HOW TO USE TUTORIALS

Tutorials provide instructional lessons and tests to help you better understand nursing concepts. There are many different types of Tutorials available. The majority of the ATI Tutorials follow the sequences provided below. Follow the steps outlined in this document.

- **Step 1 – Accessing A Tutorial**
- **Step 2 – Using Tutorial Features**
  - Module Menus
  - Lessons
  - Drill Set Questions
- **Step 3 – Taking a Module Test**
  - Answering Questions
  - Using Assessment Features
  - Using the Rationale Display
- **Step 4 – Completing a Module Test**

**STEP 1 – Accessing a Tutorial**

- To access Tutorials, sign in to [www.atitesting.com](http://www.atitesting.com) with your Username and Password or create a new account, if needed.
1. Click the **My Products** tab, which is where you access all of your online products. If you have already entered a Product ID, skip to **Step 2 - Accessing Tutorials Instructions**. Otherwise, go to the next step.

2. In the **ID** box, enter your Product ID and click **Submit**. The Tutorial associated to the ID you entered appears in your list of Tutorials.

   **Note:** The Tutorial Product ID and Password is provided to you by your educator.

3. **To access a Tutorial:**

   - If a single module is available for the Tutorial, a green arrow icon displays in the **Access Tutorials** column. Click the green arrow to launch the Tutorial.

   - If multiple modules are available for the Tutorial, a red plus sign displays in the **Access Tutorials** column. To access the modules, click the plus sign. All of the available modules for the Tutorial display, and the plus sign icon is replaced by a minus sign icon. To access a module, click the green arrow in the **Access Module** column.
STEP 2 – Using Tutorial Features

The following Tutorial features are available:

- **Module Menus**
- **Lessons**
- **Drill Set Questions**

**Module Menus**

- When you select a Tutorial Module, one of several module menus launches.
- Instructional lessons in written or video format and/or tests are available from the module menu, depending on the specific Tutorial/Module you select.

**NOTE:** It is recommended that you review the lesson first before attempting any tests.

- Samples of a few module menu screens are pictured below. The particular menu that opens for the module you select might be slightly different, but it should contain some of the same elements.
  - A typical module menu that offers either a lesson or a test is pictured below.

- To launch a tutorial, click **BEGIN LESSON**.

  If you have previously accessed the tutorial and closed your session before finishing, the system has saved your place. The following Bookmark window displays:
Do one of the following:

- Click **Proceed** to go to the bookmark place in the tutorial and start the tutorial at the point where you left off.
- Click **Cancel** to cancel the Bookmark and start the tutorial from the beginning.

- To launch a module test, click **BEGIN TEST**. Sometimes there might be a list of test types from which you must choose.
- To return to the My Products page, click **CLOSE** or **BACK TO MY PRODUCTS** (displayed in the upper right corner).

- Some topic reviews are offered in video format. Select a lesson from the list on the left side of the screen to start a video.
- Taking practice tests is one option that is offered. Select a topic from the list and then click **Begin Test** to launch your practice test.
Your instructor has the option of disabling the scoring for your Test to allow you to focus on practicing content without the pressure of results. If this setting is enabled by your educator, this window will display prior to taking the Test.

Lessons

- When a Lesson is launched, the Lesson components appear in the Table of Contents on the left side of the screen. You can navigate using the Table of Contents or the Next and Back buttons.
Lessons have a Timer to help you keep track of your time in the module.
- Click the **Calculator** button to launch a Calculator to assist you with medical math.

- Click the **Glossary** button to launch a Glossary that explains medical and pharmacology terms.

  - **a** – The Glossary contains general terms and pharmacology terms. To display one type of term, select the appropriate check box; to display both types, select both check boxes.

  - **b** – To search for and/or select terms, use the Table of Contents on the left side of the Glossary.
How to Use Tutorials

- **C** – Select a term to view the information specific to the term. The information displays to the right in the Glossary Term Data Sheet.
- **d** – Click the *Pronunciation* button to hear the proper pronunciation of the selected term.

- Click the *Critical Thinking Guide* button to display a Thinking Guide, which provides test-taking strategies to help you review and answer the question.

- Click the *Close* button to close a Lesson in progress. This returns you to the Main Menu.
Drill Set Questions

- Certain Tutorials have Drill Set questions that appear in the Table of Contents under Drills. These drills are available in the practice mode only and are not scored.
- You can take Drill Set questions as many times as needed.
- After you answer a Drill question, click Submit to view the detailed Rationale.
STEP 3 – Taking a Module Test

Use the information on the following topics to help you take your assessment and use its features:

- **Launching a Module Test** – Options may be available.
- **Answering Questions** – How to navigate your assessment.
- **Using Assessment Features** – How to use the buttons available on the screen during testing.
- **Using the Rationale Display (Optional)** – How to use the Rationale option (if available).

