ExamView 8.1

Welcome Screen

Every time you start the **ExamView Test Generator** software, the program displays the **Welcome Screen** unless you have changed the preference settings. Use the QuickTest Wizard or the Test Builder options to create a test. If you want to edit or add questions in a question bank (or database), use the Question Bank Editor.

The Welcome Screen includes the following options:

	Create a new test using a wizard. The wizard provides step-by-step instructions that will lead you through the process of building a test.
	Create a new test from scratch. The program will start the Test Builder, prompt you for a test title, and display a new (empty) test. Then you may begin selecting questions to include on your new test.
	If you want to open an existing test to print or edit/add questions to a test that you previously saved, choose this option. The program takes you to the Test Builder and displays a dialog box from which to locate and choose a test file. After you open a test, you can print it, add/edit questions, or change the layout using the options in the Test Builder module.
	Select this option if you want to create a new question bank from scratch. You can add up to 250 questions of varying types, such as multiple choice, true/false, essay, completion, etc.
	Choose this option to edit or add questions in an existing question bank. You can edit questions in the publisher-supplied banks or in any question bank you may have created. Open a question bank file and then choose the Question Bank Editor options to edit questions, add new questions, or delete questions from the bank.

Switch Between the Test Builder and the Question Bank Editor

The Test Builder and the Question Bank Editor are separate parts (or modules) of the **ExamView Test Generator** program. The active module name will be displayed in the title bar of the main **ExamView** window following the active file name. You can easily switch from one part to another by following the steps listed below.

1. Save the current test or question bank.
2. On the **File** menu, click **Switch to...**
3. Choose to open or create a new test/question bank.

Test Builder Tool bar

The **Test Builder** tool bar provides ready access to the most commonly used tools. Because all the tool bar tool functions can also be accessed using menus, you may select to turn off the tool bar completely to allow the maximum screen space for viewing the test. Not all tool bar tools are available for the Macintosh, so Mac users will need to use alternate selection methods for these tools (see table footnotes). Windows users can further customize their tool bar to select which tools are displayed and the size of the tool icons

A. File Tools	Win Shortcut		D. Question & Test Tools	Win Shortcut
QuickTest Wizard	CTRL+T		Reorder test questions	---
Create a new test	---		Scramble test questions*	---
Open an existing test	CTRL+O		Style Gallery**	---
Save the test	CTRL+S		Two columns	---
Print the current test	CTRL+P		Mix question types	---
Access the eI Community	---		**E. View Tool**	**Win Shortcut**
B. Edit Tools	**Win Shortcut**		Percent zoom	---
Find text in the test	CTRL+F		**F. Question Selection Tools**	**Win Shortcut**
Replace text in the test	CTRL+R		Select questions randomly	CTRL+1
Spell check the test	---		Select questions from a list	CTRL+2
C. Question Content Tools	**Win Shortcut**		Select questions while viewing	CTRL+3
Calculate values	CTRL+K (Selected Item)		Select questions by standard	CTRL+4
Toggle bimodal question(s)	CTRL+B (Selected Question)		Select questions by criteria	CTRL+5
			Select all questions	CTRL+6
			G. Help Tool	**Win Shortcut**
			Help topics	---

Build a Test with the QuickTest Wizard

The QuickTest Wizard provides the quickest and easiest way to generate an **ExamView** test for new users by providing step-by-step instructions. Let the wizard guide you through the four steps to test creation.

1. Click the **QuickTest Wizard** tool bar icon or choose **QuickTest Wizard** from the **File** menu.
   If you just started the program or switched to the Test Builder, you can choose **Create a new test using a wizard** from the **Welcome Screen**.
2. Enter the test title and click the **Next** button.
3. Double-click a folder (if necessary) to display a list of question banks.
4. Choose the question banks from which you want to select questions..
   Click the **Folder** button to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.
5. Identify how many questions of each type you want on the test.
6. If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.
7. Review the test summary and then click **Finish** to complete the process.
   When you click the **Finish** button, **ExamView** selects the questions based on your responses and displays them in the test document window.
8. After the program displays the test, you can edit/create questions, select additional questions, customize the appearance of the test, save your work, or print the test.

Creating a New Test and Selecting Questions

The Test Builder and the Question Bank Editor are separate parts (or modules) of the **ExamView Test Generator** program. Be sure that you are working in the Test Builder module.

1. Click **New Test** tool bar button or choose **New Test** from the **File** menu.
   If you just started the program or switched to the Test Builder, you can choose **Create a new test from scratch** from the **Welcome Screen**.
2. Enter the test title (e.g., Chapter 1, Midterm, Section 1 Quiz, etc.).
3. Add up to 250 questions per test using any of the six question selection options.
4. *(Optional)* Edit any of the questions you added to the test, or create a new question from scratch.
5. *(Optional)* Customize the appearance of the test.
6. Save the test.

