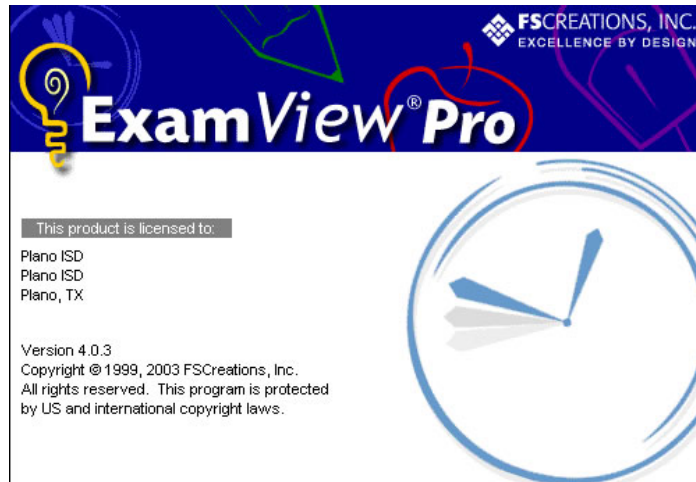


# Using ExamView 4 - Elem

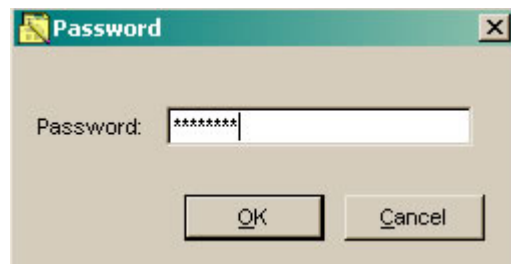


ExamView 4 - Elem

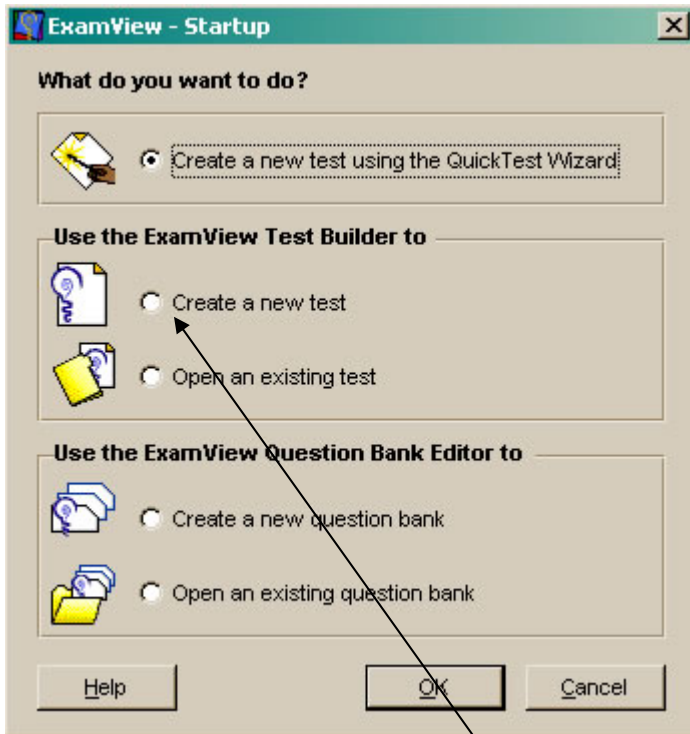
- Launch ExamView by double-clicking on the icon.
- Once the program launches, you will get this entry screen. Just click on it once to move on.



- Enter the standard ExamView password – **(check with your CTA)** -then click OK.



- Select what you would like to do from the menu:



The Quick Test Wizard will walk you through the easy steps of creating your own test.

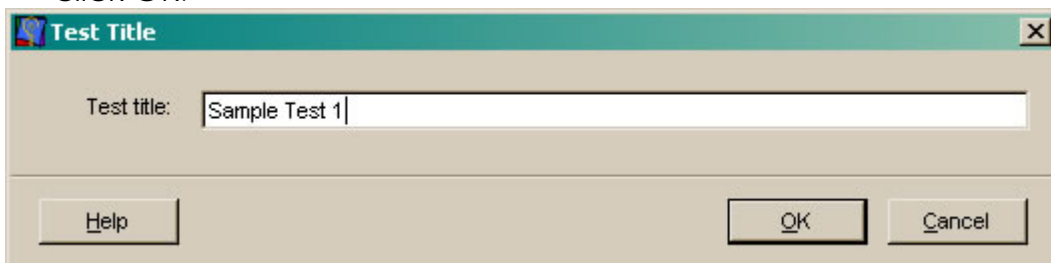
Creating a new test allows you to pick specific questions for your own test.

