



LAPWARE's

INSTRUCTOR MANUAL
created by

Richard M. Plant, Sr.
and
Captain Joseph Murphy, II

www.lapware.org

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LAPWARE requires your computer to have Adobe Acrobat Reader (version 4.0 or later) installed in order to view the solutions. Adobe Acrobat can be found at <http://www.adobe.com>. The latest version is **8.1**. Also, two plug-ins are required.

CopySafe Pro: <http://www.artistscope.com/Plugin/download.html>, and

Macromedia Flash:

http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

License exam section templates/modules and exam codes have been generated and users should be aware that the following abbreviations that are being used:

100T = 100 Ton License	500T = 500 Ton License	1600T = 1600 Ton License	AGT = Any Gross Tonnage
U = Unlimited	O = Ocean	NC = Near Coastal	Inl = Inland
3M = 3rd Mate	2M = 2nd Mate	CM = Chief Mate	M = Master
RR = Rules of Road	DG = Deck General	NG = Navigation General	SA = Safety
NP = Navigation Problems	TNAV = Terrestrial Navigation	CNAV = Celestial Navigation	Chart = Chart Plot
RIG = Raise In Grade	OSV = Offshore Supply Vessel	GL = Great Lakes	Int = International

Operation Level license exams are for 3rd Mates and 2nd Mates.

Management Level license exams are for Chief Mates and Masters.

The **LAPWARE** program contains ALL of the questions the Coast Guard - National Maritime Center has released and we will attempt to keep the database as up to date as possible. Please keep in mind that once a new database is released by the NMC it will take a few weeks to determine and finally post:

- 1) **Deleted questions** - which can be determined rather quickly and will be posted on the **LAPWARE** main screen.
- 2) **Added questions** - which can be determined rather quickly but will have to be categorized and, depending upon the number of questions, could take some time before being posted in **LAPWARE**. However, the question stem and A, B, C, D distracters will be posted or made available via email as soon after release as is possible.
- 3) **Modified questions** - this can take some time in that all questions in the OLD database as well as those questions in the NEW database have to be compared character by character. The NMC has numerous spelling errors, grammar errors and all of these have to be determined as to whether they are considered minor or major changes. Major changes would be changes in the question stem or distracters resulting in possibly a different solution or answer.
- 4) **Solutions** - All problems that are NEW will be solved and solutions posted as soon as possible upon receipt.

Again, all of the above information will be posted on the main screen along with the date of any modifications. Use the e-mail function within **LAPWARE** to contact the authors if you have any questions. Thank you. If we can be of further help please contact us.



LAPware - TROUBLE SHOOTING:

LAPWARE contains a Trouble Shooting page on which will be expressed the common errors or problems users have encountered. Primarily these problems have dealt with:

1. **Browser Security** Make sure that the security level on your Internet Browser is set to **MEDIUM**. A security setting set too high will not allow the transfer of data from your machine to the **LAPWARE** file server and vice versa. The only data transmitted to your computer is the images you see. No other personal data or information is attempted to be obtained or recorded.

2. **LAN - Intranet** Verify with your Local Area Network or Intranet Administrator that the Browser Security level is set properly. Also verify that the below listed plug-ins are NOT automatically removed by the file server. These plug-in files are needed to run **LAPWARE** and removal will cause the program to operate improperly or not at all.

3. **Required Software**
 - ◆ **LAPWARE** requires the use of Adobe Acrobat Reader 4.0 or later in order to display the solutions and other PDF files such as the Tests and Answers. Besides this software you MUST have installed the following plug-ins for your Internet Browser:
 - ◆ **Internet Browser** - Internet Explorer (IE) is **STRONGLY** recommended. **Fire Fox is TROUBLE!**
 - ◆ **Macromedia Flash Plug-in** - allows the display of the screens in **LAPWARE**. (www.macromedia.com).
 - ◆ **CopySafe Pro Plug-in** - protects the authors work and solutions from being copied and / or printed.

LAPWARE will automatically tell the user if this software or the plug-ins are needed for their computer and will link you to the appropriate site for downloading. The location of the required files has a link on the main www.lapware.org screen. Click on it and follow the instructions.

4. **Pop-up Blockers** Some computer firewalls, or other software, prevents some **LAPWARE** screens from being viewed. Either turn off that programs Pop-up Blocker or depress the **CTRL** key while clicking on the desired function to activate it.

5. **High Speed Internet** A high speed internet connection is recommended. Some of the solutions being developed take up to 1.7 mb of space and a dial up modem will be too slow to run **LAPWARE**.

Any other problems encountered should be reported to the authors for correction and listing on this page and on the trouble-shooting page for the **LAPWARE software.**



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ACCOUNT MENU:

The **Account** functions allow the Instructor to access:

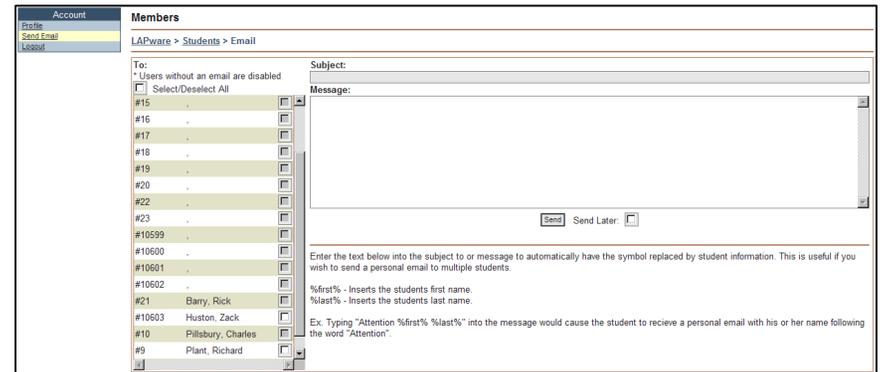
- ◆ **Profile:** Create a “**Profile**” of information similar to the Students “**Profile**” (Name, address, etc.). “**Profile**” has been reviewed previously in this manual.
- ◆ **Send Email:** Email from within **LAPWARE** to Students and Instructors.
- ◆ **LOGOUT:** Exits the **LAPWARE** program.

Any recommendations for additional features, functions, reports, etc. please feel free to comment. We want to make **LAPWARE** as user friendly and capable of performing and satisfying all users needs (Instructors and Students). Thank you in advance for the purchase and use of **LAPWARE** and for any comments - pro or con.

Once ALL solutions for ALL problems are completed and posted the software price will definitely increase. A smaller price increase might occur based upon changes needed and programmed.

LAPWARE is programmed so that if INACTIVITY is detected - no movement of the mouse, selection of an answer, etc. - for more than 5 minutes - a timer is activated. After 30 minutes the user will automatically be logged out. Coming back after 30 minutes and attempting to run LAPWARE, which is still displayed on the computer screen, will NOT work. The user must LOGOUT and back in.

ACCOUNT MENU - SEND EMAIL:



If all Students and Instructors enter their “**Profile**” information each will have the capability of emailing each other through **LAPWARE**. Each user would have to use his/her email browser to receive the messages. Therefore, ALL Students and Instructors are encouraged to enter their “**Profile**” information. This information is not seen by others and is not sold or provided to anyone else. See the diagram above and read the notes on the screen to insert a Student name. Check individual email boxes for those you wish to communicate with prior to sending the email. **Emails are transmitted approximately every 15 minutes.**



Instructor Functions

Course	
Search Questions	
Tests	
Test Template	
Chart Plot Test	
Reports	
Students	
Account	
Profile	
Send Email	
Logout	



Chief Instructor-Course Functions

Course	
Search Questions	
Tests	
Test Template	
Chart Plot Test	
Reports	
Students	
Instructors	
Account	
Profile	
Send Email	
Logout	

Note the difference between the functions available as shown on the diagrams above. The left diagram was created by logging in as an Instructor. The right diagram was created by logging in as a Chief Instructor-Course.

The "**Instructors**" function enables the Chief Instructor to edit and control access to **LAPWARE** by Instructors for a Course.

UNIVERSITY ADMINISTRATOR:

The University/School/Company Administrator has a unique login name and password. This individual has **total control over the yearly licenses that are purchased** by the University/School/Company. This individual has total control over allowing:

- ◆ Courses/Chief Instructors,
- ◆ Instructors in ALL Courses, and
- ◆ Students in ALL Courses to:
 - Be set as active or not, having access to **LAPWARE**,
 - **"Empty"** Student records just as any Chief Instructor/Course or Instructor can, and
 - Control everyone under the University/School/Company login name and password, and
 - Via **"Profile"**, set the **"Default University Name"** titled **COMPANY** which will appear as a **"Heading"** on each PDF Test and PDF Answer sheet. This Heading can be edited by any Instructor in generating a test to display whatever is desired - 32 character limit.
- ◆ This Administrator can:
 - Delete any test, template as well as create them,
 - **Cannot** create new courses, and
 - **Cannot** add Students to a Course. However, this individual, and the Chief Instructor/Course, can add up to 10 Instructors per course. **If NEW Instructors are added over and above the licenses purchased the University/School/Company will be billed for the additional licenses set up.**

As can be seen this individual has powerful control over **LAPWARE** for the University/School/Company and thus, should NEVER give out his/her login name or password.

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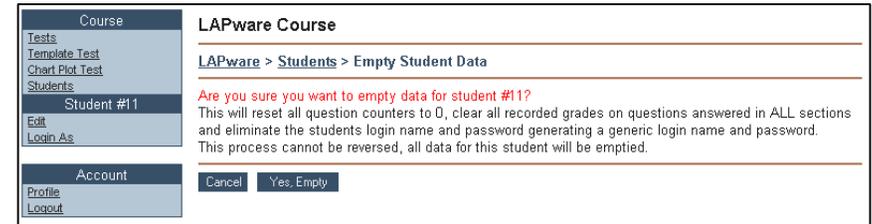


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LAPWARE software has the capability of tracking the IP addresses of those logging in. Any unusual activity seen on the software will be reported to the University/School or Chief Instructor. Initially, a request to change the Student's password would be desirable. If this illegal usage continues, the Student could lose his **LAPWARE** license and be prevented from using **LAPWARE**.

EMPTY: The Instructor can **"Empty"** a Students records - that is, delete all question grades, test scores, etc. and reset the Student's login name and password to a generic randomly generated code. This is an important feature and is probably the one feature that needs further explanation.

After a Student completes a course, and the Instructor no longer wishes to allow the Student to have access to **LAPWARE**, the Instructor can simply set the Student's **"Active"** status to No. However, if the Instructor wishes to allow a NEW Student to use the **LAPWARE** software license, the Instructor needs to **"Empty"** all of the past Student's records. Selecting **"Empty"** will accomplish this task.



Selecting **"Empty"** from the Students menu shown above, besides deleting all question grades, test scores, etc. **LAPWARE** will reset the Student login name and password to a random name and password. This random generated login name and password must be edited by the Instructor for the new Student assigned to use **LAPWARE**. It is strongly recommended that the initial login name be the Students last name and initial - again it is not case sensitive. A prefix code for the University/School can be added to the login name, or the code name for the course can be added as well. The login name can be as desired, as long as it does NOT duplicate an existing name. It is recommended that once the new Student logs in, the new Student's password should be changed under **"Profile"**. Any changes to the Student's login name **MUST** be performed by the Instructor, Chief Instructor or University - following the hierarchy order previously described.

The Chief Instructor / Course has control over Instructors in the Course. The Chief Instructor can delete an Instructor, login as the Instructor, change the login name and password, or control the **"Active"** status (**Yes** or **No**) of an Instructor in the Course.



PRINTABLE VERSION: From the previous diagram you can see, above the Students ID and Login names, an underscored **Printable Version**. Clicking on this function prints a report of Student Login Names and Passwords so the Instructor can generate a cut-up sheet for each Student. It is strongly recommended that the Instructors edit the Student's Login Name and Password to something that is reasonable (LastName followed by First Initial - PlantR for example) and have the Student edit, under "**Profile**" which was previously described, the password as desired. Again, it is recommended that the Student's email address also be entered under "**Profile**" to allow emailing from within **LAPWARE** using each user's Internet Browser.

LOGIN NAME and PASSWORD: For a newly purchased **LAPWARE** license, or after a Student's record is "**Emptied**" (more about this in a moment), the Student's login name and password will be set to a random code. The Instructor should enter a Login Name and Password as desired for the new Student. PLEASE keep in mind that if a Student's login name already exists you will NOT be permitted to use that name. **This is true even if the Student's name is in another University/School within the LAPWARE database.** Slightly modify the login name entered by adding the full first name, initial, State, etc. For example, PlantR, if it exists, should be entered as Plant_R or PlantRM or PlantRichard, PlantMD, etc. Once you click "**Save**" AND **OBSERVE THE NEW NAME** listed as entered, then the name change has been accepted. If the new name entered is not accepted the random code will reappear after you click "**Save**". **ALWAYS double check that the names entered have been saved as desired.**

A reminder or two: Login names and passwords are NOT case sensitive. Also, although each login name must be unique, each password could be the same. This would ONLY be recommended for an Instructor assigned to multiple Courses having BOTH login names as an Instructor and as a Student for each Course. A different login name is required for each Course, whether as the Instructor or Student, BUT the same password could be used across the Course(s) and Student(s) login names for that Instructor. This is why it is critical NEVER to give out your login name and especially your password.

FIRST and LAST NAME: It is also **strongly** recommended that the Instructor enters the Student's real name (First and Last). It is the author's desire that for future reports the Student's real name entered here will be used. This will allow easier reference to whose report, test scores, weaknesses, etc. an Instructor is reviewing.

STUDENT STATUS: A Student who has his "**Active**" status set to **YES** has access to the **LAPWARE** program. A Student who has his "**Active**" status set to **NO** does NOT have access to the **LAPWARE** program.

LOGIN AS: The Instructor can "**Login As**" the Student which gives the Instructor the capability of viewing the Student's grades, areas of questions reviewed, weaknesses, etc. **This can be done even while the Student is logged in to LAPWARE. It is requested that the Instructor NOT make any changes to the Student's questions by answering any questions, resetting answers, etc.**

However, please note, that should a Student give out his login name and password to another, the FIRST person who logs in will have access and rights to the **LAPWARE** software preventing the second Student from logging in under the same name and password. In other words, the Student having the rights to access the software might have just given up his rights IF the other person logs in first. Please remember that the



Selecting **Students** under the Instructor function displays the screen shown below. The names displayed are samples and are not valid login names. The passwords have been removed as they will be specific to each individual and randomly generated or manually entered.

