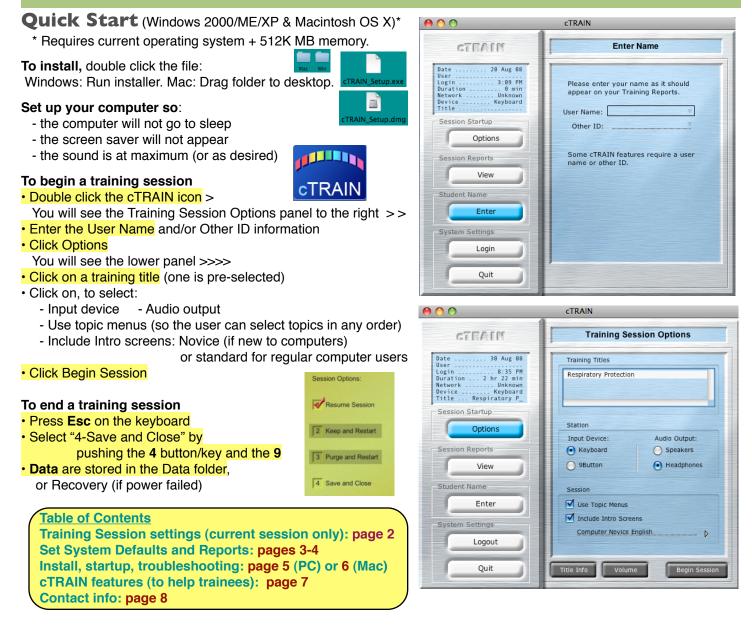
cTRAIN 2.1 Installation and Operation



October, 2008



Current Session Options (1 session only; see pages 2-3 to change defaults)

Session Startup

Click Options to see the Training Session Options panel >>>>>

Training Titles

A scrolling field displays a list of training titles that you can present. The first title is pre-selected.



Title Info

Volume

Begin Session

Station Input Device *

Select either the keyboard or the 9BUTTON. The 9BUTTON (pictured) is recommended for students with limited education or computer experience. *Works only on Win XP & Mac OS 10.*

If you select the 9BUTTON, connect it to the computer's USB port (not a hub or extension). See pages 5 & 6 to install the drivers.

Audio Output (remains in effect for one session)

Select either speakers or headphones. Selecting 'headphones' adds an Instruction in the Intro Screens to put the headphones on.

Session

<u>Use Topic Menus</u> (remains in effect for one session) Check to allow the student to select the order in which they complete the topics.

<u>Include Intro Screens</u> (remains in effect for one session) Check to present the user instruction (Intro) screens.

Different options may be installed in your version:

- "Novice" options for people with limited computer experience
- "Standard" options for people who have computer experience

Gray Panel Buttons (bottom of Options panel)
Click Title Info button to display information about
the current title.

Click Volume button to adjust the sound volume.

Click <u>Begin Session</u> to start the training session.

Session Reports

Log into the System Settings to print the summary and/or detailed reports (see page 3).

Student Name

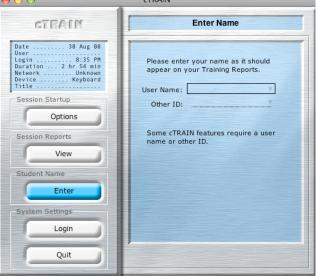
Click in the <u>User Name</u> rectangle then enter the student's name or other identification information. Names entered previously can be selected from the triangle on the right of the rectangle.

Click after <u>Other ID</u> to enter other identification information. IDs entered previously can be selected from the triangle on the right.

Data

The training results are stored in the Data folder. If power failed or cTRAIN crashed, data will be in the Recovery folder.

CIRAIN				
Training Ses	sion Options			
Training Titles Respiratory Protection				
Station Input Device: Keyboard 9Button Session Use Topic Menus Include Intro Screen Computer Novice En Title Info	nglish D			
O O CTRAIN				
List report files from: Title Student: Pretest Postest Pass % Topic 1 Topi Pretest Pass % Topic Title	All training Date			
	Training Titles Respiratory Protection Station Input Device:			



System Defaults - station, session *

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

Station

Session

TRAIN	Admin Help
	rior Report urrent Report Faults Iame
Update	Training Titles
Enable	Button Device 9Button Support 9Button Support
	Defaults to Current Session. To Original Defaults

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



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 *

<u>Input Device</u> (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 <u>Select</u> 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.

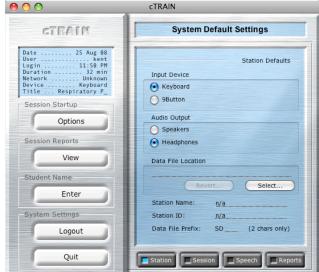
Use Topic Menus

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.





Prior Ren Prior Ren Revert To Original Defaults

cTRAIN installation and operation - 3

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-tospeech.

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 *

📃 Reports

Speech

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.