Opening an existing test will allow you to navigate to a test that has already been created.

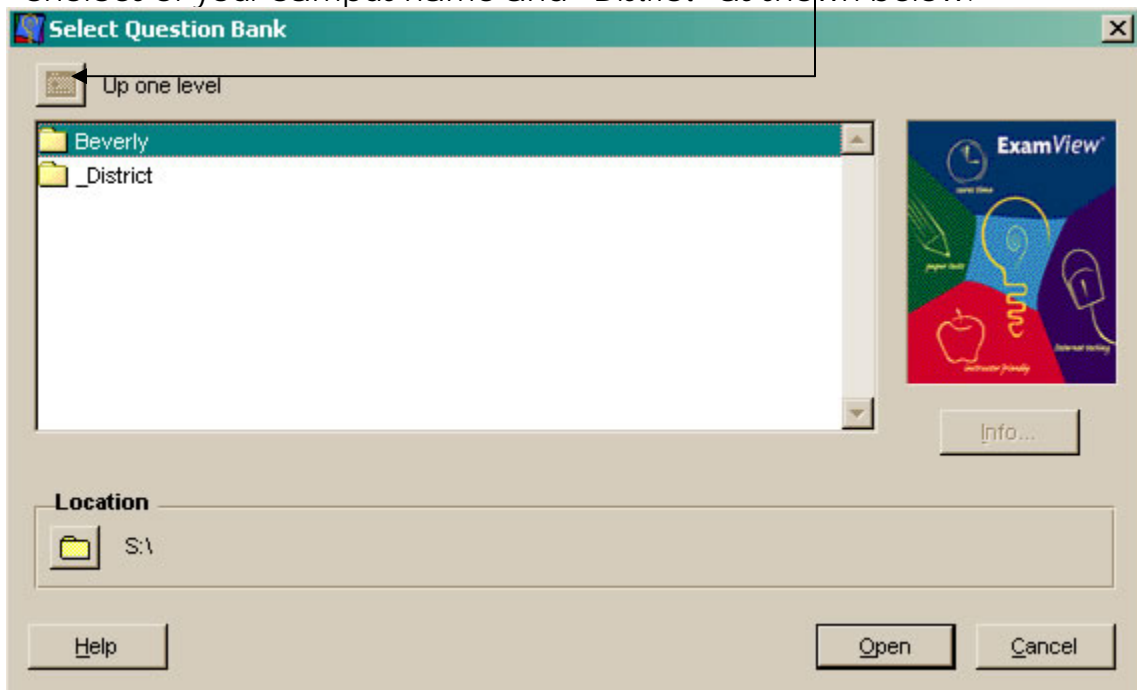
Creating a new question bank allows you to write your own original test questions for your own bank.

Opening an existing bank will allow you to choose your original questions from the test bank you created.

