
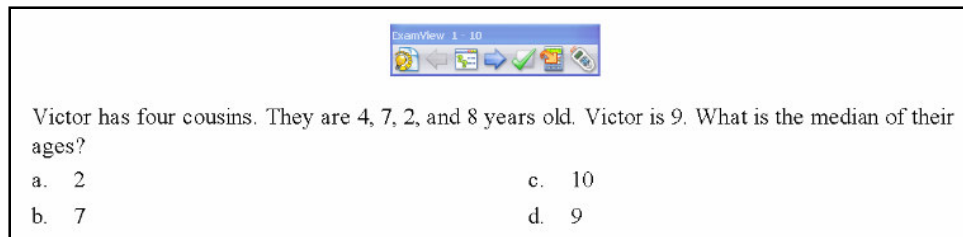





ExamView Quick Step Guide

Use ExamView in Workspace with CPS or Response

1. From the **Toolbar or Toolbox**, choose **Open Exam View File** . Alternatively, if you have placed **Exam View** files in the Gallery, you may also access questions that way.
2. Browse to the **Exam View** .bnk or .tst file you wish to use, then click **OK**.
3. The **Exam View** question and **Exam View** Workspace toolbar will appear on the screen.




4. From the **Exam View** Workspace toolbar, click on the **SRS button**  to start **CPS or Response** depending on which system was chosen when SRS was enabled.



5. **CPS:** If a session is not already started, the Sessions Options dialog box will appear. Select the desired **Session Options**, and then click **OK**.

Session Options

Include Session in Gradebook

Export to Question Grid Anonymous Mode 

Automatically Upload Session Upon Completion

Session Title
Title

Session Category Max Points
Class Participation 100

Class Options
Class
WS-PM Create...

Create Attendance from this Assessment

Include Attendance in Gradebook Max Points
 Automatically Upload Attendance 5

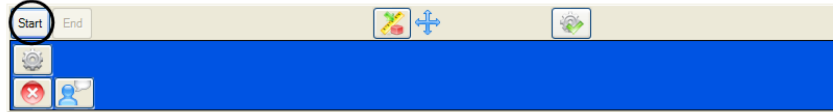
OK Cancel



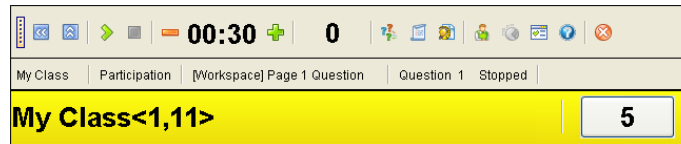


ExamView Quick Step Guide

- The **Engage toolbar** will appear so you can ask your question. Click **Start** to collect responses.

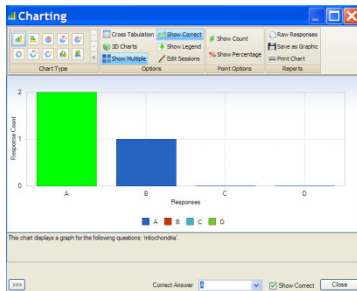


CPS

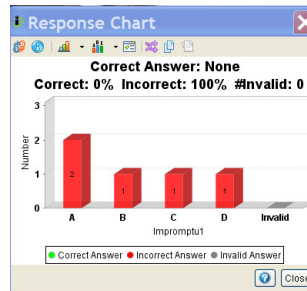


Response

- CPS:** When you are finished with your question, click the **End** button.
Response: When you are finished with your question, click the **Stop** button.
- When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.

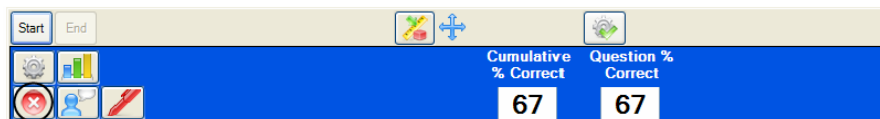


CPS




Response

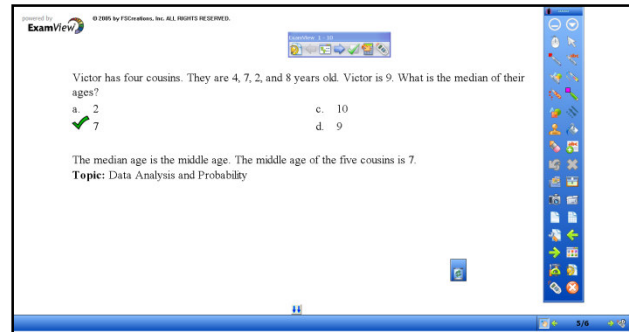
- CPS:** Click the Close button to exit from the Engage toolbar.










ExamView Quick Step Guide

10. Once the chart is closed, to view the correct answer in Workspace, click on the **Show Answer button** . A green check mark will appear next to the correct answer. Some questions may also have an explanation for the correct answer; this will appear just below the question.





11. If you would like to ask another similar question but change the values, click on the **Recalculate**  button **before** clicking the **Start CPS button**  from the *Exam View* Workspace toolbar.



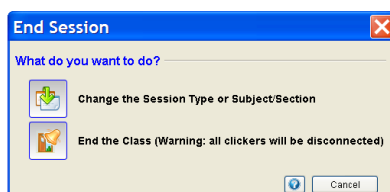
12. When finished with the question, click on the **Previous**  or **Next**  question buttons to navigate to another question. Alternatively, you could also use the **Select Question by Title**  button to browse to another question.

13. Use the Workspace **navigation tools** to go onto another page.

Response: The Response  or toolbar will minimize until another question is polled.

14. **CPS:** When you are done with your lesson, click on the SRS button , and select End Session.

Response: When you are done with your lesson, click on the exit button from the Response toolbar and follow the prompts in the End Session dialog box.



15. You can view your session data in CPS, Response, or PRS depending on which system was chosen when SRS was enabled.