ID	Login	Password	Name	Active	Action
#9	0008-12			Yes	(Login As Empty)
#10	0008-13			No	(Login As Empty)
#11	0008-14			No	(Login As Empty)
#12	0008-15			No	(Login As Empty)
#13	0008-16			Yes	(Login As Empty)
#14	0008-17			No	(Login As Empty)
#15	0008-18			No	(Login As Empty)
#16	0008-19			No	(Login As Empty)
#17	0008-20			No	(Login As Empty)
#18				No	(Login As Empty)
#19				No	(Login As Empty)
#20				No	(Login As Empty)
#21				No	(Login As Empty)
#22				No	(Login As Empty)
#23				Yes	(Login As Empty)

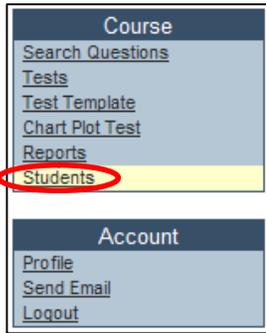
(NOTE: ANY CHANGES made you must click on Save Changes to accept them.)

As an Instructor you have the capability of editing or selecting:

1. **Printable Version** - Print a list of Student Login names and Passwords
2. **Login** - Edit the Student Login Name (NOT CASE SENSITIVE)
3. **Password** - Edit the Student Password (NOT CASE SENSITIVE)
4. **Name** - Enter the Student First and Last Name (recommended)
5. **Active** - Set the Student Active status to **YES** or **NO**.
 - ◆ **Yes** means that the Student will have access to **LAPWARE**.
 - ◆ **No** means that the Student will NOT have access to **LAPWARE**. Setting Active to No is a simple way of turning off a Student's access prior to "Emptying" the Student's records described below.
6. Selecting the **Action** Desired:
 - ◆ **Login As** - allows the Instructor to login as the Student to review how the Student is doing. The Instructor can then look at the Students Weakness or Weakness Summary Reports to see where the Student might need help.
 - ◆ **EMPTY** - Empties the Student records. This should be performed after the Student no longer needs access to **LAPWARE** and the Instructor wishes to delete ALL records, grades, etc. for this Student in preparation to set up a new Student to access **LAPWARE**. The license can be utilized by other Students as assigned by the Instructor(s) for the duration of the license agreement.



Students:



Here is where the University/School Administrator, Course-Chief Instructor or Instructor(s) has control over setting the Student's login name and password, deleting a Student or emptying Student records (grades, test(s) scores, etc.). The Instructor can also designate the Student as being "active" or "inactive". An inactive Student has NO access to use the LAPWARE program. It is strongly recommended that, upon completion of a Course (passing the license exam), the Students assigned to that Course have their status changed to "inactive". Otherwise Students could continue to use LAPWARE which the University/School/Company is paying for. If you have additional Students in a lower level (junior or sophomore year) or in other courses and wish to allow them to have access to LAPWARE to start learning how the program operates this would be a good time to assign them a login name and password. This will maximize the efficiency and use of LAPWARE and allow your school to get the most for the money spent on purchasing the licenses.

Changing a University status to "inactive", which can only be done by the Administrators of LAPWARE, denies access to LAPWARE for that University/School Courses, all Instructors and all Students. This is only done if the license is not renewed or paid for.

Setting a Course status to "inactive", which can be done by the University/School Administrator or Course-Chief Instructor, denies LAPWARE access to ONLY the selected Course for the Course-Chief Instructor, all Instructors and all Students.

Finally, Instructor(s) or Student(s) status can be set to "inactive", which can be done by the University/School Administrator, Course-Chief Instructor or Instructor(s). This denies LAPWARE access to those individuals. To designate a Student or Instructor as being "inactive" is recommended when a Student finishes a Course or an Instructor is no longer assigned to teach in a Course, or possible terminates his job.

Let's get into more detail as to how you perform these briefly described functions. Any Instructor seeing a function or feature needed or desired for LAPWARE should communicate this to the authors. Your recommendations will be seriously considered for our next version of the software.

LAPWARE

INSTRUCTOR OVERVIEW SUMMARY

- ◆ The Instructor should first read the LAPWARE Student brochure to understand the capability the Student has before reading this Instructor's manual. LAPWARE means License Advancement Program software.
- ◆ Using LAPWARE, the Instructor, connected to the Internet from any computer, has access to LAPWARE and can perform any of the functions described below.
- ◆ The advantages of LAPWARE being Internet based are any modifications, additions, deletions, posting of solutions, correcting of solutions, etc. that are made by the Administrators will immediately be available to all end users. There is NO need to download updates. They are available as soon as they are posted into LAPWARE.
- ◆ An "At Sea" CD version is being contemplated. Instructors can assist the authors in what capabilities they would like to see on this CD.
- ◆ Solutions to problems cannot be printed yet, but is being considered.
- ◆ Authorize Students to create test from Instructor generated test template(s) with answer sheet(s).
- ◆ **TEST TEMPLATES**
 - ◆ The Instructor's primary capabilities evolves around:
 - ◆ creating test templates (unlimited) and the process is relatively easy,
 - ◆ creating a BLANK test (zero questions) from which an Instructor can add USCG questions as specified (individually or by category group) creating the desired exam,
 - ◆ selecting a pre-defined test template, modifying it and saving it under a new name or under the original name, as desired, or
 - ◆ deleting a test template.
 - ◆ An unlimited number of Test Templates can be created.
 - ◆ The Instructor selects the book (1 = RR, 2 = DG, 3 = NG, 4 = SA, 5 = NP) and then the categories desired for that book.
 - ◆ Each question is presently categorized up to four levels. For example, Navigation Problems – Book 5:
 - Category= Ocean Track Plotting,
 - Sub-Category= Great Circle Sailing,
 - Sub-Category= Initial Course and Distance.
 - Sub-Category= (empty)
 - ◆ The number of questions available for the category selected will be displayed and the Instructor can enter how many questions are desired from those available and click on "Add". That category, and the number of questions desired, will be added to the template.
 - ◆ The Instructor can click on a category in a test to "Remove", "Edit", or "Replace" it with a new category selection. Changing the name and saving it under a new name allows the creation of a new template.
- ◆ Templates created by the Administrator are available globally to all Universities/Schools. They are located in the template list, below the dashed line (-----) and commonly will be license/rating exam level test template modules utilizing the NMC Deck Guide Book module numbers.
- ◆ Presently, generated **Test Template Modules** in LAPWARE are:
 - ***CHART PLOTS - Please see the GENERATE CHART PLOT on the main menu.
 - Operational and Management Level Chart Plots can be created.**
 - 011X1-Deck and Navigation General + Deck Safety-2M to MA-AGT - O - NC (70 questions)
 - 011X1-2M to Master-O-NC-AGT (Supplement 70 questions)
 - 017XX-Assist. Towing Endorsement-AGT-Add Endorsement-ANY Waters (Exam 017A)
 - 017XX-Deck General-Towing Endorsement
 - 018XX-Auxiliary Sail-AGT-Add Endorsement-Any Waters (Exam 018A)
 - 018XX-Deck Safety and Rules of the Road, Sail Endorsement



031XX-First Class Pilot-AGT-ORIG-International and Inland Rules (Exam 31AA, 31AB)
 031XX-Deck and Navigational Safety + Deck Safety
 032XX-First Class Pilot (Exam 31AA, 31AB)
 032XX-Navigation General
 054XX-Rules of the Road-International and Inland (ALL LICENSES)
 054XX-RR - OICNW-3M/2M, CM/MA and MATE-AGT/500T/1600T-ORIG/RIG - O - NC
 059XX-RR-Rules of the Road-International and Inland
 059XX-RR - OICNW-3M/2M, CM/MA and MATE-AGT/500T/1600T - O - NC-RENEWAL
 065XX-Rules of the Road-International and Inland
 065XX-RR - MASTER/MATE 100T, GL-INLAND
 066XX-Rules of the Road - Inland and Rivers
 066XX-RR - MASTER/MATE 100T/200T/600T/1600T - GL-INLAND-RIVERS
 069XX-Rules of the Road - GL-Inland-Rivers - RENEWAL
 069XX-RR - MASTER/MATE 100T/200T/500T/1600T - GL-INLAND-RIVERS-RENEWAL
 072X1-Navigation General - NMT 1600 GT, Any Waters
 072X1-Navigation General - MA/Mate/OUPV/Steers, NMT 1600T, Any Waters, ORIG/RIG
 073XX-Chart Navigation First Five
 073 XX-Chart Navigation First Five
 077X2-Chart Plot - Chesapeake Bay-Master/Mate NMT 100T+OUPV
 077X2-Chart Plot - Chesapeake Bay-Master/Mate NMT 100T+OUPV-10 Questions 70%
 077X3-Chart Plot - Long Island Sound-Master/Mate NMT 100T+OUPV
 077X3-Chart Plot - Long Island-Master/Mate NMT 100T+OUPV-10 Questions 70%
 077X4-Chart Plot - Block Island Sound-Master/Mate NMT 100T+OUPV
 074X4-Chart Plot - Block Island-Master/Mate NMT 100T+OUPV-10 Questions 70%
 101XX-Deck General, Navigation General plus Safety - MA-RIG
 101XX-Deck General, Navigation General plus Safety - MA-AGT-RIG - O - NC
 102XX-Stability - MA-RIG - O - NC
 102XX-Stability - MA-AGT-RIG - O - NC
 103XX-Navigation Problems-Oceans - MA-RIG - O
 103XX-Navigation Problems - MA-AGT-RIG - O
 105XX-Navigation Problems - MA-RIG - NC
 105XX-Navigation Problems - MA-AGT-RIG - NC
 121XX-Deck and Navigation General - Safety and Environmental Protection (2M RIG)
 121XX-Deck and Nav General + Safety and Environ. Prot. - OICNW-2M AGT-RIG - O - NC
 124XX-Navigation Problems - NC
 124XX-Navigation Problems - OICNW-2M AGT-RIG - NC
 125XX-Navigation Problems - O
 125XX-Navigation Problems - OICNW-2M AGT-RIG - O
 141XX-Deck General
 141XX-Deck General - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - O - NC
 142XX-Navigation General
 142XX-Navigation General - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - O - NC
 143XX-Deck Safety
 143XX-Deck Safety - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - O - NC
 143XX-Deck Safety - STABILITY ONLY 3M/2M
 143XX-Deck Safety - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - O - NC
 145XX-Navigation Problems-Terrestrial Navigation - NC
 145XX-Navigation Problems TNAV - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - NC
 146XX-Navigation Problems-Celestial Navigation - O
 146XX-Navigation Problems CNAV - OICNW-3M/2M-AGT/500T/1600T MATE-ORIG/RIG - O
 151XX-Deck General A
 151XX-Deck General-A - CM/MA-AGT/500T/1600T-ORIG/RIG - O
 152XX-Deck General B
 152XX-Deck General-B - CM/MA-AGT/500T/1600T-ORIG/RIG - O
 153XX-Navigation General
 153XX-Navigation General - CM/MA-AGT/500T/1600T-ORIG/RIG - O
 154XX-Deck Safety
 154XX-Deck Safety - CM/MA-AGT/500T/1600T-ORIG/RIG - O
 155XX-Stability
 155XX-Stability - CM/MA-AGT/500T/1600T-ORIG/RIG - O
 157XX-Navigation Problems-Terrestrial Navigation - NC
 157XX-Navigation Problems - TNAV - CM/MA-AGT/500T/1600T-ORIG/RIG - NC
 158XX-Navigation Problems-Celestial Navigation - O
 158XX-NP CNAV - CM/MA-AGT 500T/1600T-ORIG/RIG - O
 161XX-General
 161XX-General - Master-OSV
 162XX-Navigation General - Master-OSV - O - NC (Domestic Trades)
 162XX-Navigation General - Master-OSV - O - NC
 171XX-Deck General, Safety and Environmental Protection
 171XX-General, Safety and Environmental Protect - Mate-OSV
 172XX-Navigation General - Mate-OSV - O - NC (Domestic Trades)

View Average Results:

This feature has been provided to Instructors to give them a better overview of the results of the test. It would look similar to the following screen:

LAPware Course						
LAPware > Tests > Zack Demo > Average Results						
Test						
ID	Name	Active	Taken	Editable	Created	Mode
#1083	Zack Demo	Yes	3 times	No	10/05/2004	Test
Test Details						
Average Grade	Completed Tests	Incomplete Tests	Avg Test Time	Max Test Time	Min Test Time	
55.56%	3	0	1min	2mins	0 mins	
Viewing 1 through 3 of 3 questions						
< Previous Page 1 Next Page >						
ID	Question	% Correct	Total A	Total B	Total C	Total D
#2769	The joint indicated by letter D is a _____.	66.67%	0	2	1	0
#10758	You have 520 tons of below deck tonnage. There is no liquid mud. If you have _____	33.33%	0	1	2	0
#10760	You have 8 containers of steward's supplies each measuring 6 L by 6 B by _____	100.00%	0	0	2	0

Above, the Instructor can see:

- ◆ The Average Grade,
- ◆ The Number of Completed Tests,
- ◆ How many Incomplete Tests exists,
- ◆ The Average Test Time,
- ◆ The Maximum Test Time, and
- ◆ The Minimum Test Time.

At the bottom of the screen can be seen:

- ◆ The question ID,
- ◆ The Question Stem,
- ◆ The % Correct, and
- ◆ The number of choices selected for the distracters (A, B, C and D).

By reviewing the information shown an Instructor can determine whether a question is bad or poorly worded, if all Students got the question correct or wrong. Or possibly, the subject was not taught by the Instructor or the Students were not paying attention and did not review the subject. This tends to point out the weaknesses within the training program where concentration must be applied by either the Instructor or Student.

Any additional information that you feel is needed please let the **LAPWARE** authors know.



VIEW RESULTS:

When more than one Student's have completed taking a test, the Instructor can view the results. The following is a sample 3 question test generated just to show what the results might look like.

Course		LAPware Course						
Search Questions	LAPware > Tests > Zack Demo > Results							
Table								
Test Template								
Chart Plot Test								
Reports								
Statistics								
Instructors								
Test #1083								
Test	D	Name	Active	Taken	Editable	Created	Mode	
	#1083	Zack Demo	Yes	3 times	No	10/05/2004	Test	
View	Viewing 1 through 3 of 3 test results View Average Results							
View Results								
PDF Test								
PDF Answers								
Account								
Profile								
Send Email								
Logout								

Student ID	Student Name	Student Login	Started	Ended	Grade	Action
#9	Richard Plant	MITAGS01	12-19 10/22/04	12-21 10/22/04	0.00% (View Results)	
#10	Charles Pillsbury	PillsburyLAP	14-53 11/27/04	14-53 11/27/04	100.00% (View Results)	
#21	Rick Barry	BarryLAP	14-54 11/27/04	14-56 11/27/04	66.67% (View Results)	

Above, the Instructor sees the Students who took the test, the date and time of the test and each of the Students grade. Note that if a Students login name is left as a generic name, MITAGS01, then you will not know who this Student is UNLESS the Student entered his/her real name under "Profile". Student's should strongly be recommended to enter at least their real name and email address and desired password under their "Profile" screen.

