



Installing a Network-Based CATGlobal Testing Center

Computer Adaptive Technologies provides a wide selection of delivery models to accommodate the varying delivery needs of knowledge measurement programs. This document indicates the basic requirements and directions for installing one model: the LAN-based testing center.

This guide describes basic installation of a testing center using the LAN-based CATGlobal[®] testing software. You will perform this installation only once; the software upgrades itself automatically with new software releases. CATGlobal Customer Support representatives will work with you to complete your initial installation. This guide covers the minimum hardware and software setup required, preparing for installation, installing the test administrator's and testing workstations, and verifying your installation.

Minimum setup required

Testing centers using the LAN-based CATGlobal testing software require a workstation and printer in the testing center's reception area for the test administrator's use, testing workstations in a separate testing room or area, and a LAN file server located in a secure area to provide connectivity and storage of testing files. Reliable, high-speed Internet access is also required. Following are minimum requirements for each main component.

LAN file server, minimum requirements

- ▶ PC with Intel Pentium processor
- ▶ 10/100 Mbps network interface adapter
- ▶ 1 GB space on a single volume available for the testing system
- ▶ Microsoft Windows NT or 2000 Server (version 3.51 or above) or Novell NetWare (version 3.12 or above)
- ▶ RAM—at least the minimum recommended for the operating system

Reception workstation, minimum requirements

- ▶ PC with Intel Pentium processor
- ▶ 10/100 Mbps network interface adapter
- ▶ Windows 95, 98, or 2000 or Windows NT Workstation 4.0 with Service Pack 4 or higher version applied
- ▶ RAM—at least the minimum recommended for the operating system
- ▶ 10 MB or more disk space available for testing-system use
- ▶ Microsoft Internet Explorer version 5.0 or above
- ▶ Microsoft or compatible mouse

- ▶ Access to the LAN server location where testing files are stored
- ▶ Direct access to a laser-quality printer, local or networked
- ▶ 128 Kbps or faster connection to a reliable ISP (and the equipment needed to support it)
- ▶ Ability to send traffic of type TCP to the public Internet on either Port 21 (FTP common port) or Port 80 (common HTTP port)

Testing workstations, minimum requirements

- ▶ PC with Intel Pentium processor
- ▶ Windows 95, 98, or 2000 or Windows NT Workstation 4.0 with Service Pack 4 or higher version applied
- ▶ RAM—at least the minimum recommended for the operating system
- ▶ 10 MB or more disk space available for testing system use
- ▶ 10/100 Mbps network interface adapter with connections to the LAN file server used for test files
- ▶ Video adapter capable of displaying at least 16 million colors (24-bit color) and 1024×768 pixels
- ▶ 15" or larger monitor, capable of displaying at least 16 million colors and 1024×768 pixels
- ▶ Microsoft or compatible mouse

Connectivity, minimum requirements

Reliable and preferably fast Internet access is required. (Preferred connections: a 128K-baud BRI ISDN modem connection to an ISP, a full or fractional T-1 connection to an ISP through a router on the network, or DSL service with both download and upload throughput of 128 Kbps or faster.) The Internet connection (and access to TCP port 21 or port 80, if necessary to allow access through your firewall) must be available to the test administrator's workstation to enable the testing center to receive tests and schedule information and to communicate test results to CAT. Test administrators using the reception workstation also need to access the CATGlobal.com Web site. The testing workstations do not require, and ideally should not have, Internet access.

Preparing for installation

CAT Customer Support must set up your testing center in the system and provide you with a test administrator's ID and password before you can download the testing software and complete your installation. You will need to prepare for your installation as follows:

- ▶ Get a test administrator ID and password and verify that your center has been set up in the CAT system.
- ▶ Verify that the administrator's (reception) workstation has an appropriate Internet connection and access to TCP traffic on port 21 or port 80.
- ▶ If the administrator's workstation accesses the Internet via a proxy server, make sure the proxy information is specified under the Internet Properties options in Control Panel. (For IE 5.0 or later version, see LAN Settings on the Connections tab.)
- ▶ Ensure the administrator's workstation has local or network access to a laser-quality printer located outside the testing room in an area accessible only to the test administrator at the reception desk.
- ▶ Verify that the administrator's workstation has Internet Explorer, version 5.0 or higher version installed.
- ▶ Create a shared folder named **Test_Center** containing a subfolder also named **Test_Center** on the LAN file server to store testing center files. (Using this name facilitates support.)
- ▶ Create a network user named **CATUSER** to provide testing workstation users with access only to the shared **Test_Center** folder (no printer or Internet access). This user should allow multiple simultaneous accesses equal to the number of testing workstations in your testing center.
- ▶ Provide full access rights (except supervisor and access control) to the shared **Test_Center** folder for all test administrators and to user **CATUSER**.

Installing the software

When you have completed these preparations, download the setup program from CATGlobal.com. First install the reception workstation that test administrators will use, and then install the testing workstations.

Downloading the setup program

The administrator's workstation uses an application named *CATSiteManager*[™], and the testing workstations use an application named *CATAdministrator*[™]. Setup programs for both are available on CATGlobal.com after you log in as a test administrator. You only need to download the *CATSiteManager* setup program. After you install it and log in as a test administrator, it will download the *CATAdministrator* setup program for you.

▶ To download the *CATSiteManager* setup program:

- 1 From the test administrator's workstation, access <http://www.catglobal.com>.
- 2 Click LOG IN and supply your CAT test administrator's ID and password as prompted.

