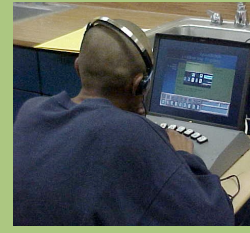
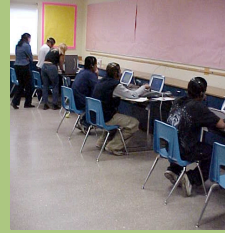


# cTRAIN 2.1

## Installation and Operation



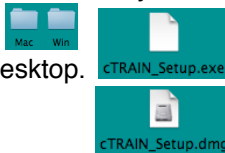
October, 2008

### Quick Start (Windows 2000/ME/XP & Macintosh OS X)\*

\* Requires current operating system + 512K MB memory.

**To install**, double click the file:

Windows: Run installer. Mac: Drag folder to desktop.



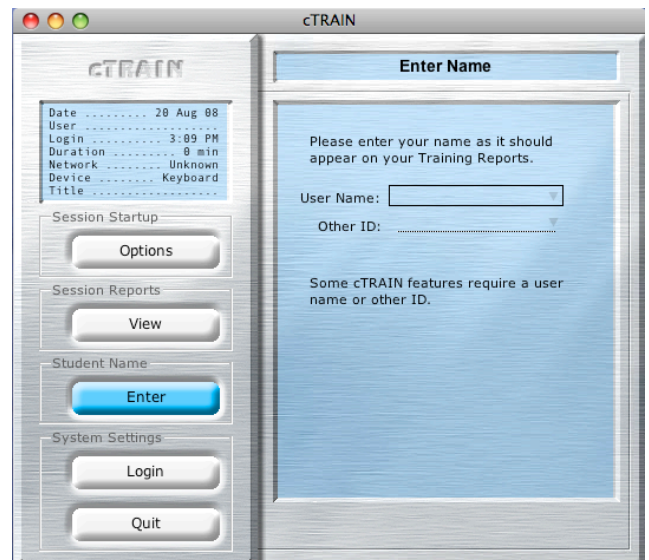
**Set up your computer so:**

- the computer will not go to sleep
- the screen saver will not appear
- the sound is at maximum (or as desired)



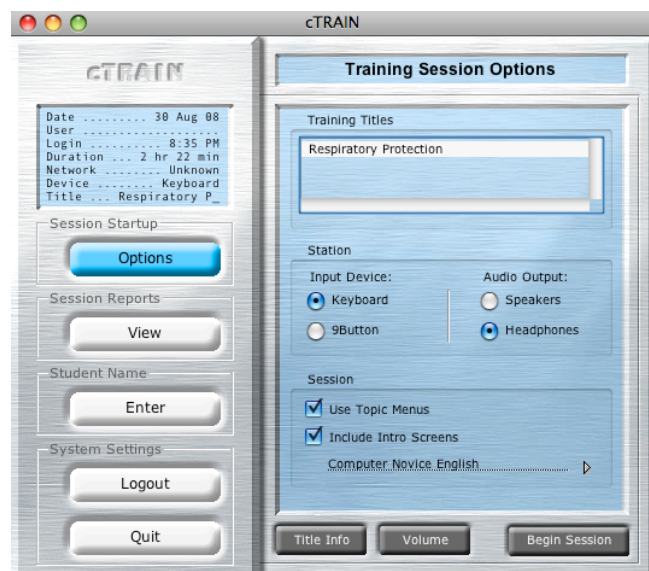
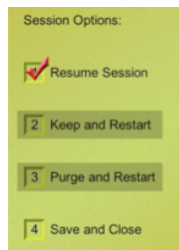
**To begin a training session**

- Double click the **cTRAIN icon** >
- You will see the Training Session Options panel to the right >>
- Enter the **User Name** and/or Other ID information
- Click **Options**
- You will see the lower panel >>>>
- Click on a **training title** (one is pre-selected)
- Click on, to select:
  - Input device - Audio output
  - Use topic menus (so the user can select topics in any order)
  - Include Intro screens: Novice (if new to computers) or standard for regular computer users
- Click **Begin Session**



**To end a training session**

- Press **Esc** on the keyboard
- Select "4-Save and Close" by pushing the **4** button/key and the **9**
- **Data** are stored in the Data folder, or Recovery (if power failed)



