



Creating an Online Test



Test Generator



Test Manager



Test Player

FSCREATIONS, INC.
EXCELLENCE BY DESIGN

OVERVIEW

- Step 1: Use **ExamView Test Manager** to set up a class
- Create class
 - Add students to class
- Step 2: Publishing an online test
- Use **ExamView Test Generator** to publish an existing test
 - Create test assignment in ExamView Test Manager
 - Determine settings for online test
- Step 3: Use **ExamView Test Player** to administer online test
- Appendix: Import a Student Roster

STEP 1: SET UP A NEW CLASS AND ENTER A ROSTER

Create a New Class

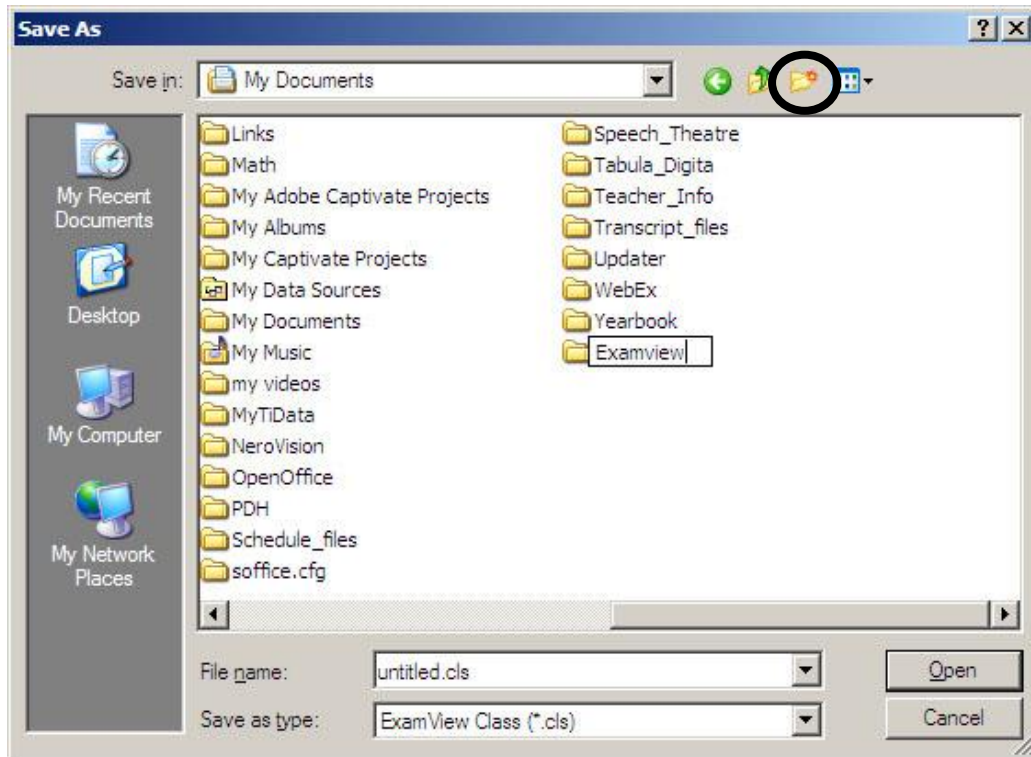
Before you enter student information, you must create a new class. To do so, you must enter information about your class and yourself. Just a few of the fields are required. Other fields, such as the password and school ID, are optional.

1. Launch the **ExamView Test Manager** from the **PISD Apps → Administrative Tools** folder.
2. Choose the **Start a new class** option.
3. Enter the class name, your name, school name, city, and state. The other fields are optional.
4. Click **OK**.
5. Select **Save** from the **File** menu.
6. Change the **Save in:** option to your H: drive.

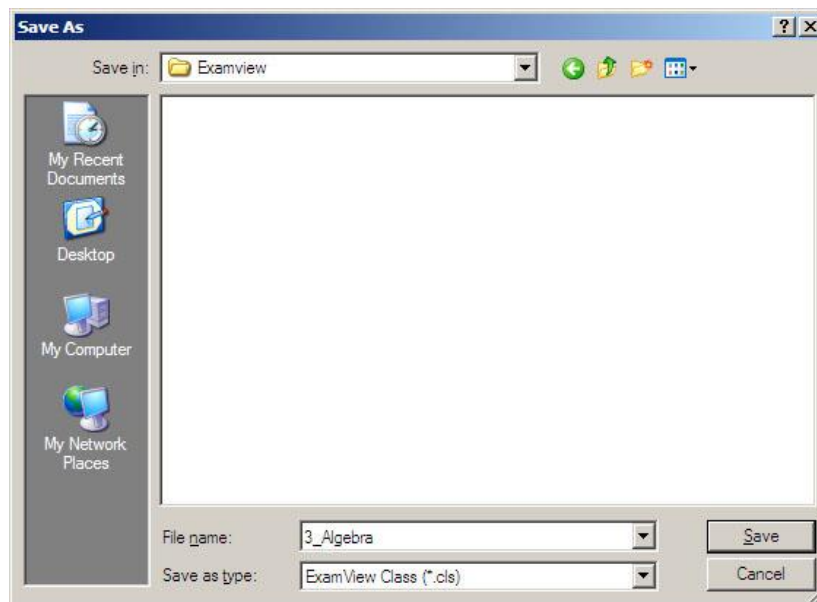
The screenshot shows the 'New Class' dialog box with the following fields and options:

