



# ExamView Quick Step Guide

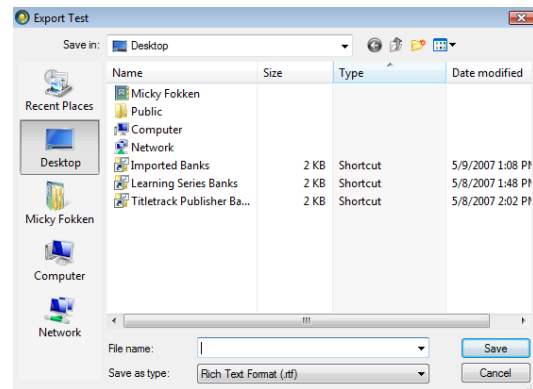
## Export ExamView Tests

### Export to RTF, Question Bank and Other 3<sup>rd</sup>-Party Applications

Except for HTML, all the above export options simply prompt you where to save the file. In some cases formatting settings may change during the export process.

1. Select **File > Export** from the menu options. Choose the export option. The Export Test window will appear.
2. Choose a location to save the exported file.
3. Enter a name for the file.
4. Click **Save**.

When exporting for use in a 3<sup>rd</sup>-party application, the file must be then imported using their respective import utility. Consult with your systems administrator for more information on the import process.



*Export Test window*





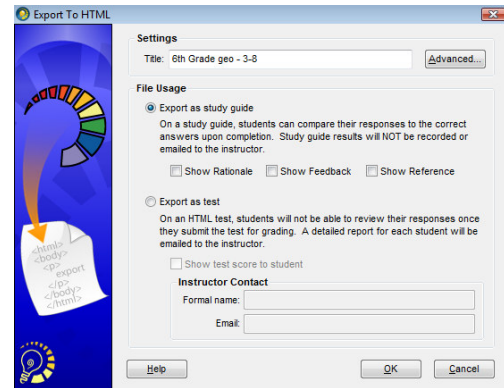
# ExamView Quick Step Guide

## Export to HTML

You can publish tests/study guides to your own website. You must save the tests/study guides to your hard drive, upload the files to your website, and then provide access to your students.

1. Select **File > Export > HTML** from the menu options. The Export to HTML window will appear.
2. Name the test.
3. Choose an export option.

- **Export as study guide** – You can decide whether or not to display the rationale, feedback and a reference for the students after the test is completed. In study guide mode, students can see the right answers after they finish.
- **Export as test** – Students may only see their total test score. Results are e-mailed to the provided e-mail address.

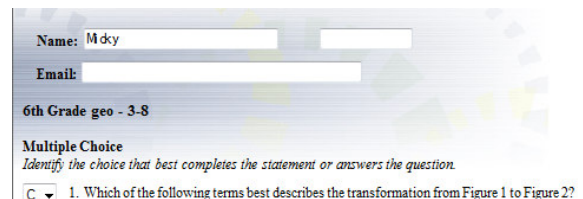


*Export to HTML window*

4. Click the **OK** button. The Save As window will appear.
5. Select a location to save the test.
6. Click the **Save** button.  
*Note:* When you choose to save an Internet test to your hard drive, the program creates an HTML file and an accompanying folder with all of the necessary image files. This makes it easier for you to post the files to a web server. For more information on creating a web site, contact your network administrator.

## Take an HTML Test

1. **Navigate** to the test file using your **internet browser**.
2. Enter your name.
3. Answer the test questions.
4. Click **Grade and Submit**.
5. The test will be graded and if configured, the results will be displayed and e-mailed to the instructor.



*Sample HTML Test*

