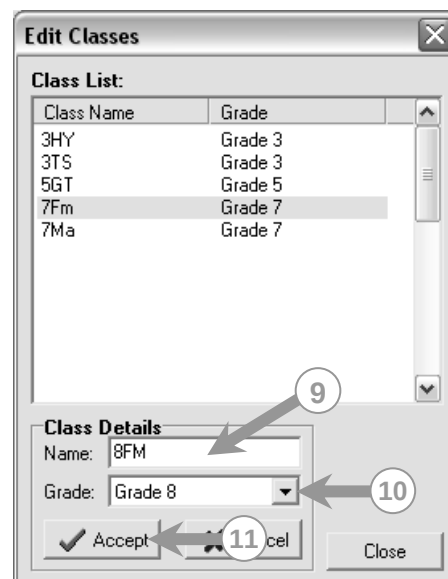
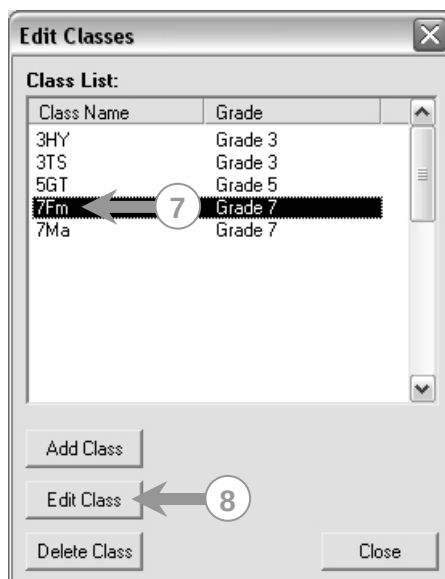
Add a New Class

3. Click: 
4. Type in the Name of the Class.
5. Select the Grade of the Class.
6. Click: 



Edit a Class

7. Select the Class you would like to edit.
8. Click: 
9. Edit the Name of the Class.
10. Change the Grade of the Class if necessary.
11. Click: 



Import Users

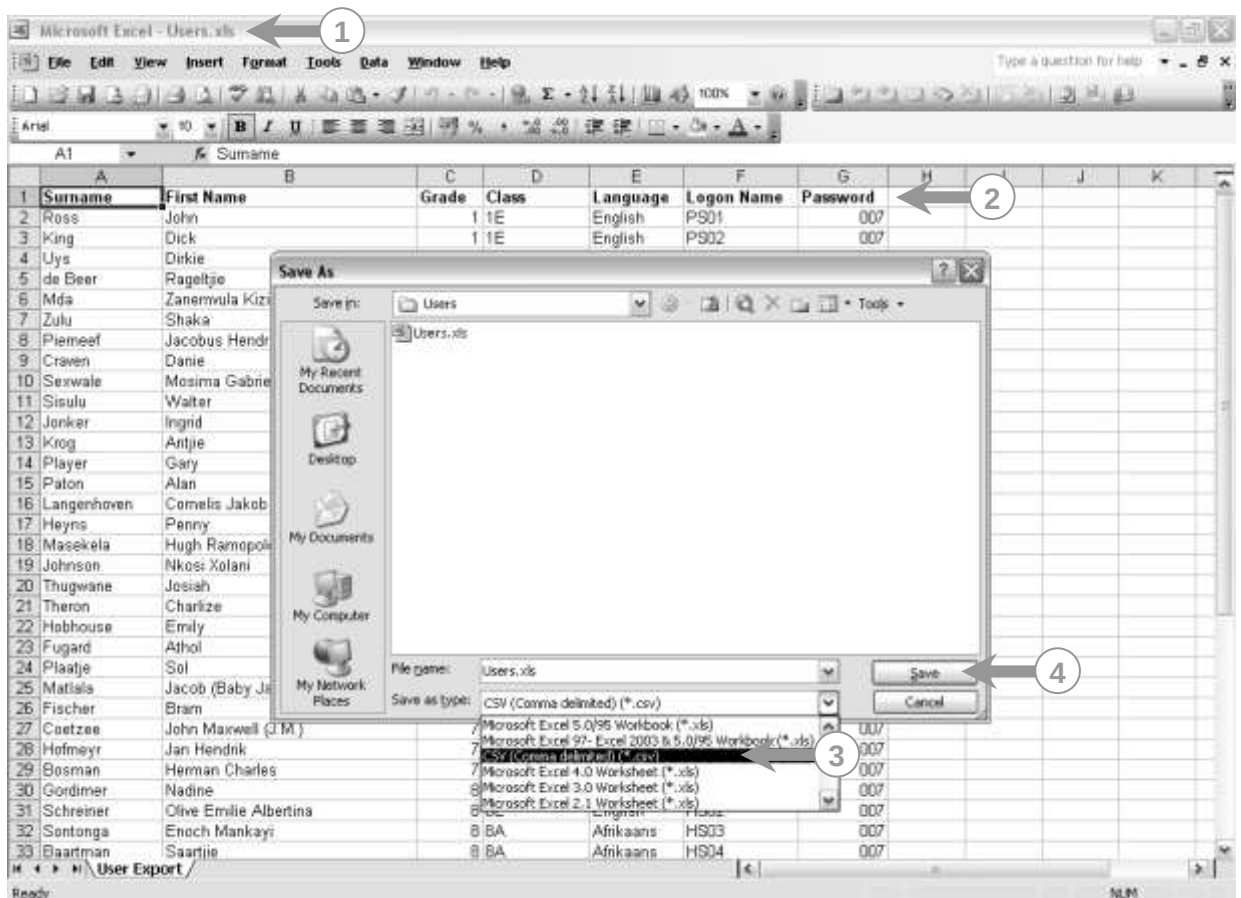
Prepare a spreadsheet

1. You can import Users from a spreadsheet containing all the relevant User information.
2. The order of the columns on the spreadsheet must correspond with the layout on the “Import User Details” screen (see **step 3** to **step 10** on p. 24 – 25).

The number of columns on the spreadsheet depends on what you would like to import and what you would like to be generated according to the choices you make on the “Import User Details” screen (see **step 3** to **step 10** on p. 24 – 25).

3. Select the file type CSV (Comma delimited) to save your spreadsheet as a CSV file.

4. Click: 



NOTE: This spreadsheet must be closed before you can import its contents!

Import Users

1. Go to the “Users” tab.
2. Click: 

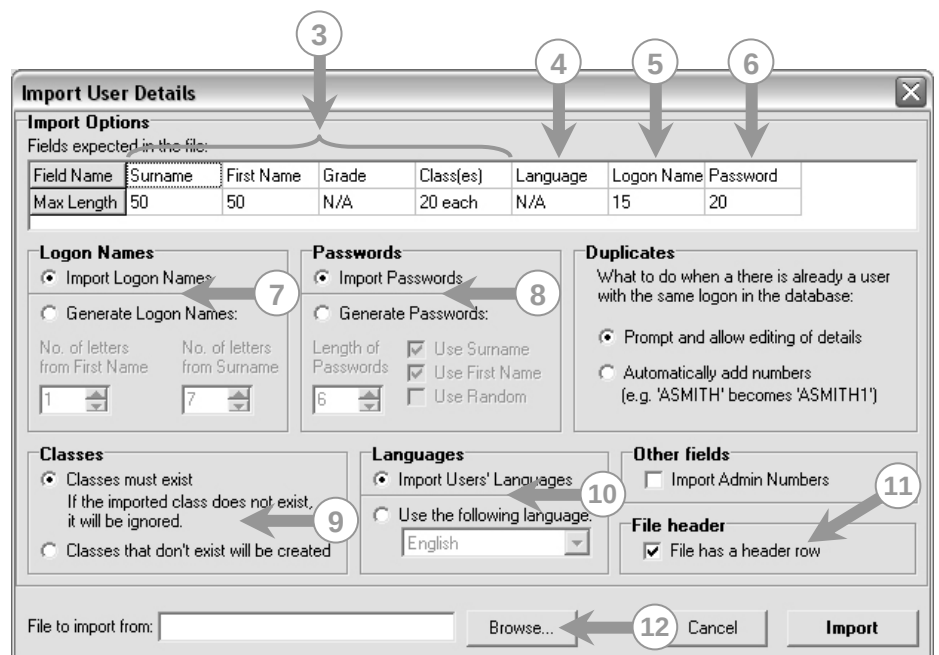


3. The “Surname”, “First Name”, “Grade” and “Class(es)” fields will always be displayed here. (It must also be the first four columns on your spreadsheet to be imported.)

4. The “Language” field will only be required if you choose the “Import Users’ Languages” option under **step 10**.

5. The “Logon Name” field will only be required if you choose the “Import Logon Names” option under **step 7**.

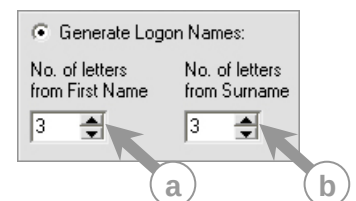
6. The “Password” field will only be required if you choose the “Import Passwords” option under **step 8**.



7. Select whether or not to import Logon Names from your spreadsheet.

You can have Logon Names generated by XT using the learners’ First Names and Surnames:

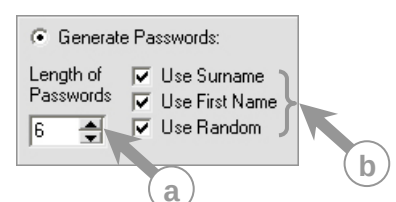
- a. Select the number of letters from the learners’ First Names you would like to use in the Logon Name by using the up or down arrows.
- b. Select the number of letters from the learners’ Surnames you would like to use in the Logon Name by using the up or down arrows.



8. Select whether or not to import Passwords from your spreadsheet.

You can have Passwords generated by XT using the learners’ First Names and Surnames. You can also select the length of the Passwords.

- a. Select the length of the Passwords by using the up or down arrows.
- b. Tick one, two or all three of the options that can be used to generate the learners’ Passwords.



9. This is one of the fields that must be in your spreadsheet.

Select whether or not the Classes listed on your spreadsheet must be ignored if they don't exist in XT or if Classes must be created if they don't exist.

- If you have already created the Classes listed on your spreadsheet (see p. 23), you can select this option.
- If you have not yet created the Classes listed on your spreadsheet (see p. 23), you can select this option to import the Classes from your spreadsheet.

Classes

☒ Classes must exist
If the imported class does not exist, it will be ignored.

☐ Classes that don't exist will be created

Classes

☐ Classes must exist
If the imported class does not exist, it will be ignored.

☒ Classes that don't exist will be created

NOTE: More than one class can be assigned to a learner. To do this, the different classes must be separated by a comma in the Class(es) field in your spreadsheet.

10. Select whether or not to import the Users' Language from your spreadsheet.

- If you have already assigned the Users' Language on your spreadsheet, you can select this option.
- If you would like to assign the same language to all learners, select this option and choose the relevant language from the drop down list.

Languages

☒ Import Users' Languages

☐ Use the following language:
English

Languages

☐ Import Users' Languages

☒ Use the following language:
English
English
Afrikaans

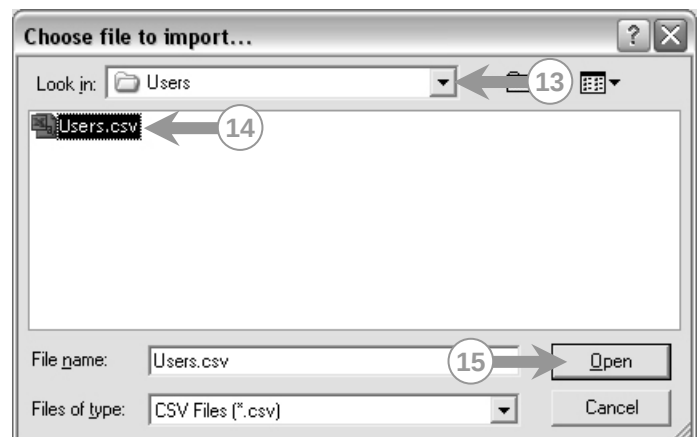
11. Tick if your spreadsheet contains a header row.

12. To search for your spreadsheet in CSV format (see p. 23) click:

13. Browse your computer for the location of your CSV file.

14. Select your CSV file.

15. Click:



16. Your file to import is shown here.

17. Click:

Import User Details

Import Options

Fields expected in the file:

Field Name	Surname	First Name	Grade	Class(es)	Language	Logon Name	Password
Max Length	50	50	N/A	20 each	N/A	15	20

Logon Names

☒ Import Logon Names

☐ Generate Logon Names:

No. of letters from First Name: 3
No. of letters from Surname: 3

Passwords

☒ Import Passwords

☐ Generate Passwords:

Length of Passwords: 6
☐ Use Surname
☐ Use First Name
☒ Use Random

Duplicates

What to do when there is already a user with the same logon in the database:

☒ Prompt and allow editing of details

☐ Automatically add numbers (e.g. 'ASMITH' becomes 'ASMITH1')

Classes

☐ Classes must exist
If the imported class does not exist, it will be ignored.

☒ Classes that don't exist will be created

Languages

☒ Import Users' Languages

☐ Use the following language:
English

Other fields

☐ Import Admin Numbers

File header

☒ File has a header row

File to import from: H:\EvaluNet\Users\Users.csv

18. Select a User if any details need to be edited or if the User must be deleted.
Multiple Users can be selected to be deleted.

19. To edit the details of a User before importing:

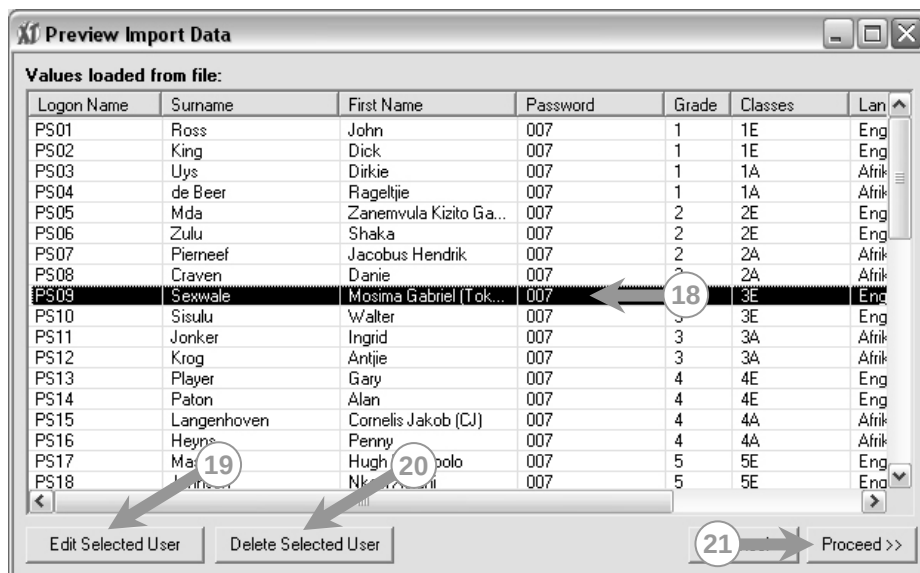
Click:

20. To delete a User or multiple Users:

Click:

21. To import the Users:

Click:

