


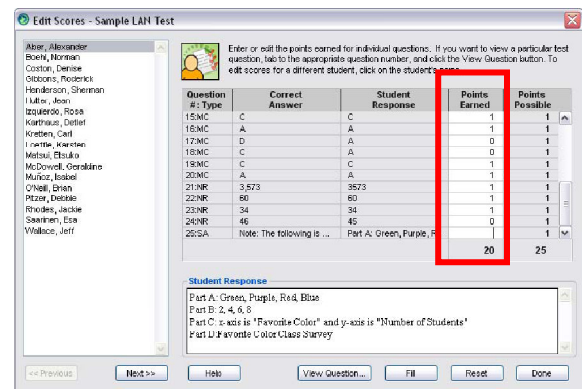


ExamView Quick Step Guide

Get Results from a LAN Test

After your students take an online test, the next step is to get the results into the **ExamView Test Manager**. 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 the questions and record the points earned.

1. Start the **ExamView Test Manager** program.
2. Select (highlight) the assignment for which you want to get results.
3. Click the **Get Results from LAN Test** button  or choose **Assignment > Get Results from LAN Test** from the menu options.
4. 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.
5. If your test included open-ended questions or you need to change a student's score, select the assignment and choose **Assignment > Edit Scores** from the menu options. The Edit Scores window appears.
6. The **Edit Scores** window shows you how your students answered each question and the points earned.
7. **Select** a student.
8. For open-ended questions, **select a question**. The student's response appears for your review. Read the response and **enter the points earned**.
9. 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.



Edit Scores window