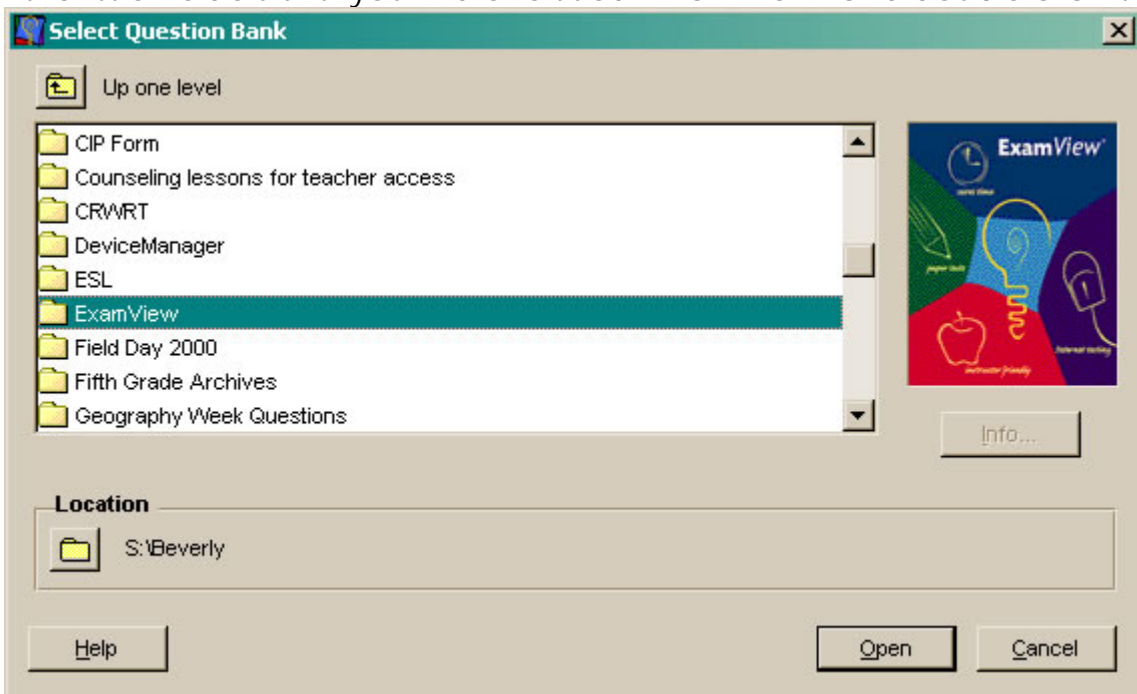
- Click on "Create a new test" and click OK.
- Once the test bank is loaded, you will need to name your test and then click OK.



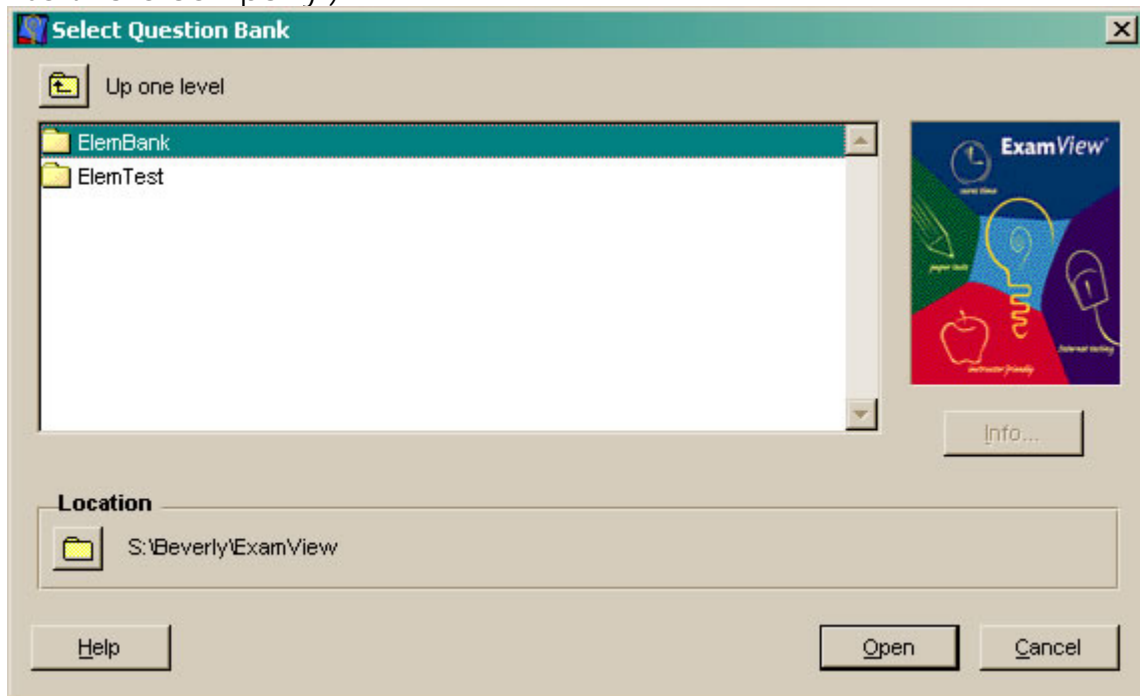
- The window below will appear and you will need to navigate to the correct folder. To do so, click on the “Up one level” icon until you see the choices of your campus name and “District” as shown below.