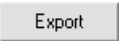


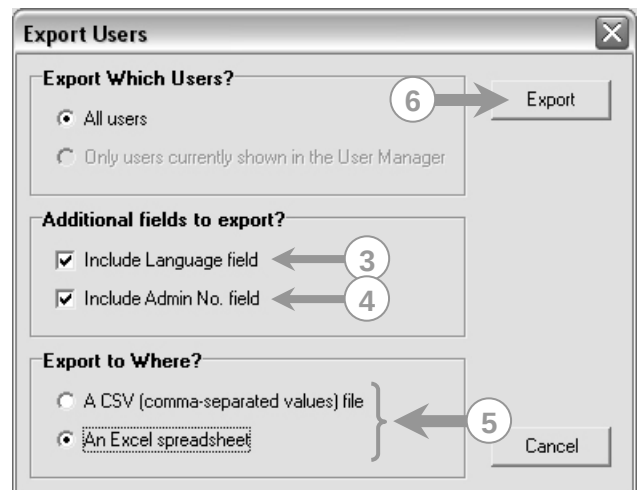
Export Users

Export all Users

1. Go to the “Users” tab.
2. Click: 

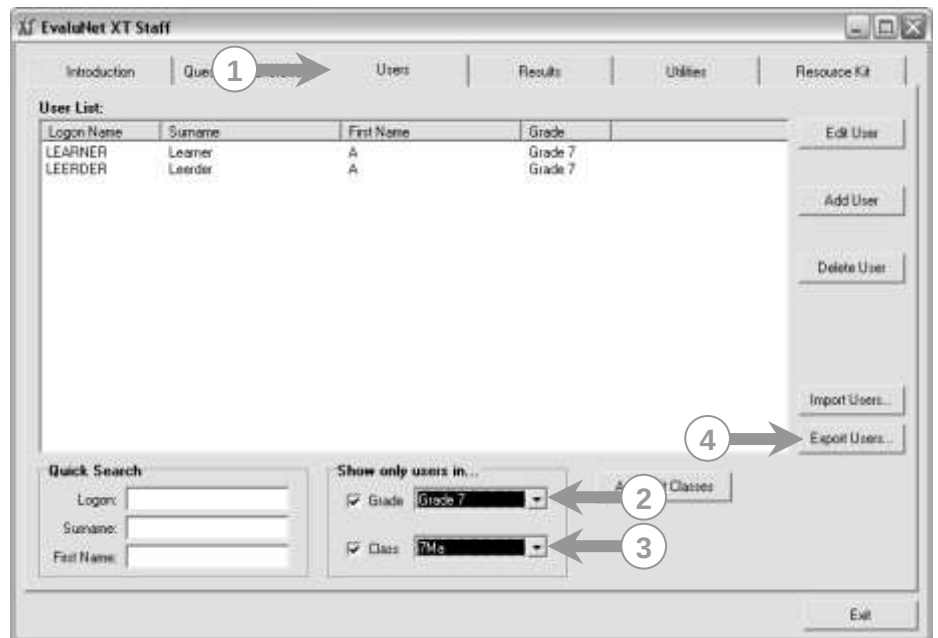


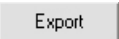
3. Tick to include the Language field in your export.
4. Tick to include the Admin Number field in your export.
5. Select the file format.
6. Click: 

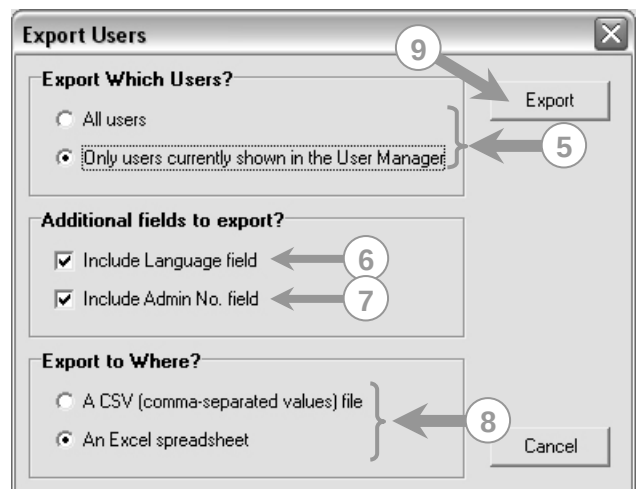


Export selected Users

1. Go to the “Users” tab.
2. Select the Grade of the Users you would like to export.
3. You can also select the Class of the Users you would like to export.
4. Click: 



5. As you selected a smaller group of Users, this second option will be selected. You can still change it so that you can export All Users.
6. Tick to include the Language field in your export.
7. Tick to include the Admin Number field in your export.
8. Select to which file format to export the Users.
9. Click: 

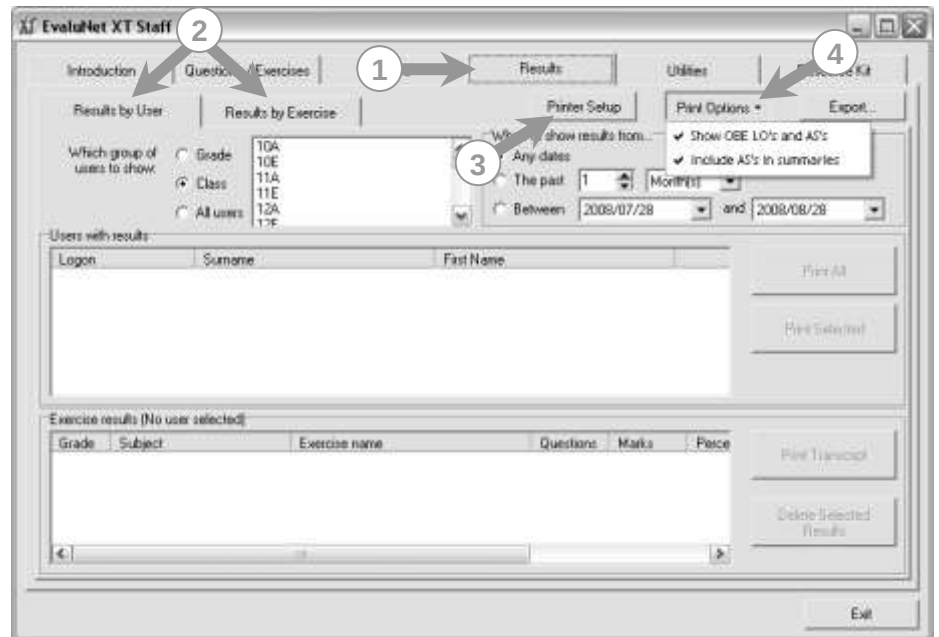
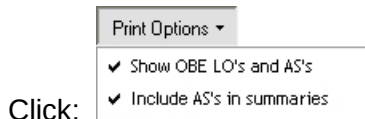


Results

View, Delete and/or Print Results

Set your Print Options

1. Go to the “Results” tab.
2. Go to either the “Results by User” tab or the “Results by Exercise” tab.
3. To select the printer you would like to print to and to set your printing preferences:
Click: **Printer Setup**
4. Select what OBE categories you would like to show on your printout:

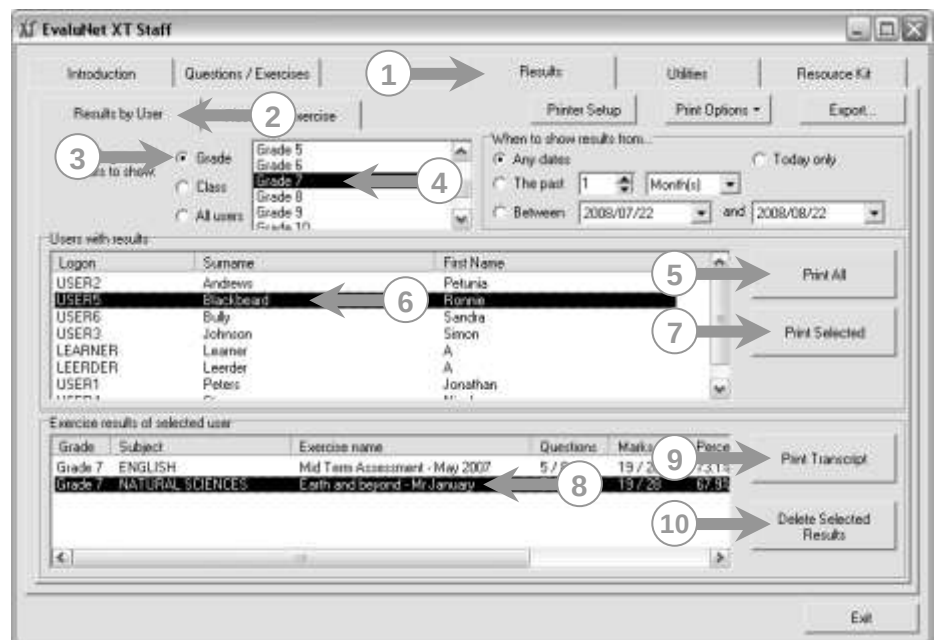


View and/or Print Results

View Results by User

View or Delete Results by Users per Grade

1. Go to the “Results” tab.
2. Go to the “Results by User” tab.
3. Select “Grade”.
4. Select the Grade in which you would like to view Results.
5. To view the Results of all the Users in the selected Grade:
Click: **Print All**
6. Select an individual User (or multiple Users) if you would like to view only the Results of that User (or multiple Users).
7. To view the Results of the individual User (or multiple Users):
Click: **Print Selected**



8. Select an Exercise done by an individual User if you would like to view a Transcript of the User's Exercise or if you would like to delete that Result.
9. To view the Transcript of the Exercise done by the selected User:

Click: 

10. To delete the Results of the Exercise done by the selected User:

Click: 

How to print these Results is shown on p. 33.

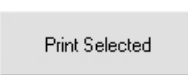
View or Delete Results by Users per Class

1. Go to the "Results" tab.
2. Go to the "Results by User" tab.
3. Select "Class".
4. Select the Class in which you would like to view Results.
5. To view the Results of all the Users in the selected Class:

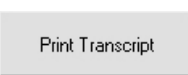
Click: 

6. Select an individual User (or multiple Users) if you would like to view only the Results of that User (or multiple Users).

7. To view the Results of the individual User (or multiple Users):

Click: 

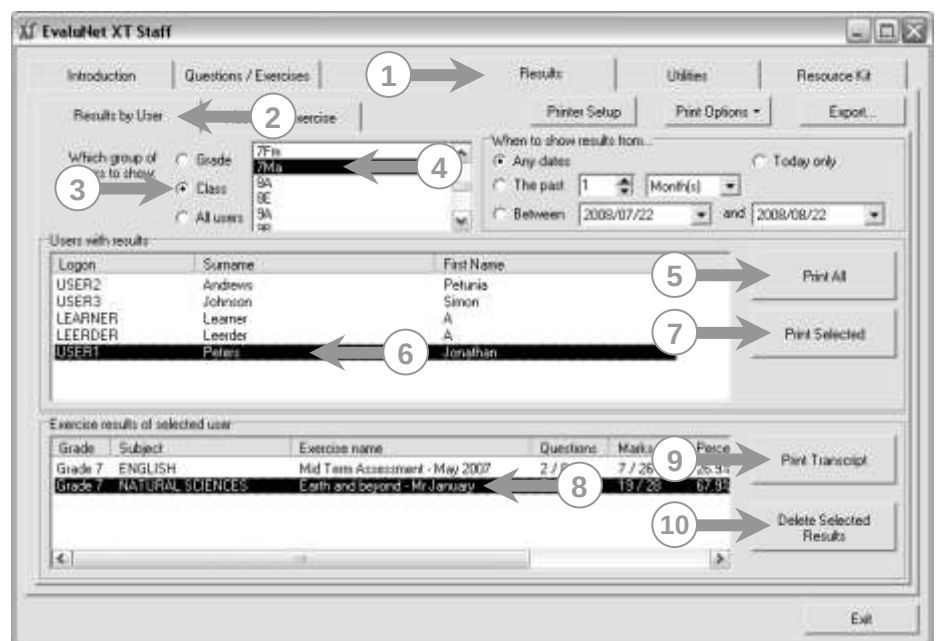
8. Select an Exercise done by an individual User if you would like to view a Transcript of the User's Exercise or if you would like to delete that Result.
9. To view the Transcript of the Exercise done by the selected User:

Click: 

10. To delete the Results of the Exercise done by the selected User:

Click: 

How to print these Results is shown on p. 33.



View or Delete Results of all Users

1. Go to the “Results” tab.
2. Go to the “Results by User” tab.
3. Select “All users”.
4. To view the Results of all the Users:

Click: 

5. Select an individual User (or multiple Users) if you would like to view only the Results of that User (or multiple Users).

6. To view the Results of the individual User (or multiple Users):

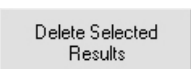
Click: 

7. Select an Exercise done by an individual User if you would like to view a Transcript of the User’s Exercise or if you would like to delete that Result.

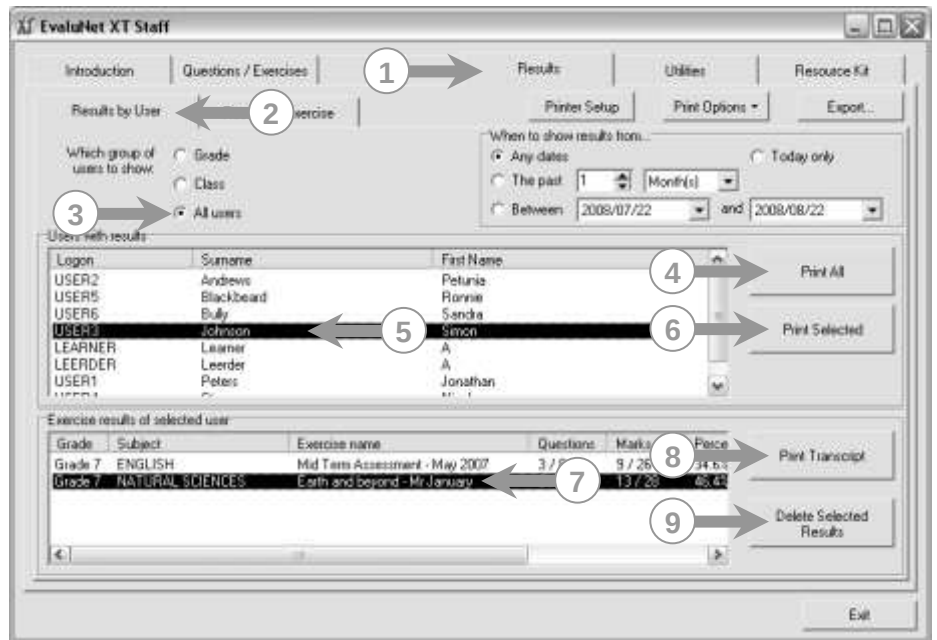
8. To view the Transcript of the Exercise done by the selected User:

Click: 

9. To delete the Results of the Exercise done by the selected User:

Click: 

How to print these Results is shown on p. 33.



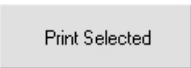
View or Delete Results by Exercise

1. Go to the “Results” tab.
2. Go to the “Results by Exercise” tab.
3. Select the Grade of your choice.
4. If you would like to view the Results of a certain Class in the Grade, choose the Class from the drop down list.
5. Select the Subject of your choice.
6. To view the Results of all the Exercises:

Click: 

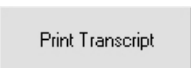
7. Select an individual Exercise (or multiple Exercises) if you would like to view only the Results of that Exercise (or multiple Exercises).

8. To view the Results of the individual Exercise (or multiple Exercises):

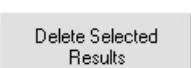
Click: 

9. Select a User who did the Exercise if you would like to view a Transcript of the User’s Exercise or if you would like to delete that Result.

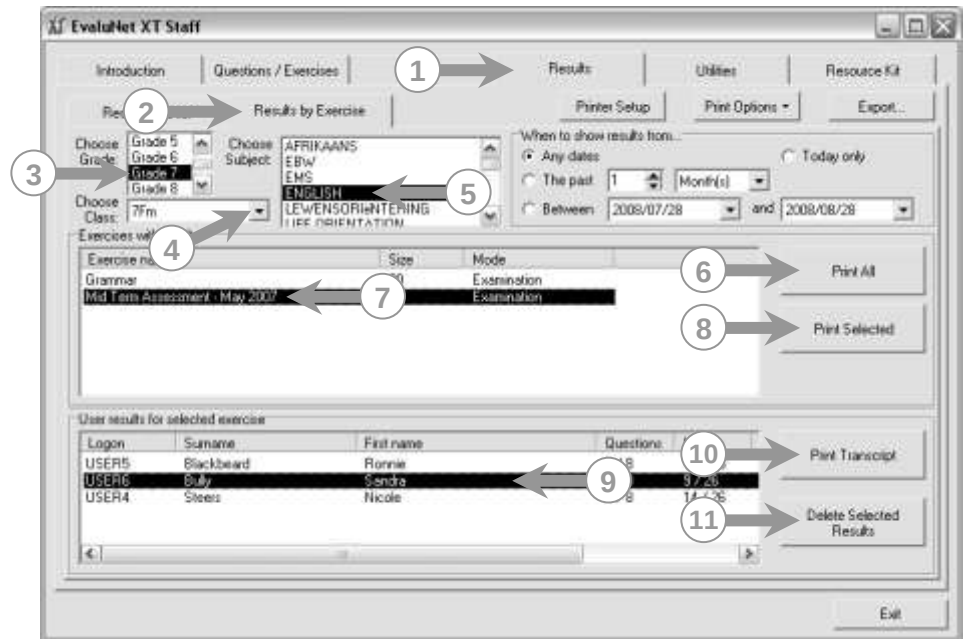
10. To view the Transcript of the Exercise done by the selected User:

Click: 

11. To delete the Results of the Exercise done by the selected User:

Click: 

How to print these Results is shown on p. 33.