Edit/Create Questions on a Test

1. Identify (highlight) the question in the test window.
2. Click the **Edit** button located at the bottom of the test window, or double-click the question to display an editing window.
3. Edit the question, change the answer, update the narrative, and/or modify the question information (objectives, difficulty code, reference, topic, or notes).See the Entering/Editing Questions help topic for more detailed instructions.

4. Click the **Record** button to accept all of the changes you made to the question. The program applies the changes only to the copy on the test. The original question in the question bank is not updated.

> **Tip:** Use the Question Bank Editor to permanently change a question or to add a new question for use on other tests.

Delete a Question from a test:

1. Highlight the question to delete.
2. Click the **Delete** button located at the bottom of the test window.
3. Confirm that you want to remove the question from the test.

> **Important:** Removing a question you selected from a question bank does not affect the original question. However, the program permanently deletes any new question you created and/or a question you edited.

Insert a Picture from a File:

1. Position the cursor at the location where you want to insert the picture.
2. Choose **Picture** from the **Insert** menu.
3. The default picture type is bitmap (.bmp). Click the **List files of type** box and choose the type of picture files you want to insert. The program supports most common graphic formats including: bitmap (.bmp), jpeg (.jpg), TIFF (.tif), and Macintosh PICT (.pct).
4. Change the folder to locate the picture file you want to open. If the file is located on a different drive or on a network, identify the location of the file.
5. Double-click the file you want to open.
   The program inserts the picture at the current cursor location.
6. After you insert a picture, you can resize it or set the baseline.

You cannot move an image in a question by clicking and dragging it. If you need to move an image, click on it, cut the picture, and paste it at the new location.

> **Tip:** Another way to insert a picture is to copy an image from another application (such as Paint) and paste it into a question or answer. If you have an image file that is not supported by **ExamView Test Generator**, try opening it in another program. Then, copy and paste it into a question.

Spell Check an Entire Test:

1. Click the **Spell Check** toolbar button   or choose **Spell Check** from the **Edit** menu while a visual test appears on the screen.
   Before you spell check your work, you can set the options to skip the following words: all-cap words, words with numbers, and mixed-case words. Click **Options** to change these settings.
2. Click **Start** to check the spelling on a test.

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3. If the spell checker finds a word that is not in its dictionary, the program highlights the word and gives you several choices. Choose one of the following:
   - **Skip Once**: Skip the highlighted word one time without changing the word.
   - **Skip Always**: Ignore the word every time it appears.
   - **Add**: Add the word to the custom dictionary.
   - **Replace All**: Replace all occurrences of the word throughout the entire question bank.
   - **Replace**: Replace only the current instance of the highlighted word.
4. Click **Done** when you finish using the spell checker.

Spell Check a Question:

1. Click the **Spell Check** toolbar button while entering/editing a question.
   Important: If you are entering a question with an open-ended response (e.g., short answer), you must separately check the spelling in the question and then in the answer. Position the cursor in the section you want to spell check.
2. Click **Start** to check the spelling.
3. When the spell checker identifies a misspelled word, choose to skip it once, skip it every time, add the word to the custom dictionary, replace all occurrences of the word, or replace only the current instance.
4. Click **Done** when you finish using the spell checker.

Notes:

- You can click the **Custom** button to add or remove words in the custom dictionary.

Mix Question Types on a Test

By default, **ExamView** groups test questions by their question type (e.g. multiple choice, true/false, etc.). You can choose not to group questions by type by doing the following.

1. Click the **Mix Question Types** button on the tool bar.
   - or –

1. Select **Preferences** from the **Edit** menu.
2. Within the preferences dialog click the **Layout** icon and then click the **Question Types** tab.
3. Select the **Allow question types to be mixed** radio button.
4. Click **OK**. (Click **Save As Default** if you want all future tests to allow for mixed question types.)

Reorder the Questions on a Test Grouped by Question Type

1. Click the **Reorder Questions** tool bar button ⟲ or choose **Reorder** from the **Question** menu.
2. Click on an item (individual question, question type group, or narrative group) and hold down the mouse button while you drag the item to the new location in the list. Alternatively, press either **CTRL+↑/CTRL+↓** (Windows) or **⌘+↑ / ⌘+↓** (Macintosh) to move the highlighted question.

   Rules:
   - You can move a question only within the same question type.
   - To move an entire question type group (e.g., multiple choice), click on the question type title and drag it to the desired location.
   - You can move a group only to certain places in the list. The insertion bar appears as a thick line to indicate where you may move the question group.
   - Questions attached to a narrative can be moved only within the same narrative group.
   - A question not a part of a narrative group cannot be moved into that group. Likewise, you cannot move a question linked to a narrative outside of the group.
   - Matching questions can be moved only within the same matching group.
3. Repeat Step 2 for each item you want to move.
4. Click **OK** to update the current test.

Sorting Questions

In addition to reordering questions in a test/question bank, you can sort the questions based on various criteria provided that Allow for mixed question types is enabled. This feature is useful for quickly adding another layer of organization to your test/question bank. For example, questions can be sorted to present the questions in order of increasing difficulty level or to group questions by state standard. Note that in order to utilize this sorting feature, questions must contain descriptive meta-data information.

