

**ExamView**  **TEST GENERATOR**

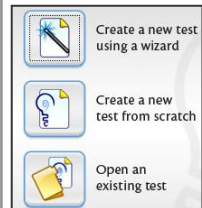
**Installation** You MUST install ExamView from the CD provided or from the S: drive at **S:\Software\ExamView**. Simply insert the CD, use the **START** menu to select **My Computer**, double-click the **Setup** icon and follow the prompts (always choose the default options...Yes, Yes, Next, Next, etc.). You may install ExamView at school and at home. Always be mindful of where you are saving your assessments! Once the program is installed, you no longer need the CD to use ExamView, but keep it in a safe place.

**Getting Started** Launch ExamView (EV) from the Desktop icon or use the **START** menu to select **All Programs > ExamView Pro Test Generator**...then choose the desired component:

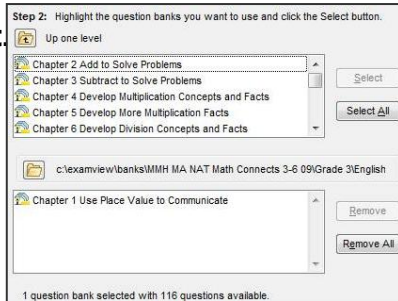
- **ExamView Test Generator** is used for creating and modifying tests as well as question banks.
- **ExamView Test Manager** is used for creating classes and assigning usernames and passwords to students in order to provide network computer access for students to take online exams. Teachers can access results and examine separated data for diagnostics.
- **ExamView Player** is used by students to login and take on-screen tests teachers have created.

The first time you launch EV, you must fill in all fields on the login screen.

**Create a Test** Open the **Test Generator** and choose either **Create new test using a wizard** or **Create a new test from scratch**. Until you are more familiar with Exam View options, it is probably easiest to start with the **wizard**:



1. Name the test. Click **Next**.
2. Highlight the grade level question bank(s) from which you want to draw questions. Click **Open**. Highlight a chapter and click the **Select** button (that chapter appears in the lower box). Repeat to select multiple chapters. Click **Next**.

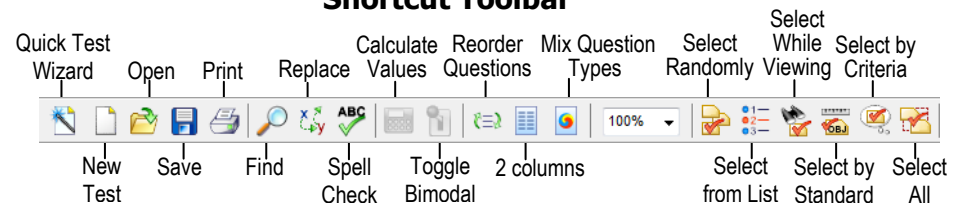


**Create a Test Wizard**

3. You will see a summary of the total questions available in the chosen chapter(s). In the **Number to Select** column, type a number for each type of question. You must press **Enter** after each question type. Click **Next**.
4. Review the test summary and click **Finish**.

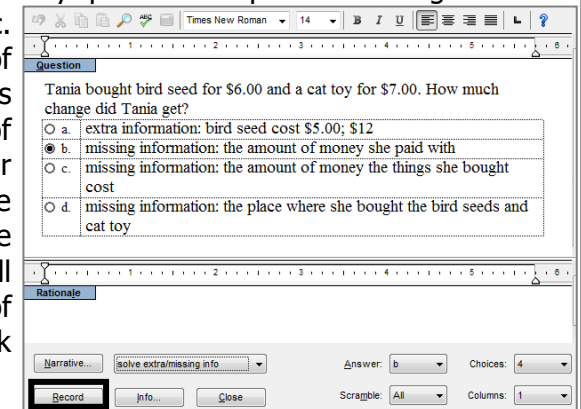
Your test now appears (complete with an answer key at the end) and can be edited further.

**Shortcut Toolbar**



**Edit a Test**

**Edit a Question:** Double-click any question to open the editing screen. Change text, fonts, size, etc. Depending on the type of question, additional options appear along the bottom of the editing screen. For example, on multiple choice questions, you may change the number of choices as well as the layout (number of columns). When finished, click the **Record** button.



