



ExamView Quick Step Guide

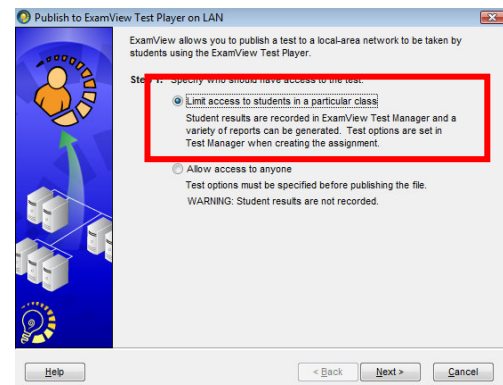
Create a LAN Test with a Class Roster

With the **Exam View 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 and/or copy the results to your gradebook.

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

Publish a LAN Test to the Network

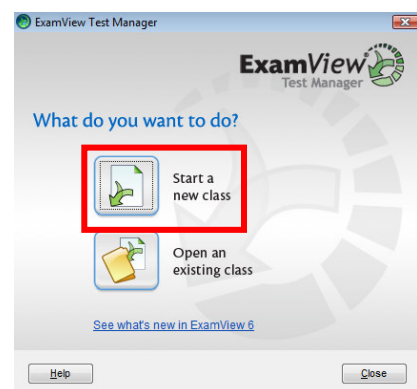
1. Start the **Exam View Test Generator** and create or open a test.
2. On the **File** menu, point to **Publish To**, and then click **ExamView Test Player on LAN**.
3. Choose **Limit access to students in a particular class** and click **Next**.
4. Select the **Launch ExamView Test Manager after publishing online test** checkbox.
5. Click **Save** to save the online test.



Publish test to ExamView Test Player wizard

Create a Class Roster in Test Manager

1. Launch the **ExamView Test Manager**. A startup window with two options will appear. Choose the **Start a new class** option.
2. Enter the **class name** and other fields as needed.
3. Enter **your name, school name, city, and state**. The other fields are optional.
4. Click the **OK** button to record the class information.




Test Manager Welcome window

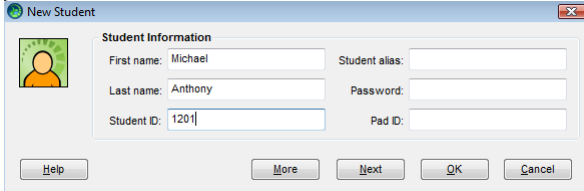




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Add Students to the Class Roster in Test Manager

1. Click the **Add New Student** button  or choose **Student > Add New Student** from the menu options.
2. Enter the student's **first name, last name, and student ID**.




Student Entry window

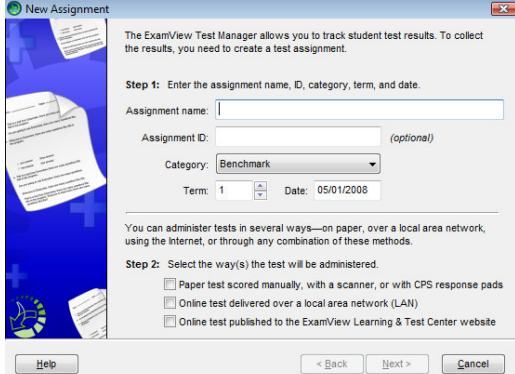
Note: The Test Manager will be covered in more detail in module 4.

3. Click the **Next** button. The program records the student and clears the data entry field so that you can enter the next student.
4. Repeat the previous steps to enter all of your students.
5. Click the **OK** button when you are finished entering students.

Link a LAN Test to the Test Manager Class Roster

Linking the LAN test to the class roster will ensure that the test results will be connected to the appropriate class roster.

1. Click the **New Assignment** button  or choose **Assignment > Create New Assignment** from the menu options. The New Assignment window appears.
2. Enter the assignment name, category, term, and date.
3. Choose the **Online test delivered over a LAN** option to identify how you will administer the test. Click the **Next** button.



New Assignment window

4. Select the file name that corresponds to the test you published in the **ExamView Test Generator**.
5. You can allow your students to complete the test multiple times or over multiple sessions. Select the appropriate option(s) and click the **Next** button.
6. 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.





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- Use the wizard to set the remaining options (the options were covered earlier in this module).
- Review the summary information and click the **Finish** button.
- After you create the assignment, it appears in the **Exam View** Test Manager work area. Notice the assignment title, date, category, term, and possible points are listed. A placeholder (--) is set for each student's score.

Note: You should preview the online test to make sure that the test itself and online settings are correct. To do so, add a sample student account which you may use for practice purposes.

Student #	Score	Score
01001	01/02	01/02
01002	01/02	01/02
01003	01/02	01/02
01004	01/02	01/02
01005	01/02	01/02
01006	01/02	01/02
01007	01/02	01/02
01008	01/02	01/02
01009	01/02	01/02
01010	01/02	01/02
01011	01/02	01/02
01012	01/02	01/02
01013	01/02	01/02
01014	01/02	01/02
01015	01/02	01/02
01016	01/02	01/02
01017	01/02	01/02
01018	01/02	01/02
Average	84.4%	66.1%

Test Manager Assignment list

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.
- 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.
- If you identify an incorrect answer or point value, choose the **Edit Assignment Information** option from the **Assignment** menu. Click the **Questions** tab and change the information. You can change an answer or point value anytime without re-publishing the test. These changes are not updated in the actual test, but they are applied to the students' results.