If desired, the Instructor can click on "View Results" for each individual Student and the Instructor would see something similar to the following screen:

LAPware Course			
LAPware > Tests > Zack Demo > Student Results > Student #9			
Test			
D	Name		
#1083	Zack Demo		
Active	Taken		
Yes	3 times		
Editable	Created		
No	10/05/2004		
Mode	Test		
Student			
D	Student Name		
#9	Richard Plant		
Student Login	MITAGS01		
Started	Ended		
12-19 10/22/04	12-21 10/22/04		
Answered	Right		
2 of 3	0		
Wrong	Grade		
2	0.00%		
Viewing 1 through 3 of 3 questions			
< Previous Page 1 Next Page >			
D	Question	Answer	Time
#2769	The joint indicated by letter D is a _____.	C	12:20 10/22/04
#10758	You have 520 tons of below deck tonnage. There is no liquid mud. If you have 160 tons of cargo above deck with a VCG above _____.	C	12:20 10/22/04
#10760	You have 8 containers of steward's supplies each measuring 6' L by 6' B by 6' H and weighing 1.5 tons each. Each container _____.		

Above, the Instructor can see the individual Students date and time the test was taken and the duration of time to take the exam, how many questions were answered as being "right" and "wrong" along with the Students grade. The questions are listed on the bottom with the answers selected by the Student. Notice that this Student left one question unanswered. Students SHOULD NEVER leave a question unanswered. It is automatically marked as being wrong! Take a guess rather than leaving it blank. They have a 25% of getting it correct.

It is the authors desire to change the above display to allow the test to be displayed with the entire question stem and A, B, C and D distracters with the appropriate **RED** or **GREEN** background based upon the answer selected. This will make for a more efficient review of the tests. We are presently working with the programmers on this change.

172XX-Navigation General - Mate-OSV - O - NC

- 181XX-Deck General
- 181XX-Deck General - OICNW-Mate-NMT 500T-ORIG/RIG - O - NC
- 182XX-Navigation General
- 182XX-Navigation General - OICNW-Mate-NMT 500T-ORIG/RIG - O - NC
- 183XX-Deck Safety
- 183XX-Deck Safety - OICNW-Mate-NMT 500T-ORIG/RIG - O - NC
- 185XX-Navigation Problems - Terrestrial Navigation - NC
- 185XX-Navigation Problems TNAV - OICNW - Mate-NMT 500T-ORIG/RIG - NC
- 186XX-Navigation Problems - Celestial Navigation - O
- 186XX-Navigation Problems CNAV - OICNW - Mate-NMT 500T-ORIG/RIG - O
- 191XX-Deck General
- 191XX-Deck General - OICNW-Mate-NMT 1600T-ORIG/RIG - O - NC
- 192XX-Navigation General
- 192XX-Navigation General - OICNW-Mate-NMT 1600T-ORIG/RIG - O - NC
- 193XX-Deck Safety
- 193XX-Deck Safety - OICNW-Mate-NMT 1600T-ORIG/RIG - O - NC
- 195XX-Navigation Problems - Terrestrial Navigation - NC
- 195XX-Navigation Problems TNAV - OICNW-Mate-NMT 1600T-ORIG/RIG - NC
- 196XX-Navigation Problems - Celestial Navigation - O
- 196XX-Navigation Problems CNAV - OICNW-Mate-NMT 1600T-ORIG/RIG - O
- 201XX-Deck General - Master NMT 500 GRT - O - NC
- 201XX-Deck General - Master NMT 500 GRT - O - NC
- 205XX-Navigation Problems - Terrestrial Navigation - O - NC
- 205XX-Navigation Problems - TNAV - Master NMT 500 GRT - O - NC
- 206XX-Navigation Problems - Celestial Navigation - O
- 206XX-Navigation Problems - CNAV - Master NMT 500 GRT - O
- 211XX-Deck General - Master NMT 1600 GRT - O - NC
- 211XX-Deck General - Master NMT 1600 GRT - O - NC
- 212XX-Navigation General - O - NC
- 212XX-Navigation General - Master NMT 1600 GRT - O - NC
- 215XX-Navigation Problems-Terrestrial Navigation - O - NC
- 215XX-Navigation Problems - TNAV -Master NMT 1600 GRT - O - NC
- 231XX-Deck General + Navigation General
- 231XX-Deck General + Navigation General - Master-AGT - GL
- 235XX-Deck General + Deck Safety and Environmental Protection
- 235XX-Deck General + Deck Safety and Environmental Protection - Master-AGT - GL
- 241XX-Deck General and Navigation General-Mate-AGT - GL
- 241XX-Deck General and Navigation General-Mate-AGT - GL
- 245XX-Deck Safety and Environmental Protection-Mate-AGT - GL
- 245XX-Deck Safety and Environmental Protection-Mate-AGT - GL
- 247XX-Great Lakes Topics
- 247XX-Great Lakes Topics-All Grades
- 441XX-Survival Craft
- 441XX-Survival Craft - Lifeboatman-Limited
- 451XX-Deck General and Navigation General
- 451XX-Deck General and Navigation General - AB-Unlimited-Limited-Special
- 452XX-Deck Safety and Rules of the Road
- 452XX-Deck Safety and Rules of the Road - AB-Unlimited-Limited-Special
- 461XX-Deck General and Navigation General
- 461XX-Deck General and Navigation General - AB - OSV
- 462XX-Deck Safety and Rules of the Road
- 462XX-Deck Safety and Rules of the Road - AB - OSV
- 481XX-Deck Safety and Rules of the Road
- 481XX-Deck Safety and Rules of the Road - LIFEBOATMAN

RIG = Raise In Grade, O = Ocean, NC = Near Coastal, GL = Great Lakes
 AGT= Any Gross Tons, AB = Able Seaman, OSV=Offshore Supply Vessel

NOTE: Referring to the National Maritime Center's Deck Guide Book in PDF format you can see the makeup of EXAM CODES which will use a combination of the above Test Template Modules. **LAPWARE** does not have all modules listed or programmed and, therefore, will not have all exam codes covered. Feedback from Students and Instructors on the type of the exam questions received/taken better aids us in defining additional modules and eventually exam codes. We thank you in advance for any information you can supply back to the authors.



From the test template modules we have managed to create the following License Exam Codes (shown below) which, to the best of our knowledge, comes close to the exam questions selected by NMC for ALL sections. As will be seen later, Students can, after logging in to **LAPWARE**, select the license exam they are studying for from the list provided below. This will reduce the number of questions they need to study. As can be read in our disclaimer, there is **NO GUARANTEE** that all of the questions we lists in the templates, modules or exam codes actually covers all the areas the National Maritime Center pulls questions from. It is just a close proximity – some being very accurate, others are just close. Feedback always helps!

Much effort has gone into programming **LAPWARE** to give Students and Instructors the capability of utilizing test modules and exam codes. This was done over years of experience, exposure and feedback from Students and Instructors.

To clarify, **LAPWARE** authors do NOT have any inside track with the NMC as has been raised by a few unethical and lazy authors/programmers who are attempting to compete with the **LAPWARE** program. It is ONLY through hard work and a desire to help Students and Instructors that this was accomplished. These other lazy and inept authors/programmers just won't put forth the effort that we do – therefore, their study guides and programs are second rate and will remain so as long as their attitude does not change. Our motto of **“LAPWARE DOES IT BETTER!”** means just that!

Exam 017A - 017XX-Deck General, Assistance Towing Endorsement
 Exam 018A - 018XX-Deck Safety+Rules of the Road-Sail Endorsement
 Exam 10AR & 10BR - Master - AGT - RIG - O and NC
 Exam 10AR - Master - AGT - RIG - NC
 Exam 10BR - Master - AGT - RIG - O
 Exam 12AR & 12BR - 2M - OICNW - AGT - RIG - O and NC
 Exam 12AR - 2M - OICNW - AGT - RIG - NC
 Exam 12BR - 2M - OICNW - AGT - RIG - O
 Exam 14AR & 14BR - 3M/2M - OICNW - AGT 500T/1600T - ORIG/RIG - O and NC
 Exam 14AR - 3M/2M - OICNW - AGT 500T/1600T - ORIG/RIG - NC
 Exam 14BR - 3M/2M - OICNW - AGT 500T/1600T - ORIG/RIG - O
 Exam 15BB & 15BR - CM/MA - AGT 500T/1600T - ORIG/RIG - O and NC
 Exam 15BB - CM/MA - AGT 500T/1600T - ORIG/RIG - NC
 Exam 15BR - CM/MA - AGT 500T/1600T - ORIG/RIG - O
 Exam 19DF & 19DR - MATE - OICNW - NMT 1600T - ORIG/RIG - O and NC
 Exam 19DF - MATE - OICNW - NMT 1600T - ORIG/RIG - NC
 Exam 19DR - MATE - OICNW - NMT 1600T - ORIG/RIG - O
 EXAM 21AR/21BR-2M to MA - Supplement - 70 Questions - 011X1 - DG+NG+SA
 Exam 21BR - Master - NMT 1600T - RIG - O (Note: Missing Test Template 213XX)
 Exam 21DF & 21DR - MATE - OICNW - NMT 500T - ORIG/RIG - O and NC
 Exam 21DF - MATE - OICNW - NMT 500T - ORIG/RIG - NC
 Exam 21DR - MATE - OICNW - NMT 500T - ORIG/RIG - O
 Exam 23AR - Master - AGT - ORIG/RIG - Great Lakes and/or Inland
 Exam 24AR - Mate - AGT - ORIG/RIG - Great Lakes and/or Inland
 Exam 24AR - Mate - AGT - ORIG/RIG - Inland ONLY
 Exam 31AA - First Class Pilot - AGT - ORIG - International and Inland Rules
 Exam 31AB - First Class Pilot - AGT - ORIG - Inland Rules - NEED 073XX
 Exam 31AE - First Class Pilot - AGT - Scope Increase - Inland to International
 Exam 44BA - Lifeboatman - Limited-Survival Craft - ORIG - Any Waters
 Exam 45AA - Able Seaman - Unlimited - Limited - Special - ORIG - Any Waters
 Exam 46AA - Able Seaman - Offshore Supply Vessel - ORIG - Any Waters
 Exam 48AA - Lifeboatman - Deck Safety and Rules of the Road
 Supplement - 011X1 - 2M to Master - Deck/Nav General+Deck Safety - NMT 1600GT



From the **“Tests”** screen and list, select the desired test. Note the test **Type** listed on the far right side of the screen indicates **Chart Plot**. **LAPWARE** provides the Instructor with the same actions available for the chart plot as seen on the other tests generated including (**Info, View, PDF, Answers, Delete and Results**). These have been previously described and will not be reviewed again, with the exception of **View**. Also, remember that clicking on the titles/headers of **ID, Name, Active, Mode** or **Type** will sort the test list alpha-numerically (or reverse alpha-numerically) based upon the selected criteria and how many times you click the title/header.

Selecting **“View”** for a chart plot test does **NOT** provide the opportunity to Remove or Replace questions as existed with other (randomly) generated tests. The chart plot, in most cases, is a test made up of sequentially ordered questions that **MUST** remain as a unit of questions for the USCG chart plot exam. Substitutions are **NOT** allowed! Thus, the feature to Remove or Replace has not been provided for a chart plot.

Course		LAPware Course						
Tests		LAPware > Tests > 3M/2M Eastern LI - Random Plot > Test Questions						
Template Test								
Chart Plot Test								
Students								
Instructors								
	Test #47							
Exit								
View Questions								
View Results								
PDF Test								
PDF Answers								
		Viewing 1 through 15 of 15 questions						
		< Previous Page 1 Next Page >						
Account		#	CGID	Question				
Profile		1	263	The following questions (6-20) should be answered using chart number 12354TR, Long Island Sound - Eastern Part, and the...				
Logout		2	264	At 0720, you are in the outer channel between buoy "1" and buoy "2" and change course to pass Townshend Ledge Lighted Bell...				
		3	265	At 0740, you plot a loran fix from the following readings: 9960-X:26542.0 9960-Y:44023.0 9960-W:15027.0 What is...				
		4	266	From your 0740 position, you change course to pass 1.1 miles north of Falkner Island Light. What loran reading will ensure...				
		5	267	At 0802, Branford Reef Light bears 348° T at 0.75 mile, and the north point of Falkner Island bears 088° T at 6.7 miles...				

Test generation is a powerful and useful tool in **LAPWARE**. One proposed modification for a future version is to allow all tests to be listed under section tabs (Rules of the Road, Deck General, Navigation General, Safety and Navigation Problems) or to allow the entry of more detailed test information or description to allow Instructors to easily find a test. The addition of one of these features will depend upon the number of exams that Instructors create and the ease/cost to program same. If the authors see a large number of tests being generated we will request the programmers to add one of these capabilities to simplify the finding of desired tests.



Select the **Eastern Long Island Chart** and the following screen will be displayed:

Chart	Exams
Block Island, Chart No. 13254-TR	14
Chesapeake Bay, Chart No. 12221-TR	23
Eastern Long Island, Chart No. 12354-TR	16

Third, decide whether **LAPWARE** is to randomly select the chart plot exercise from the Eastern Long Island exercises available **OR** to select a specific chart plot exercise from the list. **LAPWARE** lists the **Chart Groups** at the bottom of the screen displaying how many chart exercises are available for each chart plot. The chart plot names are presently the first USCG-NMC question number that commences the sequential order for the plot. There is **NO DEFINITION** of the plot provided yet. For this example, let **LAPWARE** select a random chart plot exercise from the Eastern Long Island exercises.

If Instructors wish to help define a chart plot name and recommend such to the **LAPWARE** authors PLEASE feel free to do so. We are trying to figure out a way to briefly name or define each chart plot. **Can you help us accomplish this?** Thank you.

Fourth, enter the **New Test Name** (“3M/2M Eastern LI - Random Plot”), select the **“Mode”** (Test or Study Test) and **“Status”** (No=Inactive or Yes=Active); Study Test and No-Inactive are recommended.

Finally, using the mouse select **Click Here To Generate Test**. The desired chart plot test template will be created and saved. The entered name will appear as shown in the display below.

ID	Name	Action	Active	Taken	Editable	Mode	Type
#147	3M/2M Eastern LI - Random Plot	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	Chart Plot
#146	Stability Demo	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	Custom
#144	SOCP Oct 7, 2003	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	Custom
#143	3M/2M Unl - Random Chart Plot	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	Chart Plot
#134	CM/MA Unl - Random Chart Plot	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	Chart Plot
#127	Multiple Sections	(Info View PDF Answers Delete Results)	No	1 times	No	Test	Custom
#122	Nav Prob Deviat Table	(Info View PDF Answers Delete)	No	0 times	Yes	Test	Custom
#121	MITAGS Example	(Info View PDF Answers Delete Results)	No	1 times	No	Test	Custom
#120	BULK LIQUID - ALL QUESTIONS	(Info View PDF Answers Delete)	No	0 times	Yes	Study Test	LAPware

♦ Tests can be generated for any of the five (5) USCG-NMC license exam sections, for Lifeboatman, AB or other ratings, and for ANY level license exam if you are familiar with the subjects (categories) required for the license utilizing the NMC Deck Guide Book module numbers.

