





ExamView Quick Step Guide

Modify Questions

Questions may be modified without directly editing the text as presented in the previous section. Toggle Bimodal, Calculate Values, Adjust Choices / Columns, and Adjust Points features allow you to modify one or more questions simultaneously without editing the question.


Toggle Bimodal

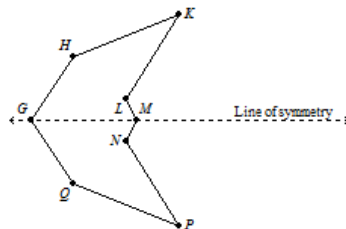
Toggle Bimodal allows you to change a question from multiple choice to short answer or vice-versa. Toggle Bimodal only works on bimodal question types.

1. Highlight the test title, question type header or question with the bimodal tag  to the left of the question number.
2. Click the **Toggle Bimodal** button .
3. The highlighted question(s) will change from multiple choice to short answer or vice-versa.


Here is an example of a bimodal question in both modes.

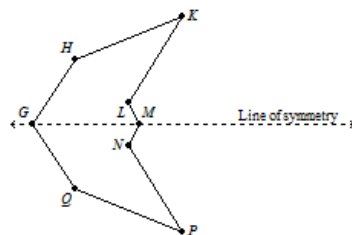
Short Answer mode

-  **1** Wasaburo is making different shaped paper airplanes as part of a science project. No matter what their shape, the wings are always symmetric with respect to the body of the airplane. According to this line of symmetry, which segment corresponds to the segment \overline{LM} ?

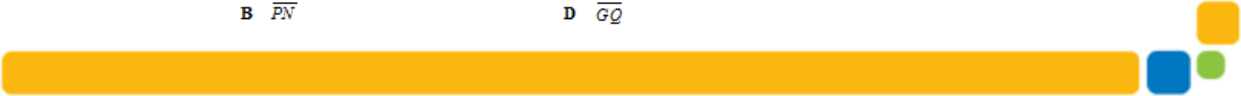


Multiple Choice mode

-  **1** Wasaburo is making different shaped paper airplanes as part of a science project. No matter what their shape, the wings are always symmetric with respect to the body of the airplane. According to this line of symmetry, which segment corresponds to the segment \overline{LM} ?



- A \overline{NM} C \overline{QP}
B \overline{PN} D \overline{GQ}





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3. If you wish to adjust the number of columns for multiple choice and multiple response answer choices, click the **Set columns...** check box. Enter the desired number of columns.
4. Check the **Use best fit...** check box if you want the program to automatically format the number of columns for multiple choice questions with long answer choices.
5. Click **OK**. (*Note: If reducing answer choices, clicking OK permanently deletes the reduced answer choices. You cannot go back to the original number or answer choices without manually entering them or deleting the question and adding the original question from the bank again.*)

Assign Points

If you wish to change the current point values for more than one question, use the **Assign Points** command.

1. Choose **Question > Assign Points** from the menu options. The Assign Points window appears.
2. The Assign Points window contains a table with three columns. The first column lists each question, the second lists the question type, and the third lists the point value for that question. **Enter/edit** the point value in **the third column** for each question.

Question	Type	Points
1. Which item has 9 edges? {GRAPH} a. square pyramid c. trian...	MC	1
2. The roof of the house is 12 feet tall. About how tall is the tree...	MC	1
3. Rabbits like to eat garden vegetables. Alicia is putting a fence...	MC	1
4. Carmen bought 95 kilograms of rocks for landscaping. She us...	MC	1
5. The table shows how many goals four teammates have scor...	MC	1
6. At a picnic, children drank 12 cartons of milk. Of these, 7 cart...	MC	1
7. Some third grade students walked to raise money for a charit...	MC	1
8. How many square inches of sheet metal are needed to make ...	MC	1
9. Students voted for which one of three flowers they like best...	MC	1
10. Jack played an animal game with his friends. The game cam...	MC	1
Total		10

Assign Points window

3. If you want to change the point value for all questions of a certain type or all questions quickly, use the **Fill** command. Click the **Fill** button, choose the question type (or all), and select a point value. Click **OK** and all questions of the chosen type will be changed to the point value you entered.
4. Click the **OK** button.