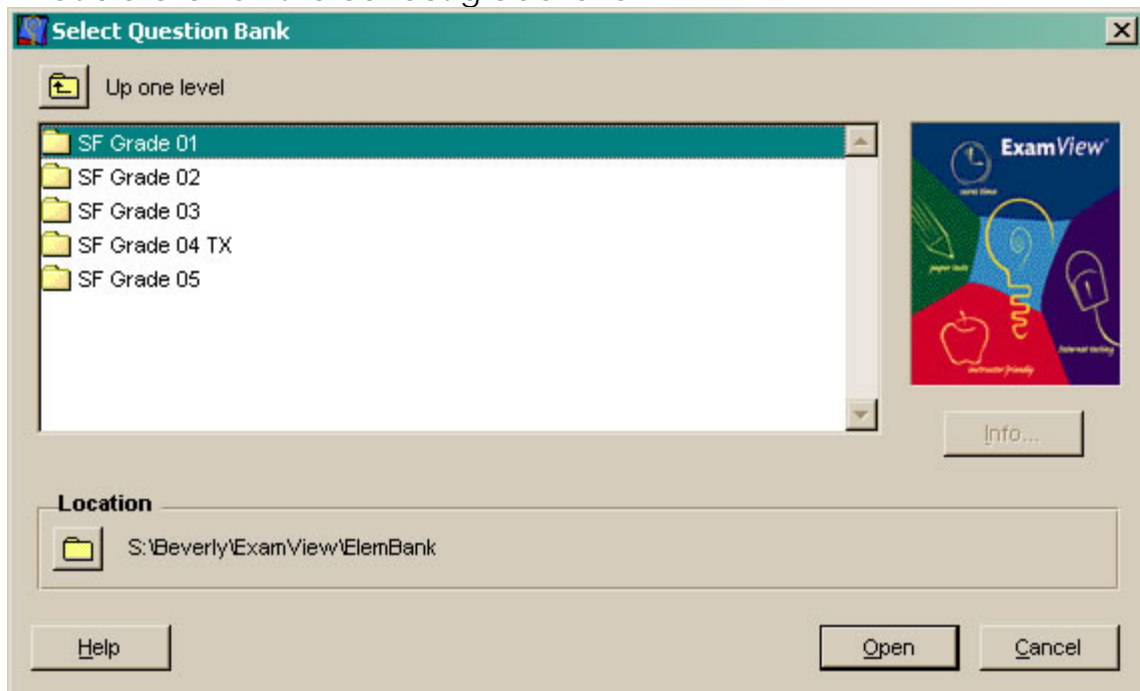
- Double-Click on the yellow folder next to your campus name. Scroll down the list of folders until you find one titled “ExamView” and double click it.



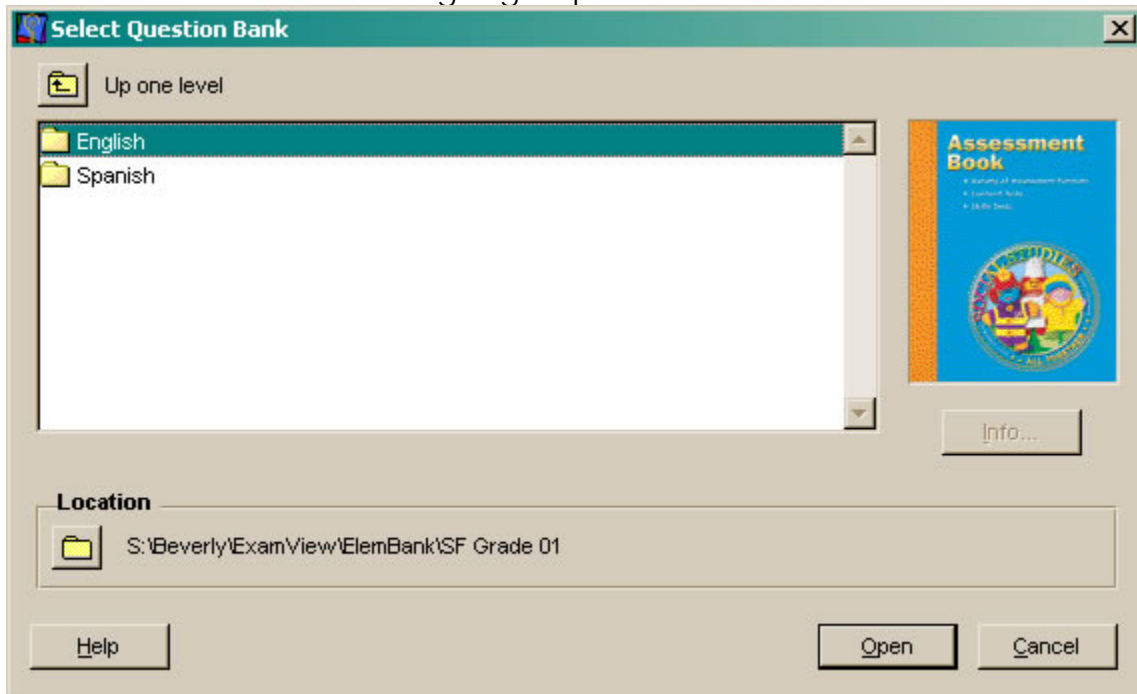
- The following window will appear. Double-click on ElemBank. (**ElemBank** holds the questions from which the teachers can choose and make their own test. **ElemTest** holds test that have already been made by the software company.)