- ♦ Book 1 - **RR** - Rules of the Road
- ♦ Book 2 - **DG** - Deck General
- ♦ Book 3 - **NG** - Navigation General
- ♦ Book 4 - **SA** - Safety
- ♦ Book 5 - **NP** - Navigation Problems
 - ♦ Celestial Navigation - **CNav**
 - ♦ Terrestrial Navigation - **TNav**
 - ♦ Chart Plots - **Chart**

The NMC releases new or modified questions 2, 3 or more times each year. **LAPWARE** is the only program that tries to maintain their database equal to that with the NMC.

- ♦ Management Level (Chief Mate and Master)
 - ♦ Block Island Chart **13205-TR = 9 chart plots**
 - ♦ Chesapeake Bay Chart **12221-TR = 6 chart plots**
 - ♦ Eastern Long Island Chart **12354-TR = 4 chart plots**
- ♦ Operational Level (Third and Second Mate)
 - ♦ Block Island Chart **13205-TR = 14 chart plots**
 - ♦ Chesapeake Bay Chart **12221-TR = 23 chart plots**
 - ♦ Eastern Long Island Chart **12354-TR = 16 chart plots**
 - ♦ Mississippi River
 - ♦ 100-Ton License Exams

- ♦ Lifeboatman
- ♦ Able Bodied Seaman - AB
- ♦ Survival Craft

♦ TEST

- ♦ The Instructor has the capability of generating a test from any template created by the Administrator, Chief Instructor or any other Instructor assigned to the Course for his/her School/University/Company. The test templates created by an Instructor will **ONLY** be available to Instructors in that Course.
- ♦ Administrator generated test templates are available globally to ALL Universities or Schools. These license exam test templates will be displayed below a dashed line (-----) in the template listing.
- ♦ **LAPWARE**, adhering to the Privacy Act, only allows Instructors assigned to a Course to be able to review the grades and weaknesses of Students, to view and modify Student login names, passwords, etc. for **ONLY** those Students assigned to their Course.
- ♦ Selection of duplicate questions is avoided. Reduction, or elimination, of the selection of similar questions is programmed in **LAPWARE**. Instructors have the capability of replacing or deleting a question from a test. Instructors can replace a question either **randomly** or by **specifying the USCG book and question number** desired. The random selection chosen by **LAPWARE** will adhere to the category and template design, assuming that there are additional questions in the LAPWARE database matching the specific categories.
- ♦ An unlimited number of Tests (Study Test or Real Test) can be randomly generated from any one Test Template created. Test types will be discussed below.



◆ Test questions and answers can be **scrambled** so that the same test contains the same questions but in a different order. A version number is assigned to each exam scrambled. Be sure to print, or save to disk, both the PDF test and the PDF answer sheet for the test before generating a scrambled test. The Instructor, upon printing the exam after it has been scrambled, will have his/her name displayed on the top of the first page (IF the Instructor entered his/her name in their **“Profile”**). This scramble feature is performed **AFTER** the test is initially generated from the test template by selecting the **“View”** page.

◆ **Test Settings: PLEASE READ THIS CAREFULLY!**

◆ **Test** Is a **REAL TEST** the Student can **ONLY** take once. Upon completion of this test the Student’s grade will be posted for the Student and the Course Instructor(s) to review. The Student **CANNOT** change the results or retake the exam once started, closed or completed.

◆ **Study Test** Is a test the Student can repeatedly take by simply resetting the answers to null. Grades for a Study Test are **never** posted for view. The Student will see his/her grade before resetting or clearing the selected answers.

◆ **Active**

◆ **Yes** The test is visible for the Student to view and take in **LAPWARE**. This active test **CANNOT** be edited by the Instructor **BUT CAN BE DELETED**. If a test is deleted, **ALL** Student grades for this test are lost and the test structure is lost. Remember, the test template used to create the deleted test does still exist, unless the Instructor also deletes that template.

◆ **No** A test marked as inactive (active = No) allows the Instructor to edit the test, remove or replace questions randomly or by the USCG book and question number as specified. This allows the Instructor to generate the exact type of test desired. Inactive tests (Test or Study Test) are not visible for the Student to see and take. The test should be set to **active = Yes** when the Instructor is ready to post the exam for Students to view or take. **AFTER** one or more Students commence taking a test **IT CANNOT BE RESET TO INACTIVE AND BE EDITED**.

◆ **PDF Print** The Instructor can turn on or off the Students capability to be allowed to view and print an individual test as a PDF file. The Instructor must specify this setting for each test generated! The default setting is **“PDF View off” = Students cannot view or print the PDF test**.

◆ **Timer** Instructors can set the duration of an exam in minutes. Students must complete the exam in the allowed time. Logging off of the computer, or out of **LAPWARE**, will not stop the clock, once the exam has been started. At the end of the time allocated the exam will no longer be available to open or continue answer entries.

◆ **Posting** Instructors can set the time and date they wish to have the test to become active, and again to be inactive. Thus, the exam would be posted for a specified period of time for the Students to take.

◆ **Email** Students and Instructors should enter their **“Profile”** information, including their email address, which allows the Instructor and

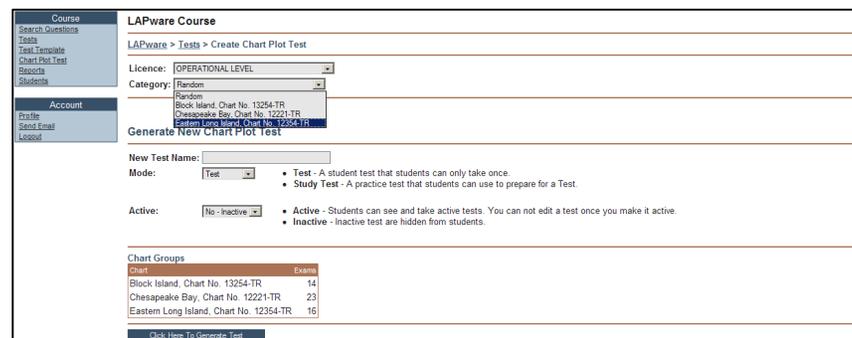


First, select the **License Level** desired for the chart plot test needed.



- ◆ **Management Level** is Chief Mate / Master, or
- ◆ **Operational Level** is 3rd Mate / 2nd Mate. **These chart plots are also for 500T to 1600T to Unlimited Tonnage license exams.**
- ◆ **Operational Level/Limited License – is for the Mississippi River plots**

In this example, select **Operational Level - 3rd Mate / 2nd Mate** test and the following screen will appear.



Second, select either

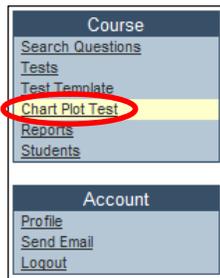
- ◆ **“Random”** to have **LAPWARE** randomly generate a chart plot template from one of the three training chart plots available (as listed below). Choosing a random selection of either the chart or the plot generate a chart plot template. The **LAPWARE** program will select a random chart and/or plot each time this template is used. Or,
- ◆ Select the actual chart plot you wish **LAPWARE** to use in the chart plot test. Choosing the specific chart plot generates a chart plot test.

Your choices are:

- | | |
|------------------------|--------------------|
| 1. Block Island | Chart No. 13254-TR |
| 2. Chesapeake | Chart No. 12221-TR |
| 3. Eastern Long Island | Chart No. 12354-TR |



COURSE MENU - CHART PLOT TEST:



Generating a Chart Plot template and test follows a different procedure within **LAPWARE** from all other test templates. The USCG chart plot question database utilizes both random questions and sequential questions. It all depends upon the level of license the Student is studying and sitting for.

- ◆ ChMate / Master - "**Management Level**" - **9 sequential questions**
- ◆ 3M / 2M - "**Operational Level**" - **15 sequential questions**
- ◆ Mississippi River - **10 sequential questions**
- ◆ Lower (100 Ton) - **10 random questions**

- ◆ **Management Level** (Chief Mate and Master) - **9 questions (19 Chart Plots)**
 - ◆ Block Island Chart **13205-TR (9 plots)**
 - ◆ Chesapeake Bay Chart **12221-TR (6 plots)**
 - ◆ Eastern Long Island Chart **12354-TR (4 plots)**
- ◆ **Operational Level** (Third and Second Mate) - **15 questions (53 Chart Plots)**
 - ◆ Block Island Chart **13205-TR (14 plots)**
 - ◆ Chesapeake Bay Chart **12221-TR (23 plots)**
 - ◆ Eastern Long Island Chart **12354-TR (16 plots)**
- ◆ Mississippi River - **10 sequential questions (Est. 54 Chart Plots or more)**
- ◆ 100-Ton License Exams - **10 random questions (Est. unlimited combination)**

Of the total questions in the Navigation Problems section there are approximately 1,800 chart plot questions leaving 1,200 questions for other areas such as celestial and terrestrial problems. These numbers will change as the NMC updates their database.

LAPWARE presently covers all of the described chart plots **EXCEPT the lower level (100 Ton) license**. This will hopefully be provided in the next version of **LAPWARE**. The problem is that the USCG database is very confusing in this area. As soon as we can resolve this issue the program will be updated and a notice posted on the main login screen. Thank you for your patience. Remember, the rest of the sections and categories required for the lower level license exams, other than chart plots, are still present within **LAPWARE**.

To generate a "**Chart Plot Test**", select that option from the **Course** menu, as shown above.

Note, if you select a RANDOM test to be generated you are creating a chart plot test template. When the Student selects this template a random chart plot test will be selected from the database, based upon the RANDOM selections you made.

If you select a specific chart and a specific plot then you are generating a chart test for that chart plot. That specified plot will ALWAYS be selected for the test. USE THIS OPTION if you want all Students to solve the SAME CHART PLOT.

The option is yours as the Instructor.

Students to communicate via their email browser about exams being posted, problem areas, assignments, etc.

◆ **STUDENTS**

- ◆ The Instructor has Student control capabilities allowing them to:
 - ◆ Edit the Student(s) login name and password,
 - ◆ Edit Student active or inactive access to **LAPWARE**,
 - ◆ Edit existence of a Student. Instructors can "**Empty**" all of a Students grades, test scores, etc. allowing the creation of a new Student for that purchased license. The Instructor will be cautioned as to whether this action is desired or not. **Once Students records are emptied they cannot be retrieved**. The Students "**Profile**" information will be saved in a file for possible future communication by the **LAPWARE** authors.
 - ◆ **Login as a Student**. This allows the Instructor to look at the Students file to see his/her weakness report, questions answered, etc.
 - ◆ This feature exists even though ONLY one Student can login in under the same name and password at a time.
 - ◆ **Delete** a Student from the total count of Students available. To recreate a new Student license, or reestablish a deleted Student license, the Instructor has to contact, via email, the **LAPWARE** Administrators.
- ◆ The Instructor is also provided with a Student login name and password and should become familiar with the Student's capability of using **LAPWARE** and be able to demonstrate **LAPWARE's** capabilities in class, as needed.

◆ **PROFILE**

- ◆ The Instructor can modify his/her password via "**Profile**" but cannot change his/her login name. The Chief Instructor (Course) or School/University Administrator can change the login name for the Instructor, if requested.
- ◆ Under "**Profile**" each user is requested to enter his/her name, address, phone number and email address. No Student can see this information. Entering the Instructors email address allows communications between Instructors and Students, between the **LAPWARE** Administrators and Instructors, and vice versa.
- ◆ Emailing to one or more Students in a Course regarding study assignments, posting of tests, etc. is capable ONLY if all Students enter their email address under the "**Profile**" menu option.

◆ **REPORTS**

- ◆ **Diagram Report** - displays a listing of the question numbers associated to a diagram. The diagram can be easily viewed. Book section is selected individually. This report can be printed. Using the CG ID number the Student can search the **LAPWARE** program for the desired question(s). Also, using the diagram number for that book/section, the Student can find the first referenced and additional questions under the "**Review Questions**" and "**Question Filter**" screen.
- ◆ **Category Report** - displays a listing of the Category and Sub Categories along with the number of questions available at each level. This report can be printed.
- ◆ **Search Questions** - Instructors can search the entire database of questions by various methods which will be further explained later.

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WWW.LAPWARE.ORG



◆ Results

- This feature is available ONLY for Test (real test), and not for a Study Test. It is ONLY available after one or more Students have taken the test. Clicking on “Results” will display, for the Instructor, the Test scores for those Students completing the test.
- Remember, Instructors have the capability of setting the time and date of when an exam becomes available (active) and again unavailable, as well as the duration of time allowed for Students to take the test.

Active

- ◆ Yes - Instructor allows the test to be viewed by the Student(s) and it is not editable. **Once a Student starts to answer a test, the Instructor cannot reset the Active status to No and edit the test.** It is strongly recommended that an Instructor initially set the Active status to No until all final edits have been made.
- ◆ No - Instructor makes the test invisible to the Student and the test can be edited.

Taken

- ◆ Displays the number of Students who have taken a test.

Editable

- ◆ No - test is Active. See above.
- ◆ Yes - test is Inactive. See above. However, if a test is Active (YES) BUT no Students have yet taken the test, the Instructor can go back and change the Active status to NO and edit the test questions.

Mode

- ◆ Test - is a real Test the Student can take ONLY ONCE and whose grades will be posted for the Student and Instructor to review. The Instructor can review the test results as previously described under RESULTS.
- ◆ Study Test - is a practice test that the Student can take numerous times. The test results for these exams are NEVER posted on the Internet for the Student or Instructor to review. The Student will see the results as the exam is completed via the grade bar on the right side of the screen.

Type

- ◆ Custom - is a test, for all sections other than chart plots, which can be generated by the Instructor or Course-Chief Instructor.
- ◆ Chart Plot - is a chart plot test generated by the Instructor, Course-Chief Instructor or Administrator. Chart plots, unlike most other tests, are sequential in order once the first question has been selected. More about Chart Plots in a moment.
- ◆ LAPware - is a test template, generated by the LAPWARE Administrators, and will be modified from time to time based upon experience. These templates cannot be deleted or modified by licensed users, only LAPWARE Administrators. As additional license exam templates are generated by the LAPWARE Administrators, license modules for license exam codes will be listed for Students to study under their “Review Questions” screen.



