

## **F. Basic Plus Class Testing Procedures**

- a. Id each student entering the lab from the class.
- b. Click on English
- c. When ISTC login Page appears click in the social box
- d. Allow trainee type their social
- e. Click the orange button
- f. Click the arrow in the right lower corner.
- g. Allow the trainees to view the 10min instruction video for the CBT lab
- h. Click the exit at the bottom left corner(not shown)
- i. A pop up will appear “Do you want to close this program” “ YES or No”
- j. Trainee’s will click yes
- k. Course launcher will appear. Trainee’s will click in the box again to type there social
- l. Click ok

***Note: If the trainee clicks finished then the computer reboots causing the trainee to have to wait two minutes until it reboots. If the trainee types in the wrong social the screen will read, this trainee has not attended the classroom portion of the basic plus. Reboot to type the correct social.***

- m. Course launcher profile will appear. Trainees have to click beside basic plus in the white area that states “Take Class”.
- n. The Survey will appear. **Trainee’s must complete all parts of the survey prior to going further.**
- o. Click the done on the survey screen.
- p. Course launcher appears again trainee’s will click in the box before typing in their social.
- q. Click the orange key
- r. Click the arrow at the bottom of the screen for the test to appear.