

Georgia Department of Family and Children Services

Online Knowledge Assessment Test Summer 2006



ONLINE INSTRUCTION GUIDE

Please read all instructions before completing the online assessment tools.

To access the Online Knowledge Assessment Test, go to the following website: <http://cwte.louisville.edu/GAonline/GA2/index.htm>

REMEMBER YOU MUST COMPLETE THE FOUNDATION TEST AND THE PROGRAM AREA TEST(S) CORRESPONDING TO THE PROGRAM AREA(S) IN WHICH YOU CURRENTLY WORK.

CASE MANAGER KNOWLEDGE ASSESSMENT		
	userid	password
Case Manager – ADOPTION	wadoption	Kiwi
Case Manager - FOSTER CARE	Wfoster	Apple
Case Manager – FOUNDATION	wfoundation	Orange
Case Manager - INVESTIGATION	winvestigation	Peach
Case Manager - ONGOING	wongoing	Plum
SUPERVISOR KNOWLEDGE ASSESSMENT		
	userid	password
Supervisor – ADOPTION	sadoption	Grape
Supervisor - FOSTER CARE	Sfoster	melon
Supervisor – FOUNDATION	sfoundation	cherry
Supervisor - INVESTIGATION	sinvestigation	pear
Supervisor - ONGOING	songoing	lime

At the end of each assessment you will have the option of printing a *CONFIRMATION PAGE*. The *CONFIRMATION PAGE* is for your records only and does not indicate that you have passed the online assessment. The *CONFIRMATION PAGE* **only** indicates you have submitted your data for scoring.

To obtain the *CONFIRMATION PAGE* do the following:

- Complete the appropriate assessment(s)

- At the end of the assessment you will need to click the button that reads “Submit Completed Form”
- You will then see a screen that reads “You have successfully completed the (name of test). Thank you for your participation.”
- You will also see “Click here to continue”. You must click this link in order to get a printable *CONFIRMATION PAGE*.
- You will then be directed to the *CONFIRMATION PAGE*. You have the option of typing in your name and the date of completion. There is a button that reads PRINT in the upper right hand corner.
- Please fax a copy of the *CONFIRMATION PAGE* to Julie York, Education and Training Services Section, at (404) 657-4058.