Answers -

- When a test is generated from a template, or the questions are scrambled as described previously, an appropriate answer sheet will be generated. The test will contain the sequential scrambled version number from # 1 or .01 upwards, the USCG ID number, answer and reference, as well as any diagram reference number needed to answer the question. When ever an Instructor scrambles a test, that Instructor's name will appear on the top of the exam below the exam title, if the Instructor's profile information has been entered.
- It must be stressed that it is important to print, OR save the PDF files to disk, for BOTH the test and its associated answer sheet, in case another Instructor generates a new scrambled test or the test is deleted.
- SOLUTIONS for math problems are NOT printed with the answer sheet. We are considering modifying this in the near future for limited printing capabilities. A sample answer sheet is shown below.**

Created November 27th, 2004
Version 1

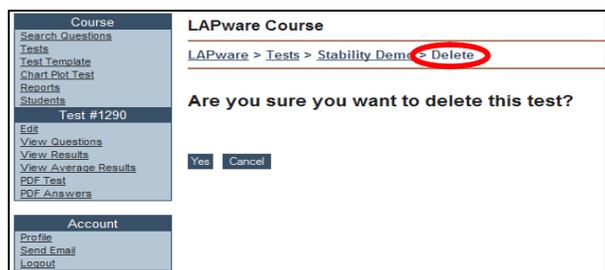
LAPWARE

Answers For Test #1290 - Stability Demo
Generated By: Richard Plant

#	CGID	Answer	Reference	Diagram
1	1003	C	LADAGE	
2	389	C	LADAGE	
3	539	D	LADAGE	
4	1814	D	LADAGE	
5	1914	B	LADAGE	
6	1928	D	LADAGE	
7	1373	C	AMSM	
8	1456	B	BAKER	D032DG
9	1458	D	LADAGE	
10	4658	C	STAB. DATA REF. BOOK, BLUE; LADAGE	
11	5308	A	STAB. DATA REF. BOOK, BLUE; LADAGE	
12	8084	A	STAB. DATA REF. BOOK, BLUE; LADAGE	
13	419	A	STAB. DATA REF. BOOK, WHITE; LADAGE	
14	612	B	STAB. DATA REF. BOOK, WHITE; LADAGE	
15	2956	C	STAB. DATA REF. BOOK, WHITE; LADAGE	

Delete -

- If the Instructor selects to Delete a test, the Instructor will see the following screen. Select either:
 - YES** to delete the test and all associated test grades, **or**
 - Cancel** to leave the test as is. The template will not be deleted.



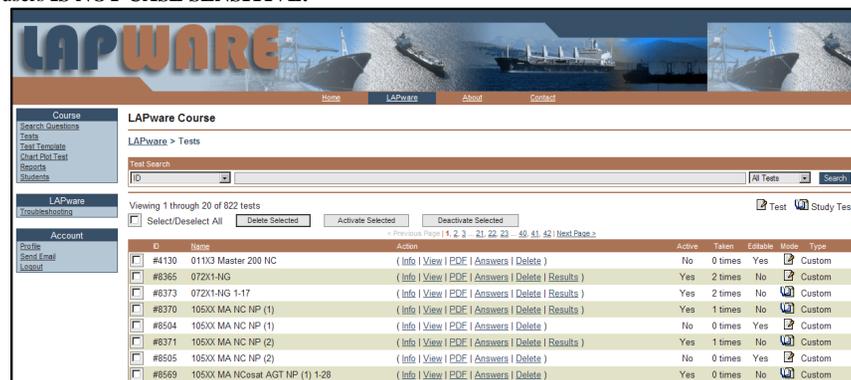
The capability of deleting more than one test is being worked on and programmed. When this feature is active you will be notified. It is anticipated that in order to delete multiple tests you will have to re-enter your Instructor's password which will be recorded with the deleted test(s) action.



LAPWARE's INSTRUCTOR MANUAL

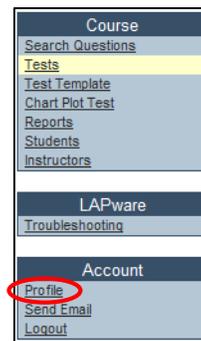
COURSE MENU: Each one of these menu items shown on the diagrams below will be discussed in detail, BUT not necessarily in order.

Instructors, please login as an Instructor using your login name and password provided. The Instructor capabilities can then be reviewed as described below. **Please, NEVER give out your Instructor login name or password.** Instructors are allowed to login as a Student, using a different login name and the same, or a different, password, as they desire. This allows Instructors to utilize **LAPWARE** in a classroom to show Students how to study for the license exam. Again, your password, as both the Instructor and Student, can be the same. The login name and password for all users **IS NOT CASE SENSITIVE!**



The hierarchy of **LAPWARE** program users is as follows:

- ADMINISTRATOR (Programmers and Authors)
- UNIVERSITY/SCHOOL/COMPANY
- COURSE - Chief Instructor for each course
- Instructor(s)
- Student(s)



The University login name and password is established by the Administrator for whomever the University/School/Company director designates. The login name and password is set as specified by the purchaser and **ONLY** the **LAPWARE** Administrator can modify the University/School/Company login name. This University/School/Company administrator can modify his own password as desired via "**Profile**", found under the "**Account**" menu, as shown to the left. This individual has complete control and access over all Courses (Chief Instructors), Instructors and Students for his/her University/School/Company. **LAPWARE** is purchased by licenses for the University, for a specific number of Courses, Instructors per Course and Students per Course. If it is desired to increase the license usage of

LAPWARE software, please contact the **LAPWARE** authors/administrators. The licenses are renewed **YEARLY** unless agreed to otherwise. The menu listing shown to the left is for the Chief Instructor (Course) showing access to "Instructors", which other Instructors, below the Chief Instructor, do not have access to. Compare this "Course" menu to the one shown above to see the differences. Note the Troubleshooting menu option, which will be described later but might be useful sooner.



Due to the PRIVACY ACT, **LAPWARE** is programmed to allow Instructors assigned in one Course **not** to be able to see Student grades, test scores or question answers in another Course to which they are not assigned. Instructors can be assigned to more than one Course if they are teaching in more than one Course. They would then be able to see the grades, etc. in those Courses as well. Each Course, however, will require a different login name, but, again, the same password can be used.

As you go down the hierarchy, the user's capability to control or modify Courses-Chief Instructors, Instructors, and Students login name and password diminishes. The University/School/Company Administrator has control over all Course(s)-(Chief Instructor(s)), Instructors and Students login names and passwords.

The Chief Instructor (Course) has the capability of creating, modifying or deleting the Instructors login name and password for that Course. The Chief Instructor also has control capabilities for his/her Course Students including login name, password and access to **LAPWARE**. The Chief Instructor can change his own password via "**Profile**" and it is recommended that the Chief Instructor do so. However, the Chief Instructor's login name and password can only be changed by the University/School/Company Administrator, or the **LAPWARE** Administrator, who is higher than Chief Instructor in the hierarchy.

An Instructor can assign a Student a new login name and password. An Instructor can change his own password via "**Profile**" and it is recommended that each Instructor do so. However, the Instructor's login name and password can be changed, by the Chief Instructor - Course Administrator or University/School/Company Administrator or the **LAPWARE** Administrator, who is higher than the Instructor in the hierarchy.

Before describing other **LAPWARE** features, the Instructor has to have a good understanding of question filtering and cascade filters. **LAPWARE** is designed so that each of the over 15,500 plus USCG-NMC license exam questions has been defined or categorized up to four (4) levels. All questions are categorized to two levels, most to three levels and some to four levels.

Example: Book 1 – Rules of the Road

- ◆ Level 1 or Category Both International and Inland
- ◆ Level 2 or Sub-Category 1 Part C – Lights and Shapes
- ◆ Level 3 or Sub-Category 2 Rule 20 (Rule Reference)
- ◆ Level 4 or Sub-Category 3 (Sub-Rule Reference, if applicable)

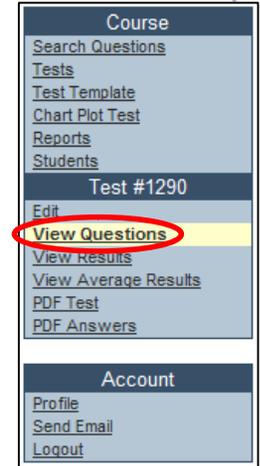
LAPWARE utilizes filtering ("cascade filtering") throughout, so please learn how to use this feature. You will find it very helpful in generating test templates, reports and for assigning specific study areas/questions for Students to review, to study or to be tested on and many other areas. In reviewing questions to study for Student can use filtering as well. So the Instructor understanding how it works will make it easier to explain to Students.

Instructors can select one or more levels, or categories, throughout the test template generation feature giving the Instructor the capability of defining the exam to the level of specifications (categories) as desired. The number of exam questions for the category chosen should be entered by the Instructor from the available total number of questions for that category selected. You will learn more about test generation later on.



To exit the **View Questions** test screen you have a few options:

- You will see a menu similar to the one shown on the right. Select **Tests**, under **Course**, to return to your test list, or
- Any of the other functions under the Test # you are viewing to see those functions.



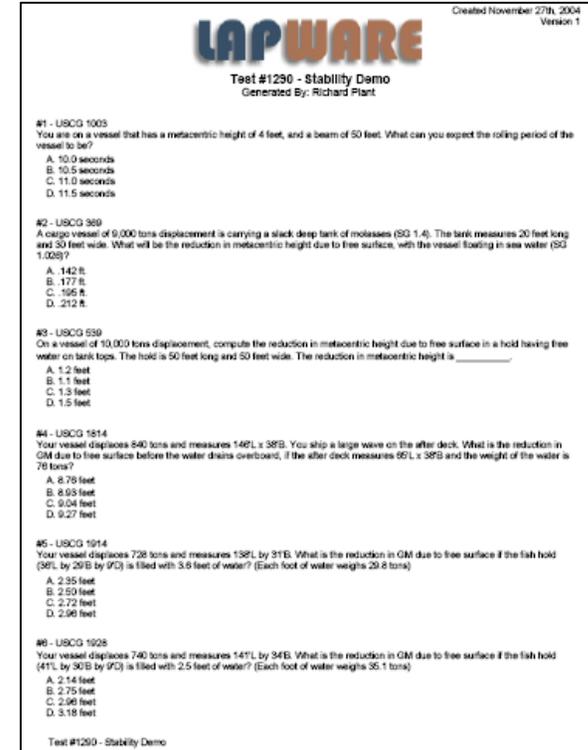
The **View Results** and **View Average Results** will be discussed shortly.

PDF

If the Instructor clicks "**Display PDF**" under the "**Info**" function the Student will have the capability to view and print an active test.

The Instructor ALWAYS has this capability whether the test is active or not. The header of the test presently displays **LAPWARE**. The Instructor can enter his desired "Header" entry which can be up to a maximum of **40** characters in length.

A sample of a test being viewed, using Adobe Acrobat 4.0 or later, looks similar to the diagram to the right. If reference diagrams from the NMC diagram guide book are required for the **LAPWARE** test they will be displayed at the end of the test questions. The NMC has modified all diagrams so that they are now all black and white. A color printer is not necessary to print out an exam or answer sheet.





View Question Detail - While VIEWING a test, as you scroll the mouse over a question, the stem of the question will turn red. To view the question detail, click on the left mouse button. A diagram similar to that below will appear for the question selected. The Instructor cannot edit this information BUT can see the information about the question as displayed below. Using this method allows the Instructor to select the correct question as desired.

Field	Value
LAPware #:	10954
CGID #:	1003
Book #:	4
Reference:	LADAGE
Question:	You are on a vessel that has a metacentric height of 4 feet, and a beam of 50 feet. What can you expect the rolling period of the vessel to be?
Answer A:	10.0 seconds
Answer B:	10.5 seconds
Answer C:	11.0 seconds
Answer D:	11.5 seconds
Answer:	C

Test Summary:

Under **LAPWARE's VIEW** function, test questions can be:

- ◆ Viewed
- ◆ Deleted
- ◆ Replaced
 - Randomly, or by
 - USCG - Adding specific USCG question number(s) from a section or book, as desired.
- ◆ Scrambled generating a new sequence for the same questions with the appropriate answer sheet.
- ◆ Tests can be posted for Students to see and take.
- ◆ Tests can be printed by Students, if desired, or taken on line.
- ◆ Real Tests can be taken only once.
- ◆ Study Test can be taken over and over.

The Instructor can:

- ◆ Specify the time and date the test is to be posted - made visible to Student(s),
- ◆ Specify the time and date the test is to be un-posted - no longer visible to Student(s) to see or take, and
- ◆ Specify the duration of time the Student has to take the exam. Once a timed exam is started there is NO STOPPING the clock. **The Student should allow enough time to take the exam prior to it becoming un-posted!**

REMEMBER, ONLY TESTS THAT ARE INACTIVE AND HAVE NOT BEEN TAKEN BY EVEN ONE STUDENT CAN BE EDITED.



Course	LAPware Course
Search Questions	
Tests	
Test Template	
Chart Plot Test	
Reports	<ul style="list-style-type: none"> • Diagram Report • Category Report
Students	
LAPware	
Troubleshooting	
Account	
Profile	
Send Email	
Logout	

Under **“Reports”** you will see a **“Category Report”** which will list the categories and the number of questions per category. The **Reports** within **LAPWARE** will be described shortly, including the **“Diagram Report”**.

Cascade filtering can best be related to first selecting a State, and having the next level or category display only the Cities in that State. Then for a selected City, only those Zip Codes in that City would be displayed. Finally, selecting a Zip Code would display only those Streets applicable to that Zip Code.

Again, cascade filtering is found throughout **LAPWARE** and is a very powerful and useful tool. Users also have the capability of selecting, not in sequence, just one category or sub-category. For example, Level 3 (Sub-category 2) in Rules of the Road is the Rule number. A user can simply select Rule 9 and all questions for Rule 9 will be displayed, after the filter is applied via the **“APPLY”** button.

The **“Category Report”** is capable of being printed. For examples, with Rules of the Road the Level 1 category (International Only, Inland Only, Both International and Inland) the Instructor would see displayed the total number of questions per category. For Level 2 sub-category, Part A, B, C, D and E, the total number of questions would be displayed. Finally, for Level 3, the Rule number would be displayed showing the number of questions that apply to that Rule.

ACCOUNT MENU - PROFILE:

Under the **“Account”** menu selecting **“Profile”** allows the Student to change their password. Students cannot change their login name. It is initially set, and can ONLY be changed by someone in the hierarchy above the Student, such as Instructors, or the University/School or **LAPWARE** Administrator.

Account	Profile
Profile	
Send Email	
Logout	
User Information	
Login :	Plant
Email :	rm.plant@verizon.net
Password :	*****
Re-Type Password :	*****
First Name :	Richard
Last Name :	Plant
Company :	Lapware
Phone :	410-544-4732
Fax :	
Address :	105 Shore Road
City :	Arnold
State :	Maryland
Zip :	21012
<input type="button" value="Save"/>	

All **“Profile”** bolded titles, as shown to the left, are required to have data entered prior to clicking **SAVE** at the bottom of the screen. The Students and Instructors should change their password when first logging into **LAPWARE**, or whenever else desired.

For Students and Instructors to be able to utilize the email capability within **LAPWARE**, each user is strongly recommended to enter their email address. This will allow Instructors to send emails to Students and vice versa regarding test(s) that might be posted, subject matters to study, etc.

