

Big Ideas Math

ExamView Test Generator 6.2.1

Procedure	Notes
Open the Test Generator	<p>To start ExamView (Windows), click Start, All Programs, and ExamView Pro Test Generator, and then select the ExamView application you want to use: ExamView Player, ExamView Test Generator, or ExamView Test Manager.</p> <p>To start ExamView (Mac), launch the application from the icon of the ExamView application that you want to use (ExamView Test Generator, ExamView Player, or ExamView Test Manager) from your Dock, Desktop, or Finder window.</p>
<u>Create a New Test Using:</u> QuickTest Wizard	Click the QuickTest Wizard icon. Title the test and click Next . Double click your book/resources/chapter/lesson(s). Click Next . Select the number of each type of question you need. Click Next and Finish .
Select Randomly	Click the New Test icon. Title the test and click OK . Click the Select Randomly icon. Double click your book/resources/chapter/lesson(s). Click Next . Select the number of each type of question you need. Click Finish . (This is just like QuickTest Wizard.)
Select From a List	Click the New Test icon. Title the test and click OK . Click the Select From a List icon. Double click your book/resources/chapter/lesson(s). Click Next . Select a question by checking the box to the left of the question. (<i>Note: You cannot see the questions. You can only see the type of question and number of each question by type.</i>) Click Finish .
Select While Viewing	Click the New Test icon. Title the test and click OK . Click the Select While Viewing icon. Double click your book/resources/chapter/lesson(s). Click Next . Select a question by checking the box to the left of the question. (<i>Note: Simply highlighting the question you want will not add the question to the test.</i>) Click Finish .
Select by Standard	Click the New Test icon. Title the test and click OK . Click the Select by Standard icon. Double click your book/resources/chapter/lesson(s). Click Next . Change the Standard Type to your State Standards by using the drop-down arrow and changing to <i>State Standard</i> . Select the number of questions of each standard you need. Click Select . Then click Close .
Select by Criteria	Click the New Test icon. Title the test and click OK . Click the Select by Criteria icon. Double click your book/resources/chapter/lesson(s). Click Next . Select the search criteria by clicking the button to the right. In the pop up window, select an option and click OK . To select questions while viewing, click the Select While Viewing button, check the boxes to the left of the questions, and click OK . To select questions randomly, click the Select Randomly button, type in the number of questions you need, and click OK . Then click Close .
Select All	Click the New Test icon. Title the test and click OK . Click the Select All icon. Double click your book/resources/chapter/lesson(s). Click OK and then Yes . You may delete any questions that you do not want from the test. Highlight the question you wish to remove and press the delete key.

Calculate Values	Any question with a calculator symbol to the left is a dynamic problem. Highlight the question and click on the Calculate Values icon in the toolbar to generate algorithmically new values for the same question.
Bimodal	Any question with a red dot to the left may be either a Multiple Choice question or a Short Answer question. Click on the Toggle Bimodal icon to switch the question between question types.
Edit a Question	<p>To edit a question, double click the question. (Alternatively, highlight the question, choose Question from the menu bar, and then choose Edit.) The question appears in an edit window. Edit the question as needed. Be sure to edit the answer as well.</p> <p>For multiple-choice questions, the answer, the number of choices and the number of columns can be edited in the lower right corner. Choices may also be scrambled.</p> <p>To edit an equation, double-click on the equation to open the <i>Equation Editor</i> window. Make your changes. Click Record to close the <i>Equation Editor</i> window.</p> <p>To edit a graph, double-click on the graph. Make your changes. (See <i>Add a Graph</i>.) Click OK to close the <i>Format Graph</i> window.</p> <p>To edit the direction line, click Narrative in the edit window. Select the name of the narrative from the list and then click Edit. Edit the direction line. Click Record and then click Done to close the <i>Narratives</i> window. (Note: This will change the direction line for each question associated with this narrative in the test.)</p> <p>To change the criteria for a question, click Info... in the edit window. Edit the question information. Click OK to close the <i>Question Information</i> window.</p> <p>Click Record to insert the edited question into the test. (Note: Edited questions are saved only in the created test.)</p>
Add a New Question	<p>Choose Question from the menu bar, choose New, and then choose the type of question from the submenu.</p> <p>Type in the question and the answer.</p> <p>For multiple-choice questions, the answer, the number of choices and the number of columns can be edited in the lower right corner. Choices may also be scrambled.</p> <p>To open an <i>Equation Editor</i> window, choose Insert from the menu bar and then choose Equation... Enter the equation. Click Record to close the <i>Equation Editor</i> window.</p> <p>To insert a Cartesian plane or a number line, choose Insert from the menu bar, choose Graph, and then choose Cartesian or Number Line from the submenu. Create the graph. (See <i>Add a Graph</i>.) Click OK to close the <i>Format Graph</i> window.</p> <p>To add a direction line, click Narrative in the edit window. Select the name of the narrative from the list or write a new narrative. (See <i>Add a Narrative</i>.) Click Done to close the <i>Narratives</i> window.</p> <p>To add the criteria for a question, click Info... in the edit window. Type in the question information. Click OK to close the <i>Question Information</i> window.</p> <p>Click Record to insert the new question into the test. (Note: New questions are saved only in the created test.)</p>