00	cTRAIN
CTRAIN	System Default Settings
Date	Speech Defaults Speech Settings
Device Keyboard Title Respiratory P_	Voice: Victoria 🗘
Session Startup Options	Speed: Words Per Minute: 172
Session Reports	Loudness:
View	Speech Test
Student Name	Sample Speech Text:
Enter	She sells sea shells down by the seashore. The guick brown fox jumps over the lazy dog.
System Settings	
Logout	Stop 📄 > Play
Quit	Station Session Speech Reports

00 cTRAIN System Default Settings CTEATE .. 26 Aug 08 kent ... 11:50 PM 1 hr 25 min Date Reports Defaults Login ... Duration Network Report Headers Unkn Display Performance File Name Device Title . Respiratory P Display Performance File Location Session Startup Options Printing Options Include Detailed: Include Summary: Session Reports When Displayed When Displayed Always Always View Never O Never Student Name Copies: 1 Copies: 1 Enter Detailed Order: Ascending Pages O Descending Pages Logout Ouit Station Session Speech Report

00 Data Reports cTRAIN 00 Folder Selection CTEATE **View Report** Date 26 Aug 08 lise List report files from: All training 11:50 PM Login ... Duration Network 1 hr Title Student Date Add Data Folder Remove Data Folder Unknown Keyboard Respiratory P Title **File Selection** Session Startup Include all data files in selected folders Options Include only the data where: Session Reports Student 🛟 View Student Name Output Description Student: Enter Topic 1 Topic 2 Topic 3 Topic 4 Pretest Report Type: ÷ Output File Location... Topic Summary System Settings Posttest Pass % Automatically open output file with Excel Save output file as: () Tab-delimited text file Logout Title Quit Data Reports... Create Output File

cTRAIN installation and operation - 4

Installing 9BUTTON Driver-Quick Start-Troubleshooting: Windows

* Note that cTRAIN requires QuickTime to be installed on your computer. If Quicktime is not installed on vour 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).
- Next, install the 9BUTTON software (drivers) 4
 - a. Double click cTRAIN/Utilities/Install/setup.exe and follow the instuctions by clicking "next...finish". (Accept default settings for all choices presented.)
- Restart the computer. 5.

4.

- Double click the cTRAIN icon (shown right): 6.
 - 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."
- To add a new training title, put a training package in the Packages folder 7.

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
 - Click the **Options** button under session startup
 - Select the desired training program from the list of titles
 - Select 9BUTTON or keyboard for student responses
 - c. Select headphones (to add a 'use headphones' instruction to the intro screens)
 - 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 "unblock" prompt, turn your firewall off manually

- 1. Go to "Start" [X] "Control Panel" [or "Settings" [X] "Control Panel" [X] "Security Center"] [X] "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 [X] "Utilities" [X] "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).



- 🗆 × Ele Edit View Favorites Tools Help 🕒 Back 🝷 🕥 👻 🏂 🔎 Search 🄀 Folders 🔒 elcome to the OHSU USB Button Setup Wizard Folders × Name A Size Type Date Modified 🗉 🚞 cTRAIN -🛅 Data Databases Databases Externals Logs Databases 🚞 Recovery 🗄 🚞 Resources 🗆 🦳 Utilities install 306 KB 😡 My Compute

Co install

00 cTRAIN CTEATE **Training Session Options** Training Titles . Respirato on Startur Input Device (Keyboard O Speakers 9Button View Headpl Enter Use Topic Menus Include Intro Scree Logout Quit Title Info Volume

cTRAIN installation and operation - 5

cTRAIN.exe

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: <u>http://www.apple.com/quicktime/download.html</u>. 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.

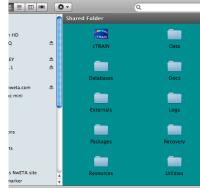
Startup Instructions: Macintosh

- 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 installation and operation - 6



CTRAIN	Training Session Options	
Date	Training Titles	
Login 11:50 PM Duration 1 hr 43 min Network Unknown Device Keyboard Title Respiratory P_	Respiratory Protection	
Session Startup		
Options	Station	
	Input Device: Audio Output:	
Session Reports	Keyboard Speakers	
View	9Button Headphones	
Student Name	Session	
Enter	Use Topic Menus	
System Settings	Include Intro Screens	
Logout	Computer Novice English	
Quit	Title Info Volume Begin Session	

cTRAIN

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 <u>Save and Close</u> the session. The only available options are to either resume the session or to save data and quit. This may also occur is esc is accidentally pressed during training.





Navigation Bar

The <u>1, 2, 3, 4 keys</u> 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 <u>5 key</u> 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 <u>6 key</u> 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 <u>7 key</u> 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 <u>8 key</u> 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 <u>9 key</u> 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

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

http://www.nweta.com

email: <u>kent@nweta.com</u> 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















cTRAIN installation and operation - 8