Login Names and Passwords are NOT CASE SENSITIVE!



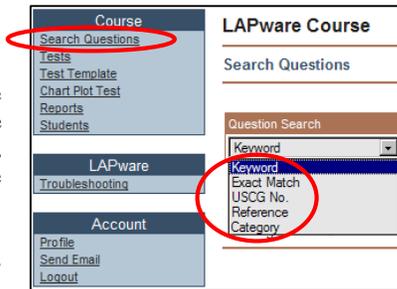
Anyone forgetting their login name or password must request the information from a higher level user in the hierarchy. LOGIN NAMES and PASSWORDS should NEVER be given out to anyone other than to the intended user. **LAPWARE** has the capability of keeping track of the number of times a user logs in and their IP address. Students logging in from multiple locations or using the same login name at the same time is not permitted. If it appears to **LAPWARE** that the password has possibly been circulated we will contact the School. If this continues the Chief Instructor or University will be notified and the Student/Instructor could possibly lose his/her license to access **LAPWARE**.

Chief Instructors and Instructors have the capability of generating test templates for exam modules, filtered by categories, including a chart plot test. The chart plot is a separate test template due to its design by the Coast Guard-NMC. Exam templates use the "cascade filter" feature. Learning and using the "cascade filter" is important. A "Category Report" is available under "Reports". This allows you to better understand the way in which the questions have been categorized along with the number of questions in each category. This category report can be printed.

COURSE MENU - SEARCH QUESTIONS:

LAPWARE allows the Instructor to search questions in five (5) different ways:

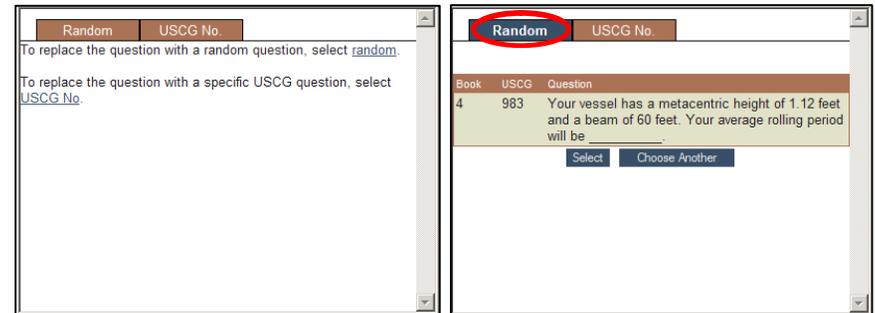
- ◆ **Keyword** - You can enter a single word or series of words and **LAPWARE** will search all questions in the database finding the first word, then looking for the second word within those questions, etc. until the question results are displayed; similar to a Google search.
- ◆ **Exact Match** - **LAPWARE** allows the Instructor to enter a phrase and all questions in the database will be searched displaying ONLY those questions matching the exact phrase. Please note, spelling, punctuation, etc. must be the exact same as it appears in the question(s) being sought for the result to be displayed. Try searching for "Right Whale" versus "Right Whales" to see the difference in results.
- ◆ **USCG No.** - **LAPWARE** will display all questions in all books or sections (1 = RR, 2 = DG, 3 = NG, 4 = SA or 5 = NP) that match exactly the USCG ID Number you are seeking. No more than 5 questions should be displayed as there is (should be) only one unique question number per book. IF YOU EVER find more than 5 questions please report it to the authors.
- ◆ **Reference** - By entering, for example, **CFR 176.39** **LAPWARE** will display all questions that reference that CFR.
- ◆ **Category** - For Category/Sub Categories select Navigation General > Tides and Currents > Tide Calculations > Height of Tide from the list boxes and the result being displayed will be all Height of Tide calculations in Navigation General – Book 3.



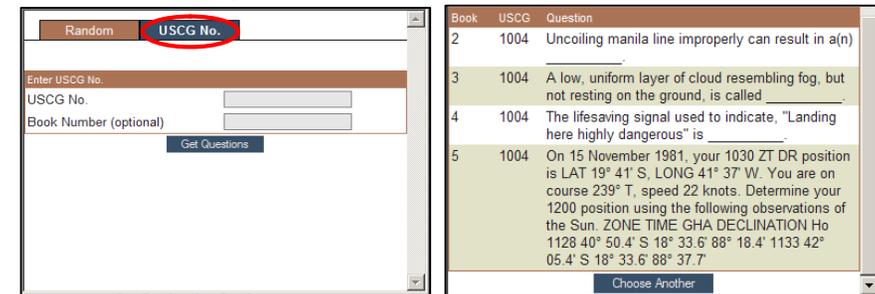
◆ **Replace**

Allows the Instructor to replace a question either by selecting a Random or a USCG question. See diagrams below.

- **Randomly** - **LAPWARE** will automatically choose another question matching the categories selected for the initial question being replaced. Selecting Random from the box below displays a randomly selected question. Click on "Select" or "Choose Another", until you find the question desired, or



- **USCG** - click on "USCG No." and enter the USCG question number and book number desired (optional). This, of course, could mean that the category of the template might **not** be in conformance with the original design of the test unless the Instructor carefully chooses a question matching the original categories for the original question. In the diagram below, the question number 1004 was entered as a replacement for 1003. Since no book was entered all questions matching that number are displayed. If these questions are not satisfactory, select "Choose Another" and enter a new USCG question number. In the latest release of the *Murphy Deck Guide Books*, the USCG Number has been entered above each question so they can be used as a cross reference to **LAPWARE**.

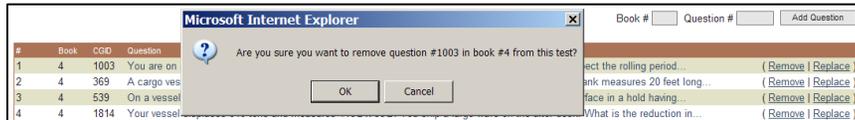


You will find **LAPWARE** to be more user friendly by specifying BOTH the USCG Number and the Book Number. However, if you enter question number 9, with or without a book number, you will see possibly HUNDREDS of question numbers that contain the number 9. That is just the way **LAPWARE** works!



◆ Remove

Allows the Instructor to **“Remove”** a question from the test. This is usually performed when an Instructor finds a question to be too similar to another question or wishes to add a specified question in its place. **LAPWARE** authors have attempted to reduce the possibility of selecting similar questions but this may not always be the case. Thus, the reason for leaving the test generated as **inactive** is so that it can be reviewed BEFORE being posted and available to Students. The Remove question feature will reduce the total test questions by one. The Instructor must confirm his action as shown in the diagram below. Use the **“Add Question”** feature, selecting a specific book and USCG question number, to increase the total test questions to the desired number of questions needed for the exam being generated.



Please be aware that the NMC, when updating their database, will sometimes delete older obsolete or inaccurate questions. **LAPWARE** simply marks the questions as **“Inactive”**. If an inactive question appears in your test, under the VIEW option, you should delete the question and replace it with an active question. See the diagrams and the note below.



NOTE: When questions in the National Maritime Center database pool are deleted, **LAPWARE’s “View Questions”** screen will show these **deleted question(s) as being “Inactive”**. The Instructor should **“Remove”** and **“Add”** or **“Replace”** these deleted, archived, or inactive question(s) with active question(s) so the test remains valid.

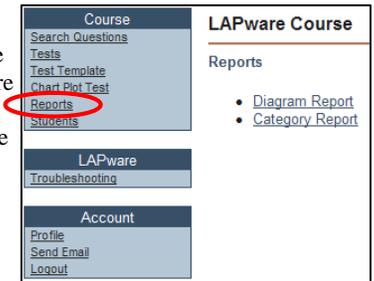
The **LAPWARE** authors will email to all Universities/Schools/Companies, having a **LAPWARE** license, a list of the NMC new/deleted questions for all sections/books as soon as they are determined for each new NMC database released. The NMC has been known to release questions multiple times each year.

This is a service no one other than **LAPWARE** provides to their users. Our goal is to have these questions posted to **LAPWARE** for download by licensed users and posted to **LAPWARE** for use by users as soon as possible after their release.



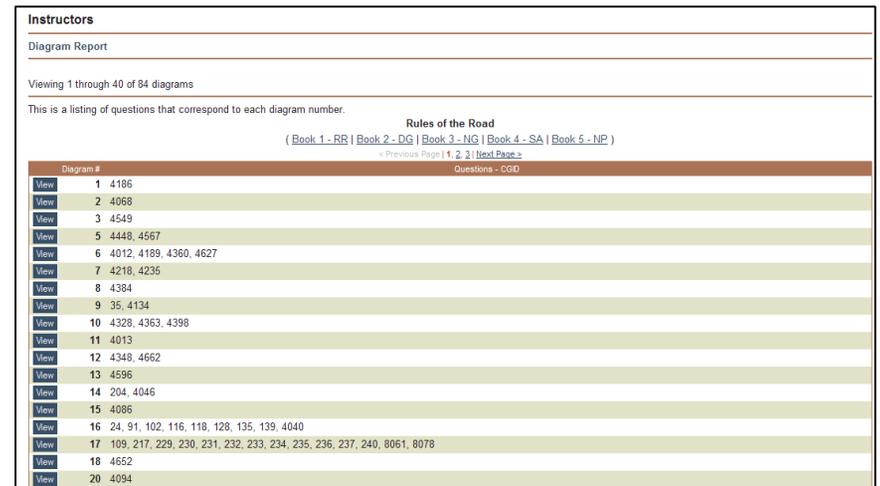
COURSE MENU - REPORTS:

LAPWARE Reports contains a menu of reports that are available for Instructors. Presently they are **“Diagram Report”** and **“Category Report”**. More may be added later as determined by Instructors or Administrators. Please feel free to give us guidance on reports you would like to see.



COURSE MENU – REPORTS: Diagram Report

Clicking on **“Diagram Report”** will display a page similar to that shown below. You can select the diagrams to be displayed for the book desired by selecting Book 1 - RR, Book 2 - DG, Book 3 - NG, Book 4 - SA or Book 5 - NP.



A list of applicable diagram numbers will be displayed with the USCG question number(s) listed along side. A **“View”** button for each diagram is provided to allow the user to display the diagram to make sure it is the correct diagram desired. Please make sure that you are in the correct book (RR = Book 1, DG = Book 2, NG = Book 3, SA = Book 4, NP = Book 5).

The **“Diagram Report”** is capable of being printed by both the Student and the Instructor for future use and reference.





Category Report

The number of “Category Report” pages could be large for each section. At the end of each line, on the right, will be displayed the number of questions associated to that category. It is important for an Instructor to realize the total number of questions in a category when assigning study areas or when contemplating using a category in the make up of a test template. Please see the sample partial report displays in the following five (5) diagrams on this page and the next.

Note, the staggered number of questions to the right of the related categories are indented in a similar fashion to the category level (1, 2, 3 or 4). This is done to show the user the related number of questions for that particular category. The number of questions in the sub-levels or sub-categories total should add up and be equal to the category level above it, with the exception of level 4 which just indicates when there is a sub-reference, as in Rules of the Road.

Instructors	
Category Report	
Viewing 1 through 130 of 130 categories	
(Book 1 - RR Book 2 - DG Book 3 - NG Book 4 - SA Book 5 - NP) Rules of the Road < Previous Page 1 Next Page >	
Category	Total Questions
BOTH INLAND & INTERNATIONAL	902
Part A - General	69
RULE 1	5
Alternative Compliance	1
Footnote	4
RULE 2	10
RULE 3	54
Part B - Steering and Sailing Rules	252
RULE 5	3
RULE 6	11
RULE 6	1
RULE 10, RULE 17	1
RULE 7	19
RULE 8	7
RULE 9	37
Rule 26	1
Rule 34	3
RULE 10	15
RULE 1	3
RULE 12	5

Instructors	
Category Report	
Viewing 1 through 150 of 359 categories	
(Book 1 - RR Book 2 - DG Book 3 - NG Book 4 - SA Book 5 - NP) Deck General < Previous Page 1, 2, 3 Next Page >	
Category	Total Questions
Anchoring and Mooring	166
Anchor Computations	9
Anchor Swing Diameter	4
Scope of Anchor Chain	5
Anchoring Procedures	69
Anchoring Procedures	16
Anchoring Procedures/Deep Water	1
Anchoring Procedures/Shallow Water	1
Anchoring Procedures/Very Deep Water	1
Anchor Recovery	3
Bottom Characteristics	10
Dragging Anchor	8
Holding Capacity	13
Recovering Fouled Anchors	2
Scope of Anchor Chain	14
Anchor Nomenclature	30
Anchor Chain	12
Anchor Chain Markings	6
Anchor Chain Measurements	8
Anchor Terminology	4



◆ Add Multiple Questions

Allows the Instructor to select, using a filter, a single question or a group of questions which can be added to the exam.

- o **Refresh** - “Please refresh browser after adding questions” by clicking on the “REFRESH” button found immediately above the **Add Multiple Questions** button.

Search Questions

Question Search

Keyword Search

Viewing 1 through 100 of 14832 questions

Select/Deselect All

Previous Page | 1 | 2 | 3 | 74 | 75 | 76 | 147 | 148 | 149 | Next Page >

Question Search

Keyword

Keyword

Exact Match

USCG No.

Reference

Category

The list box below “Question Search” displays the options you have for selecting a single question or a group of questions to be added to an exam, blank or otherwise. To search for your desired question(s) select the search function and use it as previously described in this manual. LAPWARE allows users to use repetitive features to keep the usage of the program simple.

◆ Add Questions by Book # and Question

This is a useful feature in creating the desired test for the previously generated “Blank Test”. It is also useful in adding questions to an existing exam with questions selected randomly or by specified USCG ID numbers.

- o **Add Question** - Enter BOTH the “Book number” (1 to 5) AND the USCG “Question number” desired and click “Add Question”. If the book and question number entered are valid it will be added to the test. If either entry is invalid an error message will appear. This function is also useful if an Instructor “Removes” a question or two and wishes to “Add” specific USCG questions in their place. This feature can be used to replace “Inactive” questions, those deleted by the NMC from the database.

- o **Refresh** - To add new selected questions to your exam, it is important to remember that you MUST click **REFRESH**. There is NO NEED to click on SAVE test after a question has been added by use of the REFRESH button.