- Class Information:**
 - Class name: [Text Field]
 - Class ID: [Text Field] (optional)
 - Period: [Text Field] (optional)
 - Section: [Text Field] (optional)
 - Password: [Text Field] (optional)
 - Confirm password: [Text Field]
 - Preferences... [Button]
- Instructor/School Information:**
 - Instructor name: [Text Field]
 - Instructor ID: [Text Field] (optional)
 - School name: [Text Field]
 - School ID: [Text Field] (optional)
 - City: [Text Field]
 - State/Region: [Text Field]
- Buttons: Help, OK, Cancel

7. Click the Create New Folder icon and type ExamView for the folder name.




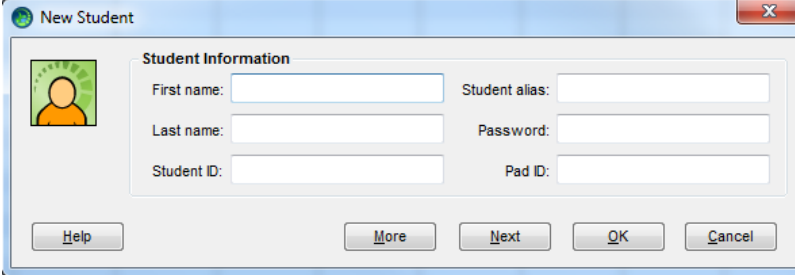
8. Double-click on the new folder and save the file using a meaningful filename (such as 3_Algebra for a third period Algebra class).



Enter Student Names and IDs

After you create a new class, the next step is to enter your students. At a minimum, you must enter each student's name and assign an ID. (**NOTE:** Student names can be imported from a spreadsheet. See instructions for this process in the Appendix.)

1. If you have closed the ExamView Test Manager, open it again and choose **Open an Existing Class**. Go to H:\ExamView and open your class.
2. Click the  button or choose **Add New Student** from the **Student** menu.
3. Enter the first name, last name, and student ID#. **Do not** use the other fields.



4. Click the **Next** button to record the student.
When you click the **Next** button the program records the student and clears the data entry field so that you can enter the next student.
5. Repeat steps 3 and 4 to enter all of your students.
6. Suggestion: Enter one or two generic accounts in case a student cannot login for some reason. Example: Enter **Student01** for the first name, last name and Student ID; then Student02, etc.
7. Click the **OK** button when you are finished entering students.
8. Select **Save** from the **File** menu to save your file.
9. Close ExamView Test Manager.

STEP 2: PUBLISH AN ONLINE TEST

With the ExamView Assessment Suite, you can easily track student test results. When students take an online test, the program automatically scores the objective questions and stores the information in a database. Then you can produce a variety of reports.

To create an online test with a roster, you must first build and publish the online test using the ExamView Test Generator. Then, you must complete the process by creating an assignment in the ExamView Test Manager program.

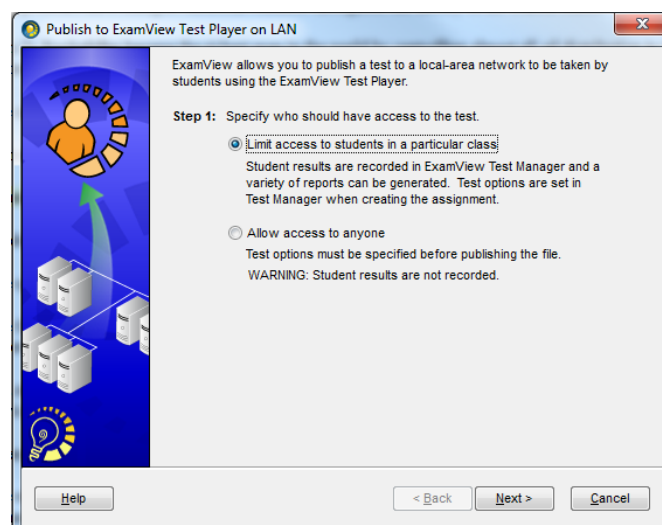
Before You Begin

Before students can take an online test, you must understand where files need to be saved for student access to the test.