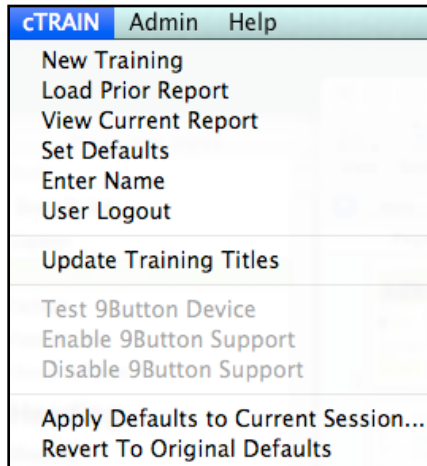
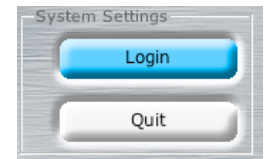
#### Table of Contents

- Training Session settings (current session only): page 2
- Set System Defaults and Reports: pages 3-4
- Install, startup, troubleshooting: page 5 (PC) or 6 (Mac)
- cTRAIN features (to help trainees): page 7
- Contact info: page 8



# System Defaults - station, session \*

Click "Login" in System Settings and enter the User Name and Password ("admin" is default).



From the cTRAIN pulldown menu (left), there are options that can also be selected from the main cTRAIN panels and some that can only be selected from the pulldown menu. Those only available from the pulldown menu are:

- Load Prior Report to make a report viewable in the session reports panels.
- Set Defaults in 4 panels to change cTRAIN defaults so they appear automatically at cTRAIN startup, until the defaults are changed again (described in detail below).
- Update Training Titles (select this if a training title newly placed in the packages folder does not appear in the list of training titles in Training Session Options).
- Test 9BUTTON Device to test the lamps and button press operational status.
- Enable 9BUTTON Support to use the 9BUTTON (active until you disable it, below).
- Disable 9BUTTON Support to disable the drivers (comparable to "uninstall").
- Apply Defaults to Current Session to apply new defaults immediately (no restart).
- Revert to Original Defaults (when you last started the cTRAIN program).

## Set Defaults \*

After entering the User ID and password (+return), the cTRAIN System Default Settings (right) appear.



## Station \*

Input Device (9BUTTON works on Win XP and Mac OS10.3+ only)  
Check to select keyboard or 9BUTTON for student input.

## Audio Output

Check to select computer speakers or headphones. Selecting "headphones" adds a user instruction screen prompting the user to don the headphones.

## Data File Location

Station Name and Station ID: Future additions.  
Click Select to choose a data file location ('Data' in cTRAIN's folder is the default).

Data File Prefix: Enter 1 or 2 characters for your data file name.

## Session \*

### PreTest Defaults

Check Include Topic PreTests to present Pretests for each topic.  
Check to Allow Topic Test-out to allow a student to test out of a topic by getting a minimum score (70% by default). This is also the score listed as 'passing' in the training at post-test report.

### Timeout if inactive

Check to set an automatic time to quit the session if the student does not respond for a selected time.