Test							
ID	Name	Active	Taken	Editable	Created	Mode	Type
#8757	Stability Demo	No	0 times	Yes	02/05/2006	Study Test	Custom
Viewing 1 through 15 of 15 questions							<input type="button" value="Scramble Test"/>
(Please refresh browser after adding questions) <input type="button" value="Refresh"/>							
<input type="button" value="Add Multiple Questions"/>							
Book # <input type="text"/> Question # <input type="text"/> <input type="button" value="Add Question"/>							
#	Book	CGID	Question				(Remove Replace)
1	4	3499	Inactive: Using the Guidance Manual for Loading the M.V. Grand Haven, determine the amount of ballast required in tank No. 3...				(Remove Replace)
2	4	983	Your vessel has a metacentric height of 1.12 feet and a beam of 60 feet. Your average rolling period will be				(Remove Replace)



View - Clicking on **View** allows the Instructor to see the questions that make up the test. The Instructor has numerous capabilities. Options available are:

- ◆ Scramble Test
- ◆ Add Multiple Questions
 - Refresh
- ◆ Add Questions by Book # **and** Question #
 - Add Question
 - Refresh
- ◆ Remove
- ◆ Replace
 - Randomly
 - By USCG Number

LAPware Course

LAPware > Tests > Stability Demo > Test Questions

ID	Name	Active	Taken	Editable	Created	Mode	Type
#9757	Stability Demo	No	0 times	Yes	02/05/2006	Study Test	Custom

Viewing 1 through 15 of 15 questions

(Please refresh browser after adding questions)

Book # Question #

◆ **Scramble Test**

Keeps the same questions but rearranges the questions in a random order. When an Instructor first generates a test from a template, the test questions will be selected in the order they appear in the test template. This is NOT always the way an Instructor wants to present a test to Students. The scramble feature allows the Instructor to mix up the questions on the test and **LAPWARE** also generates an appropriate answer sheet. Both the test and the answer sheet will have a new version number so they can be related for future use.

Instructors wishing to give out multiple copies of the SAME test containing the same questions can accomplish this task utilizing the **LAPWARE Scramble** feature. **PLEASE REMEMBER to print, or save to disk, your PDF test and answer sheet, BEFORE scrambling the questions to generate another version of the test.**

Once a test is scrambled a new test and answer sheet replaces the old one.

- Each time a test is generated the Instructors name, if entered in the “Profile”, will appear on the top of the test.
- When ever a test is scrambled, the Instructor’s name creating the test, if entered in the “Profile”, will appear on the top of this newly created test.

A version number will be applied to each newly generated scrambled test so that the test questions and the answer sheet can be synchronized. Again, it is important to remember to print out a test and answer sheet PRIOR to scrambling it. The test and answer sheets will both be in PDF format. The test will contain ANY diagrams referenced by the questions in the test.



Instructors

Category Report

Viewing 1 through 150 of 164 categories

Navigation General
(Book 1 - RR | Book 2 - DG | Book 3 - NG | Book 4 - SA | Book 5 - NP)

Category	Total Questions
AIDS TO NAVIGATION	268
IALA Buoyage Systems	268
Buoyage - Interoceanic Waterway	10
Daymarks	30
Fixed Aids	7
IALA Buoyage System - Region A	21
IALA Buoyage System - Region B	9
IALA Buoyage Systems - Regions A & B	11
IALA Cardinal Buoyage Systems	30
Light Characteristics	19
U.S. Aids - Channel Marks	57
U.S. Aids - Information Marks	27
U.S. Aids - Miscellaneous Marks	5
U.S. Aids - Preferred Channel Marks	8
U.S. Aids - Safe Water Marks	16
U.S. Aids - Special Marks	16
U.S. Lateral Buoyage System	2
Charts & Publications	348
Chart Construction	106
Chart Numbering & Classification	20

Instructors

Category Report

Viewing 1 through 150 of 461 categories

Safety
(Book 1 - RB | Book 2 - DG | Book 3 - NG | Book 4 - SA | Book 5 - NP)

Category	Total Questions
Breathing Apparatus	2
SELF-CONTAINED	2
CHARTS AND PUBLICATIONS	1
AMVER System	1
AMVER System	1
Communications	377
Distress and Emergency Signals	300
Bridge to Bridge Radiotelephone Act	44
Coastal Warning Displays	3
Digital Selective Calling (DSC)	6
Distress Signals	29
Emergency Position Indicating Radio Beacon (EPIRB)	6
Emergency Signals	17
FCC Regulations	21
General Signal Code	41
GMDSS General	19
GMDSS Maintenance	2
GMDSS Operation	20
Ice Breaker Signals	4
INMARSAT	9

Instructors

Category Report

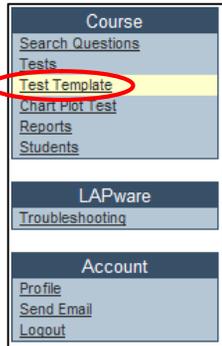
Viewing 1 through 135 of 135 categories

Navigation Problems
(Book 1 - RR | Book 2 - DG | Book 3 - NG | Book 4 - SA | Book 5 - NP)

Category	Total Questions
Celestial Observations	463
Amplitude (Celestial Horizon)	23
Planet	6
Sun	17
Amplitude (Visible Horizon)	16
Moon	2
Sun	14
Azimuth	53
Planet	5
Polaris	14
Star	8
Sun	26
Fix and Running Fix (Circles of Equal Altitude)	8
High Altitude Sight	8
Fix and Running Fix (Fix at 1200)	15
Sun	15
Fix and Running Fix (Line of Position)	33
Moon	2
Planet	3
Star	2



COURSE MENU - TEST TEMPLATE:



First, before displaying a test and its available features, let's review how to create a Test Template from which a test will be generated.

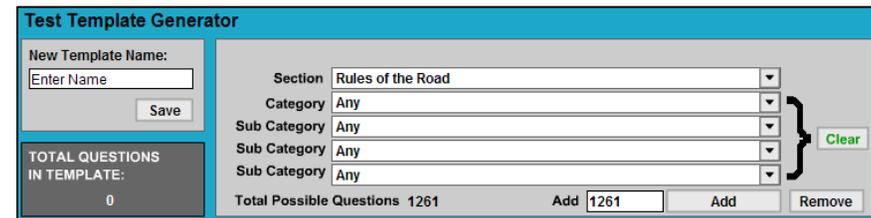
Clicking on **Test Template**, as shown to the left, will display a screen similar to that shown below. If you click on the Select Template list box (down arrow) a list of available test templates will be displayed. As you scroll down the template list you will see a dashed line (- - - - -) with tests templates listed below this line. These are **LAPWARE** test templates the Administrator(s) generated and are available globally to ALL Universities/Schools and Courses, and are usually license exam based templates. See pages i to iii for a list of existing license exam templates. The test templates the Instructor(s) generate for a Course will ONLY be displayed above this dashed line and will only be available for the Instructors assigned to that Course. The Instructor can select any of these templates to generate any number of tests. Template names do not have to be unique but it is strongly recommended that they be unique to more easily find them later. You can set up and apply your own unique naming system. Just continue to conform to it!

More about **Create Blank Test** later.

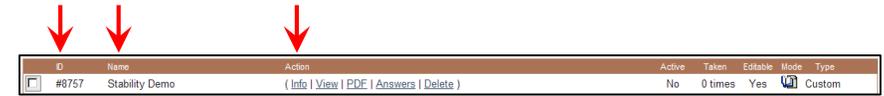


COURSE MENU - TEST TEMPLATE: GENERATOR (Make New Template)

Clicking on the **Make New Template** box will display the following screen.



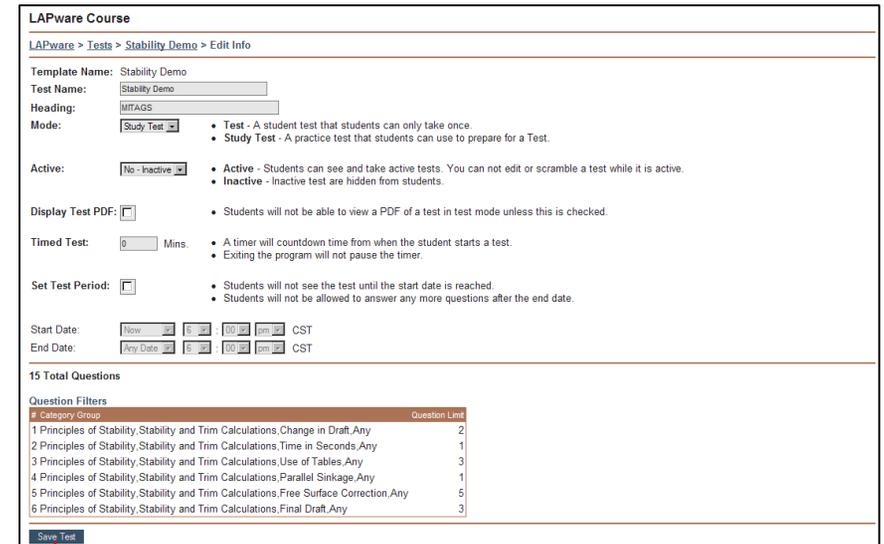
Tests generated from templates contain RANDOMLY generated questions except where the Instructor(s) selects specific USCG question numbers and books!



ID is a sequentially generated test number that applies to ALL Schools/Universities, Courses, Students who are using **LAPWARE**. The user has no control over this **sequentially generated number**. Don't worry! Your test is visible ONLY to your Students in your course and cannot be seen across the other schools/companies/individuals using **LAPWARE**.

Name is the name given to the test that was generated from a test template. Use a name that will remind you later just exactly what the exam subject and contents were. Under **"Info"**, described below, you can change the **"Test Name"** as desired. Again, **please read the note on the bottom of page 10 regarding test naming.**

ACTION
Info - Under **Action**, clicking on **Info** will display the diagram below allowing you to make changes as desired. All of these features were previously discussed under **"Generate Test"** on previous pages in this manual. **Remember to click on "Save Test" when finished making ANY changes.**





COURSE MENU - TESTS:

From the **Tests** list screen, please scroll down the alphabetical list to find the “*Stability Demo*” template previously created, or the test name desired. There may be multiple pages to scroll through. However, if the “*Stability Demo*” was the LAST test generated it will be displayed at the top of the list under ID.

< Previous Page | 1, 2, 3, 4, 5, 6, 7 | Next Page >

ID	Name	Action	Active	Taken	Editable	Mode	Type
#8757	<i>Stability Demo</i>	(Info View PDF Answers Delete)	No	0 times	Yes	Custom	Custom
#8742	Master Nav Probs 2-4	(Info View PDF Answers Delete)	Yes	0 times	No	LAPware	LAPware
#8741	Master Stability 2-4	(Info View PDF Answers Delete)	Yes	0 times	No	LAPware	LAPware
#8740	Master DG NG DS 2-4	(Info View PDF Answers Delete Results)	Yes	2 times	No	LAPware	LAPware
#8739	CM Stability 2-4	(Info View PDF Answers Delete Results)	Yes	1 times	No	LAPware	LAPware
#8738	CM Celestial 2-4	(Info View PDF Answers Delete)	Yes	0 times	No	LAPware	LAPware
#8737	CM Nav Probs 2-4	(Info View PDF Answers Delete)	Yes	0 times	No	LAPware	LAPware
#8736	CM DS 2-4	(Info View PDF Answers Delete Results)	Yes	1 times	No	LAPware	LAPware
#8734	CM NG 2-4	(Info View PDF Answers Delete Results)	Yes	2 times	No	LAPware	LAPware
#8733	CM DG (B) 2-4	(Info View PDF Answers Delete Results)	Yes	2 times	No	LAPware	LAPware

AGAIN, by default, the newest test generated will appear at the top of the list.

ID	Name	Action	Active	Taken	Editable	Mode	Type
#8757	<i>Stability Demo</i>	(Info View PDF Answers Delete)	No	0 times	Yes	Custom	Custom

Overview:

Please note the brown title bar above the test information allows you to select and sort tests by column; either by **ID**, **NAME**, **ACTIVE**, **MODE** or **TYPE**. Depending upon which column you select, that item will be underscored. If the item is not italicized and underscored (ID, NAME, ACTIVE, MODE or TYPE) the listing is sorted alpha-numerically from 0-9 and A-Z. If the item is *italicized* and *underscored* (*ID*, *NAME*, *ACTIVE*, *MODE*, or *TYPE*) the listing is reverse sorted alpha-numerically from Z-A and 9-0. This will aid you in finding the test **Name** or **ID**.

You can also use “**TEST SEARCH**” to search for a test by **ID** or **Name** within All Tests, Active Tests or Inactive Tests. Searching by ID is usually easier. By Name, any part of the text you enter will be used to search throughout ALL test names displaying those tests that partially, or fully, match your entered text. Again, another reason to be consistent in the naming of your tests so they can be found more easily.

Test Search: [ID] [Name] [All Tests] [Search]

When providing a test to Students, to study, take or print, please give **BOTH** the **ID number and test NAME**, so the correct exam will be reviewed by the Students. Many tests can have the same name but the **ID number is UNIQUE to each test**.

The functions consisting of ID, Action (Info, View, PDF, Answers, Delete, and Results), Active (Yes or No), Taken, Editable (Yes or No), Mode (Test or Study Test), and Type will be discussed in detail on the following pages.



The default Section displayed will be Rules of the Road = Book 1. This is true throughout **LAPWARE**. Select the Section as desired.

- Book 1 = RR = Rules of the Road,
- Book 2 = DG = Deck General,
- Book 3 = NG = Navigation General,
- Book 4 = SA = Safety, and
- Book 5 = NP = Navigation Problems.

Test Template Generator

New Template Name: [Enter Name] [Save]

Section: Rules of the Road
 Category: Rules of the Road
 Sub Category: Deck General
 Sub Category: **Safety**
 Sub Category: Navigation Problems

TOTAL QUESTIONS IN TEMPLATE: 0

Total Possible Questions 1261 Add [1261] Add Remove

For example, create a 15 question stability calculations test. For the Section click on the list box (down arrow) on the far right. The list of sections (or books) available will be displayed, as shown above. Highlight and single click on **Safety**.

Test Template Generator

New Template Name: [Enter Name] [Save]

Section: Safety
 Category: Principles of Stability
 Sub Category: Stability and Trim Calculations
 Sub Category: Any
 Sub Category: Any

TOTAL QUESTIONS IN TEMPLATE: 0

Total Possible: Angle of Loll (GM), Change in Draft, Compartment Standard, Correction for List and Off-Center Weight, Empirical Formula (Rolling Period), Final Draft, Floodable Length Curves

Set the categories (Category-Sub Category) as shown above and described below.

- For Category, select **Principles of Stability.**
- For Sub Category (1), select **Stability and Trim Calculations.**
- For Sub Category (2), select **Final Draft**

Enter in the **Add** entry box the number 3 for the number of questions to be added to the test template out of the **Total Possible Questions** available. Click the **Add** button found to the right.

The **Remove** function is described on the next page.