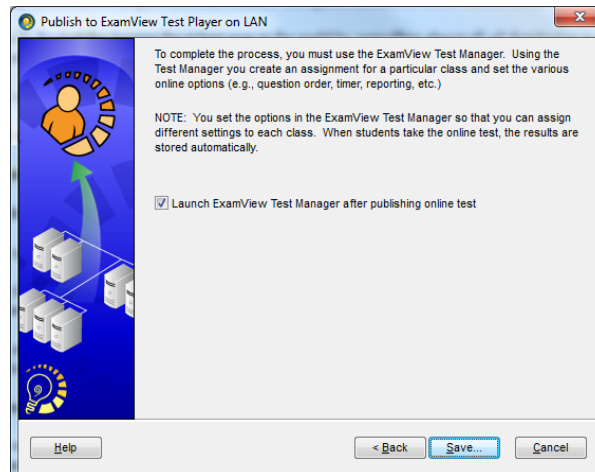
1. Class Roster file should be saved to a location that is not available to students, (such as your H: drive).
2. All test files (.tst) should be saved to a location that is not available to students, (such as your H: drive).
3. Online test files (.eot) **must** be published to the T:\Review folder, (**do not** create a new folder inside the Review folder because your test files will not be accessible). You can set the time for student access as you create the test.

Create an Online (LAN) Test with a Roster

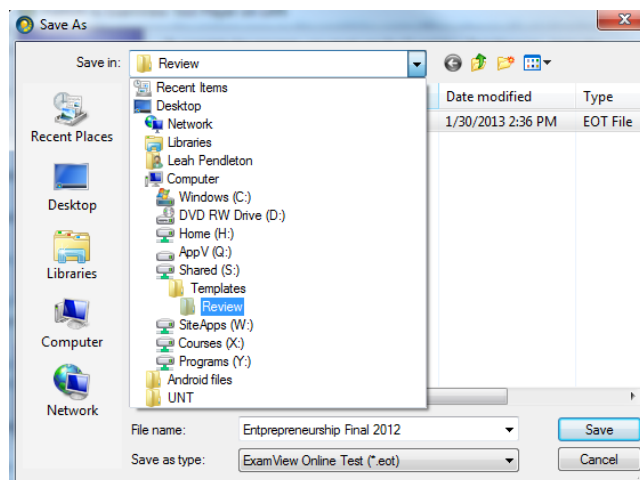
1. Start the ExamView Test Generator (password = examview8100)
2. Select **Open an Existing Test**. (See *Using the Test Generator* handout for more information on creating a test.) Click **OK**.
3. Locate the existing test that you saved to your H: drive and click **Open**.
4. From the **File** menu choose **Publish To**. Then choose **ExamView Test Player on LAN**.
5. Choose the **Limit access to students in a particular class** option and click the **Next** button.




- You will get a message that the assignment must be added to your class through the **ExamView Test Manager**. Click the **Save** button to save the online test.



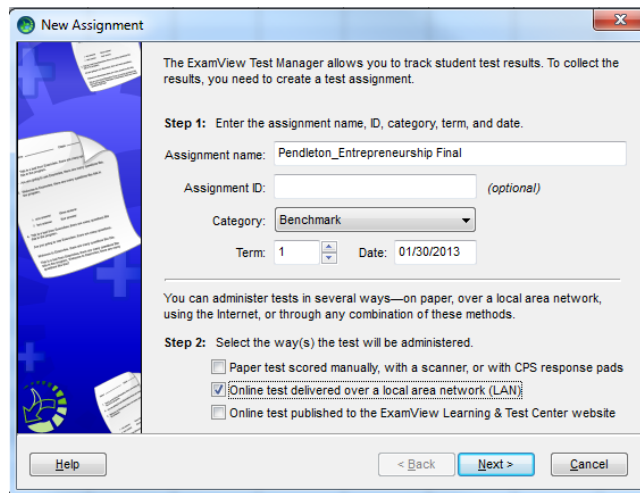
- In order for your students to access the test, it must be stored in the **T:\Review** folder on the network. Check to make sure that this is the location for your test. Give the test a file name and click **Save**.