Print Results

You can only print out Results while the Print Preview thereof is open.

1. Use these three buttons to zoom in/out on the Print Preview.

2. Use these five buttons to page through the Print Preview.

3. To set your printer settings:

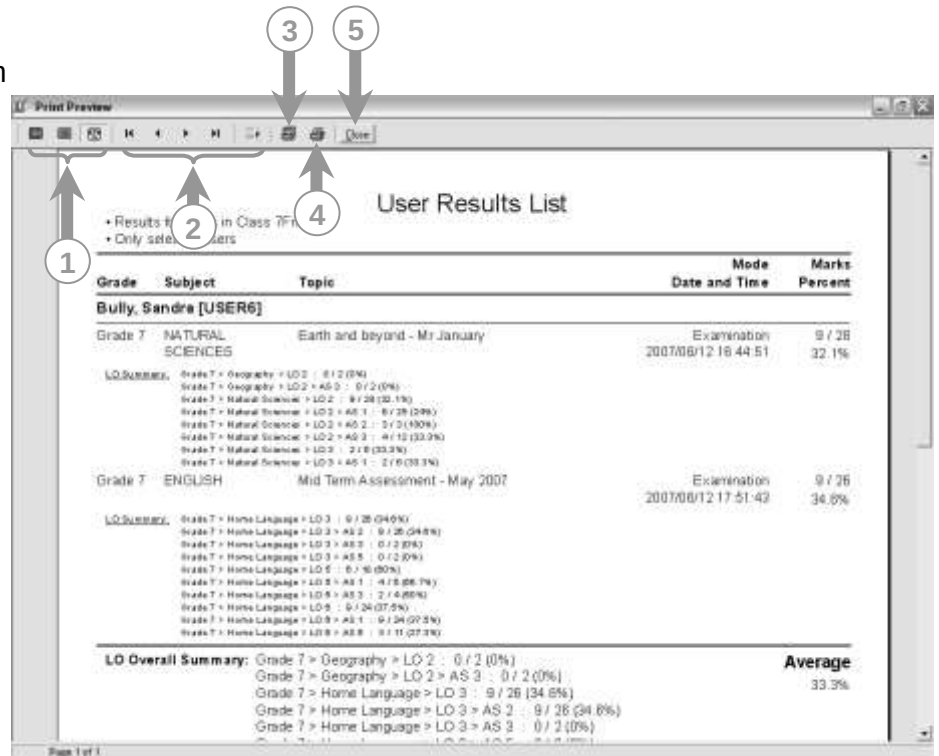
Click: 

4. To print the Exercise:

Click: 

5. To exit the Print Preview:

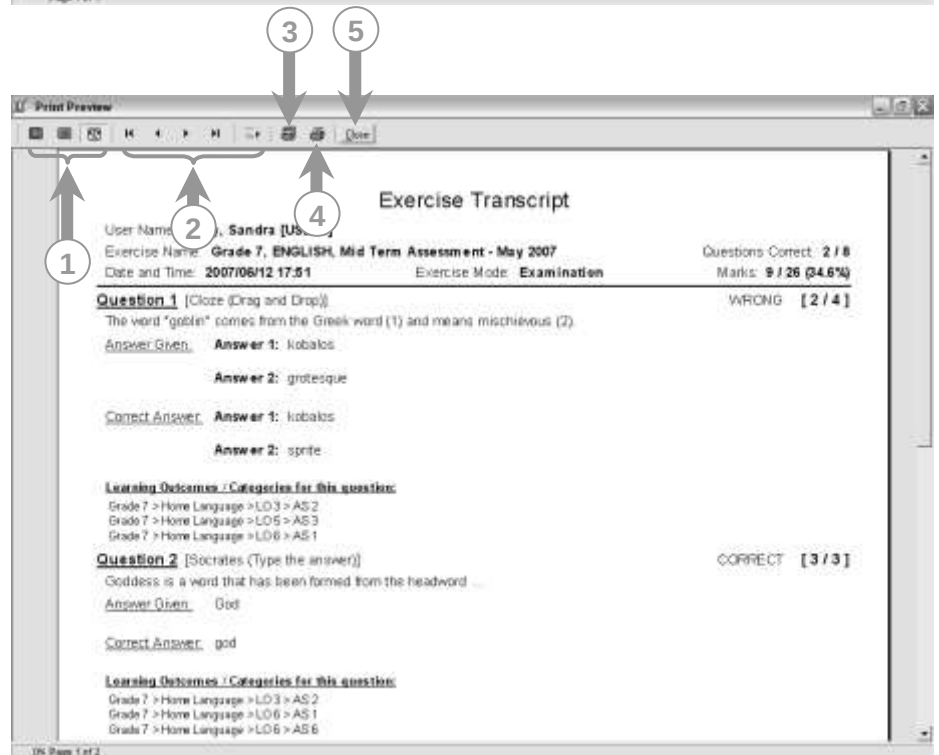
Click: 



User Results List

Grade	Subject	Topic	Mode	Date and Time	Marks
Bully, Sandra [USER6]					
Grade 7	NATURAL SCIENCES	Earth and beyond - Mr January	Examination	2007/06/12 16:44:51	9 / 26 32.1%
LO Summary: Grade 7 > Geography > LO 2 : 6 / 2 (0%) Grade 7 > Geography > LO 2 > AS 2 : 0 / 2 (0%) Grade 7 > Natural Sciences > LO 2 : 9 / 26 (32.1%) Grade 7 > Natural Sciences > LO 3 > AS 1 : 6 / 26 (29%) Grade 7 > Natural Sciences > LO 3 > AS 2 : 3 / 2 (150%) Grade 7 > Natural Sciences > LO 2 > AS 3 : 4 / 12 (33.3%) Grade 7 > Natural Sciences > LO 2 : 2 / 8 (33.3%) Grade 7 > Natural Sciences > LO 3 > AS 1 : 2 / 6 (33.3%)					
Grade 7	ENGLISH	Mid Term Assessment - May 2007	Examination	2007/06/12 17:51:42	9 / 26 34.6%
LO Summary: Grade 7 > Home Language > LO 3 : 6 / 26 (24.6%) Grade 7 > Home Language > LO 3 > AS 2 : 9 / 26 (34.6%) Grade 7 > Home Language > LO 3 > AS 3 : 0 / 2 (0%) Grade 7 > Home Language > LO 3 > AS 5 : 0 / 2 (0%) Grade 7 > Home Language > LO 5 : 6 / 16 (38%) Grade 7 > Home Language > LO 5 > AS 1 : 4 / 8 (50%) Grade 7 > Home Language > LO 5 > AS 3 : 2 / 4 (50%) Grade 7 > Home Language > LO 5 : 6 / 24 (25%) Grade 7 > Home Language > LO 5 > AS 1 : 9 / 24 (37.5%) Grade 7 > Home Language > LO 5 > AS 3 : 5 / 11 (27.3%)					
LO Overall Summary: Grade 7 > Geography > LO 2 : 6 / 2 (0%) Grade 7 > Geography > LO 2 > AS 3 : 0 / 2 (0%) Grade 7 > Home Language > LO 3 : 9 / 26 (34.6%) Grade 7 > Home Language > LO 3 > AS 2 : 9 / 26 (34.6%) Grade 7 > Home Language > LO 3 > AS 3 : 0 / 2 (0%)					Average 33.3%

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Exercise Transcript

User Name: Sandra [USER6]
 Exercise Name: Grade 7, ENGLISH, Mid Term Assessment - May 2007
 Date and Time: 2007/06/12 17:51
 Exercise Mode: Examination
 Questions Correct: 2 / 8
 Marks: 9 / 26 (34.6%)

Question 1 [Cloze (Drag and Drop)]
 The word "goblin" comes from the Greek word (1) and means mischievous (2).
 Answer Given: Answer 1: kobalos
 Answer 2: grotesque
 Correct Answer: Answer 1: kobalos
 Answer 2: sprite
 Learning Outcomes / Categories for this question:
 Grade 7 > Home Language > LO 3 > AS 2
 Grade 7 > Home Language > LO 5 > AS 3
 Grade 7 > Home Language > LO 6 > AS 1

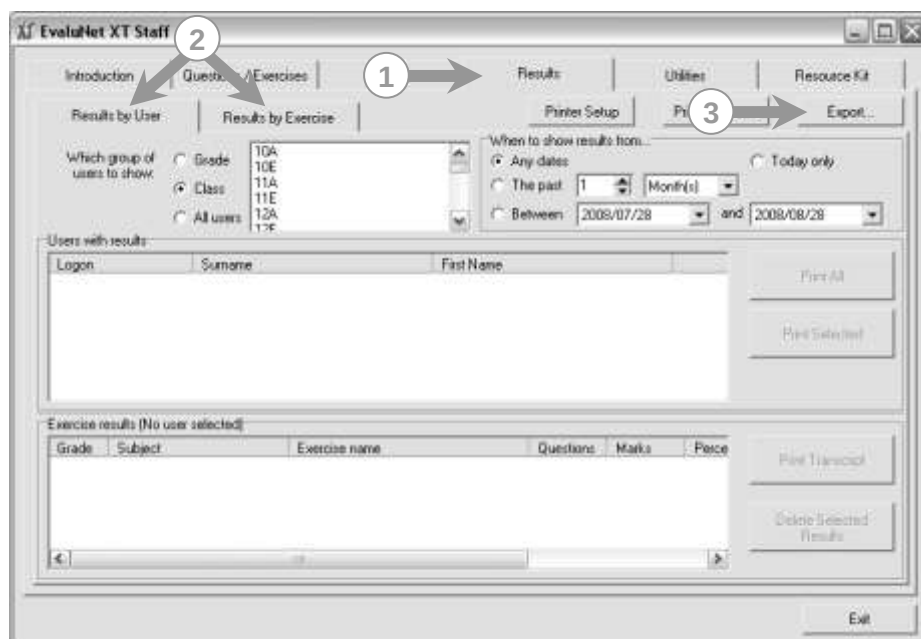
Question 2 [Socrates (Type the answer)]
 Goddess is a word that has been formed from the headword
 Answer Given: God
 Correct Answer: god
 Learning Outcomes / Categories for this question:
 Grade 7 > Home Language > LO 3 > AS 2
 Grade 7 > Home Language > LO 6 > AS 1
 Grade 7 > Home Language > LO 6 > AS 6

Page 1 of 2

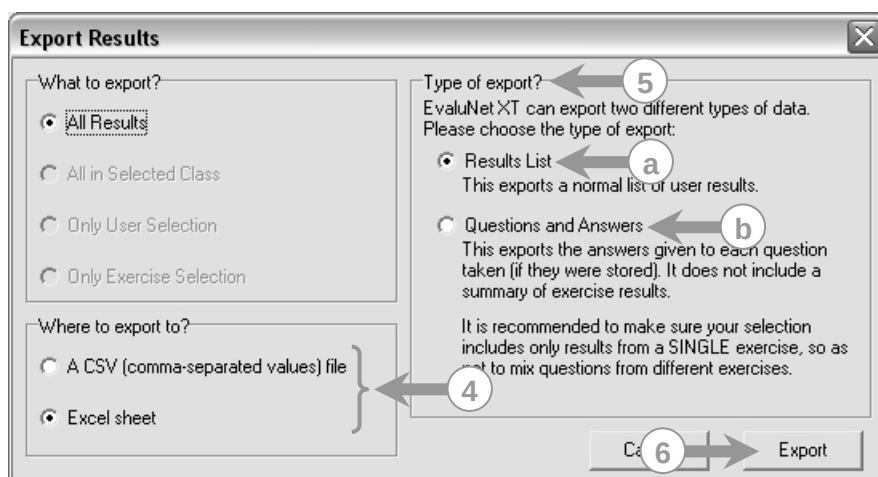
Export Results

Export all Results

1. Go to the "Results" tab.
2. Go to either the "Results by User" tab or the "Results by Exercise" tab.
3. Click: 



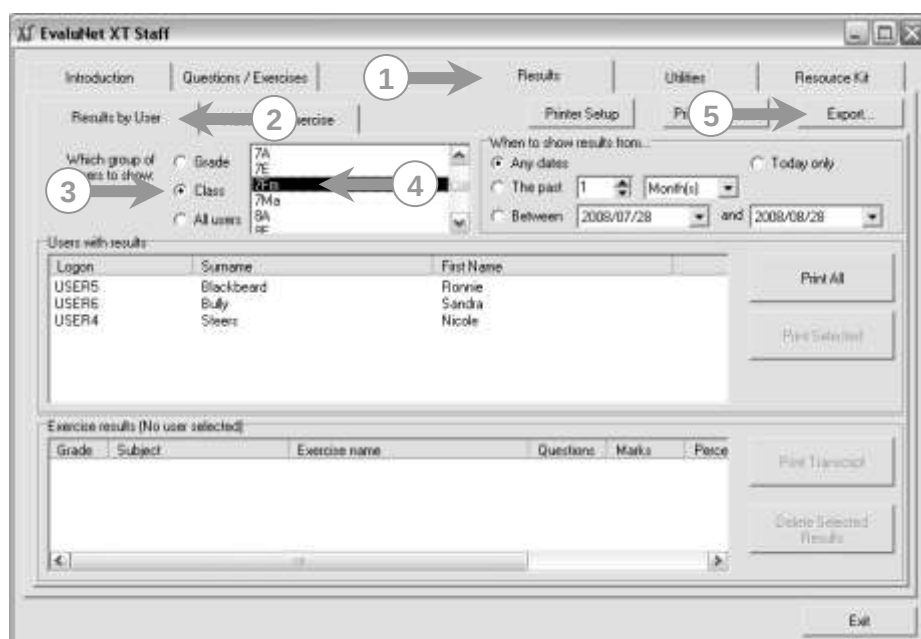
4. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
5. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.



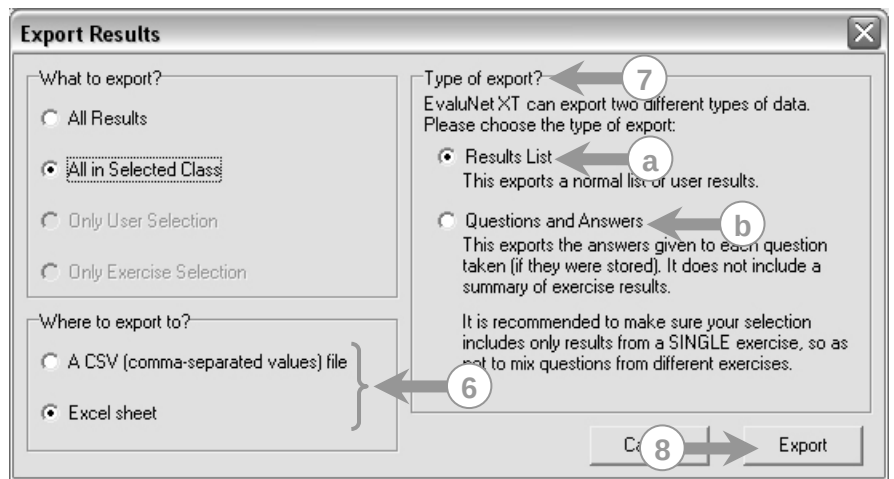
6. Click: 

Export Results of a specific Class

1. Go to the "Results" tab.
2. Go to the "Results by User" tab.
3. Select "Class".
4. Select the Class of your choice.
5. Click: 



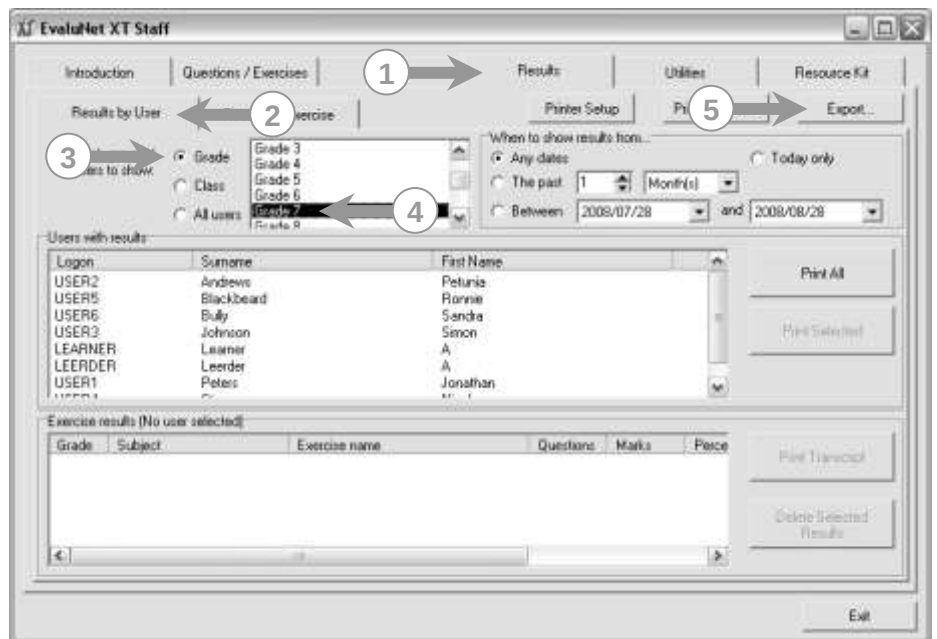
6. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
7. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.



