Getting Started

The following pages will assist you in understanding and using the SkillSaver Software System. There are four parts to the SkillSaver Software. Spend a few minutes learning how to use this program for maximum effectiveness. This program has helped thousands of others to succeed. It can do the same for you!

Online – Go to www.SkillSaver.com and follow the registration process

Requirements

- You must allow pop ups for each session to run properly. Add our URL to the allow pop ups exceptions within your browser.
- Skillsaver software requires windows media player version 11 plugin to run audio files in the browser
- Browser requires the latest version of Adobe flash for video files

Registering Your Software

1. Click the Sign Up link on the User Login page
2. Then fill out required information on User Registration page
3. Click on the Submit button to complete your registration

Logging In

1. Type in your User name and password
2. Always check the box "**Check for Updates**"
3. Click on the Login button to begin

Register for New Exam

1. When registering a new program - Click on **"Register for New Exam"**

2. Select the I Agree button
3. Enter the License Key
4. Click the Register button to proceed

The User Home Screen

1. The first thing that you will see is the **Select Exam** window. This will list all available titles that your library currently contains for study. Select a title by clicking on title name.
2. In this screen you may also select from several different color schemes. See the Select Style drop down on the top right.

Menu Options

- **File** tab allows the user to check for updates and select a specific title by clicking on "Select Exam".
- **Setting** tab allows the user to update their profile, change their password and register for a new title by clicking on "Register for Exam".
- **History** tab allows the user to retrieve their Historical Analysis for each mode which displays the user's progress per topic as well as their overall progression. The History tab also allows the user to clear the history for each of these modes.
- **View** tab allows the user to select a video, e-book (study guide), notes or saved exams/sessions

NOTE: Some of the above features may not be available with your specific training

- **Help** tab offers the user the following – Contact Us, About Us, Support, Online and the Introduction

- **Logout** tab exits the user from the program

1. **Contact Us -** This menu item will bring you to the Support section of the site (Internet connection required). You will find the email addresses and links to all support services. If you require assistance, you can call 727-450-0476 within the US, International Users can call +01-727-450-0476

2. **About Us -** This option will display information about Interactive Study Systems

3. **Support –** Will link you directly to our FAQ section

4. **Online –** Will link you to our home page WWW.Careersaver.com

5. **Introduction -** Provides the user with a visual introductory tutorial of the software.

Exam Mode Screen

The SkillSaver Software engine has four unique analysis modes to prepare you systematically for your session**.** The presentation of questions is weighted according to your unique requirements.

1. **Diagnostic Mode** is a session that will establish a benchmark of your current skill set.
2. **Adaptive Study Session Mode** is a self testing session that strengthens your weakest areas while reinforcing your strengths. You will find explanations for each question.
3. **Simulated Exam Mode** provides tests that are designed to look and feel exactly like the real exam
4. **Simulation Exercise Mode** provides hands on learning experience through simulations

Diagnostic Mode

Diagnostic Mode is designed to establish your baseline skill set. Select **Diagnostic** and then click **Next**. Here you will select a difficulty level for the session and start. This mode will test you with a sampling of questions from each of the session's objective categories. It will determine your current level of proficiency on a topic-by-topic basis. The purpose of this mode is to help you determine where to begin. The basis for sound preparation is to start with your weakest subjects first. After all, it's not what you know…it's what you don't know that will deserve your time and attention. The results of this mode will guide you through your course of study. The Diagnostic is completely controlled by the SkillSaver adaptive engine. It will automatically select a predetermined number of questions from each of the session's objective categories in order to gauge your skill set. We recommend that you start with the level 1 (easiest) questions, and then move to the more difficult level 2 and level 3 type questions. After you have selected the difficulty level click **Start Session**.

Diagnostic Screen

You will start your training here. Mark your answer by clicking in the circle or square next to your choice. Clicking **Next** will advance you to the next question. Clicking **Previous** will take you back to the previous question. Clicking **End Session** will stop the diagnostic and record your results in a Historical Analysis.

This screen (Historical Analysis) will show you which categories you are scoring strongly in and which categories you are weak in. Correctly answered questions are recorded on the Pass bar in Green and incorrectly answered questions are recorded in Red. On subsequent attempts, incorrect questions will change to Green when answered correctly. Specific details regarding each category are accessed by moving the cursor over any of the progress bars. Clicking the **Save Diagnostic Session** button will save the results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive. Clicking the **Back to Exam Mode** button will take you back to the main screen.

Adaptive Study Session Mode

Adaptive Study Session Mode allows you to select specific objective categories. Individual categories may be selected by clicking on the check box next to the category name. All categories may be selected by clicking on the check box next to **S. No Categories**. On the left side of the screen you will see **Number of Questions** with a slider below. This slider will allow you to choose how many questions you would like to work with for your particular session. For optimum effect, select only one or two categories at a time. When you've mastered one category, you can move on to another.

Scrolling Text On – As you move through the Adaptive Mode and get questions correct they can be repeated in the form of a statement in later sessions. Just check the box and you will have access to this one of a kind feature.