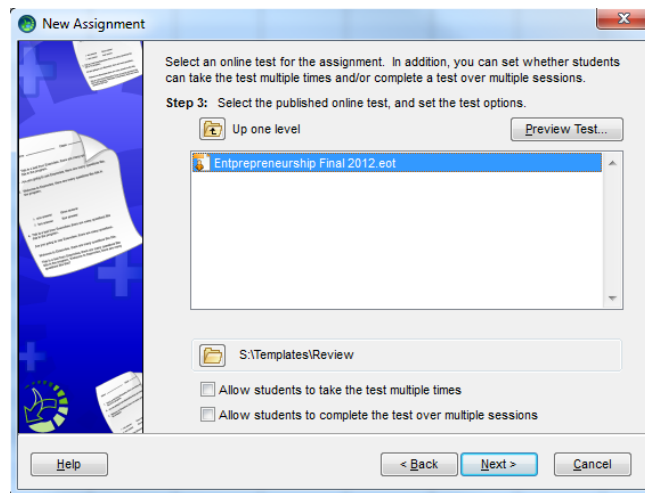
- Once the test is saved, **ExamView Test Manager** will open automatically.
- Select **Open an Existing Class** and click OK.
- Locate and open the class file for the class who will be taking this test. (H:\ExamView)
- Click  or choose the **Create New Assignment** option from the **Assignment** menu.

Step 1: Enter the Assignment Name. (Do not press Next yet)

Step 2: Choose the **Online test delivered over a local area network (LAN)** option to identify how you will administer the test. Click the **Next** button.



Step 3: Select the file name that corresponds to the test you published in the **ExamView Test Generator**.



*If you want to allow your students to complete the test multiple times or over multiple sessions, select the appropriate option(s) and click the **Next** button.*

NOTE: *If you allow students to complete an online test over multiple sessions, the program will save their work and let them continue where they left off in a prior session.*

Step 4: Set a password for the test.

Step 5: You can set the date and time when the students can access the test. (see image on next page)

Creating Online Tests with ExamView

New Assignment

Students are required to enter a password before they can access the test. If you want all students to use the same password, or if some students have not been assigned individual passwords, enter a password below.

Step 4: Enter a password required to access the test.

Password:

Use only for students with no assigned password
 Use for all students

Students may take the test anytime they want, or you may limit access to this online test to a specific range of dates.

Step 5: Specify when students may take this online test.

Students may access this test anytime
 Students may access this test

from: 06/07/2013 9 AM : 00
to: 06/07/2013 10 AM : 00

Students may review their test results after _____

Help < Back Next > Cancel

Step 6: You can set a time limit for the students to complete the test. (50 minutes)

Step 7: You can set the questions to be scrambled so that students sitting next to each other during the test will see questions in a different order.

New Assignment

You can set up the test so that students have an unlimited amount of time to complete it, or you can set a time limit.

Step 6: Specify the time limit for this test.

Allow students an unlimited amount of time
 Allow students to take the test for 50 minute(s)
 Students may pause the timer during the test

You can decide how the ExamView Player presents questions to your students—same order or scrambled.

Step 7: Select the question presentation order.

Display the questions in the same order for all students
 Scramble the questions for each student

NOTE: Results for all students are always shown in the same order as the test to facilitate reviewing the test in class.

Require that students answer the questions in order

Help < Back Next > Cancel

Step 8: You can allow students to check their work as they complete a test.

Step 9: You determine which reports (if any) a student can see after completing a test.

New Assignment

You can control whether students may check their work as they complete a test. You can also specify how many times students may check each response and control the feedback presented.

Step 8: Identify whether students may check their responses

Do not allow students to check their responses
 Allow students to check each response 99 time(s)
 For incorrect responses, display the feedback information

The ExamView Player prepares a report when a student completes a test.

Step 9: Select the information shown when a student completes this online test.

Do not show an end-of-test report
 Show only score (percentage)
 Show detailed report for: All Responses

Test questions Correct answers
 Student responses Rationale
 Question scoring Reference
 Allow students to print end-of-test report

Help < Back Next > Cancel

- After clicking **Next** on the last screen, review the summary information and click the **Finish** button.

After you create the assignment, it appears in the ExamView Test Manager work area. Notice the highlighted area shows the assignment title, date, category, term, and possible points. A placeholder (--) is set for each student's score.

The screenshot shows the ExamView Test Manager interface for a class named '1_Entrepreneurship'. The assignment is titled 'Persepolis, Entrepreneurship Final' and is scheduled for '01/30'. It is a 'Benchmark Term 1' assignment worth '100 pts'. Below this information is a table with columns for 'Name', 'Student ID', and 'Score'. The 'Score' column contains dashes (--) for all students, indicating no scores have been recorded yet.