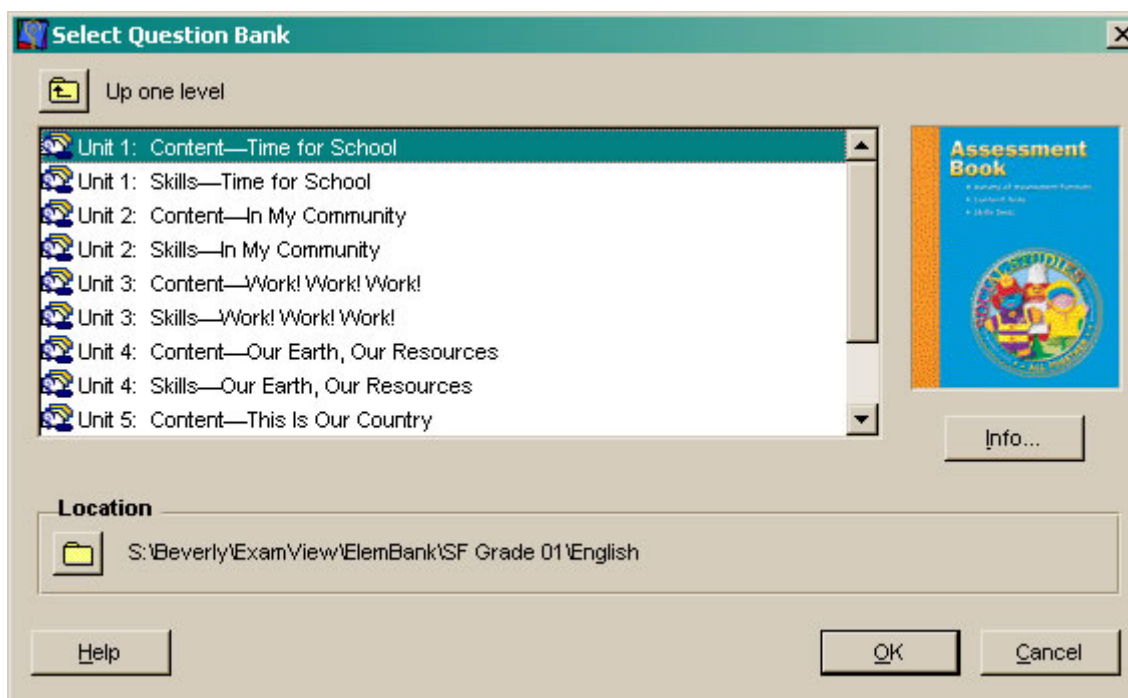
- Double-click on the correct grade level.