Adaptive Learning - Learning where a system programs itself by adjusting weights or strengths until it produces the desired output.

The Adaptive mode remembers those questions that you've had difficulty with, and will drill you on those topics until you master them. Questions that are answered incorrectly will continue to appear until you answer them correctly. New questions are presented, as old ones are mastered. When you get a question correct the next question is more difficult. When you get a question incorrect the next question is at an easier level. As you gain proficiency in one area, the software is seeking the next area to challenge you. It will impel you to master even the most complex concepts of the session.

Special Features

1. **Print** will allow you to print the current questions, answers and explanations. When Clicking **Print** a separate screen will appear, showing the selected questions. You are offered the option, by means of check boxes in the lower left corner of this window, to include the **Correct Answers** and **Explanations** in your printout. Click Generate after selecting these add-ons to see them included. Then clicking **Print** will send the material to your printer.

2. **View Note** allows you to review the personal notes or memory joggers that you have typed in the **Add Note** option. This button is inactive (grayed out) if there are no notes for the current question.
3. **Add Note** allows you to create notes for future reference. (A new window will appear, in which you can type your notes. Clicking the Add Note button in this window will add your note to the database, and will activate the View Note button for this question.

4. **Review** allows you to enter the Review Mode. In this section you will be able to visually see what questions you answered correct, incorrect or which ones were not answered. You can also check the box for **Wrong Answers Only** that will allow you to view the questions that you answered incorrect. Double click on the incorrect answer to go back to that particular question for review. At this time you can click the **Show Answer** button or **Explanation** button to get more information about that question. After reviewing this particular question click **Back to Review** to get back into the review mode to see additional questions. When you have completed this review process click **End Session.**
5. **End Exam/Session** will exit you from this particular session and provide you with a Historical Analysis report.

   This screen (Historical Analysis) will show you which categories you are scoring strongly in and which categories you are weak in. Correctly answered questions are recorded on the Pass bar in Green and incorrectly answered questions are recorded in Red. On subsequent attempts, incorrect questions will change to Green when answered correctly. Specific details regarding each category are accessed by moving the cursor over any of the progress bars. Clicking the **Save Adaptive Report** button will save the results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive. Clicking the **Back to Exam Mode** button will take you back to the main screen.

6. **Help** links you directly into the support section of the Careersaver.com web site

7. **Save** button will save your results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive.

   ***Note* – When clicking the Save button a pop up window will prompt you to save to your local hard drive. By Clicking "Cancel" you will reject saving this to your hard drive but this historical analysis report will be saved into your records. You will find these results under the View section of the program.**

Working Features

1. **Time Elapsed** – The clock displays the amount of time that has passed since you began your session.
2. **Question** – This displays the current question number out of the total number of the session. *QID* (Question Identification) – This identifies the current question out of the total database of questions.
3. **Show Feedback** – This check box allows you to choose whether or not you would like automatic feedback for wrong answers on a question by question basis. Turning this option off will allow you to move from question to question without feedback.
4. **Previous and Next** – Use these buttons to navigate from question to question in your session.
5. **Ref** (Reference) – This option will refer you to the specific page or chapter that pertains to this particular question.

6. **Try Again** – Provides you an opportunity to repeat the question if you answered incorrectly.
7. **Show Answer** – Clicking this button will visually provide you the correct answer(s).
8. **Explanation** – A detailed description of why the answer is correct or incorrect.
9. **Audio button** - Allows the user to hear an audio excerpt pertaining to the question
10. **Instructions** – Details on how to utilize the programs features
11. **Mark Current Question** – Check the box to mark questions that you would like to come back to for review. Before ending your session click the **Marked Questions** button to view all questions that have marked.
12. **Marked Questions** – When utilizing this feature you will be able to view all marked questions. Double click on the specific question to review that question. At this time you can work with all available options (**Show Answer, Explanation etc.**) After reviewing this particular question click **Marked Questions** to get back into the marked questions box to view additional questions. When you have completed all marked questions you can close out that box to get back to your regular session.

    Note – When entering the Marked Questions option you will only be able to come back to your last marked question. Ex. You are working on a 100 question session. During your session you marked questions 2, 7, 25, 39, 56, 78 and 92. You have completed all 100 questions and clicked Marked Questions before you ended your session. When entering this option you will only be able to come back to question 92 because that is the last question you marked.

    Note – Ending your session before viewing Marked Questions will delete those marked questions.

13. **End Session** - will exit you from this particular session and provide you with a **Historical Analysis** report.

This screen **(Historical Analysis)** will show you which categories you are scoring strongly in and which categories you are weak in. Correctly answered questions are recorded on the Pass bar in Green and incorrectly answered questions are recorded in Red. On subsequent attempts, incorrect questions will change to Green when answered correctly. Specific details regarding each category are accessed by moving the cursor over any of the progress bars. Clicking the **Save Adaptive Session** button will save the results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive. Clicking the **Back to Exam Mode** button will take you back to the main screen.

