



User Guide

Everything you need to know about using
MyWorks active learning assessments

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Who are Boardworks?

Boardworks produce a complete range of curriculum software written specifically for whole-class teaching on interactive whiteboards and projectors, as well as a growing range of MyWorks individual student assessments.

For details of all our products, please call us on **08703 50 55 60** or visit our website **www.boardworks.co.uk**.

What are MyWorks assessments?

MyWorks is a SCORM-compliant assessment package for students to use with your VLE. Engaging, versatile and time-saving, the interactive quizzes are easy-to-use and ideal as stand-alone tests or as a complement to our whole-class resources.

Copyright

Please refer to the copyright licence supplied on the DVD-ROM for details of copyright.

Acknowledgements and credits

Where licensed material is used in the resources, a credit is displayed on the relevant screen. Boardworks has made every effort to contact copyright holders and to ensure that all material is correct and accurate at the time of publishing.

Minimum system requirements

Processor: 1GHz Intel Pentium/Celeron and better, or AMD Athlon/Duron family and better

Memory: 128MB RAM; Hard drive: 512 MB; Display: 16-bit colour capable of 800x600 resolution

DVD-ROM drive

Sound card (for products with audio)

A VLE supporting SCORM 2004

What software do I need?

Macromedia Flash Player 10.0.22.0 or later

PDF file reader (e.g. Adobe Acrobat)

How do I install the software?

Boardworks Virtual Learning Environment (VLE) products are content packages designed for deployment on your school's VLE or learning platform. Boardworks VLE products are not designed for non-VLE use. Follow your VLE provider's instructions for uploading content packages. Often this will mean choosing 'import' within the VLE and navigating to the .zip folder on the disc, then following the on-screen prompts. Each MyWorks pack contains two VLE content packs, one containing the tests and one containing the supporting documents including contents guides. For further information, please refer to the readme file at the top level of the disc.

If you require further help, please do not hesitate to contact our technical support team (see page 4 for details).

How can I get technical support?

Our technical support department is available Monday to Friday from 8.30am to 5.30pm. They can be contacted by telephone on **08703 50 55 60** or by email at **support@boardworks.co.uk**

It will help us to deal with your query quickly and efficiently if you have the information shown below to hand when calling us or included in any e-mail correspondence:

- 1 Your name and your school name and address
- 2 Product name and version
- 3 Operating system and version
- 4 The VLE your school is using
- 5 The type of fault and details of how to reproduce the error.

How do I get started?

For information on where to find the tests, how to access them and how marks are stored once they have been uploaded onto your learning platform, consult your VLE Coordinator or Technician.

A detailed contents document is provided with the product listing the types of test available and the topic area covered by each test. The contents guides can be found in the content pack called "Supporting Documents".

When you open a test, the first screen that will appear displays the title of the topic area to be covered, and students must click on the start button to enter. Before they can proceed, they must also enter their name in the bar which appears on the next screen.

How are the tests navigated through?

To move on to the next question, simply click on the 'next' button in the bottom right-hand corner of the screen. Students must answer every question fully before they can move on.

Can questions be skipped?

It is not possible to miss out any questions in the test. Students must answer every question fully, and all their answers are displayed in a scroll-down report which appears at the end of the test.

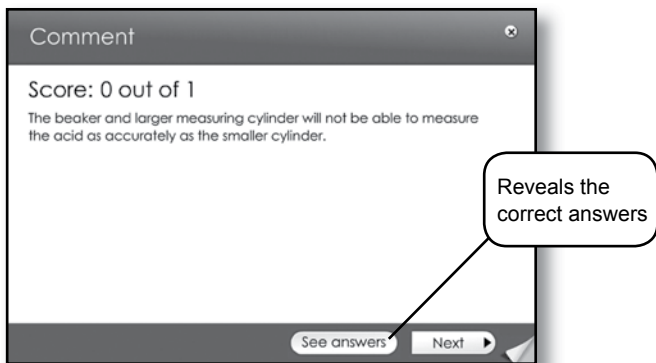
If a mistake is made, can the test be restarted?