Name	Student ID	Score
Bartlett, Brittany	320049	--
Bramblett, William	208623	--
Brennan, Shane	274694	--
Brownlee, David	259552	--
Celestine, Leslie	334371	--
Clendenen, Alexander	274030	--
Dalley, Jaevion	220008	--
Desiderio, Guillermo	232684	--
Ellis, James	239502	--
Galanter, Elliot	224893	--
Harvick, Tanner	301084	--
Hill, Andrew	328891	--
Holley, Noah	231605	--
Hulse, William	263529	--
Jent, Jordan	215939	--
Kravitz, Daniel	225034	--
Leach, Robert	216123	--
Lee, Clark	214590	--
Martinez, Raymond	241898	--
Pansick, Eric	249338	--
Ramos, Hernan	221842	--
Ruchman, Bryce	227186	--
Smiley, Bryson	206823	--
Torres-Colon, Jasmine	338468	--
Vangruber, Yehonatan	206893	--
Watanabe, Ryota	340542	--
Waxman, Alexis	222188	--
Average		--

- Save the class (**File** → **Save**) and close the **ExamView Test Manager**.

Notes:

- You can assign the same online test to multiple classes. Simply open another class file and create an assignment. Point to the same online test when you create the assignment. Make sure that your students' IDs are unique across all classes.
- You can copy and paste an assignment into another class. Just remember to adjust the time and/or password as needed.
- If you need to make any changes to the online settings (e.g., change the password, edit the reporting options, etc.), choose the **Edit Assignment Information** option from the **Assignment** menu.
- If you notice mistakes in questions, misspelled words, etc. before any students take a test, make your changes to the original test and publish it again. **IMPORTANT:** You must delete the assignment from the class and then create a new one. Otherwise, the answer key and other information will not match the online test.
- If you notice mistakes in questions, misspelled words, etc. after any students take a test, you cannot make changes to the test. However, you can adjust the points earned to adjust students' scores as needed.
 - Choose the **Edit Assignment Information** option from the **Assignment** menu. Click the **Questions** tab and change the information.

To preview a test . . .

- Start the **ExamView Test Player** and use one of your student's IDs to access the test. (See instructions for taking an online test in the next section.)
- When you finish, go to the **ExamView Test Manager**.
- Open the class file, and from the **Assignment** menu choose **Get Results from** → **LAN Test**.
- Highlight (select) the student record and choose **Clear Student Results** from the **Student** menu. Be sure to clear the results for only the test you just previewed.
- Choose the **Update Online Tests** in the **File** menu to apply the updates.

STEP 3: TAKE A TEST WITH THE TEST PLAYER

For tests that you administer on the network, students must use the **ExamView Test Player** in the **Classroom Tools** folder.

The program automatically scores any objective, completion, or numeric response questions. You must manually score any open-ended questions.

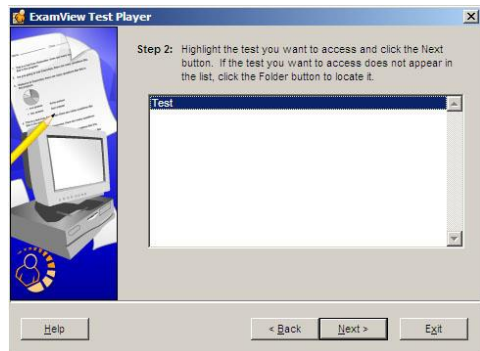
To take an online test...

1. Students will start the **ExamView Test Player** program.
2. Enter student name and ID. Click the **Next** button to continue.

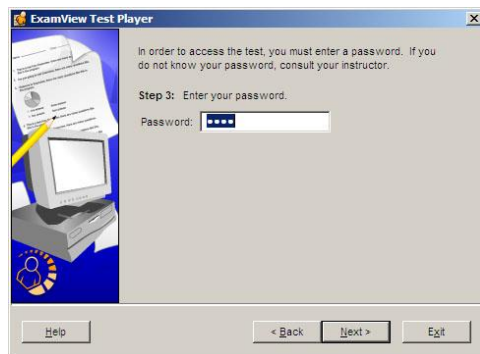


The program will show only those tests that the student may access. For example, if you set a date range when the test is available, you will not see the test if the current date is not in that range.

3. Select the test and click the **Next** button.



4. On the next screen, students will enter a password as instructed by the teacher. *(Suggestion: If students will be allowed to take the test over multiple sessions, the teacher might want to type the password in for the student so that the validity of the test will not be compromised.)* Click **Next**.