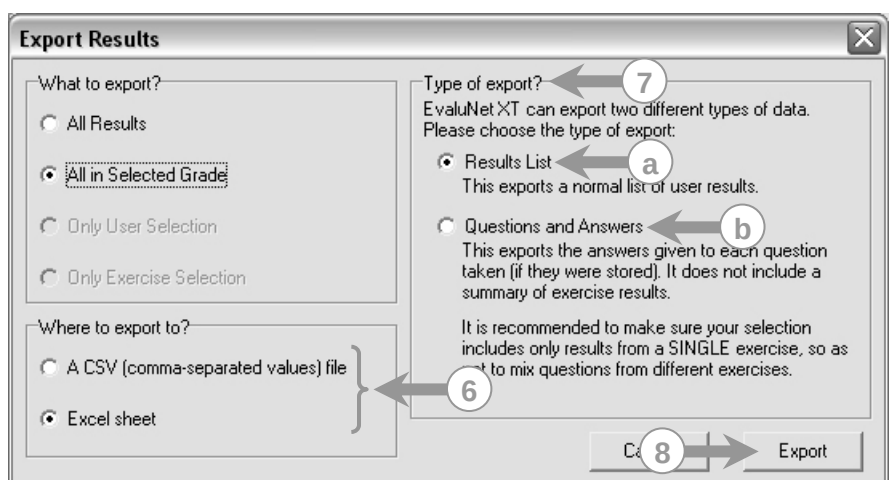
8. Click:

Export Results of a specific Grade

1. Go to the "Results" tab.
2. Go to the "Results by User" tab.
3. Select "Grade".
4. Select the Grade of your choice.



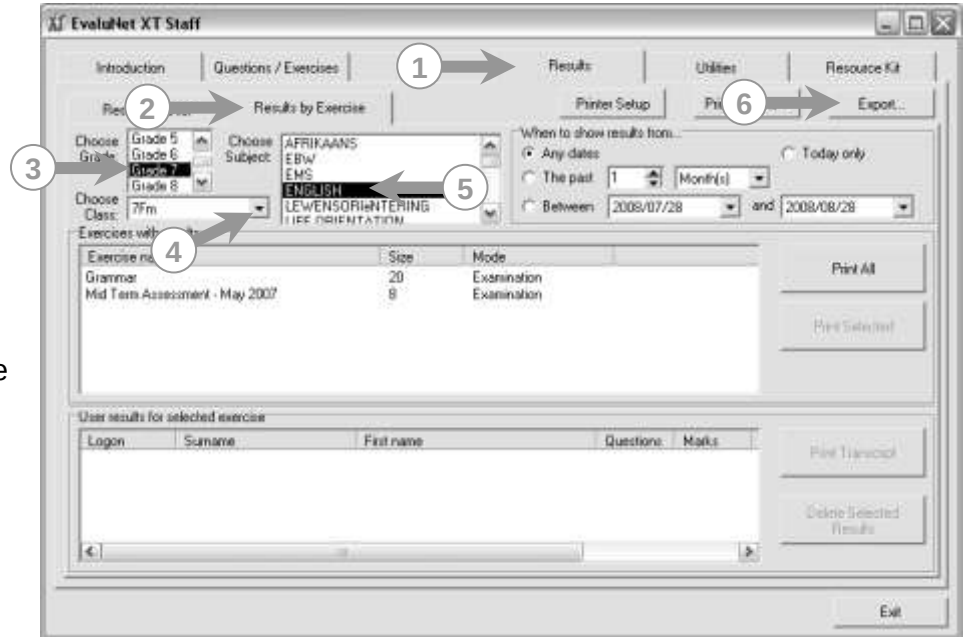
6. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
7. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.



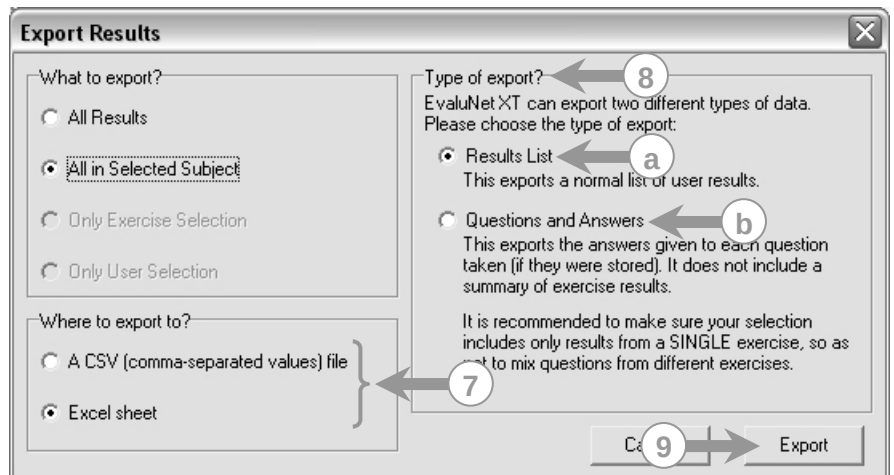
8. Click:

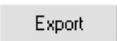
Export Results of a specific Subject

1. Go to the "Results" tab.
2. Go to the "Results by Exercise" tab.
3. Select the Grade of your choice.
4. If you would like to view the Results of a Class, choose the Class from the drop down list.
5. Select the Subject of your choice.
6. Click: 



7. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
8. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.

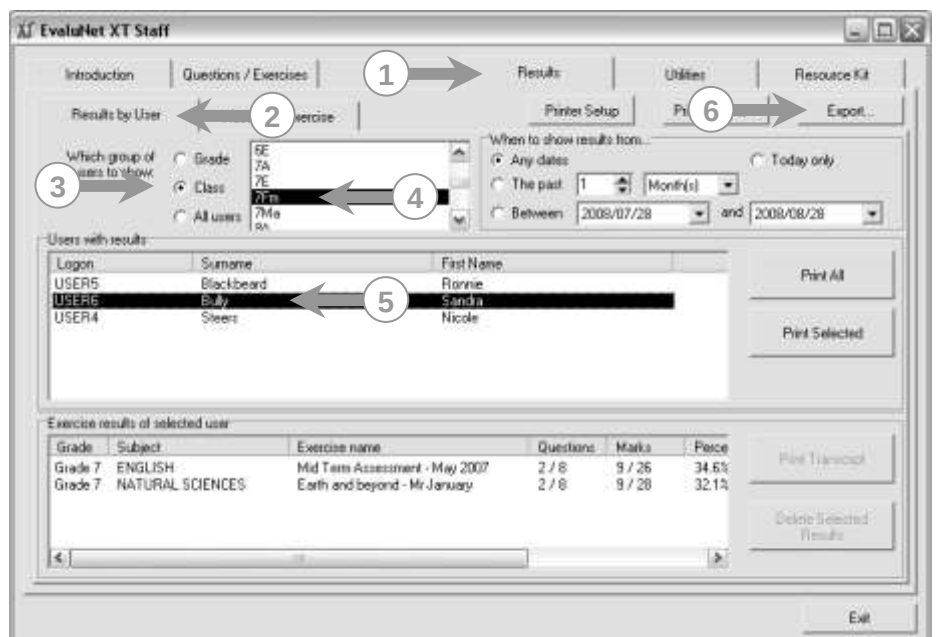


9. Click: 

Export Results of a specific User or multiple Users

From the Results by User tab

1. Go to the "Results" tab.
2. Go to the "Results by User" tab.
3. Select either "Grade", "Class" or "All users".
4. Depending on which option you chose in step 3, select either the Grade or Class of your choice.
5. Select the User(s) of your choice.
6. Click: 



7. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
8. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.

9. Click:

From the Results by Exercise tab

1. Go to the "Results" tab.
2. Go to the "Results by Exercise" tab.
3. Select the Grade of your choice.
4. If you would like to view the Results of a Class, choose the Class from the drop down list.
5. Select the Subject of your choice.
6. Select the Exercise of your choice.
7. Select the User(s) of your choice.

8. Click:

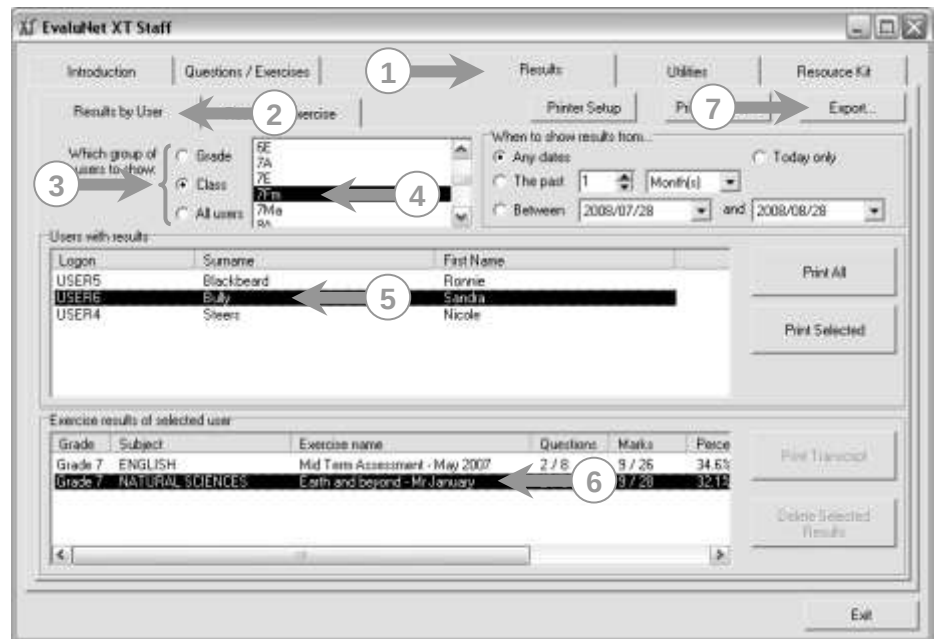
9. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
10. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.

11. Click:

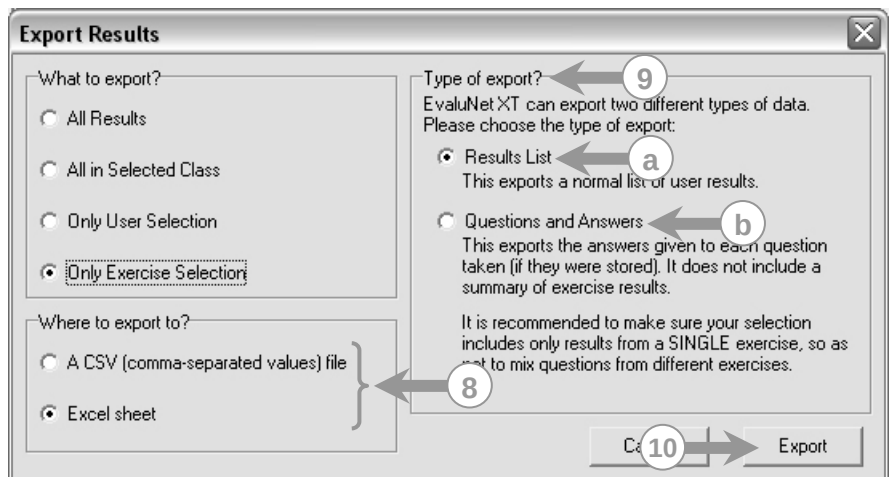
Export Results of a specific Exercise or multiple Exercises

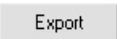
From the Results by User tab

1. Go to the "Results" tab.
2. Go to the "Results by User" tab.
3. Select either "Grade", "Class" or "All users".
4. Depending on which option you chose in **step 3**, select either the Grade or Class of your choice.
5. Select the User of your choice.
6. Select the Exercise(s) of your choice.
7. Click: 



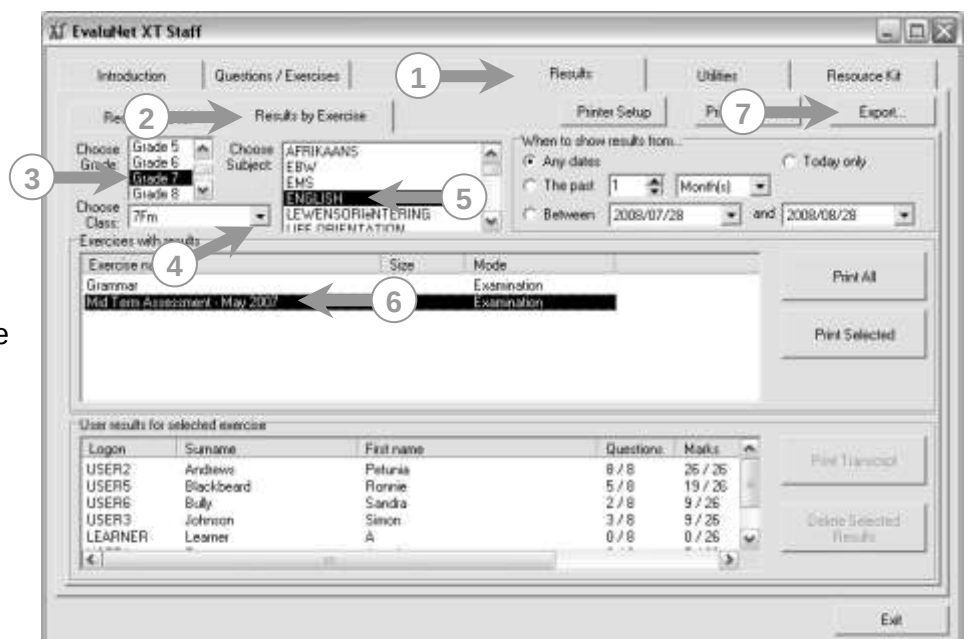
8. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
9. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.



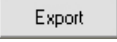
10. Click: 

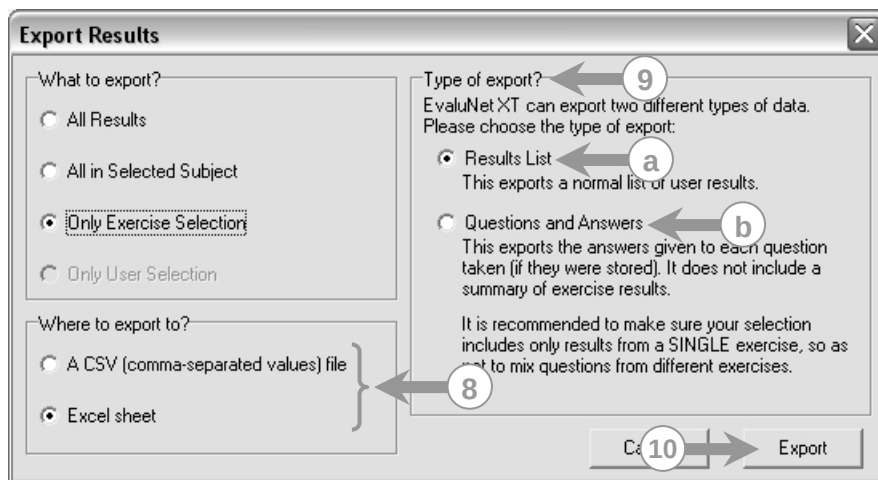
From the Results by Exercise tab

1. Go to the "Results" tab.
2. Go to the "Results by Exercise" tab.
3. Select the Grade of your choice.
4. If you would like to view the Results of a Class, choose the Class from the drop down list.
5. Select the Subject of your choice.
6. Select the Exercise of your choice.
7. Click: 



8. Select whether you would like to export the Results to a CSV file or an Excel spreadsheet.
9. Select which type of data you would like to export.
 - a. Select this option if you would like to export a normal list of Results.
 - b. Select this option if you would like to include the Questions and Answers.

10. Click: 



Export Results

What to export?

- ☐ All Results
- ☐ All in Selected Subject
- ☒ Only Exercise Selection
- ☐ Only User Selection

Where to export to?