### Include Intro Screens

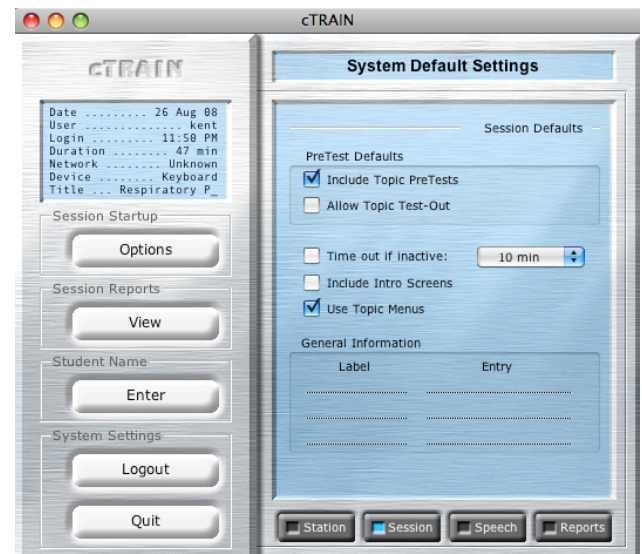
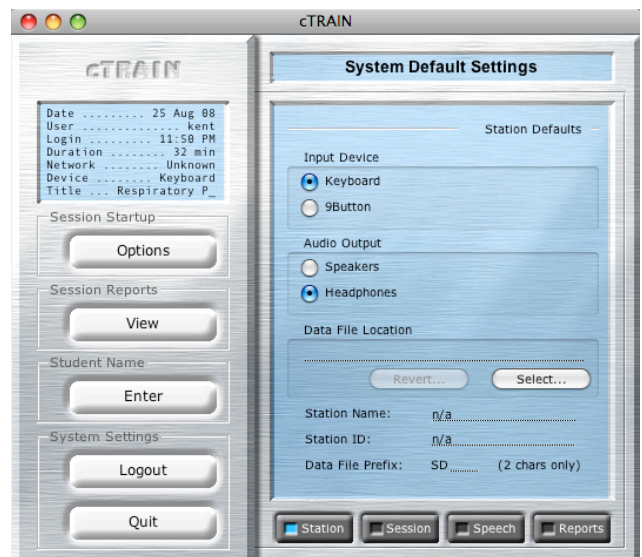
Check to present the user instruction (Intro) screens by default.

### Use Topic Menus

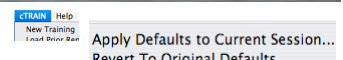
Check to allow the student to select the order in which they complete the topics.

### General Information

Click on a line to enter information that will appear on student data file names.



\* Select "Apply Defaults to Current Session" in the cTRAIN pulldown menu to make them effective immediately.



# System Defaults - speech, reports\*

## Speech \*

### Voice

Select a voice from those installed in your operating system for automatic text-to-speech in your training. If you entered recordings in your training, they will over-ride the operating system text-to-speech.



### Speed and Loudness

Change the speed and loudness of the text-to-speech voice using the slide switches. Test these settings by clicking Play and Stop in the Speech Text panel at the bottom of the panel.

## Reports \*

### Report Headers

Check to display the file name and location on data reports.



### Printing Options

Click to print the summary only when displayed, always or never.

Highlight and enter the number of copies to be printed

Click to print the detailed report only when displayed, always or never.