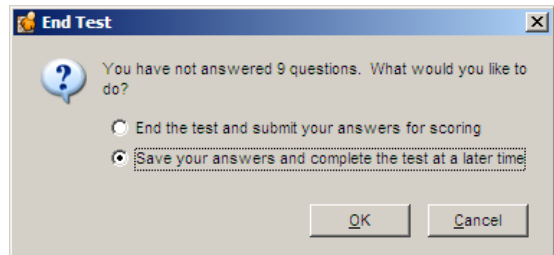
- Review the test information and click the **Start** button to begin the test.

The ExamView Test Player displays one question at a time. Students can answer a question by clicking the radio buttons, clicking the choice buttons, or by typing a response.

The options available to the student depend on the online settings. For example, if you set the option to allow students to check their work, the **Score** button appears at the bottom of the window. If you set a time limit, a timer is displayed.

- Respond to each question. Click the **Next** button or press **Page Down** to advance.

- Click the **End** button when you are finished. If you have allowed students to complete the test over multiple sessions, they will be given two options.




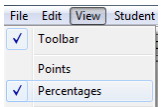
- If the student selects, the first option, a report will appear based on the reporting options you set.

Get Results from a LAN Test

After your students take an online test, the next step is to get the results. When you perform this step, the program reads the results and stores the data in the class record. If your test includes open-ended questions, you must manually score those items.

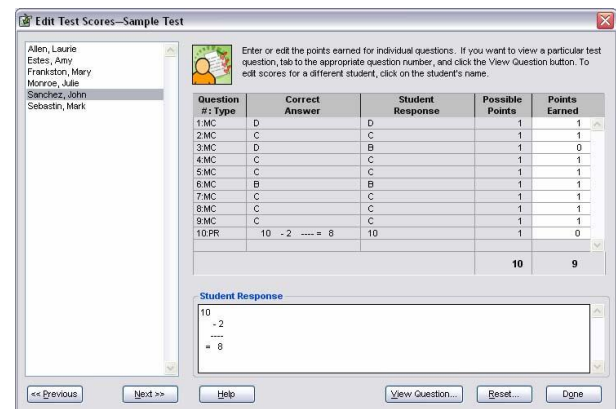
To get results from a LAN test...

- Start the **ExamView Test Manager** program and open your class file.
- Select (highlight) the assignment for which you want to get results.
- Click  or choose the **Get Results from → LAN Test** option from the **Assignment** menu. The program automatically locates the online test file (with an .eot extension) and reads the results from it. If you moved the file, you must locate it.
- To view the score in percentages rather than points, click on **View → Percentages**.
- If your test included open-ended questions or you need to change a student's score, select the assignment and choose the **Edit Scores** option from the **Assignment** menu.



The **Edit Test Scores** window shows you how your students answered each question and the points earned.

- Select a student on the left side of the screen.
- For open-ended questions, select a question. The student's response appears for your review.
- Read the response and enter the points earned.
- Click the **Next** button to move to the open-ended question for the next student. You can change the points earned for any other question too.



Appendix

Import a Student Roster

The ExamView Test Manager makes it easy to import your students from another file. At a minimum, the file must include the student's first name, last name, and ID. The file must be a text file, but can include the fields in any order along with other information. In just a few steps, you can identify the pertinent information and start the import process.

Export Student List from SAS to Excel

1. Login to performance.pisd.edu.
2. Go to your class and click on the Excel button on the right. Click Save.

performance.pisd.edu

Key Indicators for Improving Student Performance

performance.pisd.edu

Help AYP - District A-P Chart District EOC Roster - District Student Assessment - District College Readiness - District Student Exams & Diagnostics - District Summer Student Assessment - District Summer Literacy - District Literacy PACE LEP - District

Student Assessment - District

You are logged in as: barbara.landingin@AD

Student Assessment Report

PLANO WEST Sr High

Select by: Teacher Grade Incoming Students

Sort order: name

Teacher: Fuhrman, Verla Period: Period 01 - ENTREPRENEURSHIP - SEM ONLY

Student Name	Student ID	Grade	Enroll Date	MF	Ethnicity	Sc	SS	Profile	V	N	Q	C	R	L	M	S
Adorable, Natasha	218422	12	02AUG01	F	Asian	2350	2457	7A	113	120	109	114	236	232	256	214
Dulock, Brandon	320040	11	26AUG99	M	White	2040	2107	4A	96	96	87	93	221		239	211
Elsehety, Othman	324269	12	16NOV99	M	White	2271	2489								250	
Flores, Nicholas	212255	11	26OCT00	M	Hispanic	2464	2594	8A	118	126	128	126	225	225	252	227
Hanzl, Jacob	215376	11	02AUG01	M	White	2213	2321	7B (V-)	104	116	119	115	232	218	258	215
Hernandez Morales, Juan	311307	11	25AUG08	M	Hispanic	2236	2057	4A	91	99	93	94	204	216	210	199
Holley, Noah	231605	11	22AUG02	M	Afr Amer	2173	2116	5A	95	100	106	100	220	207	243	212
Hulse, William	263529	12	05JAN06	M	White	2228	2609	8B (V-)	103	120	124	118	227	221	255	224