Test Template Generator

New Template Name:

Section:

Category:

Sub Category:

Sub Category:

Sub Category:

Total Possible Questions: 11

Add:

TOTAL QUESTIONS IN TEMPLATE: 15

Categories	Questions
Safety, Principles of Stability, Stability and Trim Calculations, Change in Draft, Any	2
Safety, Principles of Stability, Stability and Trim Calculations, Time in Seconds, Any	1
Safety, Principles of Stability, Stability and Trim Calculations, Use of Tables, Any	3
Safety, Principles of Stability, Stability and Trim Calculations, Parallel Sinkage, Any	1
Safety, Principles of Stability, Stability and Trim Calculations, Free Surface Correction, Any	5
Safety, Principles of Stability, Stability and Trim Calculations, Final Draft, Any	3

The more you move down the sub-category list selecting categories, the more specific a test you can generate. The fewer the number of categories selected the larger the pool of questions your test questions will be drawn from. Note the “**Total Possible Questions**” available for each selected category or categories. Enter in the **Add** box the number of questions desired in the make up of the test template and click “**Add**”. In the diagram above, 6 different Stability and Trim Calculations categories have been selected and a varied number of questions from each section have been chosen, making a 15-question exam test template as listed under the bottom section box named **Categories**. The “**TOTAL QUESTIONS IN TEMPLATE**” will be displayed on the left side of the screen. Select similar categories as shown above, or different ones, to create your own unique sample test template.

If you select the wrong category, or enter the incorrect number of questions, and have clicked on “**Add**”, select the category desired from the bottom list and click “**Remove**”. Choose another category selection, modify the existing category selected, delete or modify the number of questions desired and click on “**Add**”. Your new selection will be added at the top of the list and the **Total Questions In Template** counter will be updated.

Click “**Clear**” on the right side of the screen to clear the cascade filter and select a new Section or set of Categories to be used. You can also, from the list, select “**ANY**” to go back up one category level and make changes to a higher category level.

When finished selecting the desired categories and the proper number of questions for the test template, please enter the “**New Template Name**” in the upper left corner. In this example, type in the name “*Stability Demo*” (no quotes). Click “**Save**” to save the template. The new exam template will be saved and the screen will look similar to the following diagram.

Try to standardize the naming of your tests so that you can more easily find them. We strongly recommend that you start the test name with the Instructor’s initials, followed by the Book/Section abbreviation and then the desired definition. As you will see later on, tests can be sorted alphabetically and can be searched by letters found within test names. In either case, your initials will aid you in finding your exams. Another recommendation is to copy your test and answer sheet, in PDF format, to your hard drive for future use in case the Chief Instructor for the course deletes your tests. You should remember to delete obsolete tests so that you don’t have excess garbage tests lying around.



COURSE MENU – TEST TEMPLATE: Create Blank Test

For those Instructors desiring to create a test made up of **ONLY** specific USCG question numbers, or a group of questions from specific categories, this feature has been added.

Course: LAPware Course

LAPware > Tests > Create Test From Template

Template:

Create a blank test and add questions by book and USCG number under VIEW

Create Blank Test

New Test Name:

Heading:

Mode:

- Test - A student test that students can only take once.
- Study Test - A practice test that students can use to prepare for a Test.

Active:

- Active - Students can see and take active tests. You can not edit or scramble a test once you make it active.
- Inactive - Inactive test are hidden from students.

Display PDF:

- Students will not be able to view a PDF of a test in test mode unless this is checked.

Timed Test: 0 Mins.

- A timer will countdown time from when the student starts a test.
- Exiting the program will not pause the timer.

Set Test Period:

- Students will not see the test until the start date is reached.
- Students will not be allowed to answer any more questions after the end date.

Start Date: : CST

End Date: : CST

0 Total Questions

Once the **BLANK TEST** is generated under the name you provide, you can add specific questions as desired to make **EXACTLY** the exam you wish rather than having LAPWARE generate a test randomly. We have tried to cover all possible areas an Instructor might desire in generating a test. Let us know if we missed something.

All that is needed is for the Instructor to enter the **NEW TEST NAME** and **HEADING**, select the other parameters as previously reviewed and click on “**Click Here To Generate Test**”. A blank test, containing zero (0) questions, will be generated. Under “**Tests**” on the following pages you will learn how to “**Add**” specific USCG questions individually as selected by book/section and question number or by categories, as well as other test features.

Course: LAPware Course

LAPware > Tests > Create Test From Template

Template:

Create a blank test and add questions by book and USCG number under VIEW

Create Blank Test

New Test Name:

Heading:

Mode:

- Test - A student test that students can only take once.
- Study Test - A practice test that students can use to prepare for a Test.

Active:

- Active - Students can see and take active tests. You can not edit or scramble a test once you make it active.
- Inactive - Inactive test are hidden from students.

Display PDF:

- Students will not be able to view a PDF of a test in test mode unless this is checked.

Timed Test: 120 Mins.

- A timer will countdown time from when the student starts a test.
- Exiting the program will not pause the timer.

Set Test Period:

- Students will not see the test until the start date is reached.
- Students will not be allowed to answer any more questions after the end date.

Start Date: : CST

End Date: : CST

0 Total Questions



The other functions will NOT matter until you make the test **Active = YES**. This will give the Instructor the opportunity to work with the features to change questions, to replace questions randomly or by specified USCG numbers, to remove or to add questions as desired. Once the exam questions are as desired you can set the test parameters the way you want (Active = No, View PDF, Time, etc.).

LAPWARE's primary function for Instructors is the TEST TEMPLATE generation and the GENERATION OF TEST(S) from test templates. These features are well worth while learning. Once understood, Instructors will be better able to help Students in studying and testing in areas where they are weak, assisting them to improve their skill levels and give them a better chance to pass their license exam on their initial attempt.

Just above the **“Click Here To Generate Test”**, at the bottom of the screen, is a summary of the categories selected and the number of random questions that will be selected for your test. See the diagram on the bottom of page 11.

Click Here To Generate Test is then selected and the test, as named, with filters as specified, will be generated. Every time you select **“Click Here To Generate Test”** a different test version will be generated from the test template by the random selection of questions using the categories selected. **LAPWARE** has been programmed so that duplicate questions will NOT be selected. We have also attempted to reduce, or eliminate, the selection of similar worded questions by assigning unique reference numbers to all questions. **NOTE:** On occasion, NMC will delete questions from their database. **LAPWARE** marks these questions as “inactive”. If the word **“Inactive”** appears in the beginning of any of your test questions, your previously generated test contains newly deleted questions that should be replaced with valid questions.

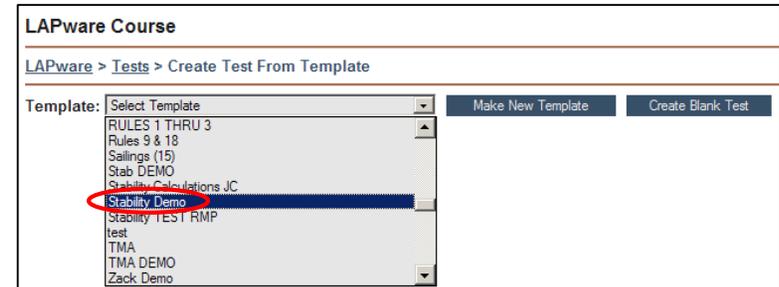
Remember, the selection of questions in the test generator is random. The possibility of creating the same test containing the exact same questions is very remote. Occasionally there will be a duplication of one or more questions on an exam. This all depends upon the number of questions available for that category and the number of questions you selected to be on the exam for that category. The lower the number of questions available, and the higher the number of questions you select, the more likely questions will be duplicated in subsequent exams generated. This is beyond the control of the **LAPWARE** authors and is in the hands of the USCG - National Maritime Center whose database of questions we are using. Initially, generate a few tests from the same template, print out the tests so you can see the reliability of the **LAPWARE** test generator. Try scrambling the test questions and printing out both the test and the answer sheets. You can always go back and delete the tests generated, as well as the template(s). Work with the program and learn the features. We feel that you will be quite impressed with its capability. Remember to delete sample tests created to keep your test list clean.

The number of test templates that can be created, and the number of tests generated for any given template, are **UNLIMITED**. **LAPWARE** authors place no restriction on the use of the software allowing you full freedom to accomplish your teaching/testing goals. We recommend that you only save those tests/templates generated that are useful.

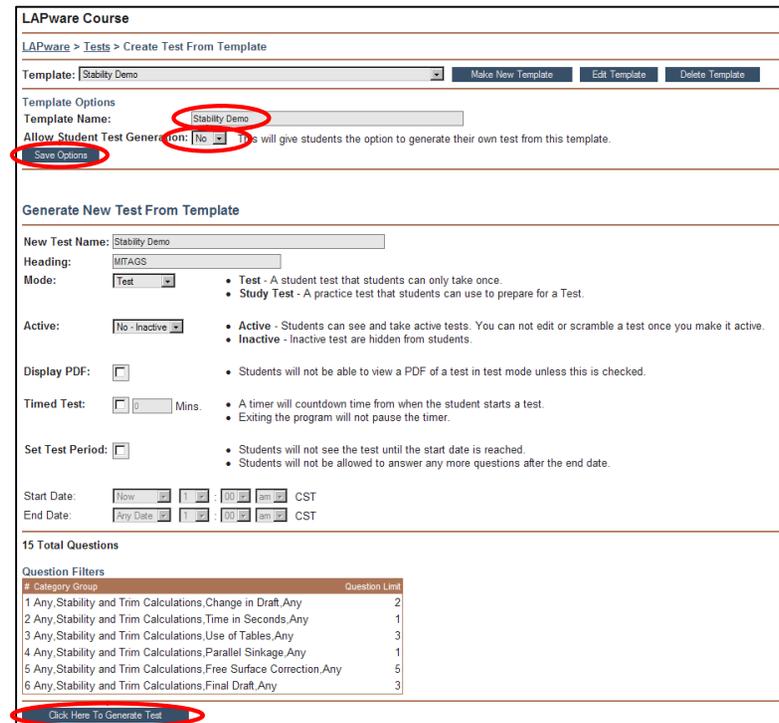
Click on **Click Here To Generate Test**, if you have not already done so, to generate your test from the template you have created or selected. You are almost ready to review the **“Tests”** functions and capabilities. First, let's briefly review the **“Create Blank Test”** we skipped over earlier in the Test Generator explanation.



The test template names are listed alphabetically above and below a dashed line. Those above the dashed line are Instructor generated and those below are Administrator generated. Click on the **“Template”** list box - down arrow - for **Select Template** and scroll down to find the created **“Stability Demo”** template name just saved.



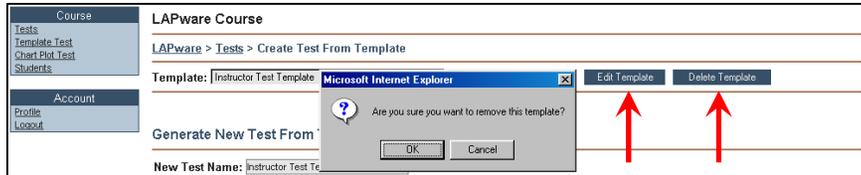
Click on the desired test name **“Stability Demo”** and the following screen will appear.





On the top of the screen, shown on the previous page, next to the Template name, are three boxes:

- ◆ **Make New Template** which was already used to get to this point.
- ◆ **Edit Template** takes you back to the Test Template to modify the categories or the number of questions per category, or the name of the template, and
- ◆ **Delete Template** removes a template from the list. IF any tests were generated using this test template, they would **NOT** be deleted. Instructor generated tests have to be deleted separately and this will be discussed later. Upon selecting “**Delete Template**” you will be shown the box below to verify the desired action. Click **OK** to remove the template or **Cancel** to keep it.



Template Options

You have the option to: (refer to the diagram on the bottom of the previous page)

- give the Template a new **Template Name**, or
- allow the Student to generate a Test from a selected template. If you click YES, to **Allow Student Test Generation**, the Student will see this test template on his main screen and be able to generate test and answer sheets.

Remember to **SAVE** your options before proceeding if either of these two items were changed. If a template name is modified for a previously created template, BOTH test templates will now exist in the list. Delete one of them, if desired. It's your call!

No matter how many templates the Instructor authorizes Students to generate a test from the Students have the authority to generate **ONLY ONE TEST AT A TIME** and WILL SEE THE TEST ANSWERS - both in PDF format. The previously generated test from an authorized template, along with its associated answer sheet, will be overwritten by the newly generated test and answer sheet, even if the template deals with a different book. Remind the Students to either SAVE or PRINT a copy of their test and answer sheet if they wish to review them later. The limitation of one test at a time being generated prevents our file server from being overloaded with Student generated tests.



Generate New Test From Template: Under the **Generate New Test From Template** box, as shown previously, you will see:

- ◆ **New Test Name:** The name of the test template is the default name. Edit this as desired. A maximum of 70 characters is allowed. See the note on the bottom of page 10 for recommendations for test names.
- ◆ **Heading:** The Instructor can enter whatever title, name or heading is desired.
- ◆ **Mode:**
 - **Test** - A real test can only be taken once and the grades will be posted for the Student and Instructor to review.
 - **Study Test** - A practice test is one that Students can take over and over again. No grades are posted in **LAPWARE** when taking a Study Test.
- ◆ **Active:**
 - **No = Inactive** – The inactive tests cannot be viewed by the Student(s). The Instructor has the capability of editing the test, changing an individual question by a random selection, using the original template category from which the question to be replaced was selected, or by designating specific USCG number. You can also “**Remove**” a question and then “**Add**” a specific USCG question number allowing the Instructor to design the desired exam. **An Active test can be changed to Inactive and edited as long as NO Student has commenced taking the exam. THIS LAST SENTENCE IS VERY IMPORTANT! Please read it again.**
 - **Yes = Active** - An Instructor CANNOT edit an active test. It is available for the Student to take, view and print (PDF format) if the “**Display PDF**” option was authorized by the Instructor.
- ◆ **Display PDF:** click this box to allow the Student to VIEW and PRINT the test in a PDF file format, using Adobe Acrobat 4.0 or later. No answer sheet is provided unless the Instructor gave the Student permission to “**Allow Student Test Generation**”.
- ◆ **Timed Test:** click this box and enter the number of minutes allowed for the Student(s) to take the exam. If the time was entered, once the test is started the clock will count down to 0 and **CANNOT be stopped**, NOT even by logging out of **LAPWARE**.
- ◆ **Set Test Period:** click this box to allow the entry of the:
 - **Start Date and Time and End Date and Time** for the exam.
 - These are the times between which the Student(s) will be able to see the posted exam and take it (**Active = Yes**).
 - Remind the Students that they MUST commence the exam giving themselves at least the allotted test time to take the exam. Assume the time to take the exam is 120 minutes and is posted today from 08h 00m am to 05h 00m pm. The Student, to allow enough time for taking the test, should commence taking the exam by 03h 00m pm. In either case, **LAPWARE** will count down to the time the exam is no longer available **OR** to the expired allotted time. Grades will then be posted whether the test is completed or not.
 - **The time is presently set at CENTRAL STANDARD TIME (CST).** This may be changed hopefully to GMT with applicable ZD.



It is recommended that ALL initial tests generated from a template be set to:

- ◆ **STUDY TEST** (so they can be retaken by Students)
- ◆ **NO = INACTIVE** (so they can be edited by the Instructor until just right.)