- ☐ A CSV (comma-separated values) file
- ☒ Excel sheet

Type of export?

EvaluNetXT can export two different types of data. Please choose the type of export:

- ☒ Results List **a**
This exports a normal list of user results.
- ☐ Questions and Answers **b**
This exports the answers given to each question taken (if they were stored). It does not include a summary of exercise results.

It is recommended to make sure your selection includes only results from a SINGLE exercise, so as not to mix questions from different exercises.

Ca **10** → Export

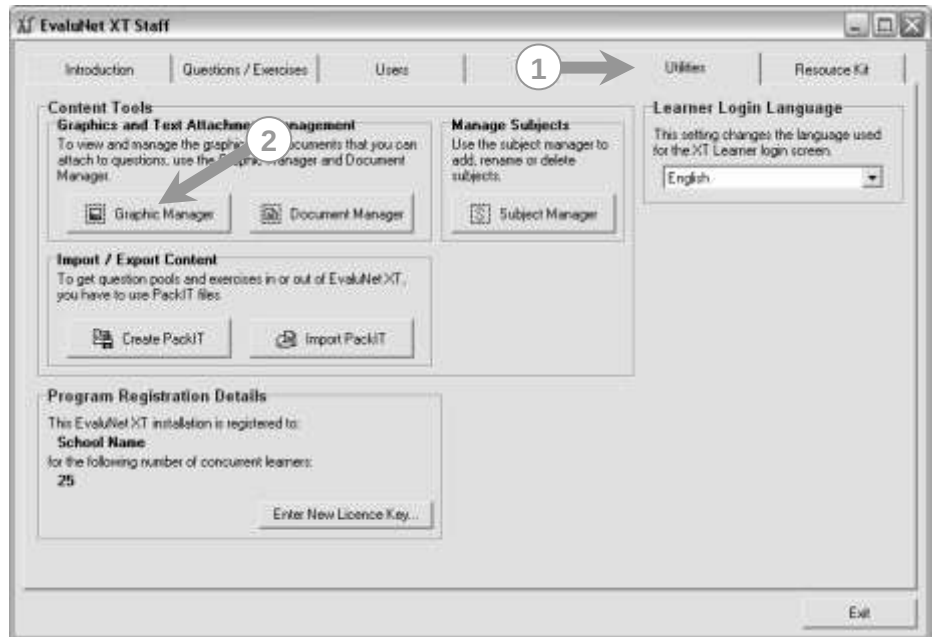
Manage Graphic and Text Attachments

Manage Graphics

Load in a new Graphic

1. Go to the “Utilities” tab.

2. Click:  Graphic Manager

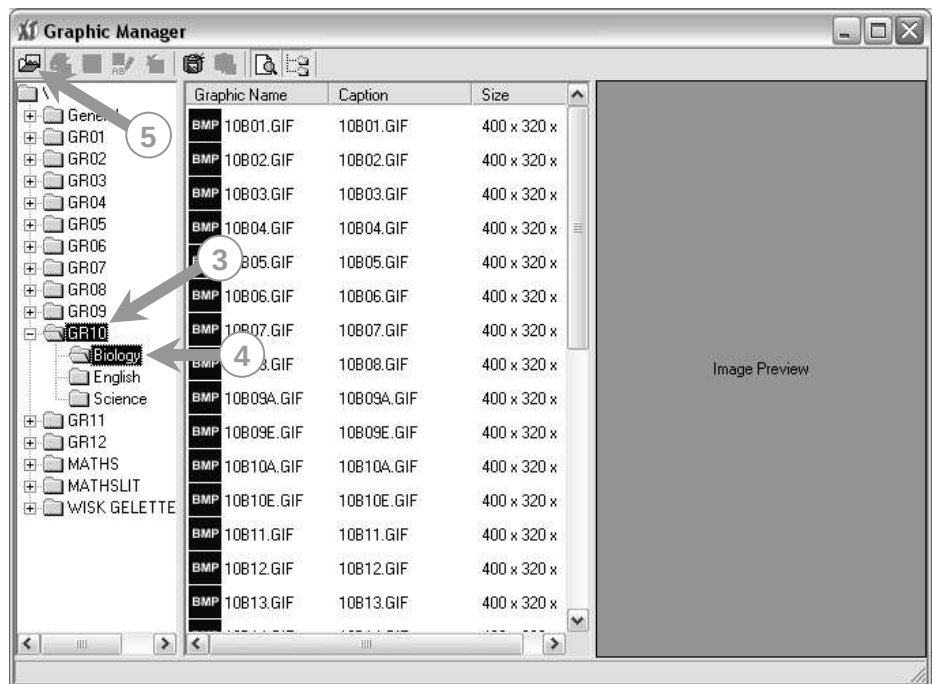


3. Select the Grade of your choice.

Click on the  next to the Grade chosen or double click on it to reveal the Subjects below.

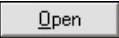
4. Select the Subject of your choice.

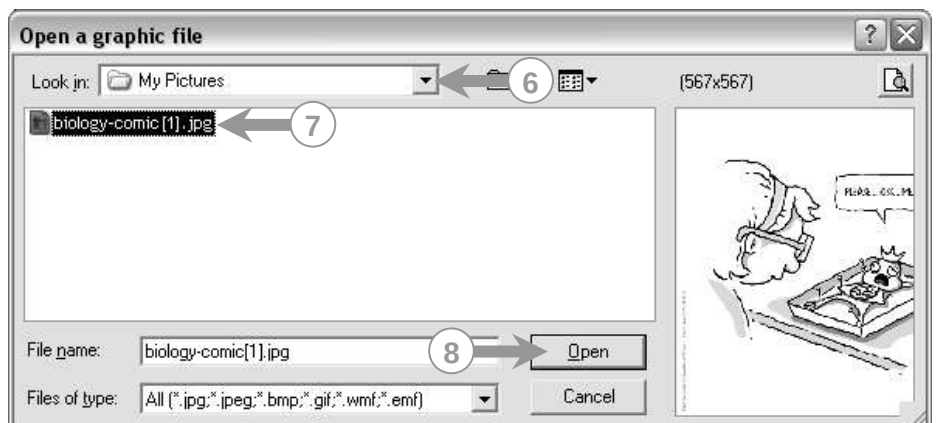
5. Click: 



6. Browse your computer for your folder containing the graphic you would like to use.

7. Select the graphic.

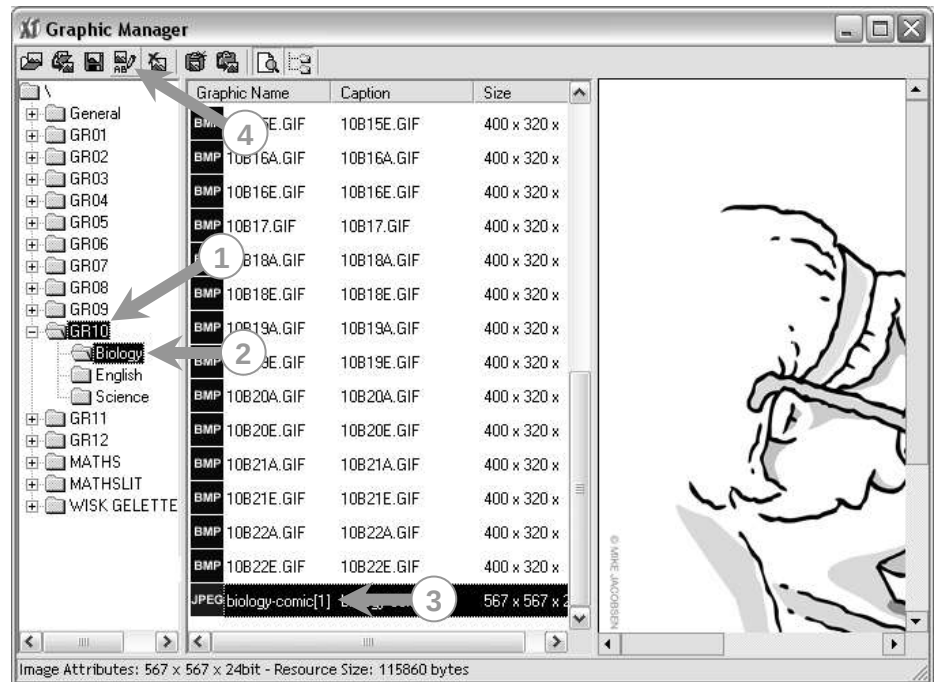
8. Click: 



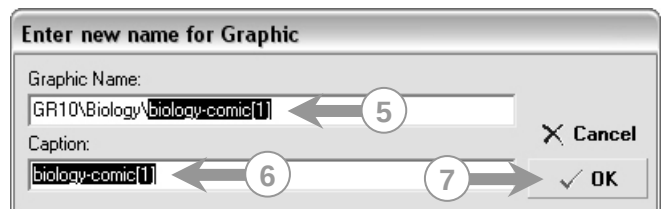
Rename a Graphic

Repeat **step 1** and **step 2** on p. 40 under “Load in a new Graphic”.

1. Select the Grade of your choice.
Click on the  next to the Grade chosen or double click on it to reveal the Subjects below.
2. Select the Subject of your choice.
3. Select the Graphic you would like to rename.
4. Click: 



5. Highlight only the name of the Graphic and rename.
6. Edit the Caption of the Graphic.
The Caption of the Graphic appears as the title of the Graphic on Printouts (if included).

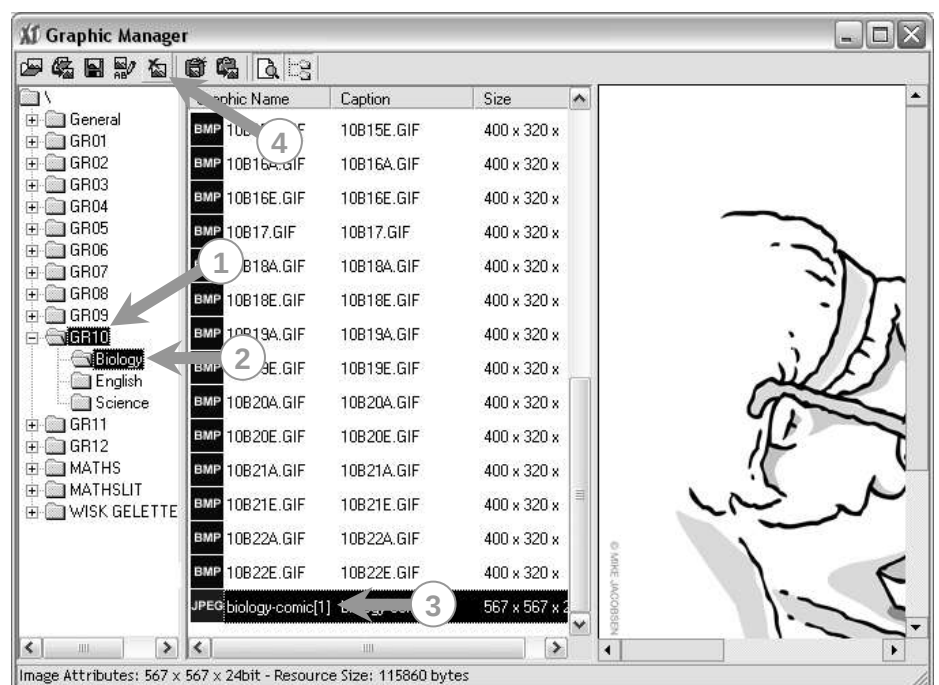


7. Click: 

Delete a Graphic

Repeat **step 1** and **step 2** on p. 40 under “Load in a new Graphic”.

1. Select the Grade of your choice.
Click on the  next to the Grade chosen or double click on it to reveal the Subjects below.
2. Select the Subject of your choice.
3. Select the Graphic you would like to delete.
4. Click: 



Paste a new Graphic from the clipboard

After you have copied onto your clipboard what you would like to paste as a new Graphic, repeat **step 1** and **step 2** on p. 40 under “Load in a new Graphic”.

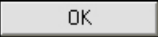
1. Select the Grade of your choice.

Click on the **+** next to the Grade chosen or double click on it to reveal the Subjects below.

2. Select the Subject of your choice.

3. Click: 

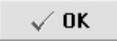
4. Make your selection.

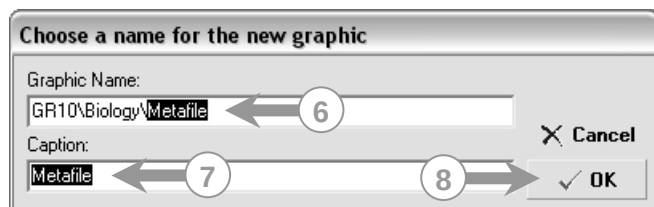
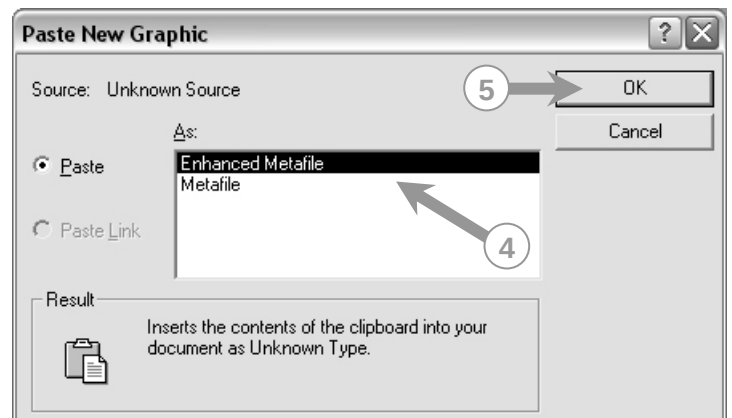
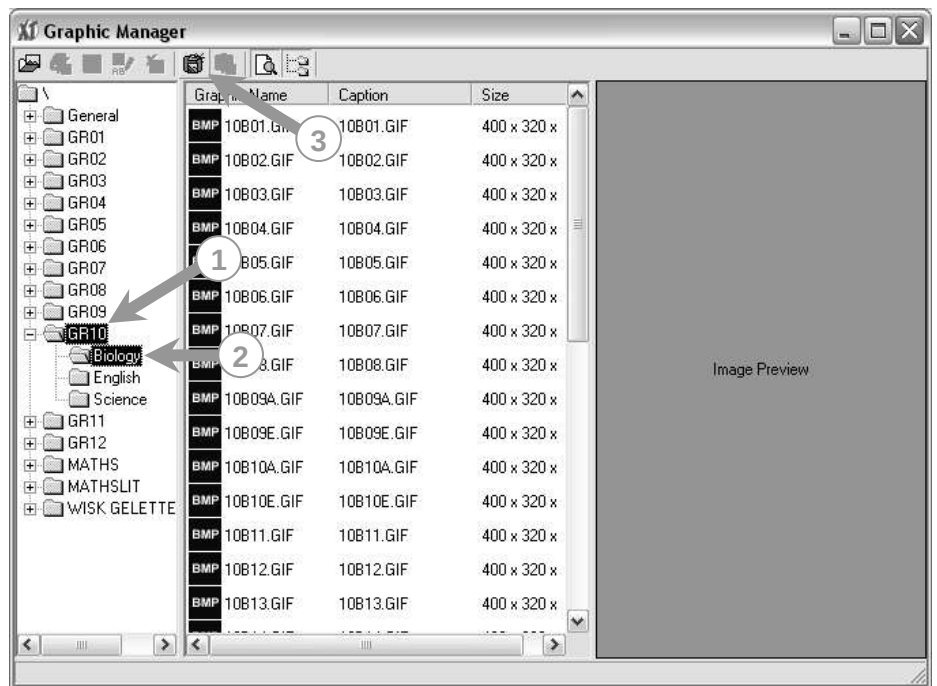
5. Click: 

6. Highlight only the name of the Graphic and type the name of your Graphic.

7. Edit the Caption of the Graphic.

The Caption of the Graphic appears as the title of the Graphic on Printouts (if included).