**Add Your Own Question (to current test only):** Click the **New** Button in the lower left corner. Choose a question type. Fill in the question and answer boxes, then click the **Record** button.

**Change Answer Key:** To change options showing on the answer key, use the **Test** menu to select **Layout**. Choose the **Answer Key** tab and check/uncheck the desired options. Click **OK**.

## Different Ways to Select Test Questions

Use the **Select** menu to choose test questions in a variety of ways...

- **Randomly** – questions are randomly chosen from selected chapters
- **From a List** – use the **Sort** by drop-down menu to choose from a list based on topic, difficulty, learning objective, state standard, etc.
- **While Viewing** – view all questions in selected chapter(s). Check or uncheck the box to the left of each question to include/exclude it.
- **By Standard** – select questions based on learning objective, national or state standard.
- **By Criteria** – select questions based on various criteria. Note that the narrower the criteria, the fewer questions will be available.

## Other Useful Features

**DEFAULT SAVE LOCATION:** ExamView tries to automatically save to the local C: drive. For convenience, redirect the save path by using the **Edit** menu to select **Preferences**. Set the path for Question Banks and Tests to your **F: drive** (create an ExamView folder within your F: drive). For Online (LAN) Tests, set the path for your school's folder in the S: drive. Click **Save as Default** to apply these settings to all new tests.

**ASSIGN POINTS**– Use the **Question** menu to select **Assign Points**.

**PRINT MULTIPLE VERSIONS** – Use the **File** menu to select **Print Test**. Adjust the number of test versions to print (up to 26).

**BIMODAL OPERATIONS** - Change certain questions from multiple choice to short answer and vice versa. Highlight a multiple choice or short answer question. Use the **Question** menu to select **Change Type**.

**PREFERENCES** – Use the **Test** menu to select **Layout** and see many options for question types, answers, answer key and page options.

**ADD SPACING** – Double-click a question. Use the **Format** menu, to select **Paragraph** and adjust the "before" and/or "after" spacing. Or, to quickly add space, just "enter" several times, then type any character.



## TEST MANAGER

**Test Manager** lets you set up classes so students can take assessments electronically and you can access results and print reports. Double-click the Desktop icon or use **Start>All Programs>ExamView>Exam View Test Manager**. Choose **Start a New Class**. Class name, instructor, school, city and state are required. Click **OK**. Click the **New Student** button (lower left). Fill in **First name**, **Last name** and **Student ID**.

## Test Manager - continued

(ID must be unique). Consider using SHENet usernames for Student IDs. Click **Next** to add another student. Click **OK** when done. **SAVE** to F: drive.

To administer an online test, you must have already created a test with the Test Generator. While viewing the test in **Test Generator**, use the **File** menu to select **Publish To > ExamView Test Player on LAN**. Choose **Next**, then **Save**. You must save to the S: drive for students to be able to take the test online (do not save to the default "Test" folder)! Follow the instructions under **Other Useful Features...Default Save Location** (opposite column) to change the default save paths.

Next, use **Test Manager** to assign this test to your class. While viewing your roster in Test Manager, click the **New Assignment** button (lower left). Give the assignment a name. Choose a category, term and date.

Check the option for **Online test delivered over LAN**. Unless you changed the default save path, the program will try to look in the C: drive for your test. Remember, you must save online tests in the S: drive. If necessary, click the yellow folder and navigate to the S: drive. Click **Next**

Online tests require a password. For simplicity, consider using **123456**. Set any other desired options. In Step 8, note that the default is to allow students to check their responses up to 99 times (meaning they can check if they are correct and try again) – you may want to change this.

After students finish the test, highlight the assignment (column appears yellow). Use the **Assignment** menu to select **Get Results from...LAN Test**. Multiple choice results appear instantly. Review all answers and/or grade non-multiple choice questions by double-clicking a student's score. Enter points earned as needed. Click to **Next/Previous** student or click **Done**. **SAVE!!!** Use the **Report** menu to create a variety of reports.



## TEST PLAYER

If students double-click an online test file (.eot) saved in the S: drive, ExamView **TestPlayer** automatically opens. They must type their **name** and **ID** (ID must match whatever teacher entered in **Test Manager**).