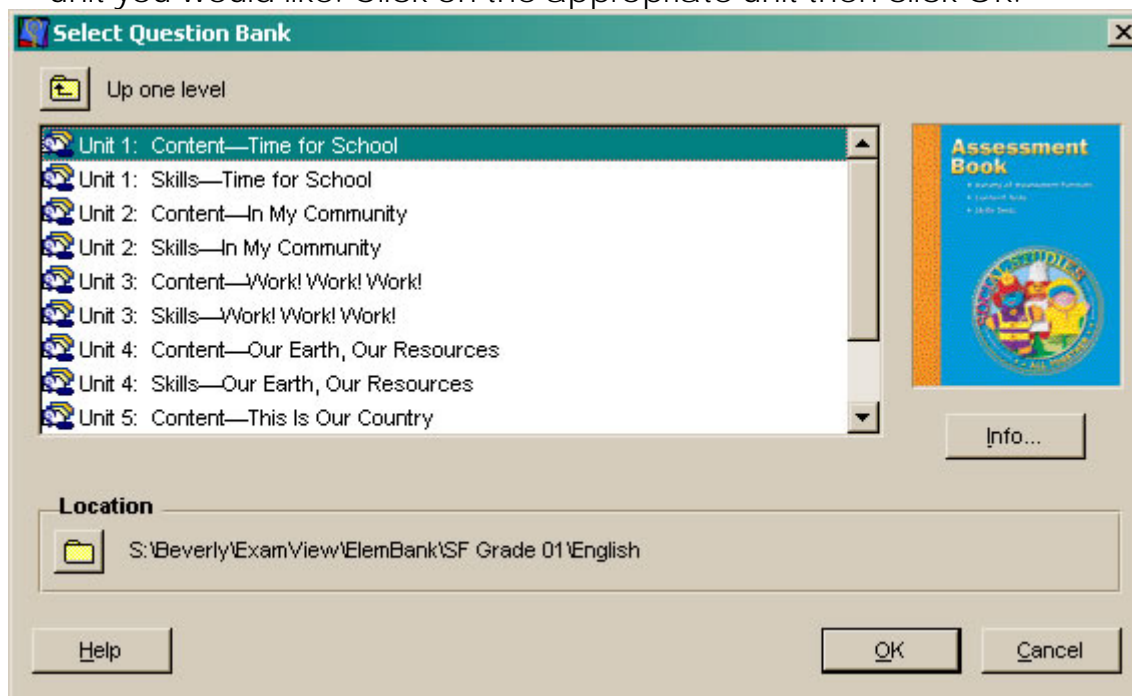
- Choose between the 2 language options.



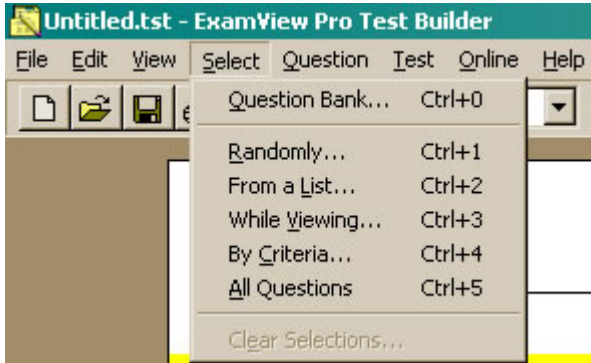
- Choose the bank you would like to use from the list. (Please note that the text cover will appear on the right side of the window.) Then click OK.



- After that test bank loads, you will then be asked to select which specific unit you would like. Click on the appropriate unit then click OK.



- ExamView will generate a blank test. You will need to select your specific questions for the test. There are a variety of ways to select your questions. From the menu bar across the top of the screen, click on Select. A drop-down menu will appear. From the drop-down menu, click on the option you want.



**Question Bank** will go back to the bank menu.

**Randomly** will allow you to pick a certain number of questions based upon the different kinds of questions.

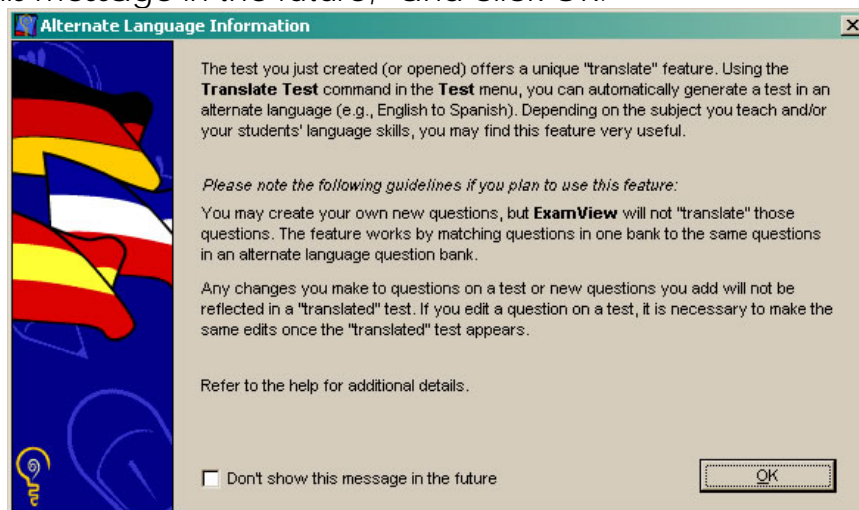
Choosing **from a list** will give you a menu to scroll through.

