Digital Stimulus Book
User Help Guide

Please read the following instructions on how to properly use PAR digital stimulus books before you begin administration. Contact PAR's helpful Technical Support team with any technical questions not covered here at 1.800.899.8378 or techsup@parinc.com.

In preparation for administering PAR assessments using digital stimulus books, clinicians should familiarize themselves with the stimulus books and the stimulus questions, referring to the materials provided with the assessments.

Device and Browser Requirements

PAR stimulus books can be used with a variety of devices, including tablets, laptops, and desktop computers. In order to have a valid assessment, **the usable screen area on the device must be no less than 5.25 inches high and 7.75 inches wide**. A guide for evaluating your device is provided as part of the stimulus book download process. PAR stimulus books require an installed recent version of one of the following Web browsers: Firefox®, Chrome™, Safari®, or Internet Explorer® (version 9 and newer). The full-size Apple® iPad® with iOS 6 or newer is an example of an approved device.

The PAR digital stimulus books are HTML5 offline Web applications. After you download, bookmark the Web page (if you are using an iPad, you may place an icon on your desktop; see below). Because the stimulus books and the license are fully cached, you do not have to be online to use them. **If you clear your cache, you will lose the application and will no longer have access to the stimulus book.**

PAR stimulus books vary in size, but a typical stimulus book requires no more than 50 MB of free space. Some browsers will prompt the user to allow additional space on the device for downloading the stimulus book.

Special iPad Settings

The required settings are all standard, but they must be in place before administration:

1) Private browsing must be OFF.
2) Your iPad must accept cookies (settings for this vary from iOS 6 to iOS 7).
3) JavaScript must be ON.

Download Instructions

PARiConnect Account Managers

Log in to PARiConnect and click on Stim Books in the top menu bar. Follow the on-screen instructions to download the stimulus book to your own device or assign it to a clinician through e-mail.

Non-PARiConnect Users

If you are not currently registered for PARiConnect, the e-mail you received after you purchased the stimulus book contains a link to PARiConnect. Click on the link and log in using your PAR log-in and password. You will be routed to an inventory page that displays your purchased stimulus books. Follow the on-screen instructions to download the stimulus book to your own device or assign it to a clinician through e-mail.

Stimulus Book E-Mail Recipients

If you received an e-mailed stimulus book assignment, click on the link in the e-mail and follow the instructions to download your stimulus book.

Special iPad Instructions

If you're using an iPad, you can add a digital stimulus book icon to your desktop for future access. During download, follow the instructions on your iPad screen and click the button that says "Add to Home Screen."

Administration Requirements

Administering On-Screen

When you launch the stimulus book, it will open as a Web app in a frameless browser. One of the first pages provides a navigation guide that helps you use your PAR stimulus books. In some cases, direct links to age- or grade-based starting points are provided.

Navigate. To turn pages, tap or click the arrows/hotspots located on either side of the page. On touch-screen devices, you may also swipe in the direction of the page you would like to turn. Typically, the assessment administrator is responsible for turning pages.

Help. When available, the Help button is located in the bottom left corner of the screen. Tap or click it to open the on-screen help menu.

Reset. The Reset button is located in the top right corner of the screen. Tapping or clicking this button will return you to the main menu.

Orientation and Item Numbers. For most PAR products, you can choose how to orient your stimulus book. The table format (lies flat in front of the examinee) is commonly used for a mobile device such as an iPad; choose the easel format (sits upright) when you're using a laptop or desktop computer or if you plan to use an iPad in an elevated position. In the table format, the item number is oriented toward the examiner. In the easel format, the item number is oriented toward the examinee. Tap on any part of the screen to display the item number. The orientation selection box appears on the initial pages of the stimulus book; your choice applies to the entire assessment session. For select PAR products, this option is not available.

Administering On-Screen

If you're using a tablet in the table format, orient the tablet in a way that reduces glare and enables the examinee to clearly view the stimuli.

Troubleshooting

How do I create a desktop icon for the stimulus books?

Only iPad users are able to create a desktop icon. When you download, you will be prompted to create a desktop icon for each stimulus book. If you're using another device, you should bookmark the Web page and use the bookmark for subsequent access.

I think I deleted my stimulus books. What should I do?

Each digital stimulus book you purchase is licensed for one user and one license. We provide one download link per purchase. Because the stimulus books are HTML5 applications, they will be erased if you clear the application or your browser cache.

If you are using iOS 6, your stimulus books will not be removed if you clear the Safari cache.

For assistance in obtaining an additional download, contact PAR's helpful Technical Support team at 1.800.899.8378 or at techsup@parinc.com.

Can I print a hard copy of the stimuli from this file?

PAR stimulus books are created in a DRM-protected format; printing is prohibited. The stimulus books can be viewed only on a computer screen. Printed versions of the stimulus books are available for purchase from PAR if you desire a hard copy.

Can I take screen shots of the stimuli?

It is a violation of copyright law to take or distribute screen shots of the stimulus material. Examiners are entrusted to keep the test protocols confidential in order to protect the validity of the measure. Just as you would not photocopy a paper stimulus book, you are prohibited from reproducing the digital stimulus materials contained in this file.

Are the digital stimulus books identical to the printed materials?

Yes, the stimuli that appear in this digital stimulus book are identical to those in the printed version. Care was taken to ensure the stimuli are consistent between formats.

How do I lock the landscape orientation?

You may want to lock the landscape orientation to properly display the stimulus images in your book. A side switch on your iPad allows you to prevent the display from switching between portrait orientation and landscape orientation. If the rotation lock is on, an icon will appear in the status bar and a padlock will appear on the rotation lock button (viewable in the recently used apps list, after double-clicking the Home button). When this feature is enabled, the display remains in landscape or portrait mode, regardless of how the iPad is held. The side switch can also be set by the user to mute the audio, so if this feature is enabled, you will not be able to use the side switch to lock the orientation.