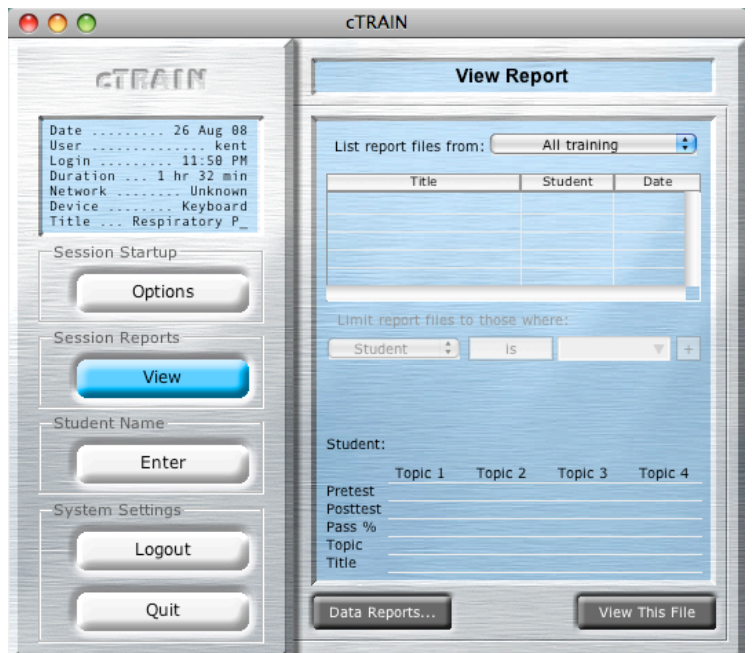
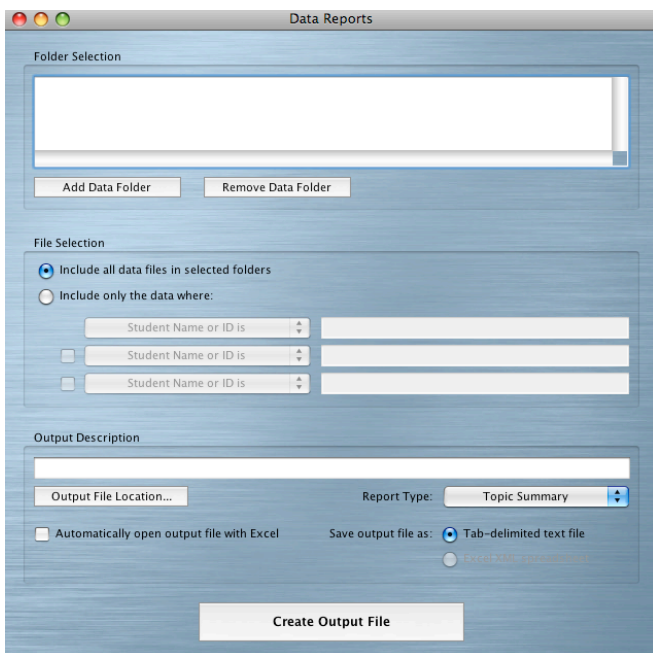
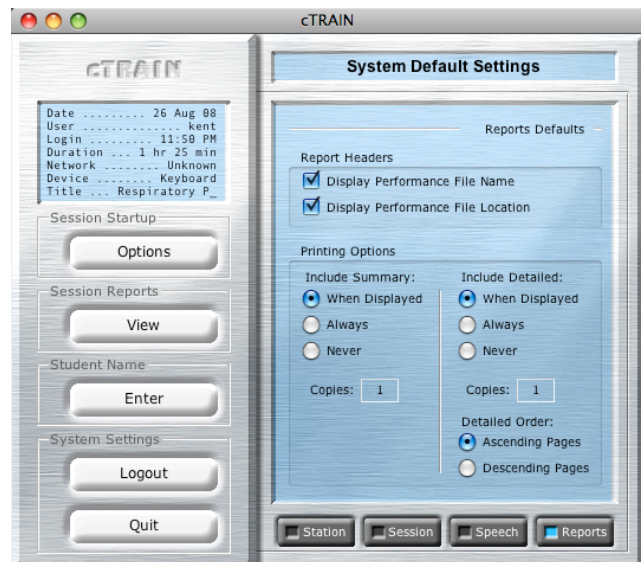
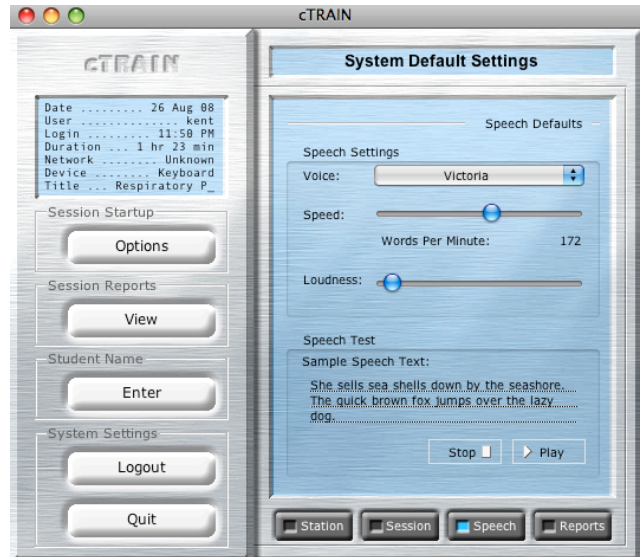
### Detailed Report Order:

Click to print the detailed (topic by topic report) in:

- Ascending order (first page to last)
- Descending order (last page to first)

The summary report is pictured on the lower right. The Data Reports screen is shown below. In it, student data files from many folders can be selected and printed out in an Excel spreadsheet.

\* Select "Apply Defaults to Current Session" in the cTRAIN pulldown menu to make them effective immediately.