<p>Add a Graph</p>	<p>Double click a question to open the edit window. Choose Insert from the menu bar, choose Graph, and then choose Cartesian from the submenu.</p> <p>The <i>Functions</i> tab allows you to create functions, circles, etc. To add the graph of a function, choose $f(x)$ from the drop down menu at the bottom of the window. Click New. Choose the type of equation or inequality. Type the function in the field to the right. (Use the asterisk key for multiplication.) Enter the domain of x. (The default is $-\infty$ to ∞.) Select the pattern, color and/or shading. Click Apply to view the function in the edit window. Click OK to return to the <i>Function</i> tab.</p> <p>The <i>Axes</i> tab allows you to edit the horizontal and vertical axes. Zoom In and Zoom Out change the scale on the axes.</p> <p>The <i>View</i> tab allows you to edit the size, the background, and the background color of the graph. The <i>Set graph center</i> and <i>Set graph left</i> options allow you to position the graph within the frame.</p> <p>Click OK to close the <i>Format Graph</i> window.</p> <p>The Number Line option from the submenu provides similar options.</p>
<p>Add a Narrative (Direction Line)</p>	<p>Double click a question to open the edit window. Click Narrative at the bottom of the window. (Alternatively, choose Question from the menu bar and then choose Narrative.)</p> <p>Click New and type a new direction line. Name the narrative in the lower right. Click Record and then click Done.</p> <p>To add the narrative to another question, double click the question to open the edit window. Click Narrative at the bottom of the window. Select the name of the narrative from the list and then click Done.</p>
<p>Remove a Question</p>	<p>Highlight the question you wish to remove and press the delete key.</p>
<p>Reorder Questions</p>	<p>Choose Question from the menu bar and then choose Reorder.... (Alternatively, click the Reorder Questions icon in the toolbar.) A pop up window appears with a list of the questions by type and by narrative. Click on a question to select. Drag and drop the question to reorder. Questions may only be reordered within the type of question or within a narrative. Click OK when done.</p> <p>To reorder questions regardless of type, first click the Mix Question Types icon in the toolbar.</p>
<p>Scramble Questions</p>	<p>Choose Question from the menu bar and then choose Scramble.... Check the different options to scramble questions. Click OK.</p>
<p>Format a Test (Layout)</p>	<p>Choose Test from the menu bar and then choose Layout....</p> <p>The <i>Questions</i> tab allows you to select columns or no columns for answer choices, display bimodal questions as multiple choice or short answer, display the point values of the questions, or add spacing between questions.</p> <p>The <i>Question Types</i> tab allows you to group questions by type or mix questions, and to choose how questions are numbered.</p> <p>The <i>Answers</i> tab allows you to leave answer space or lines for the different types of questions.</p> <p>The <i>Answer Key</i> tab allows you to select what you want to be included on your answer sheet.</p> <p>The <i>Page</i> tab allows you to choose one or two column tests, include vertical/horizontal lines between questions, and page numbering.</p> <p>Click OK to make the changes to your test. Alternatively, click Save as Default to make the same changes to all new tests.</p>

Format a Test (Style)	<p>Choose Test from the menu bar and then choose Layout.... Click the Style icon.</p> <p>The <i>General</i> tab allows you to select number and answer styles, answer choices for True/False and Yes/No questions, or choose a letter sequence for multiple-choice questions.</p> <p>The <i>Fonts</i> tab allows you to set fonts for each part of the test.</p> <p>Click OK to make the changes to your test. Alternatively, click Save as Default to make the same changes to all new tests.</p>
Format a Test (Points)	<p>Choose Test from the menu bar and then choose Layout.... Click the Points icon.</p> <p>This allows you to enter the point values for each type of question.</p> <p>Click OK to make the changes to your test. Alternatively, click Save as Default to make the same changes to all new tests.</p>
Layout Style	<p>Choose Test from the menu bar and then choose Style Gallery.... Select the layout style of your test.</p> <p>Click OK to make the changes to your test. Alternatively, click Save as Default to make the same changes to all new tests.</p>
Headers/Footers	<p>Choose Test in the menu bar, choose Headers or Footers, and then choose First Page or Subsequent Pages from the submenu. Type in the header/footer that you want. You may insert page number, page count, date or version.</p> <p>Click Record to make the changes to your test. Alternatively, click Save as Default to make the same changes to all new tests.</p>
Print a Test	<p>Choose the Print icon. (Alternatively, choose File from the menu bar and then Print Test....) Determine number of versions of the test you want to print and select the scramble options. The <i>Print version map</i> option prints a correlation chart to show you how the test was scrambled. Click OK to close the <i>Print Test</i> window.</p>
Export a Test to RTF	<p>Choose File in the menu bar, choose Export, and then choose Rich Text Format... from the submenu. This exports the test to a format that opens in Microsoft® Word.</p>
Publish a Test (limited access)	<p>Choose File in the menu bar, choose Publish To, and then choose ExamView Test Player on LAN... from the submenu.</p> <p>Choose <i>Limit access to students in a particular class</i>. Click Next and then Save. Save the file to a location on your local area network accessible to students. Note the file name so that you can create a class assignment in <i>ExamView Test Manager</i>. Click Save.</p>
Publish a Test (unlimited access)	<p>Choose File in the menu bar, choose Publish To, and then choose ExamView Test Player on LAN... from the submenu.</p> <p>Choose <i>Allow access to anyone</i>. Click Next. Enter a test title. Choose whether to require a password to access the test. Click Next.</p> <p>Choose whether the test questions should be scrambled, the number of questions, and if questions values should be recalculated. Click Next.</p> <p>Choose whether to allow students to check their responses and what information is shown to the students when the test is completed. Click Next and then Save.</p> <p>Save the file to a location on your local area network accessible to students. Note the file name. Click Save.</p>
Help	<p>Use the <i>Help</i> menu to access <i>Help Topics</i> and <i>Product Support</i>. The Exam View User Guide is also available on the Big Ideas Exam View Assessment Suite CD.</p>