**Launching a Module Test**

- Depending on the module, you may have options when launching an assessment.

**Example:** NurseLogic 2.0 offers assessments for Beginners and Advanced users, depending on the specific tutorial. Select the appropriate option from the list, if available.

- To launch an assessment from the Module Menu, click **BEGIN TEST**.
- When the assessment launches, a set of instructions displays.
- After reading the instructions, click **Start Test** to start the assessment. Click **End Test** to return to the My Products page.
Answering Questions

➢ Questions are displayed with one question per page, similar to the NCLEX format.

Note: The example pictured below is a multiple choice question. Other question formats are presented as well.
The following information displays for each question:

1. **Question Type** — Indicates the type of test (Practice) and type of question that is currently displayed. Question types are:
   - **Multiple Choice** — This question type allows you to select one answer among several pre-defined possible answers. There is only one correct answer for this question type. Radio buttons are placed to the left of each of your answer options. Select one radio button to answer the question.

![Multiple Choice Question Example](image1)

A question might contain an audio clip.
- Click the **Play** arrow to start the audio clip.
- Slide the bar on the right to adjust the volume.
- Slide the bar on the left to replay the clip or a portion of it.
- The **Time Code** indicator starts to run when you click **Play**; it displays the running time progress of the clip and resets at zero (0) when the clip finishes playing.
- You may replay the clip as many times as needed.

   ![Audio Clip Example](image2)

2. **Multiple Response** — This question type allows you to select more than one answer to a single question. There can be more than one correct answer for this question type. Check boxes are placed to the left of each of your answer options. Select one or more of the check boxes to answer a Multiple Response question.

   ![Multiple Response Question Example](image3)

3. **Drag and Drop** — This question type requires that you place several steps in the correct order. The **Unordered Options** box on the left initially contains the steps you must place in order and the **Ordered Response** box on the right is to display the ordered steps.

   ![Drag and Drop Question Example](image4)
To answer a Drag and Drop type question, do the following:

- In the *Ordered Response* box on the left, select a step and either click the **Right Arrow** to move the step to the *Ordered Response* box on the right or drag the step and drop it in the *Ordered Response* box.
- Continue to select steps and move them from the *Unordered Options* box to the *Ordered Response* box on the right until all the steps are in the right-hand box.
- Review the order in which you have placed the steps. To change the order of the steps, select a step and click the **Up Arrow** or **Down Arrow** to move the step up or down in the sequence of steps.

**Chart or Exhibit** – This question is a multiple choice type that provides information from a patient’s chart to help you answer the question. There is only one correct answer for this question type. Radio buttons display to the left of each of your answer options.

Click the **Exhibit** icon to open the Exhibit window. The Exhibit window has three tabs that present information from the patient’s chart. For example:

- Medication Administration Record (MAR)
- Serum Laboratory Results
- Nurse’s Notes
- Physical Assessment
- Laboratory Values and/or Vital Signs
- Health History
○ **Fill-in-the-blank Alpha** – This question type provides a text box for your answer. Enter your answer, in alpha characters, into the text box to answer this type of question.

○ **Fill-in-the-blank Numeric** – This question type provides a text box for your answer. Enter your answer, in numbers, into the text box to answer this type of question.

○ **Hot Spot** – This question type provides an image that contains selectable hot spots. To answer a question, move your cursor over the image and click the area that corresponds to your answer.

2. **Question Number** – Displays a number representing the current question’s placement in the sequence of questions and also displays the total number of questions in the assessment.

3. **Timer** – A timer that keeps a running count of the time you use to take the assessment. This timer begins running when you start your assessment and stops running when you click the **Pause** button.

   ➢ Radio buttons display to the left of your answer options. An answer is submitted only when you click **Next**, and you can change your answer any number of times before you click **Next**.
Using Assessment Features

The following buttons are available during your assessment:

- **Calculator** – Provides a pop-up calculator.
- **Glossary** – Launches a Glossary that explains medical and pharmacology terms.
- **Critical Thinking Guide**
- **Product Help** – Opens a help guide in a new window.
- **Flag for Review** – Allows you to skip a question and come back to it before finalizing the Practice Assessment.
- **BACK/NEXT** – Allows you to go to the next or previous question.
- **Close** – Enables you to end the Module Test at any point during the test.