NOTE: Some features may not be available with your specific training. EX. Audio

Simulated Exam

<u>IMPORTANT</u>: It is recommended that you do not proceed to the Simulated Exam Mode until you have achieved passing scores in all Objective Categories in the Historical Analysis.

The **Simulated Exam Mode** is designed to approximate a real exam as closely as possible. It contains a similar number of questions, has the same duration, and weights the presentation of questions for each objective or topic just like the real exam. By the time you reach this level you have mastered the material. This is your opportunity to exercise those skills while building your mental stamina. The Simulated Exam is completely controlled by the SkillSaver engine. This mode will select 60 questions from a large pool of available questions to create a unique exam that will closely reflect what you will see at the testing center. Each time you take a Simulated Exam it will be different from the one you took before. This Mode is also adaptive and the questions will become harder as you get them correct.

After clicking Begin Exam, the Simulated Exam window will appear. Here are your available options -

1. **End Exam** – will exit you from this particular exam and provide you with a **Historical Analysis** report.

   This screen **(Historical Analysis)** will show you which categories you are scoring strongly in and which categories you are weak in. Specific details regarding each category are accessed by moving the cursor over any of the progress bars. Clicking the **Save Simulated Report** button will save the results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive. Clicking the **Back to Exam Mode** button will take you back to the main screen.

2. **Help** – links you directly into the support section of the Careersaver.com web site
3. **Take a break** – click to pause the session. The timer will stop and all function buttons will be disabled until you click the box again to resume the exam.

4. **Save** button will save your results for future viewing. You will find these results under the **View** section of the program. You can also save these results on your local hard drive.

   Note – When clicking the Save button a pop up window will prompt you to save to your local hard drive. By Clicking "Cancel" you will reject saving this to your hard drive but this historical analysis report will be saved into your records. You will find these results under the View section of the program.

5. **Time Remaining** – The clock counts down the amount of time that you have left to finish the Simulated Exam. It will simulate the pressure of the actual exam experience. All exams are 60 minutes
6. **Question Count/ QID** – This displays the current question out of the total database of questions for the selected exam.

7. **Mark Current Question** – Check the box to mark questions that you would like to come back to for review. Before ending your session click the **Marked Questions** button to view all questions that have marked.

8. **Mark Current Question** – When utilizing this feature you will be able to view all marked questions. Double click on the specific question to review that question. At this time you can answer or change your answer for that particular question. After reviewing this particular question click **Marked Questions** to get back into the marked questions box to view additional questions. When you have completed all marked questions you can close out that box to get back to your simulated exam.

   ***Note* – When entering the Marked Questions option you will only be able to come back to your last marked question. Ex. You are working on a 60 question simulated exam. During your exam you marked questions 2, 7, 25, 39, 46 and 52. You have completed all 60 questions and clicked Marked Questions before you ended your exam. When entering this option you will only be able to come back to question 52 because that is the last question you marked.**

   ***Note* – Ending your exam before viewing Marked Questions will delete those marked questions.**

9. **Next and Previous** – Use these buttons to navigate from question to question in the Simulated Exam.

Simulations

Studying using hands on scenarios helps you gain a more in depth understanding of each topic. Our simulations provide 3 different options – Show Me, Help Me and Try Me. Users are either shown, helped or have to perform certain functions on their own. Simulations allow the user to observe the impact of their choices without the outcomes having any impact on the real operation.

After selecting **Simulation Exercise** on the SkillSaver main screen and clicking Next, the Simulation Exercise selection window will appear. This screen will allow you to choose which simulation you will work on and describe the scenario and the task that the exercise will teach you to perform. For each Simulation Exercise, there are 3 modes to help you learn the techniques and concepts involved

- **Show Me Mode –** Visually shows you an entire task and explains what will occur throughout this process. It is like having an expert perform the task right in front of you. This simulation will show you actual computer screen shots; tell you exactly what to select, and what it's typing to perform the required task.
- **Help Me Mode** looks much like Show Me mode, except that it's interactive. It places you in the same scenario that you saw in the Show Me mode, but instead of the simulation taking you through and

demonstrating the process for you; it gives you an opportunity to do it yourself. Here there will still be help available, though; if you click on the wrong choice at any point, a message box will pop up, reminding you of what to do or where to click.

- **Try Me Mode** tests what you've learned by having you perform the exercise without assistance. The simulation will not move to the next step until you have chosen the correct option.

NOTE: Simulations are not available for all sessions

Support & Technical Requirements

Technical Requirements

The following are the minimum system requirements for installation:

- Windows XP, Vista, Windows 7, Windows Server 2000 or Windows Server 2003

Should you need technical support, please call (727) 450-0476 or email **support@careersaver.com.**
Additional product support can be found at **www.careersaver.com.**

Customer Service

- If you encounter problems installing or using the SkillSaver Software please email support@careersaver.com with a screen shot of the problem that is occurring – use your print screen function and paste to a word doc.
- Support hours are from 9:00 a.m. to 5:00 p.m. EST Monday through Friday. Additional product support can be found at www.careersaver.com.
- If you would like to purchase additional CareerSaver products, telephone (727) 450-0476, or visit www.careersaver.com.