TESTOUT OFFICE PRO

# **Live Projects**



## OFFICIAL FEATURE GUIDE

TestOut<sup>®</sup>



## **Setting a New Standard**

In a typical live-in-the-app assignment, students use Microsoft Office applications to complete a project. A computer then scores their work. Although not a new concept, we wanted to take this feature to the next level by solving common user frustrations. For example, in a typical project students must download and upload project files. This often creates a problem where students mismanage their files and have to start the entire project again. Some live project systems only support a very specific Microsoft Office version, limiting who can use their systems. Additionally, projects are often a simple task list that does not require critical and creative thinking. While designing Office Pro Live Projects, we wanted to make the learning experience better for our students and we are tremendously proud of what we have developed.

## TESTOUT LIVE PROJECTS CORE VALUES

## Redefined Usability

The advances in usability are what really set Office Pro Live Projects apart. One click in the course opens the correct Microsoft application and the project file with all instructions included. All project files are stored on TestOut's secure cloud storage, which removes potential file management problems. This way, your students can focus on completing a project without unnecessary technical frustrations.





## Integrated Summative Assessment

Live Projects integrate the knowledge and skills that students acquire in the course and allow them to showcase their learning. Where appropriate, these projects encourage students to use their creativity and critical thinking. Our system evaluates students' ability to use Microsoft Office features appropriately, rather than their ability to follow step-by-step instructions.

## TESTOUT LIVE PROJECTS KEY FEATURES

## Word, Excel, and PowerPoint Projects

The current version of TestOut Office Pro Live Projects provides Microsoft Word, Excel, and PowerPoint assignments. There are three different projects for each application. Each project covers multiple course sections and increases in complexity.

## Support for Multiple Microsoft Office Versions

TestOut Live Projects function on multiple installed versions of Microsoft Office, from Office 2010 SP2 to Office 2019 and Office 365.

## One-click Project Launch

A single click within LabSim launches a project file with the correct application. There is no need to download a file to start a project.

## Secure Cloud Storage

Clicking Save within the Office application saves a student's work to the cloud, eliminating the possibility of losing files or progress. This also means that students can work on their projects using any computer that has Microsoft Office installed. They can start a project in class and resume their work at home!

## Live Project Plugin

Your students can install a plugin in Microsoft Office applications so they can view project instructions and track their progress within Microsoft Word, Excel, or PowerPoint.

Single-click Scoring and Remediation Simple one-click assignment submission provides instantaneous scoring and remediation. There is no need to search for and upload a file to score a project..

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## Results-based Grading

Flexiable

**Evaluation** 

There are many ways to complete a task within Office applications. We only grade on the final result of student work, allowing for multiple paths to completion (e.g., shortcuts, hot keys) and eliminating incorrect grading based on the method of completion.

In most projects, students have the freedom to personalize projects with their own selection of fonts, colors, and styles while still maintaining accurate grading.

### **Project Review**

After students submit assignments, instructors and students can review their work.

## **Anti-Cheating**

Live Project files are stored in our Cloud server and students cannot upload locally saved files, so there is no way for them to submit someone else's work. Each document has a unique and hidden ID that ties student work to their LabSim credentials. When cheating is detected, we notify students, so you don't need to confront them directly.



## **See Live Projects In Action**

Click here to watch a demo

## TESTOUT LIVE PROJECTS SCENARIOS



### **Microsoft Word**

#### 1. Event Flyer

Students format plain text into a flyer for a company's clearance sale. Formatting specifications include font changes, paragraph borders and shading, page color, and text effects.

#### 2. Sales Report

Students use page and paragraph formatting features to create a two-page sales report that includes lists, tables, multiple columns, and tab stops with • dot leaders.

#### 3. White Paper

Students format a short white paper for a company's marketing department. The final document includes heading styles, bibliography sources, footnotes, figure captions, page numbering, and a page orientation change.



#### **Microsoft Excel**

#### 1. Expense Report

Students format worksheets for a list of vendors and a company expense report. Tasks include adding new rows, setting print titles, protecting sheets, unlocking cells, and configuring print areas.

#### 2. Customer Data

Students analyze several months of sales data by adding complex cell formulas and applying number formats, cell borders, and fill colors.

#### 3. Sales Transactions

Students use PivotTables, tables, and charts to analyze a large collection of transactional sales data.



### **Microsoft PowerPoint**

#### **1. Sales Training**

Students organize and format a presentation for a sales training meeting. Formatting specifications include slide order, background styles, theme font variants, and font and paragraph changes.

#### 2. Sales Report

Students format the content for a sales report that includes table data, a sales revenue chart, slide numbers, SmartArt, shape styles and effects, and a picture.

#### 3. Marketing Campaign

Students design the content for a marketing campaign presentation that includes a picture and a video. Formatting tasks include animating bullets and shapes, adding slide transitions, configuring video playback options, and creating a custom slide show.

## FREQENTLY ASKED QUESTIONS

#### What computer systems do Live Projects work on?

Live Projects work on any PC or Mac that has the full version of Office installed, Office 2010 and newer. They do not work with the online version of Office or the app version on Chromebooks and mobile devices.

#### Can I create a custom exam using Live Projects?

No. Live Projects are provided as a summative assignment at the end of each Office application chapter. These are meant as a stand alone assignment.

#### How often will TestOut update these projects?

TestOut will evaluate Live Projects to ensure functionality and student success. The projects are changed as needed to ensure excellent student experiences.

#### Can students or instructors save a project file on a local computer?

Students can save the file on a local computer, but this action will disconnect their live projects from the TestOut Cloud Server. As a result, student work cannot be scored correctly. However, it is safe to save a file on a local computer after their projects are completed and scored.

What happens to the project file if the Internet goes out?

If the Internet goes out, unsaved work will not be saved to the Cloud server. We encourage students to save their work between tasks, so that they can restart the project where they left off. Auto-saving is not currently supported. Students may save a copy to their local computers if they lose connectivity and manually submit projects to TestOut for scoring.

#### Can students work on a project in multiple sessions?

Yes! Students can start a project, save it, and return on any computer with Microsoft Office installed and complete the work on their own schedule.

#### Can students fix mistakes and re-submit after their projects are scored?

No. Students can review the work they have completed, but they must restart a project if they wish to resubmit work.

#### How will instructors see the completed assignments?

Instructors can select individual student scores from the class gradebook and review the submitted student assignment. This is especially helpful when a score is disputed to evaluate the steps a student performed.

#### How is student cheating addressed in Live Projects?

All project files are stored on TestOut's secure cloud servers. Students can not manually upload a document that contains work that they did not complete. Instructors may download student documents and compare them to their classmates.

#### What happens when Microsoft makes an update to the installed Office version?

Live Projects scoring works on a submitted document, and not a specific completion path. This means that even if Microsoft changes some features, the document will grade accurately. The format of Microsoft Office documents have been stable for many years.

What would students need to do if the school doesn't allow the task plugin to be installed?

While the task guide plugin provides the best experience, we also include all of the tasks on the Live Project launch page in LabSim. Students can refer to this task list while completing projects and keep track of their progress.