3. Name the .csv file as the class name and save it in your ExamView folder.
4. Open the Excel file you just saved.
5. Delete all columns except for the Name (first and last) and ID columns.

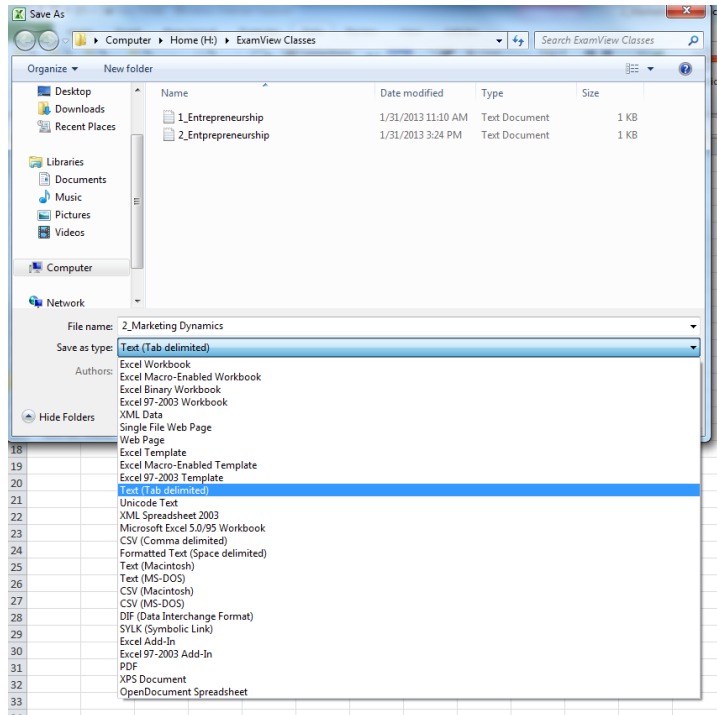
PEIMS_ID	locStuden name	grade	enrollid	Gender	Ethnicity	EconDis	LEP	SpecialEd	AtRisk	Gifted	Staar
1 6.39E+08	218422 Adorable,	12	2-Aug-01	F	Asian						
1 5.1255571E	320040 Dulock, Br	11	#####	M	White						
1 6.4E+08	324269 Elsehety,	12	#####	M	White						
1 6.1864926E	212255 Flores, Ni	11	26-Oct-00	M	Hispanic					Y	
1 6.4E+08	215376 Hanzl, Jao	11	2-Aug-01	M	White						
1 6.81E+08	311307 Hernande	11	#####	M	Hispanic	F					
1 5.1344035E	231605 Holley, Nc	11	#####	M	Afr Amer						
1 2.24E+08	263529 Hulse, Wil	12	5-Jan-06	M	White						
1 4.76E+08	215939 Jent, Jordi	11	2-Aug-01	M	White						
1 6.38E+08	214828 Kalidas, Ri	12	2-Aug-01	M	Asian						
1 5.08E+08	214528 Malviya, S	11	2-Aug-01	M	Asian					Y	
1 6.42E+08	215862 Martin, Dc	11	2-Aug-01	M	White						
1 6.35E+08	219508 McKool, Z	11	2-Aug-01	M	White						
1 6.4E+08	218389 Miller, Jef	11	2-Aug-01	M	White						
1 6.46E+08	214136 Obenshall	11	2-Aug-01	M	White						
1 6.38E+08	219382 Patten, M	11	2-Aug-01	M	White						
1 6.37E+08	214950 Paynter, V	11	2-Aug-01	M	Afr Amer						
1 6.29E+08	229815 Ramirez, J	11	#####	M	Hispanic						
1 4.45E+08	193251 Robbins, T	12	4-Jan-99	M	White					Y	2214
1 6.37E+08	227186 Ruchman,	11	#####	M	White						
1 6.3E+08	206823 Smiley, Br	12	3-Aug-00	M	Multiple						
1 6.44E+08	206587 Smith, Coi	12	3-Aug-00	M	White						
1 5.1254376E	220145 Sun, Anth	11	2-Aug-01	M	Asian	F					
1 5.1255899E	340542 Watanabe	11	#####	M	Asian		DEN				
1 6.41E+08	204822 Weidenbe	12	3-Aug-00	M	White						

6. Delete the header row.
7. Select the column with names.
8. Go to Data on the menu bar and choose Text to Columns.

9. Convert Text to Column Wizard opens:
 - a. Step 1 - select **Delimited** and click Next.
 - b. Step 2 - select **Comma** and uncheck Tab. Click Next.
 - c. Step 3 - select Finish.

