

13. You can add additional tags:

CODE	DESCRIPTION	MAX. LENGTH
PTS:	Points	3
DIF:	Difficulty	1000
REF:	Reference	1000
OBJ:	Learning Objective	1000
NAT:	National Standard	1000
STA: XX: (XX = 2-letter state abbrev.)	State Standard	1000
LOC:	Local Standard	1000
TOP:	Topic	1000
KEY:	Keyword	1000
MSC:	Miscellaneous	1000
NOT:	Notes	1000
NAR:	Narrative	25

14. Once you have formatted your Word document, you need to save it as a RTF file (Rich Text Format) to a folder on your U: Drive or My Documents

15. Below is a sample assessment showing how it should be formatted. **Notice** that there are not spaces between the titles, questions or answers.

16. Visit <http://tinyurl.com/word2EV> to view a sample assessment formatted saved in (Rich Text Format) and practice using the ExamView Import Utility to convert to an ExamView Question Bank.

Social Studies Test

Matching

a. Aryans

b. *Mein Kampf*

c. *Luftwaffe*

1. German Air Force

2. believed by Hitler to be a “master race” destined to rule the world

3. Hitler’s autobiography

1. ANS: C

2. ANS: A

3. ANS: B

Multiple Choice

4. In Nixon’s famous “Checkers Speech”, “Checkers” referred to

a. His political opponents

b. His dog

c. His daughters

d. His hatred of Monopoly

ANS: B

5. Which choice best completes the diagram?

a. Spain

b. USSR

c. Austria

d. Japan

ANS: D NAR: Diag1

6. Which of the following choices best completes the diagram?

a. V-G Day

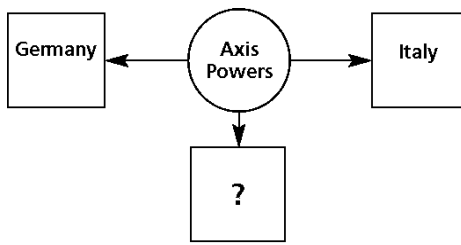
b. V-E Dayz

c. D-Day

d. Double-V Day

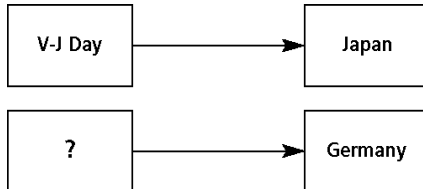
ANS: B NAR: Diag2

NARRBEGIN: Diag1



NARREND

NARRBEGIN: Diag2



NARREND

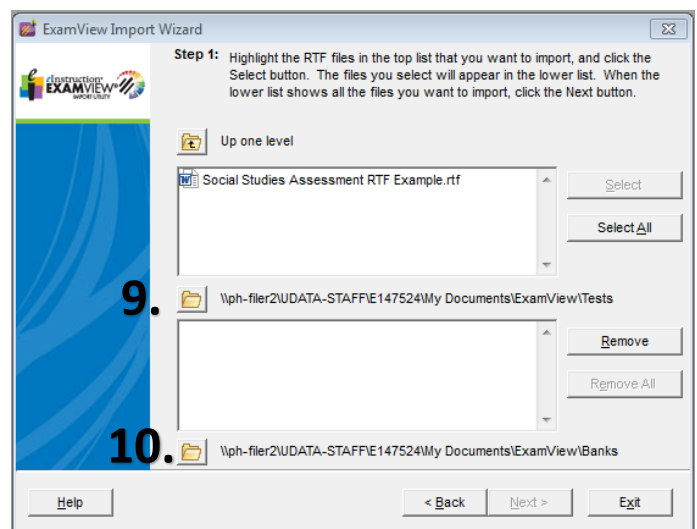
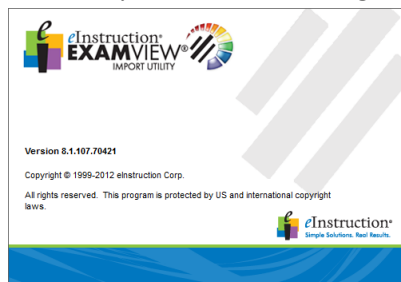
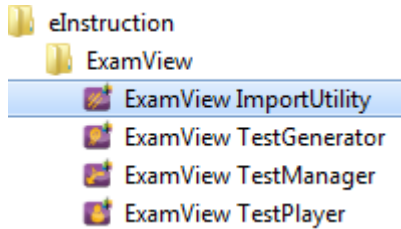
True/False

7. Patents granted by the government cover inventions for 19 years.

ANS: False

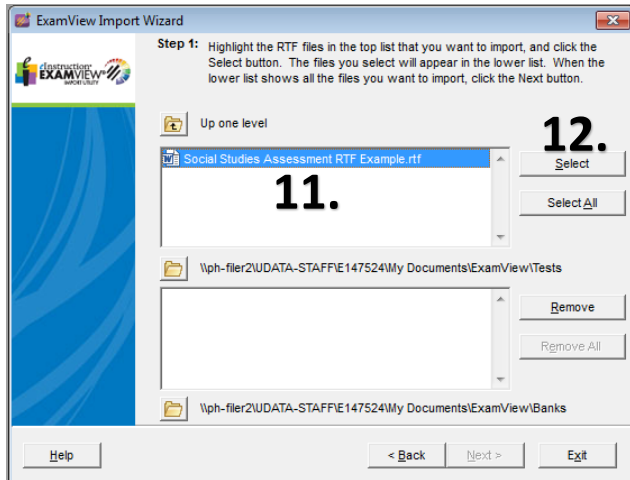
Importing .RTF file Into ExamView

1. Click >
2. Click > All Programs
3. Click > eInstruction
4. Click > ExamView
5. Click > Run the ExamView
6. Click > Import Utility program
7. Click > anywhere on the dialog box
8. Click >
9. Click > folder to locate the ExamView Test folder created in either your My Documents or U: Drive
10. Click > folder to locate the ExamView Bank folder created in either your My Documents or U: Drive folder to save the new ExamView Test Bank



11. Select the RTF assessment file you to import

12. Click > Select to file move to the lower list



14. Click < **Next >** for steps 2 thru 4

15. Click < **Finish** for step 5

16. You will receive a "Import completed" message similar to the one below if the import was successful

Reading **Social Studies Assessment RTF Example.rtf**
Questions: 7, TF (1), MC (3), MA (3)
Narratives: 2, Diag1, Diag2
Matching Groups: 1
Saving **Social Studies Assessment RTF Example.bnk**

Total Questions: 7, TF (1), MC (3), MA (3)

Import completed.

17. You are now ready to open the newly created ExamView Question Bank and create an ExamView Assessment with the ExamView Question Bank Editor.

13. Click > Next import the RTF file ExamView