To sort the questions in a test/question bank:

1. From the **Reorder Question** dialog, click the **Sort** button.

   - If a **Sort** button is not visible, click the Cancel button and enable the Allow for mixed question types preference. See the topics about mixing question types (for tests and for question banks) for details.
   - Sorting is only allowed if at least some of the questions contain information that can serve as sorting criteria.

2. From the pull-down menu on the **Sort Questions** dialog, select the criteria to use as the basis for the sorting action.

   - The **Sort by list** can sort by any of the question information fields, such as Difficulty, Reference, Topic, State Standard, and Keywords.
   - The **Sort by list** will only contain entries for question information fields that contain at least one entry for the questions being sorted.

- Sorting treats the entire entry of a question information field as a single entity, even if it contains multiple entries separated by an item delimiter character. For example, if a question contains two keywords stored as "r;energy | heat", the category would appear exactly as shown rather than as separate entries for "r;energy" and "r;heat." Further, if another question contains just the keyword "r;energy", it would not be recognized as being a subset of the previous question with multiple entries.

3. A preview of all the entries for the sort criteria will appear in the list box below the pull-down list. Drag an entry up or down to reorder the list to the desired sort sequence.

- Entries are always initially shown in alphabetical order, not by the order that they appear in the current question order.
- Changing the sort criteria or closing the **Sort Questions** dialog resets the order of the entries to the initial alphabetical sequence.

4. Click **OK** to apply the sort order to the questions. The question order displayed in the **Reorder Questions** dialog will now reflect the sorting order.

To scramble the questions on a test:

1. Click the **Scramble** tool bar button or choose **Scramble** from the **Question** menu.
   The **Scramble** option is different from the **Reorder** command in that the Reorder command lets you move questions one at a time or in a group. And, you can move them exactly where you want the questions to appear. With the **Scramble** option, the program randomly rearranges the questions. If you prefer, you can automatically generate different versions when you print a test.
2. Choose one or more of the scramble options: sections, questions, and choices.
3. You may assign a new test ID (A-Z) each time you scramble the questions.
4. Click **OK** to scramble the current test.

> **Note:** This option permanently changes the question order on a test.

Print a test

1. Click the **Print** tool bar button or choose **Print Test** from the **File** menu.
2. Specify the number of test variations to print (1-26).
3. Choose to scramble sections, questions and/or multiple choice answer choices. If you choose to scramble sections or questions, you can also choose to print a version map—a correlation chart to show you how the test was scrambled.
4. If your test contains dynamic questions, choose whether you want to calculate new algorithm values for each variation of the test.
5. Indicate whether you want to print an answer strip.
6. Indicate whether you want to print a version map.
7. Click **OK** to confirm your responses.

8. In the **Print Test** dialog box, choose to print the entire test or selected pages and then click **OK** to print the test.

> **Note:** You cannot print selected pages if you chose to print an answer strip or multiple versions of a test.

Saving a test:

1. Click the **Save** tool bar button [icon] or choose **Save** from the **File** menu.
   If you already saved the file, the program will automatically save the current test with the same file name to the same location.
2. Enter a name for the test (with a **.tst** extension) if this is the first time that you have chosen to save the test.
3. Identify the folder where you want to save the test. If you want to save the file on a different drive or on a network, choose the location.
4. Click the **OK** button to save the test.

Exporting questions from ExamView:

1. Click the **File** menu and point to the **Export** command.
2. Specify the file type:
   HTML (.htm) – for importing into SMART VE
   Blackboard (.zip) – for importing into D2L
3. Enter a new file name.
4. *(Optional)* Select a folder to identify the location where you want to save the file. If you want to save the file on a different drive or on a network, choose that location.
5. Click the **OK** button to export the question bank.
6. Some export format require additional settings to be specified and an options dialog will appear. Complete the required fields to continue the export process.
7. Watch this screencast http://www.youtube.com/watch?v=FnQTcXRnY_Y on how to export from ExamView and import into D2L
8. Screencast for SMART VE coming soon.

D2L Supported Question Types

The export feature maps **ExamView** question types to the closest corresponding Desire2Learn question format. A summary of the question type mapping (from the **Blackboard 7.1-9.0** export) is shown in the table below.

ExamView Question Type	Equivalent Desire2Learn Question Type
True/False	True/False
Modified True/False	True/False
Multiple Choice	Multiple Choice
Bimodal	Multiple Choice
Multiple Response	*Skipped*
Yes/No	Multiple Choice
Numeric Response	Short Answer
Matching	Matching
Completion	Short Answer
Short Answer	Long Answer
Problem	Long Answer
Essay	Long Answer
Case	Long Answer
Other	Long Answer

Multiple Response question do not import into D2L and are skipped.

Point values do not import into D2L. All questions import with a 1 pt. value.

All questions import with no enumeration (e.g. A, B, C or 1, 2, 3) for answer choices.