A new page displays *CATSiteManager* and *CATAdministrator* links at bottom center.

- 3 Click the *CATSiteManager* link and choose Save To Disk and then OK.
- 4 When prompted for a location, browse to a location you can access from both the administrator's and testing workstations and choose Save.

Saving the setup file to the shared **Test_Center** folder is recommended. Wait until a prompt indicates the setup program has been downloaded.

After downloading is complete, exit the site. If the administrator's workstation does not have a current version of Internet Explorer, first use the link provided to access the Microsoft site and download it.

Installing the administrator's (reception) workstation

Now install *CATSiteManager* on the administrator's workstation in the reception area. You must be logged in as a user with administrator rights to the workstation. You must also have access to the *SiteManagerSetup.exe* file just downloaded and to the shared folder where test data will be stored (the **Test_Center** folder). Closing other Windows applications first is recommended.

▶ To install the test administrator's workstation:

- 1 On the Windows Start menu, click Run and then Browse, and browse to file *SiteManagerSetup.exe*. Click Open and then OK to run it.
- 2 Click Next and follow the prompts to complete the installation, indicating the following.

Current Workstation Type: Choose Reception Workstation.

Application Installation Location: Indicate where to install the application. The default location, C:\Program Files\Computer Adaptive Technologies, is recommended.

Data Installation Location: Browse to the shared testing folder on the LAN server (**Test_Center**). Use UNC mapping to indicate the reception workstation users' path to this folder; for example, \\servername\Test_Center\Test_Center.

Program Group: Indicate the program group in which *CATSiteManager* should be listed. Use the default program group, Computer Adaptive Technologies, to match the instructions provided to test administrators.

- 3 When installation is complete, click Finish to exit the setup program.

If the current (reception) workstation connects to the Internet on port 21, the default *CATSiteManager* port settings should be fine and you can log in to download the setup program for installing the testing workstation. If it connects on port 80 instead, change the port setting in *CATSiteManager* before continuing with the installation.

▶ To change *CATSiteManager* to use port 80:

- 1 Click Start and choose Programs, Computer Adaptive Technologies, and *CATSiteManager*.

- 2 Click Cancel to exit the User Identification dialog box without logging in.
- 3 Open the Tools menu, choose Options, and click the Connection tab, then click Port 80, Apply, and OK.

► **To download the testing workstation setup program:**

- 1 On the reception workstation, click Start and choose Programs, Computer Adaptive Technologies, then CATSiteManager.
- 2 In the User Identification dialog box, enter your test administrator's ID and password, then click OK.
CATSiteManager connects, then prompts that a new version of CATAdministrator is available and asks if you wish to download the setup file now. Choose Yes to download it to the **Test_Center\Updates** folder. After the file has been downloaded, use it to install the testing workstations.

Installing the testing workstations

Every workstation that will be used to administer tests must be set up with the CATAdministrator setup program. Before running it on a testing workstation, log in to the network with the username set up for test takers' use (typically **CATUSER**) so you can access the shared testing folder.

► **To install the testing workstations:**

- 1 On the Windows Start menu, click Run and then Browse, and browse to file AdmSetup.exe. Click Open and then OK to run it.
- 2 Click Next and follow the prompts to complete the installation, indicating the following.
Current Workstation Type: Choose Testing Workstation.
Application Installation Location: The default location, C:\Program Files\Computer Adaptive Technologies, is recommended.
Data Installation Location: Browse to the shared testing folder on the LAN server, the same one indicated when installing CATSiteManager.
Program Group: Indicate the default program group, Computer Adaptive Technologies, to match the instructions provided to test administrators.
- 3 When setup is complete, click Finish to exit.
- 4 Repeat this process for all other testing workstations.

Verifying your installation

When you have installed the reception workstation and all testing workstations, contact the CATGlobal Customer Support representative supporting your installation. The representative will schedule a demonstration test for you to take at your testing center. When you have taken the test and CAT has verified that the results have been received, your center should be ready to administer tests.

► **To take the demonstration test:**

- 1 On the reception workstation, log in to the LAN as a test administrator (with access to **Test_Center**).
- 2 Start CATSiteManager (choose Start, Programs, Computer Adaptive Technologies, CATSiteManager).
- 3 In the User Identification dialog box, enter your test administrator's ID and password, then click OK.
CATSiteManager should connect and verify your login, then download the demonstration test for you. This may take a minute or two, but your test should eventually appear as an entry in the Inbox view.
- 4 When the test appears, click your name to select it, then open the Tests menu and choose Unlock.
This step makes the test available to the appropriate user's ID on the testing workstation.
- 5 Go to a testing workstation, log in to the LAN as CATUSER, then start CATAdministrator.
(Choose Start, Programs, Computer Adaptive Technologies, CATAdministrator.)
- 6 Enter your ID and password, then click OK to log in to the testing system and display your test.
- 7 Click the test to select it, then click Start.
- 8 Complete and exit the test, following on-screen prompts and directions.
When finished, return to the reception workstation to print the test's score report and upload the results.
- 9 In CATSiteManager on the reception workstation, click the Outbox button and select your test; then choose Print Score Report on the Tests menu.
The score report should print on the center receptionist's printer.
- 10 Upload the results: click your test to select it and then choose Upload Results on the Tests menu.
CATSiteManager should connect and upload results for the selected test immediately. When the results have been uploaded, contact the customer support representative working with you on installation and report that you have completed your installation.

That's all there is to it. If you have any problems with your installation or any questions, please discuss them with the customer support representative supporting your installation. Thank you for your participation!

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