8. Click: 

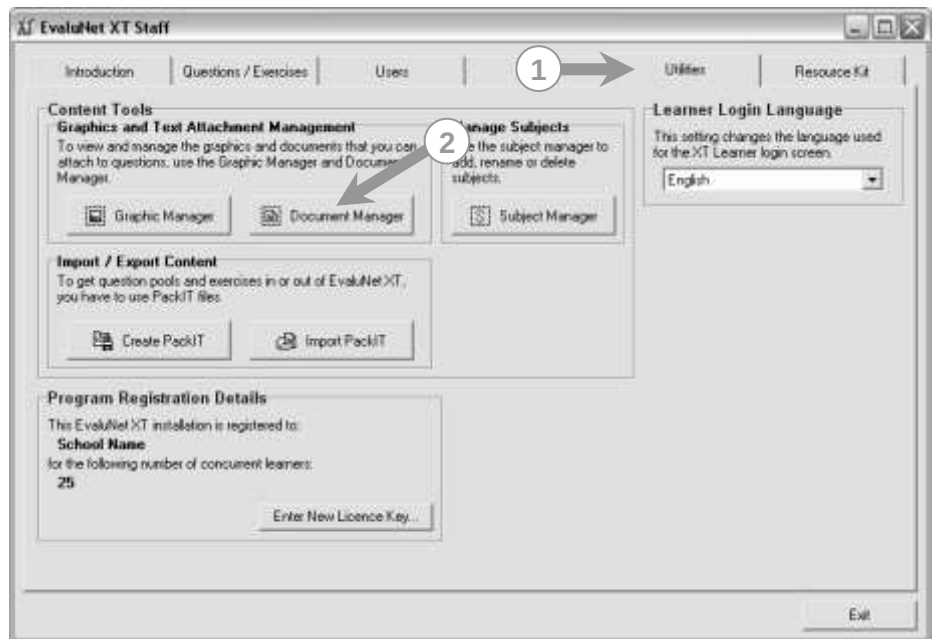


Manage Documents

Add a new blank document

1. Go to the “Utilities” tab.

2. Click:  Document Manager

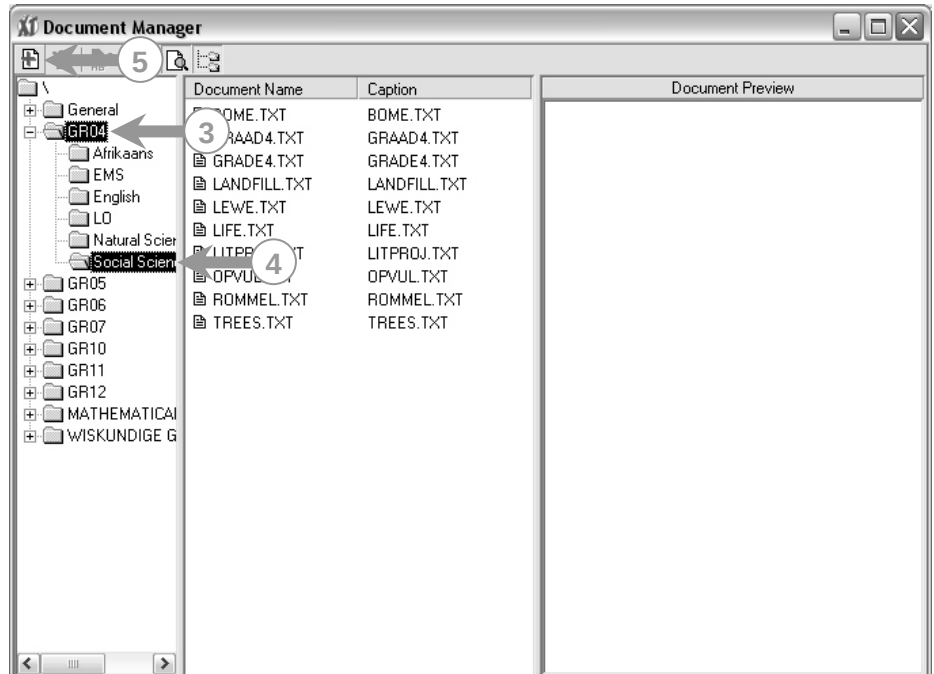


3. Select the Grade of your choice.

Click on the  next to the Grade chosen or double click on it to reveal the Subjects below.

4. Select the Subject of your choice.

5. Click: 

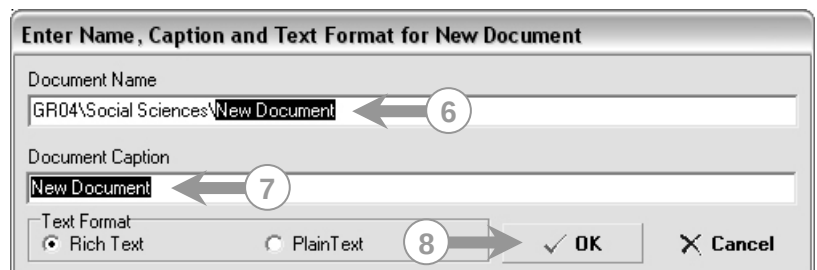


6. Highlight only “New Document” and type in the name of your new document.

7. Edit the Caption of the Document.

The Caption of the Document appears as the title of the Document on Printouts (if included).

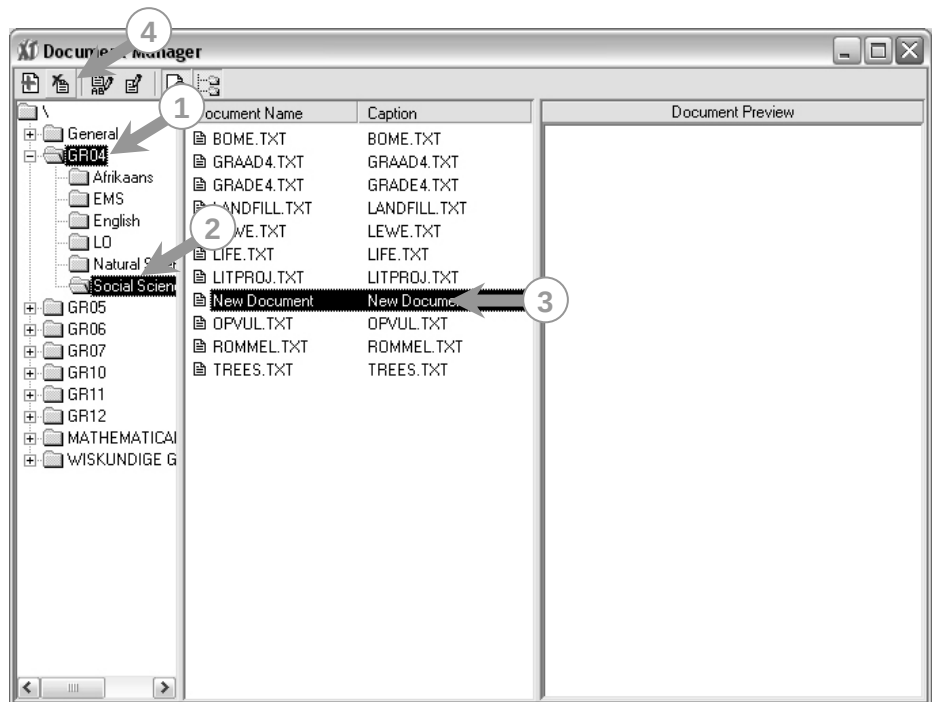
8. Click: 



Delete a document

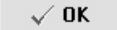
Repeat **step 1** and **step 2** on p. 43 under “Add a new blank document”.

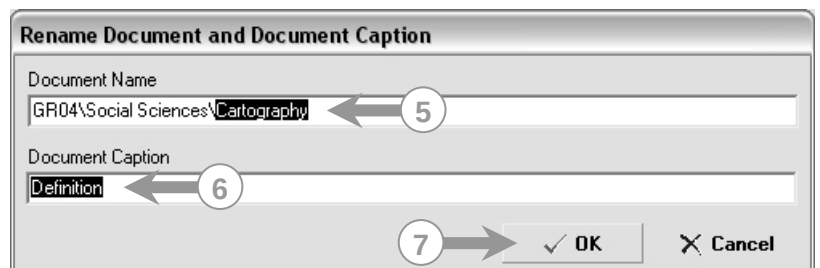
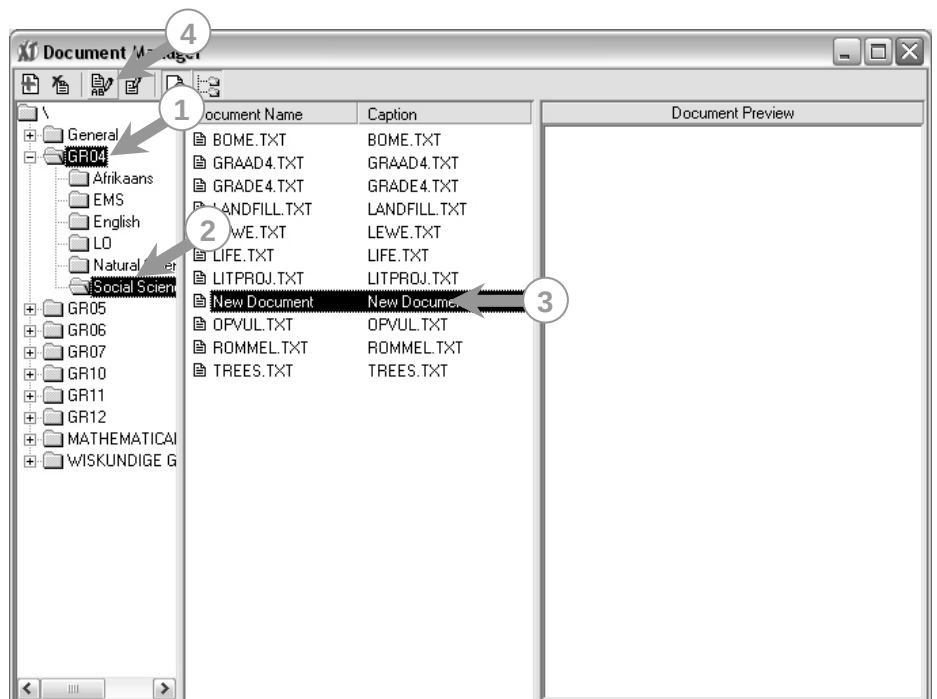
1. Select the Grade of your choice.
Click on the **+** next to the Grade chosen or double click on it to reveal the Subjects below.
2. Select the Subject of your choice.
3. Select the Document you would like to delete.
4. Click: 



Rename a document

Repeat **step 1** and **step 2** on p. 43 under “Add a new blank document”.

1. Select the Grade of your choice.
Click on the **+** next to the Grade chosen or double click on it to reveal the Subjects below.
2. Select the Subject of your choice.
3. Select the Document you would like to rename.
4. Click: 
5. Highlight only the name of the Document and type the new name.
6. Edit the Caption of the Document.
The Caption of the Document appears as the title of the Document on Printouts (if included).
7. Click: 



Edit the contents of a document

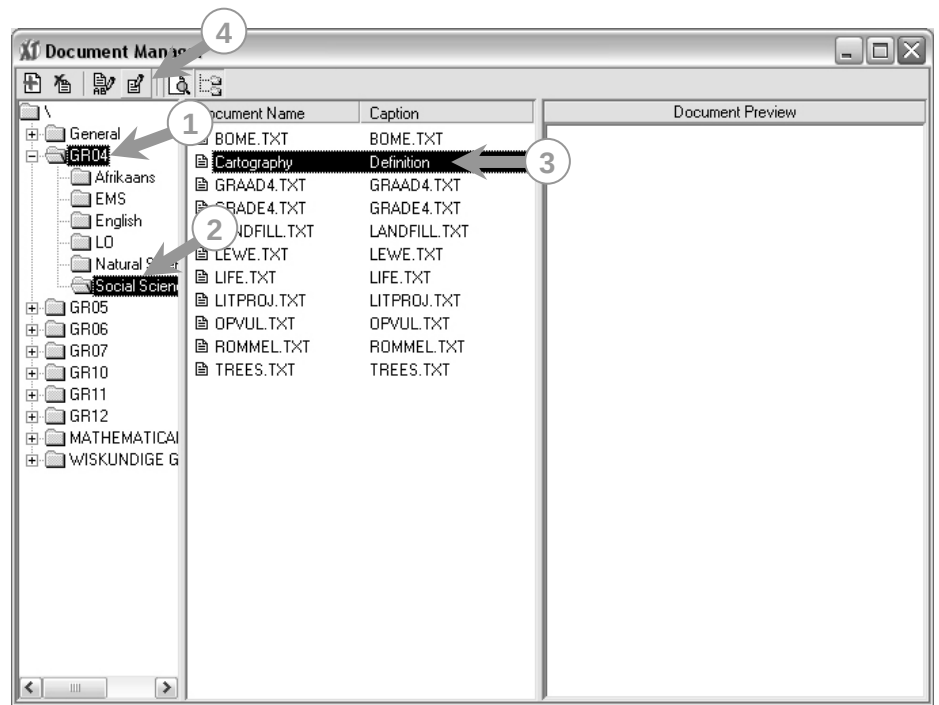
Repeat **step 1** and **step 2** on p. 43 under “Add a new blank document”.

1. Select the Grade of your choice.

Click on the **+** next to the Grade chosen or double click on it to reveal the Subjects below.

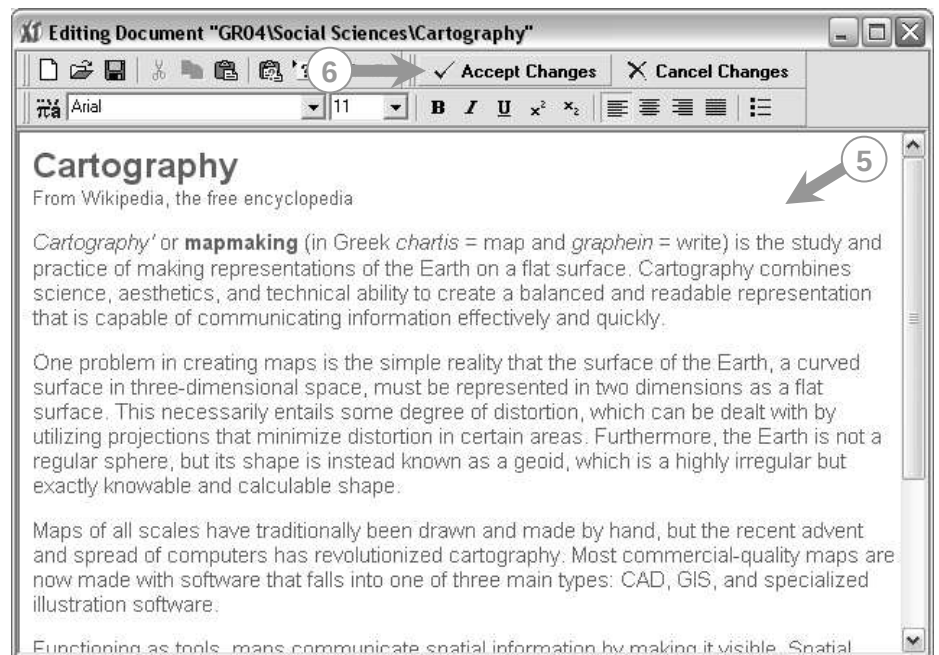
2. Select the Subject of your choice.
3. Select the Document you would like to edit.