It is not possible to navigate back to the beginning of the test once students are part way through. However, if students realise they have made a mistake before they have submitted their answers on an individual question, they can reset the question by pressing this button displayed at the bottom of the screen:



Is feedback available if students answer incorrectly?

At the end of every question, a feedback panel is provided, containing the student's score on that question and often offering guidance as to where they might have gone wrong. There is usually also an option to display the correct answers:



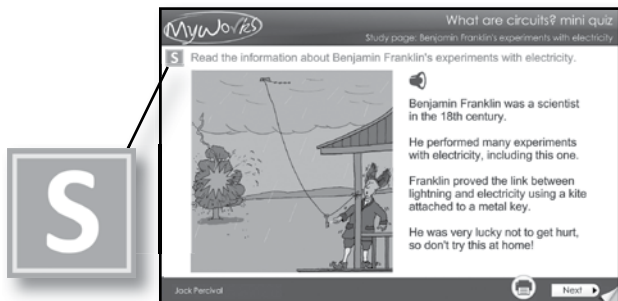
What about the recap pages?

After many questions, students are taken to a recap screen if they answer incorrectly. These go back over the information needed to answer the question, and often include an informative animation or activity to consolidate the information. Recap screens are identified by the 'R' icon displayed in the top left-hand corner:



What are the different question formats?

MyWorks quizzes include a number of different question formats to appeal to a variety of learning styles, such as drag-and-drop, click-to-link and multiple choice. In some tests study pages are also included, identified by an 'S' icon displayed in the top left-hand corner:



These consist of a page of important information for students to read through and digest, followed by a number of questions which require knowledge of the information from the previous screen.

What types of quiz are available?

For information about what types of quiz are available for your MyWorks product, refer to the contents document provided.

How can I access students' answers?

At the end of every quiz, students' individual scores are automatically fed back into your VLE for you to review. For information on how to access the scores, consult your VLE Coordinator or Technician.

Students can also print out the detailed report they are given at the end of the test and bring it to the lesson:

The screenshot shows a MyWorks interface for an activity report. At the top, it says "MyWorks" and "Reflection and symmetry mini quiz 1". Below that, it says "Activity Report:" and "Reflection and symmetry mini quiz 1". The user is identified as "User: Alison Waldron" and the date is "Date: 04/08/2009". There are two quiz items listed:

| Question | Score | Available Marks |
|----------------------------------------------------------------------------------|-------|-----------------|
| Reflection and symmetry mini quiz 1 Question: how many lines of symmetry? | 2 | 3 |
| Reflection and symmetry mini quiz 1 Question: how many lines of symmetry? | 1 | 1 |

At the bottom of the report, there are "Back" and "Next" buttons, and the name "Alison Waldron" is visible in the bottom left corner.

Editing, audio and printing _____

Can I edit the tests?

In order to edit the tests you will need to have access to Fuse Creator software. Please contact us for more details.

Is there audio?

Many MyWorks tests feature audio. Screens containing audio can be identified by this loudspeaker symbol:



To listen to the audio, click on the speaker symbol. Students can listen to each piece of audio as many times as they need to answer the question correctly.

Can I print from the tests?

Every screen is printable. Simply click on the print icon that appears at the bottom of the screen:



Can I give you feedback?

We'd love to hear from you! At Boardworks we are constantly striving to improve our products and all feedback is very gratefully received. If you wish to comment on any of the content in the product please do get in touch. Contact details are on the back cover.

Boardworks whole-class resources

Did you know that Boardworks offers interactive, editable whole-class resources across the entire curriculum that complement the MyWorks assessments? With complete curriculum coverage across 21 secondary subjects, Boardworks has resources for every department. Call us on **08703 50 55 60** for more information, or visit **www.boardworks.co.uk/secondary** to view detailed information about our full range of resources.



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