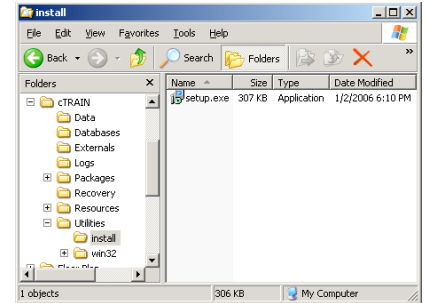
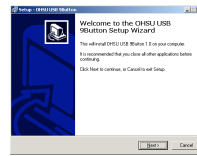
# Installing 9BUTTON Driver-Quick Start-Troubleshooting: Windows

\* Note that cTRAIN requires QuickTime to be installed on your computer. If Quicktime is not installed on your computer, you can download it for free at the following website:  
<http://www.apple.com/quicktime/download.html>. Follow the instructions to download it.

## 9BUTTON Installation: PC (Requires Windows XP Pro or Home with Service Pack 2 and 512 MB of memory)

1. Put the cTRAIN CD in the disk drive (see the disk at My Computer under the Start menu).
2. Open the CD. Drag the "Windows" folder onto the desktop which will copy it to the hard drive.
3. Connect a 9BUTTON unit into the USB port on the computer (not on a hub).
4. Next, install the 9BUTTON software (drivers)

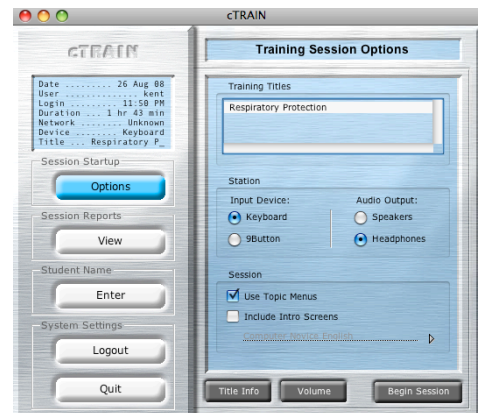
- a. Double click cTRAIN/Utilities/Install/setup.exe and follow the instructions by clicking "next...finish". (Accept default settings for all choices presented.)



5. Restart the computer.
6. Double click the cTRAIN icon (shown right):
  - a. Click the "login" button
  - b. Enter the login ID "admin" and the password "admin"
  - c. Under the cTRAIN pull-down menu at the top of the screen, select "Enable 9BUTTON."
7. To add a new training title, put a training package in the Packages folder

## Startup Instructions: PC

1. Double click the **cTRAIN.exe** icon.
2. If you plan to use the 9BUTTON input device:
  - a. Click the **Login** button
  - b. Enter name "admin" and password "admin"
  - c. From the cTRAIN menu, select **Test 9BUTTON** (install first).
  - d. The dialog box will take you through 3 tests (do all 3).
3. Click the **Enter** button under Student Name:  
Type the name or ID of the student in the space
4. Click the **Options** button under session startup
  - a. Select the desired training program from the list of titles
  - b. Select 9BUTTON or keyboard for student responses
  - c. Select headphones (to add a 'use headphones' instruction to the intro screens)
  - d. Select 'Use Topic Menus' for students to select the order of the topics (if desired)
  - e. Select 'Include Intro Screens' (user instructions) for students new to cTRAIN
5. Click the **Begin Session** button at the bottom of the start-up screen.
6. To end the training session, press the **Esc** (escape) key on the keyboard. When prompted with the menu, select **4 - Save and Quit** by pushing the 4 button and then the 9 key to quit out of the program.



## Troubleshooting: PC

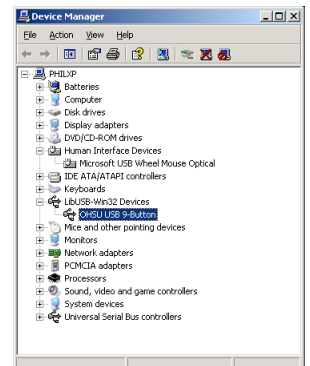
If the 9BUTTON is not working and you did not get the "unlock" prompt, turn your firewall off manually

1. Go to "Start" [W] "Control Panel" [or "Settings" [W] "Control Panel" [W] "Security Center" [W] "Windows Firewall"
2. Once in the "Windows Firewall" dialog box, select the "Exceptions" tab.
3. Click the "Add Program" button.
4. Next to the File window, select "Browse". Navigate to the cTRAIN folder [W] "Utilities" [W] "usb9btn.exe" (select) to modify the list of firewall exceptions.