**Calculator**

When you click the **Calculator** button, a Calculator displays to assist you with medical math.

**Note:** A calculator may not be available for all practice assessments. For example, the TEAS V assessment does not offer a calculator.

**Glossary**

- Click the **Glossary** button to launch a Glossary that explains medical and pharmacology terms. For more details, see the **Glossary** information on page 7.
Critical Thinking Guide

- Click the **Critical Thinking Guide** button to display a Guide that provides test-taking strategies to help you review and answer the question. Click one of the following tabs to view topical information:
  - Introduction
  - Knowledge/Clinical Judgment
  - Priority-Setting Frameworks
  - Critically Reading Test Items

Product Help

- Click **Product Help** to display information in a new window to assist you with taking your Module Test.

Flag for Review

- Click the Flag For Review button to flag a question so you can return to it and review the question and your answer prior to completing the assessment. When you click the Flag for Review button, the upper right-hand corner of the page is flagged.
- If an item is flagged, it means that the answer is not recorded and/or that the answer can be left blank.
- At the completion of the Assessment, a Completion Screen displays which provides you with the opportunity to review any flagged items and make any desired changes. If an Assessment is completed without the Flagged items being reviewed, the current answer is recorded.

**Note:** If you complete the assessment without recording an answer for flagged items, the blank flagged items will be recorded as incorrect.
BACK/NEXT

- Allows you to navigate to the previous question or to the next question. To go to the next question, you must either answer the current question or click **Flag for Review**.

**Close**

- To close an Assessment in progress, click **Close**. The Test Time Summary window displays.

![Test Time Summary](image)

Do one of the following:

- Click **Proceed** to exit the Module Test and return to the My Products page.
- Click **Cancel** to return to the Module Test.
- Click **Print** to print the Test Time Summary window.

**Using the Rationale Display (Optional)**

Your instructor has the option to allow you to view rationales. If this feature is enabled, the Rationale Screen appears after each submitted answer. The Rationale for the answer you selected displays in a blue box at the bottom of the screen. Use this screen to better understand why each answer is right or wrong.

**NOTE:** If a question is flagged for review, the rationale screen does not appear. This is because the rationale displays only after an answer is submitted. To view the rationale to a flagged question, click the **Flag for Review** button to remove the flag from the question and then click **Next** to submit your answer.
The Rationale Screen displays the answer options and an explanation of each option. The Rationale for the answer you selected opens by default.

Note the following for a rationale for a multiple choice question:

- The radio button corresponding to the correct answer is highlighted in green.
- The radio buttons corresponding to the incorrect answers are highlighted in red.
- The answer you selected on the test is indicated by a black dot placed in the radio button for that answer option.
  - If you selected a correct answer on the test, the black dot appears on a green background, and looks like this: ●
  - If you selected an incorrect answer on the test, the black dot appears on a red background, and looks like this: ●

- For a rationale associated with a multiple choice question, Puzzle Piece buttons display to the left of each answer option. If the Puzzle Piece button is blue, you have not selected that answer option, and you are not viewing its associated rationale information.
Click a **Puzzle Piece** button to view the Rationale corresponding to that answer option. When selected, the puzzle piece changes color:

- If the Puzzle Piece button is *green*, the answer option is the correct answer to the question.
- If the Puzzle Piece button is *red*, the answer option is an incorrect answer to the question.

**STEP 5 – Completing a Module Test**

- When you reach the end of an Assessment, a completion screen displays. On this screen you are given the option to:
  - **Review Flagged Items**: If you click **Review Flagged Items**, you are taken back to only the flagged items. You have the option at that time to change the answer and resubmit it or fill in an answer for any item that may have been left blank. If an Assessment is completed without the Flagged items being reviewed:
    - The current answer is recorded.
    - Any flagged items that are left blank without an answer are recorded as incorrect.
  - **Return To Last Item**: If you click **Return To Last Item**, you are taken back to the last item in the assessment.
  - **Finalize and Proceed to Performance Profile**: If you click **Finalize and Proceed to Performance Profile**, answers for any flagged items are stored as final; any flagged items that have been left blank will be scored as incorrect. The ATI Performance Profile automatically launches.
Individual Performance Profile

The Individual Performance Profile launches in a new window in a user-friendly PDF format that can be saved, printed, or e-mailed. The Individual Performance Profile summarizes the results from your assessment. These results are stored and available for later access from the My Results tab.

Note. “N/A” will display in the Score column if your instructor has disabled scoring.