



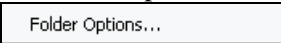




## Know It Tutorial

1.	<p>To play the topic, click the <b>Know It?</b> button in the Playback Mode area of the screen. Click the <b>Know It?</b> button.</p> 
2.	<p>A Know It? bubble opens with the score needed to pass. Instructions for completing the assessment or other information may also appear.</p> <p>The appearance of the scoring information at the beginning of the Know It? topic can may be suppressed when you play the topic.</p>
3.	<p>Press <b>[Enter]</b> or click the <b>Start</b> link to start the assessment.</p> <p>In this example, click the <b>Start</b> link.</p> 
4.	<p>Now you start to perform the required steps for completing the current task. Once you start the task, you may not see any further instructions for completing it, depending on how the task was structured by the content author. Since Know It? mode is a simulated assessment, you must perform the steps of the topic exactly as they were recorded during content creation. If Try It! mode includes alternative methods of performing a step, either method will be scored properly in Know It? mode.</p>
5.	<p>If you are unable to complete a step, you can click the <b>Show Step</b> link in the Know It? bubble. When you click this link, a window opens, informing you that you will be graded as incorrect if the step is completed for you.</p>
6.	<p>In this example, click the <b>Show Step</b> link.</p> 
7.	<p>A bubble appears asking if you wish to see the required step.</p> <p>If you click the <b>Yes</b> button to see the step, the step is completed for you and you are marked as having done the step incorrectly.</p> <p>If you click the <b>No</b> button to cancel the action, you are returned to the step you were attempting to complete.</p>
8.	<p>In this example, click the <b>Yes</b> button to display the step to be completed.</p> 
9.	<p>The step is displayed and completed for you, you are marked as having completed the step incorrectly, and you are prompted to continue working to complete the task.</p>
10.	<p>Complete the steps to finish the Know It? topic.</p> <p>In this example, click the <b>Folder Options...</b> command.</p> 
11.	<p>In this example, click the <b>Cancel</b> button.</p> 

12.	At times the content author may include instructions for completing the assessment or other information to ensure you are able to complete the topic successfully.
13.	<p>In this example, right-click the <b>3 1/2 Floppy (A:)</b> device.</p> 
14.	Press <b>[Enter]</b> to continue.
15.	<p>When you complete the assessment, you are presented with your score as a percentage of steps completed properly without assistance. Therefore, you are scored correct only when you complete a step right the first time. The passing score and a <b>Pass</b> field also appear in the assessment results. The <b>Pass</b> field displays “Yes” or “No” to indicate if you passed or failed the assessment.</p> <p>The appearance of the scoring information at the end of the Know It? topic may be suppressed when you play the topic.</p>
16.	<p>You have completed the tutorial for Know It? mode.</p> <p>You will now be returned to the topic from which the Tutorial was launched.</p> <p><b>End of Procedure.</b></p>