If the 9BUTTON device isn't working, it is most likely associated with the "Human Interface Devices" driver. This is not the correct driver for the 9BUTTON device. The picture to the right shows an "OHSU USB 9-Button" device that is correctly associated with the "LibUSB-Win32 Devices" driver. If you do not see this association, reinstall the 9BUTTON driver.

Other 9BUTTON problems: Loose cable, 9BUTTON connected to a non-powered USB hub or a nonfunctional port.

See items 2-5 under Macintosh troubleshooting for more possible problems (page 6).

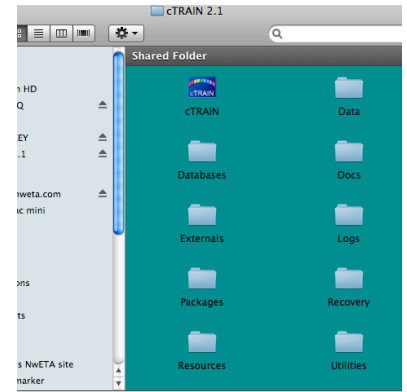


# Installing 9BUTTON Driver - Quick Start - Troubleshooting: Macintosh

cTRAIN requires QuickTime to be installed on your computer. You can install it for free at the following website: <http://www.apple.com/quicktime/download.html>. Follow instructions to download Quicktime.

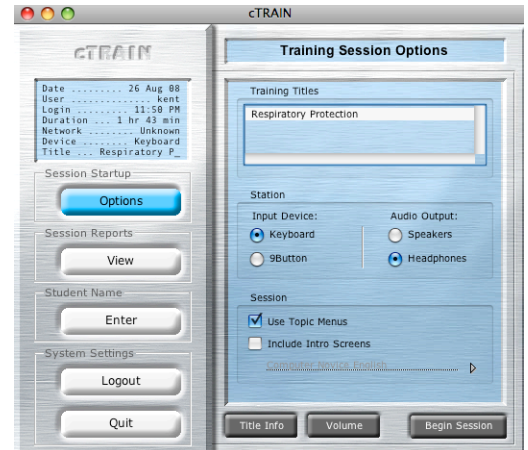
## 9BUTTON Installation: Macintosh (Requires operating system 10.3 or higher and 512 MB of memory)

1. Put the CD in the disk drive. Double click the CD to open it, if needed.
2. Drag the Mac OS X cTRAIN folder onto the desktop (or appropriate place) to copy the folder onto the hard drive.
3. If you plan to use the 9BUTTON response unit, install the driver:
  - a. Double click to open the Mac OS X cTRAIN folder (look for 9 folders + the cTRAIN icon) and navigate: "cTRAIN 2.1" → "Utilities" → "MacOS" (you see will "NineButton.kext")
  - b. Double click to open the Macintosh hard drive and navigate: Mac Hard Drive → "System" → "Library" → "Extensions"
  - c. Drag "NineButton.kext" into the "Extensions" folder.  
If you are asked to 'authenticate', enter the administrator's password.
  - d. Restart the computer.
4. Double click the cTRAIN icon (shown right):
  - a. Click the "login" button
  - b. Enter the login ID "admin" (the password is also: "admin").
  - c. Under the cTRAIN pull-down menu at the top of the screen, select "Enable 9Button."  
If you are asked to authenticate, enter the administrator's password.
5. To add a new training title, put a training title (package) in the Packages folder.



## Startup Instructions: Macintosh

1. Double click the **cTRAIN icon**.
2. If you plan to use the 9BUTTON input device:
  - a. Click the **Login** button and enter name "admin" and password "admin" in the spaces on the right.
  - b. Under the cTRAIN pull-down menu at the top of the screen, select "Test 9BUTTON" (install first, above).
  - c. The dialog box will take you through 3 tests (do all 3).
3. Click the **"Enter"** button under Student Name:  
Type the name or ID of the student in the space.
4. Click the **"Options"** button under Session Startup:
  - a. Select the desired training program from the list.
  - b. Select 9BUTTON **or** keyboard for student responses.
  - c. Select speakers or headphones.
  - d. Select 'Use Topic Menus' for students to choose the order in which they complete the topics.
  - e. Select Include Intro screens (user instructions) for students new to cTRAIN
5. Click the **"Begin Session"** button at the bottom of the screen.
6. To end the training session, press **Esc** on the keyboard.  
When options appear, select **"4 – Save and Quit"** and press **9**.



