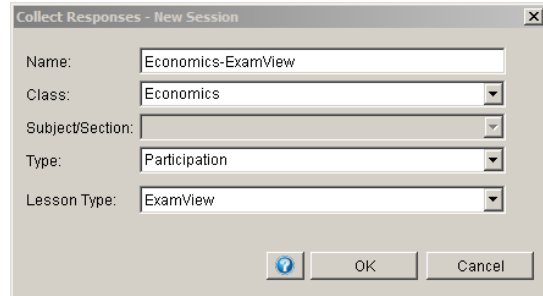





# ExamView Quick Step Guide

## Start an ExamView Session in Response


1. Open **Response**.
2. Click on the **Collect Responses** button to display the **Collect Responses - New Session** dialog.
3. Select the **Class**.
4. Select the **Subject** or **Section**, if appropriate.
5. Select **Participation** as the **Type** of Session you are going to run.
6. Select **Exam View** as the **Lesson Type** to select a Question Bank or Test to display. When the Open ExamView File window appears, click on the Banks or Tests folder and select the file you would like to display for students.
7. Click **Open** to display the ExamView Test or Questions in Response.

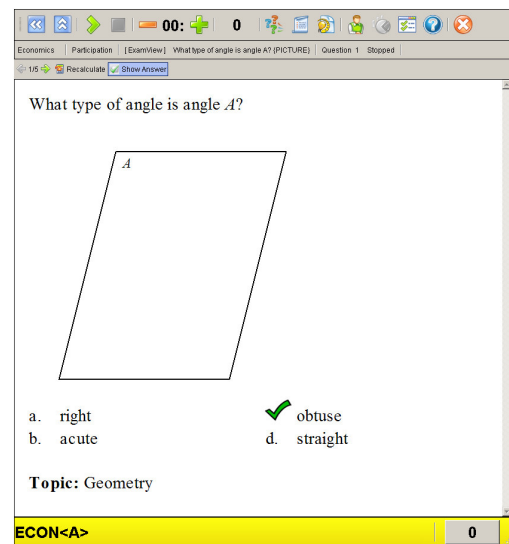


8. You can see, to the right hand side, how the questions are displayed in Response.

*Note:* You may notice a small calculator button  Recalculate on some questions. This means that the question is a Dynamic one. View Page 81 for more details on these types of questions.

9. **Exam View** questions work the same way in Response as any other session. You can use the same options and properties in the Session toolbar.

*Note:* To display the correct answer for each question, click on the  Show Answer button.



10. Following the session you can view the session data under the Manage My Data tab.