4. Click: 



5. Type your text here or copy and paste from an outside source.

6. Click: 

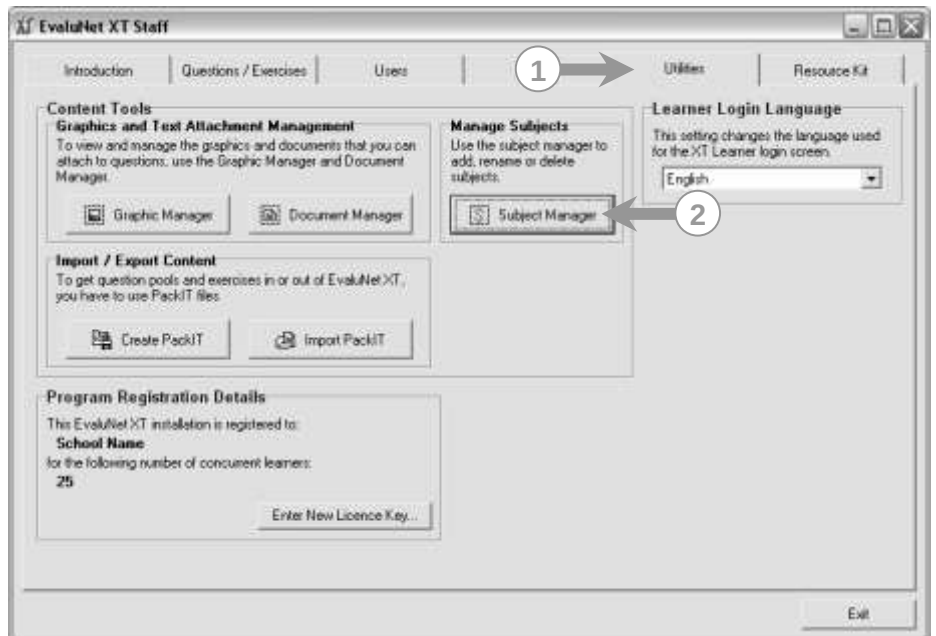


Manage Subjects

Add a new Subject

1. Go to the “Utilities” tab.

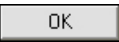
2. Click: 

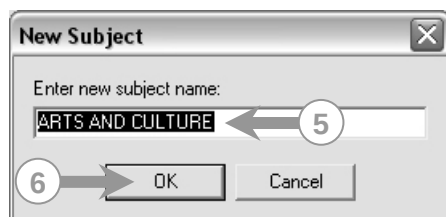
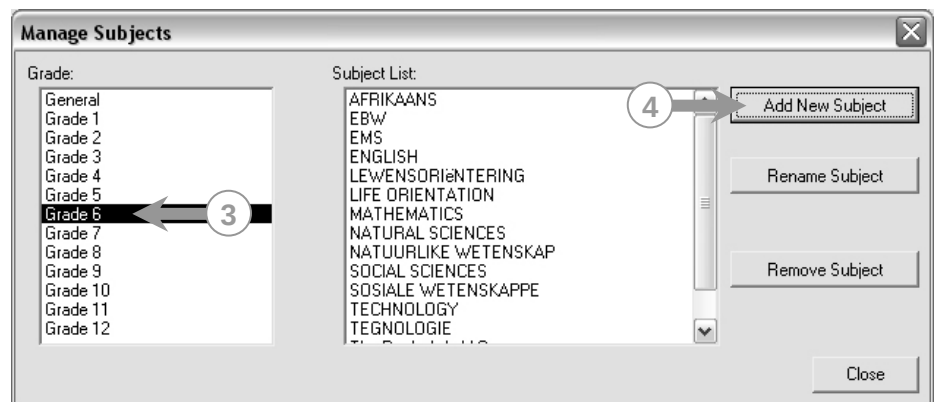


3. Select the Grade to which you would like to add a new subject.

4. Click: 

5. Type the name of the new Subject.

6. Click: 

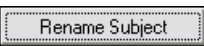


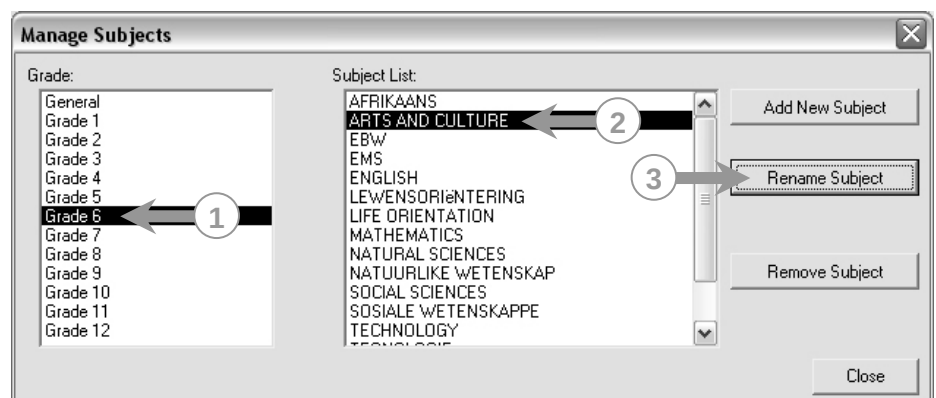
Rename a Subject

Repeat **step 1** and **step 2** on this page under “Add a new Subject”.

1. Select the Grade of your choice.

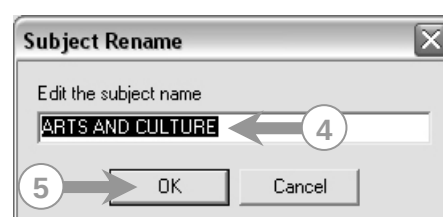
2. Select the Subject you would like to rename.

3. Click: 



4. Type the new name of the Subject.

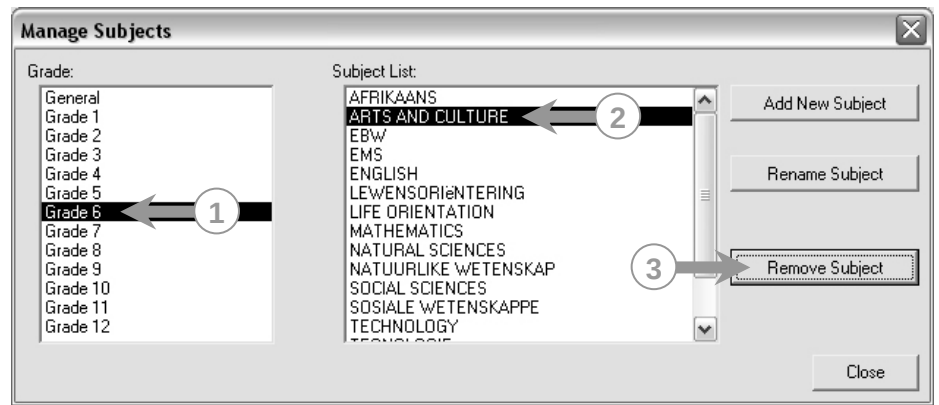
5. Click: 



Delete a Subject

Repeat **step 1** and **step 2** on p. 46 under “Add a new Subject”.

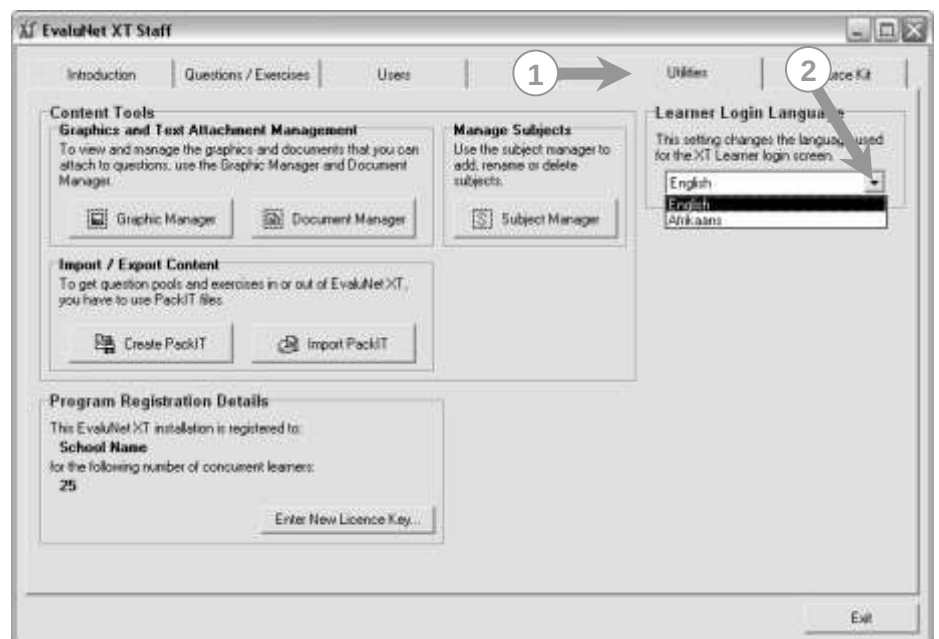
1. Select the Grade of your choice.
2. Select the Subject you would like to delete.
3. Click: 



Set the Learner Login Language

1. Go to the “Utilities” tab.
2. Select the Learner Login Language from the drop down list.

This setting will only influence the language of the login screen.



If it is set to English:

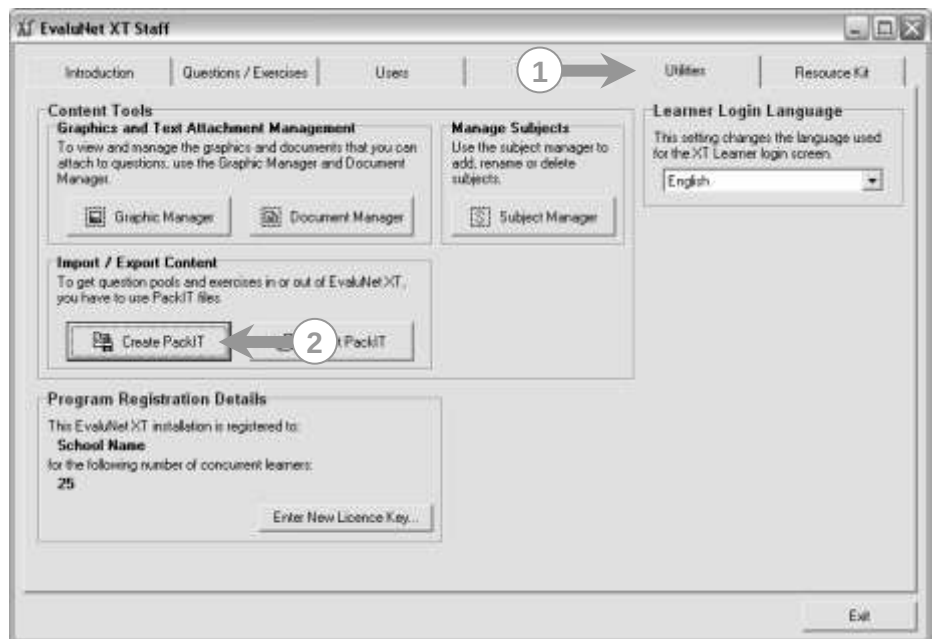
If it is set to Afrikaans:

Import and Export Content

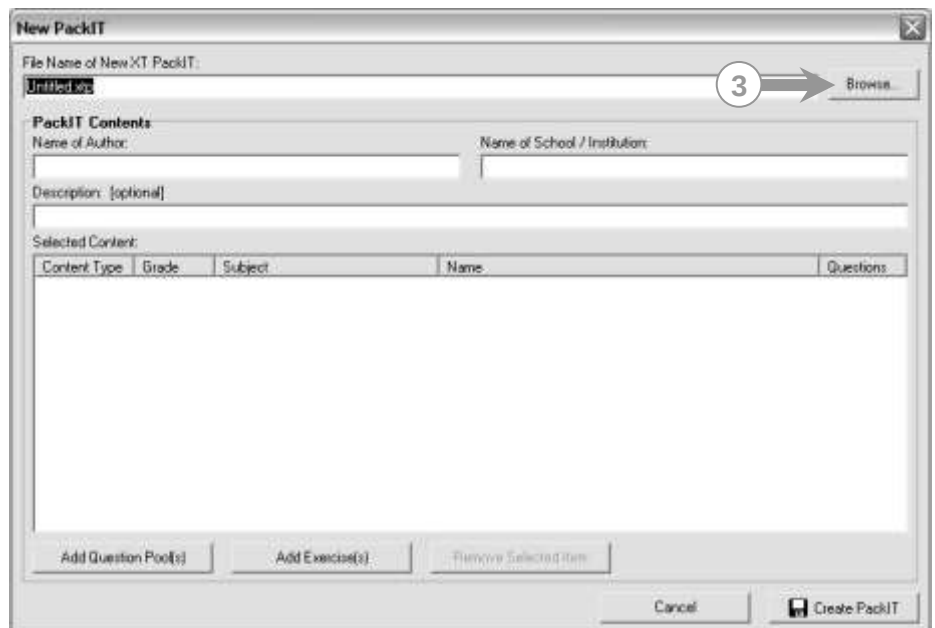
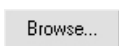
Create a PackIT

1. Go to the “Utilities” tab.

2. Click:



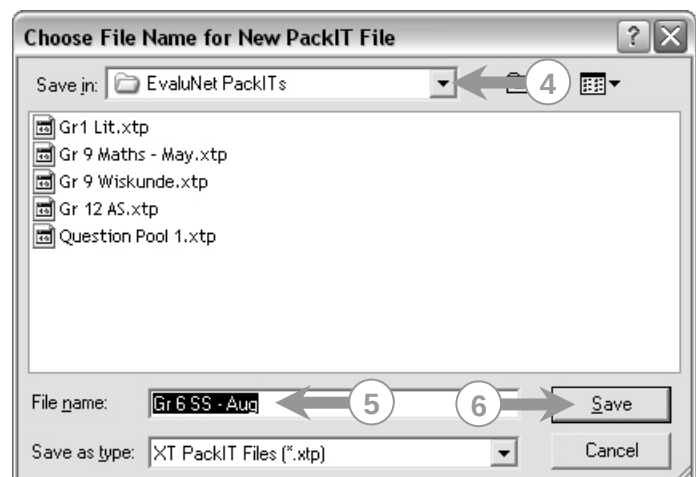
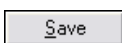
3. Click:



4. Select the location where you would like to save your PackIT.

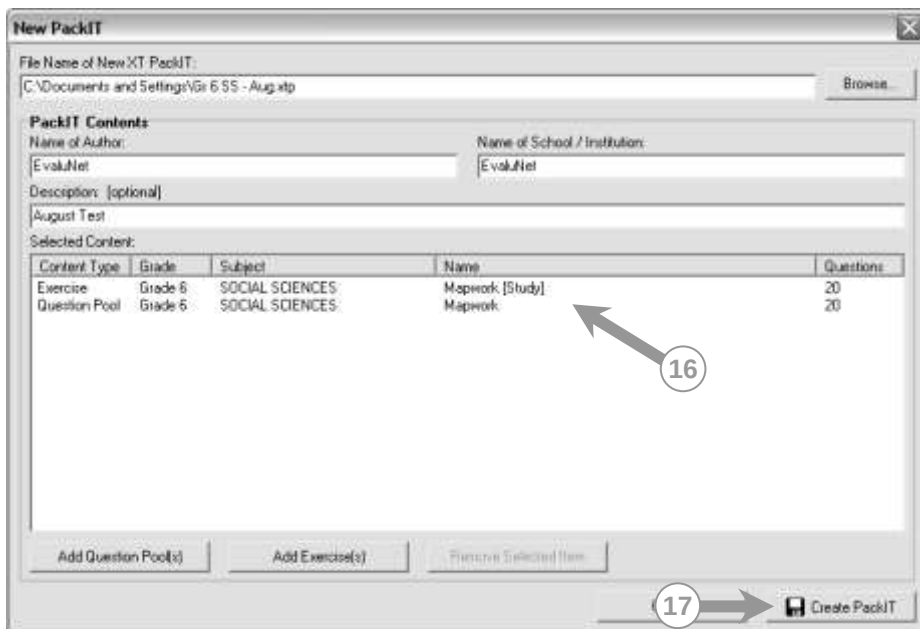
5. Type the name of your PackIT.

6. Click:



16. Your selected content is displayed here.

17. Click: 



The "New PackIT" dialog box is shown. It has a "File Name of New XT PackIT:" field with the path "C:\Documents and Settings\N6r 6.55 - Aug.stp" and a "Browse..." button. Below this is the "PackIT Contents" section with fields for "Name of Author:" (EvaluNet), "Name of School / Institution:" (EvaluNet), "Description: [optional]" (August Test), and "Selected Content:". The "Selected Content:" section contains a table with columns: Content Type, Grade, Subject, Name, and Questions.

Content Type	Grade	Subject	Name	Questions
Exercise	Grade 6	SOCIAL SCIENCES	Mapwork [Study]	20
Question Pool	Grade 6	SOCIAL SCIENCES	Mapwork	20

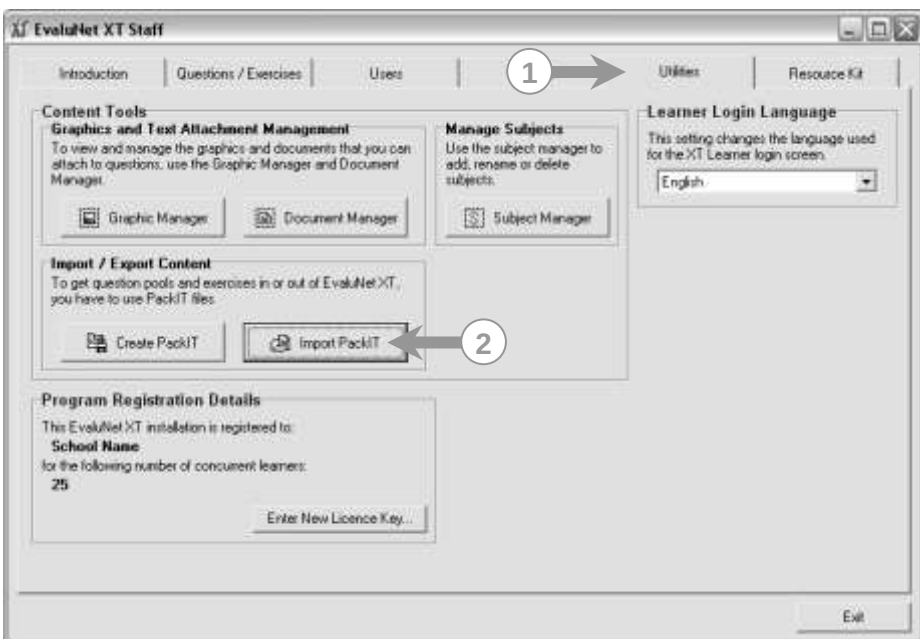
At the bottom are buttons: "Add Question Pool(s)", "Add Exercise(s)", "Previous Selected Item", and "Create PackIT".