## Troubleshooting: Macintosh

1. Verify you have the current operating system update (Mac OS 10.3 or above) + 512K memory.
2. Movies don't play: Install Quicktime
3. Program Crash: Most likely too little memory (need 512 MB memory).
4. No voice: Operating systems only support English, although options allow addition of other languages. Recordings can be installed by the NwETA developers.
5. Cannot resume training: Once you quit a cTRAIN session, you cannot return a student to where they left off. They must start again.
6. 9BUTTON doesn't work: Verify "ninebutton.kext" is in the correct folder:  
Hard drive --> System --> Library --> Extensions  
Verify 9BUTTON is enabled: Connect the 9BUTTON to the computer usb port. Login as an administrator. From the cTRAIN pulldown menu, select "Enable 9BUTTON" and then Test 9BUTTON device (run all 3 tests).

## cTRAIN 2.0 Features

When a session is running most desktop elements are changed. The mouse controls are turned off and the cursor is hidden. The window controls and menu bar commands are removed. The presentation display is fitted to fill the entire screen area. And the keyboard keys (except the 1 to 9 and escape keys) are disabled.

The only input is with the 1 through 9 keyboard keys or the 9BUTTON device. The current state of allowed input is depicted on the bottom of every screen.

Enabled keys are “turned on.” They look as if they are illuminated by a bright lamp. On the 9BUTTON, they actually are illuminated. When an enabled key is pressed the color of the on-screen lamp is changed to yellow. This provides a visual feedback confirming which key is down.

Disabled keys are “turned off.” They appear dark. On the 9BUTTON, the lamps actually are turned off. When a disabled key is pressed, the on-screen image shows a red diagonal to indicate no action is taken when the key is released. Again, it provides a visual feedback to confirm which key is down.



### Session Completion

When the session is over or you want to quit a session, press the Escape (esc) key on the computer keyboard. Press 4 on the keyboard and then 9 to Save and Close the session. The only available options are to either resume the session or to save data and quit. This may also occur if esc is accidentally pressed during training.

#### Session Options:

1 Resume Session

2 Keep and Restart

3 Purge and Restart

4 Save and Close



### Navigation Bar

The 1, 2, 3, 4 keys are PICK keys. They are used to pick an answer on a quiz or test screen or to pick a topic from the menu.

The 5 key is the SHOW key. It is used to show a movie or show a picture. These are called popups because they are not visible until shown. When a popup is visible the 5 key's icon changes to HIDE to indicate that another 5 key press hides the popup.

The 6 key is the TELL key. It is used to read the screen's text. This “telling” may be by a synthesized computer voice or a recording. During the telling of a screen the 6 key's icon is changed to STOP. Pressing this key again stops the voice.

The 7 key is the MORE key. It is used to navigate to screen(s) displaying related but not required information. This extra info may be a set of many screens. While displaying extra screens the 7 key's icon is changed to DONE. Pressing this key returns you to the original screen. Pressing 9 has the same effect of returning you to the original screen.

The 8 key is the BACK key. It is used to return to the previously viewed screen(s). This lets you review prior information but only within the current set or group of screens.

The 9 key is the NEXT key. It advances you through the training screens.

## Contact---Northwest Education Training and Assessment

For technical problems with cTRAIN or the 9BUTTON  
email: [techstaff@nweta.com](mailto:techstaff@nweta.com)

For sales  
(cTRAIN content programs, 9BUTTON  
or training content development)

<http://www.nweta.com>  
email: [kent@nweta.com](mailto:kent@nweta.com)  
503-635-2199

## cTRAIN requirements

cTRAIN 2.1 is training software designed for:

- Windows 98 and above (9BUTTON in XP only)
- Macintosh X (10.3 and above)
- 512 K memory required



## Features

- Simple user instructions
- No commands to remember
- Spoken text (on-screen option)
- English, Spanish, Arabic (other languages easily added)
- Text, pictures, movies easily added and changed
- Simple response unit option
- Based on Behavioral Education principles



## What's Inside?

- Detailed installation instructions (includes 9BUTTON driver installation)
- Detailed running instructions
- Description of cTRAIN 2.1 operational features