The first and last names are now in separate columns.

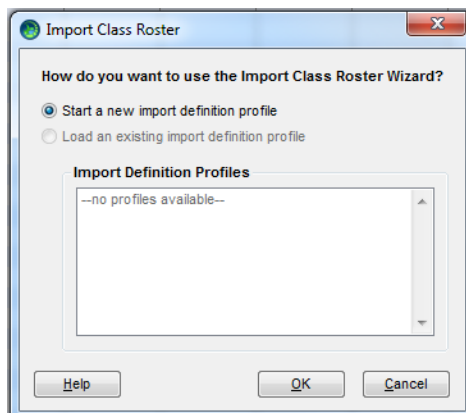
10. Save the file as a **Text (.txt)** file. Click OK and Yes in the dialog boxes.



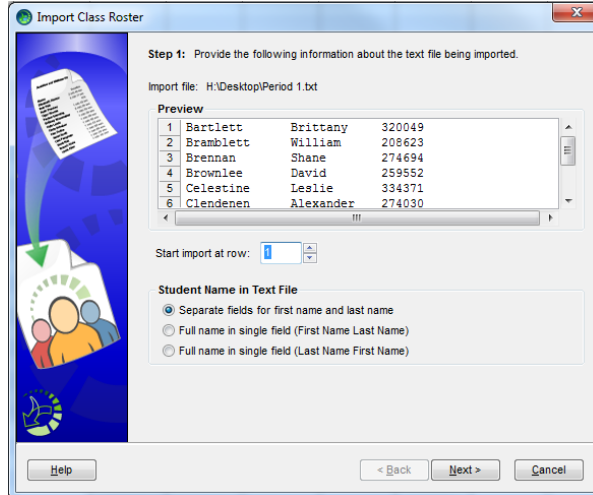
11. Close the Excel file.

Import the Text File into ExamView

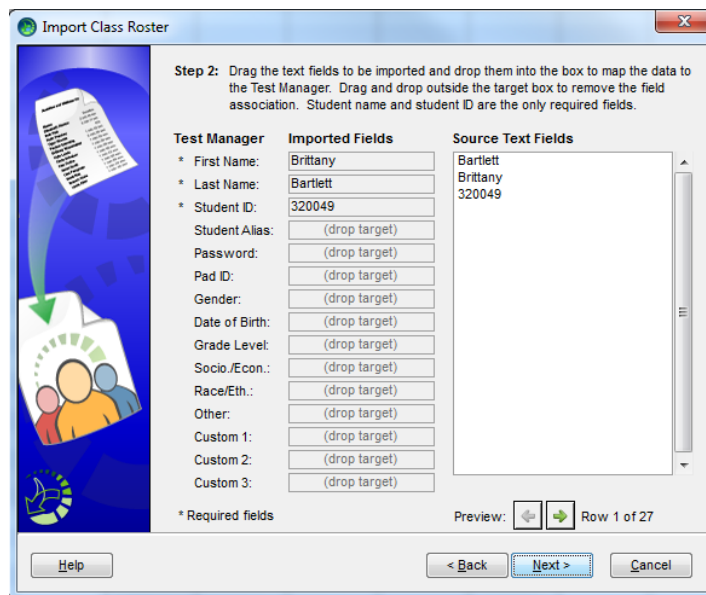
1. Start the **ExamView Test Manager** to begin a new class or open an existing class.
2. Go to **File, Import → Class Roster from Text**.
3. Select the .txt file that includes the students' names and IDs.
 - a. In the dialog box, choose **Start a new import definition profile** and click **OK**.



- You will see a preview of your students' information. Choose **Separate fields for first name and last name** and click **Next**.



- Drag the information from the **Source Text Fields** column into the **Imported Fields** boxes. Click the arrow to preview other student names. Click **Next**.



- Click **Finish** on Step 3. Click **No** when asked to save the Import definition profile. Your students have now been added.
- Remember to add one or two generic student accounts in the event a student has problems logging in or if you had forgotten to add a student who is new to the class.
- Save and Name your class. Close ExamView Test Manager.

Happy testing! 😊