Annotations: Arrow 16 points to the "Mapwork" row in the table. Arrow 17 points to the "Create PackIT" button.

Importing Content

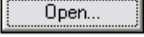
1. Go to the "Utilities" tab.

2. Click: 



The "EvaluNet XT Staff" window is shown with the "Utilities" tab selected. The "Utilities" tab contains several sections: "Content Tools" with "Graphics and Text Attachment Management" and "Manage Subjects"; "Import / Export Content" with "Create PackIT" and "Import PackIT" buttons; and "Program Registration Details".

Annotations: Arrow 1 points to the "Utilities" tab. Arrow 2 points to the "Import PackIT" button.

3. Click: 



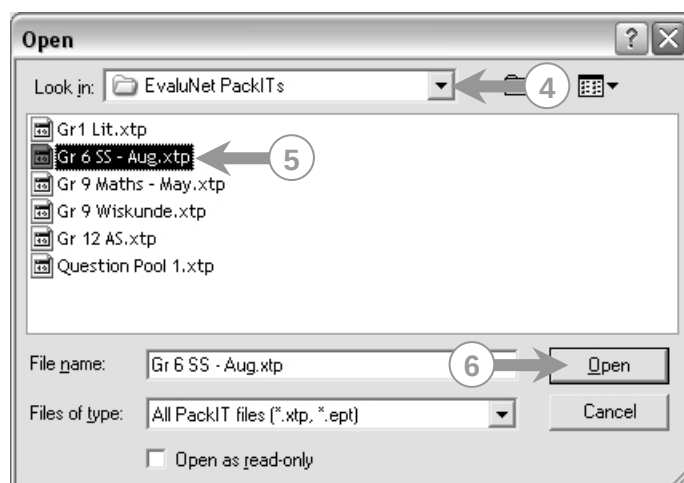
The "Import PackIT File" dialog box is shown. It contains the text: "Please click the 'Open' button to select a PackIT file to load:". Below this is a "File name:" field and an "Open..." button.

Annotation: Arrow 3 points to the "Open..." button.

4. Browse to find the location where your PackIT was saved.

5. Select the PackIT you would like to import.

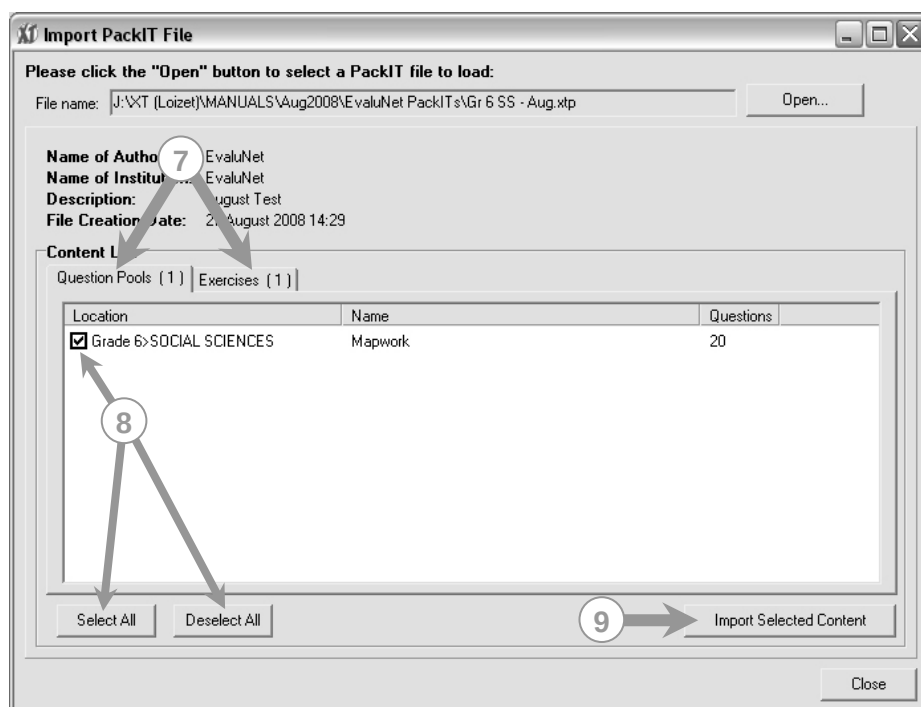
6. Click: 



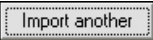
7. The contents of the PackIT you selected are displayed under two tabs.

8. You can select or deselect what you would like to import from the selected PackIT.

9. Click: 



10. To import another PackIT:

Click: 

11. If you don't want to import another PackIT:

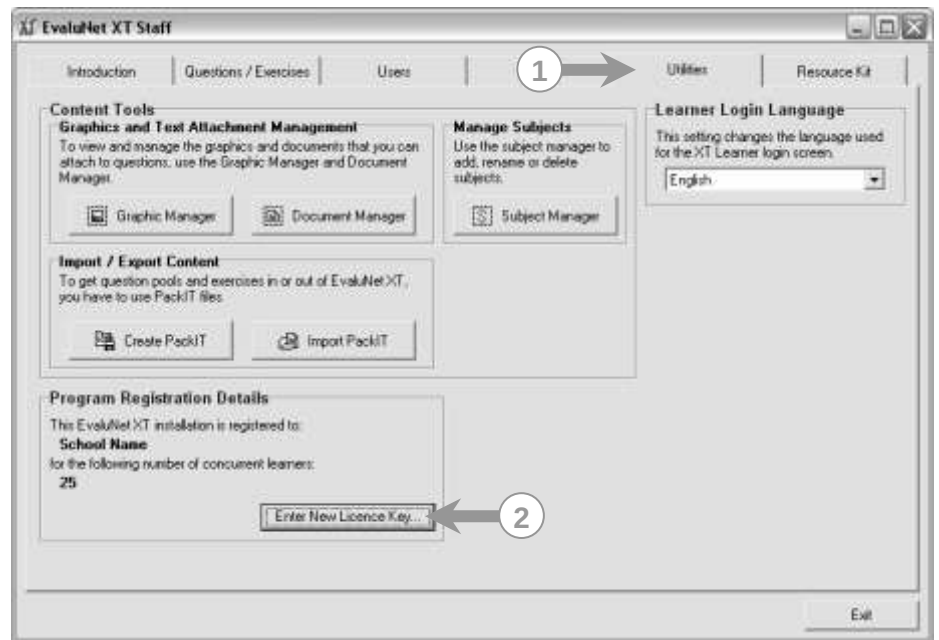
Click: 



Update your Program Registration Details

1. Go to the “Utilities” tab.

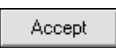
2. Click: 

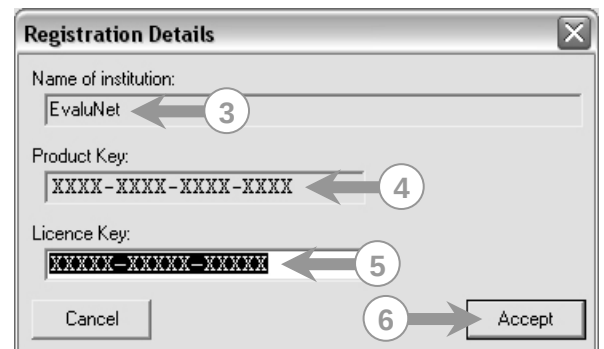


3. Your school name is displayed here.

4. Your Product Key is displayed here.

5. Your Licence Key is displayed here and must be updated after renewal of the Licence Fee.

6. Click: 

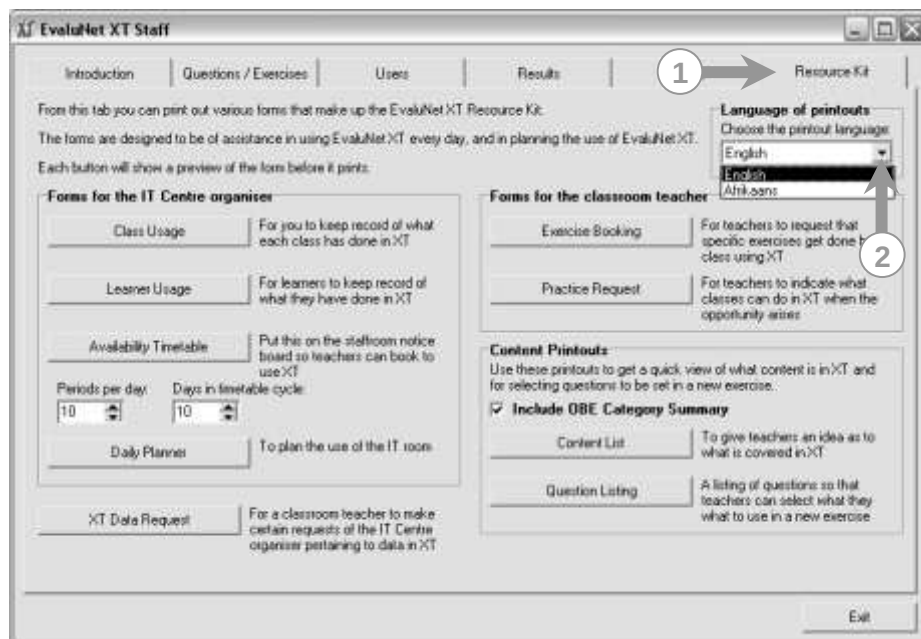


Resource Kit

Set the Language of the Printouts

1. Go to the “Resource Kit” tab.
2. Select the Language of the printouts from the drop down list.

This setting will influence the language on all printouts done after the setting change.



View forms for the IT Centre organiser

1. Go to the “Resource Kit” tab.
2. To view a printout of a sheet to keep record of what each class has done in XT:

Click: 

3. To view a printout of a sheet for learners to keep record of what they have done in XT:

Click: 

4. To view a printout of a sheet to put up on the staffroom notice board so that teachers can book a time slot to use XT:

Click: 

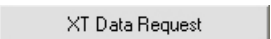
- a. Use the up or down arrows to adjust the sheet to suit your schools' number of periods per day.
- b. Use the up or down arrows to adjust the sheet to suit your schools' days in the timetable cycle.

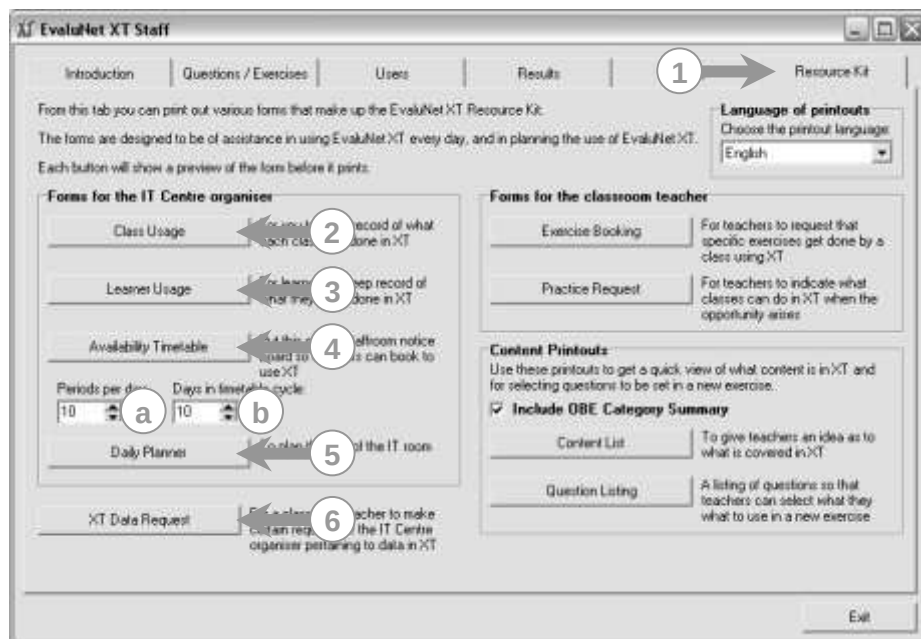
The above two settings also affect layout of the Daily Planner (**step 5**).

5. To view a printout of a sheet to plan the daily use of the IT room:

Click: 

6. To view a printout of a sheet for a classroom teacher to make certain requests of the IT Centre organiser pertaining to data in XT:

Click: 



How to print these sheets is shown on p. 55.

View forms for the classroom teacher

1. Go to the “Resource Kit” tab.
2. To view a printout of a sheet for teachers to request specific Exercises to be done by a class using XT:

Click:

Exercise Booking

3. To view a printout of a sheet for teachers to indicate what classes can do in XT when the opportunity arises:

Click:

Practice Request

How to print these sheets is shown on p. 55.

View Content Printouts

1. Go to the “Resource Kit” tab.
2. Select whether or not to include the OBE Category Summaries on your printout.
3. To view a printout of a sheet to give teachers an idea as to what content is covered in XT:

Click:

Content List

4. To view a printout of a sheet showing a list of questions so that teachers can select which questions to use in a new Exercise in XT:

Click:

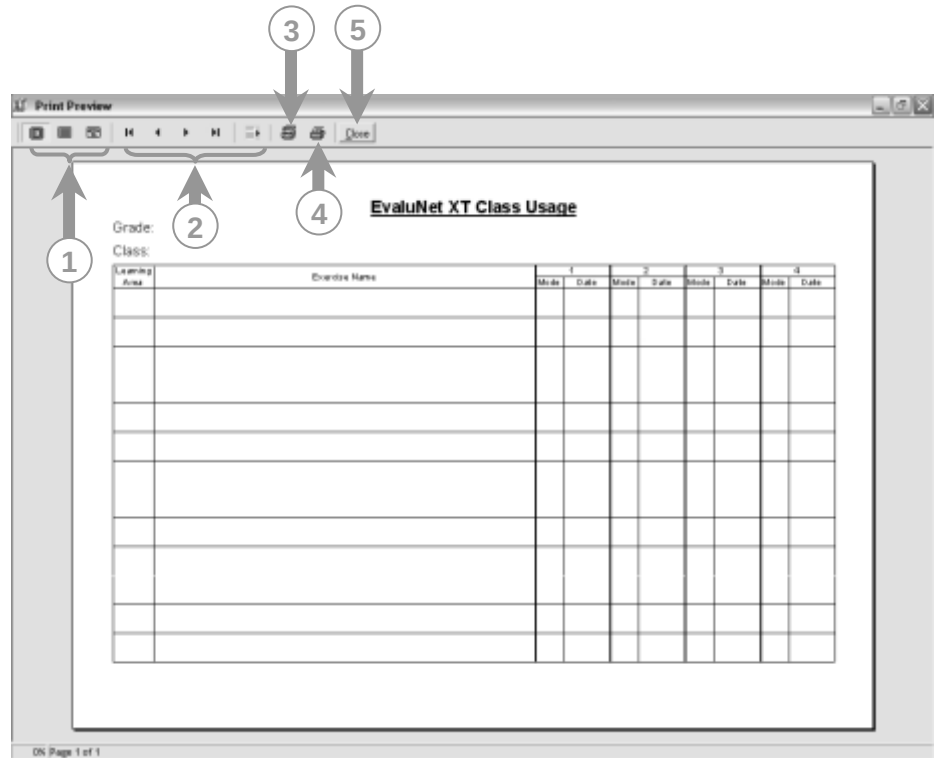
Question Listing

How to print these sheets is shown on p. 55.

Print a Resource Kit Sheet

You can only print out a Resource Kit Sheet while the relevant Print Preview is open.

1. Use these three buttons to zoom in/out on the Print Preview.
Click: 
2. Use these five buttons to page through the Print Preview.
Click: 
3. To set your printer settings:
Click: 
4. To print the Resource Kit Sheet:
Click: 
5. To exit the Print Preview:
Click: 



Notes

[illegible]