The easiest option is to choose '**while viewing**' because it shows every question in that bank and you click on the ones you want to keep.

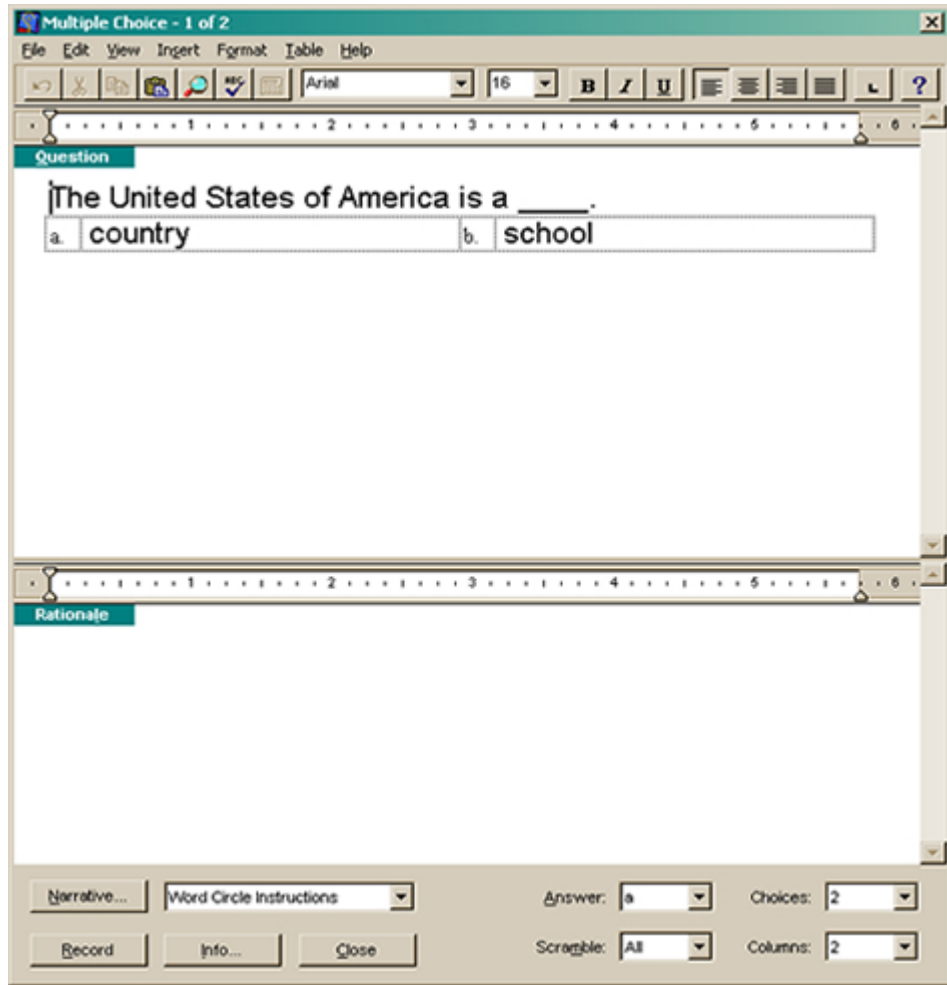
Some banks list criteria such as difficulty level. You can search **by criteria**.

**All questions** will put every question in the bank onto your test.

- Click on "While Viewing." You will get a pop up window containing all the questions for this unit. Simply read through the questions and click the small box next to the questions you want to add to your test. Any question with an empty box next to it will not be on your test. You will be able to choose from multiple choice, fill in the blank, short essay, and other test question formats.
- When you are done selecting all your questions, click the OK button.
- You may receive this message. If so, just click the small box next to, "Don't show this message in the future," and click OK.

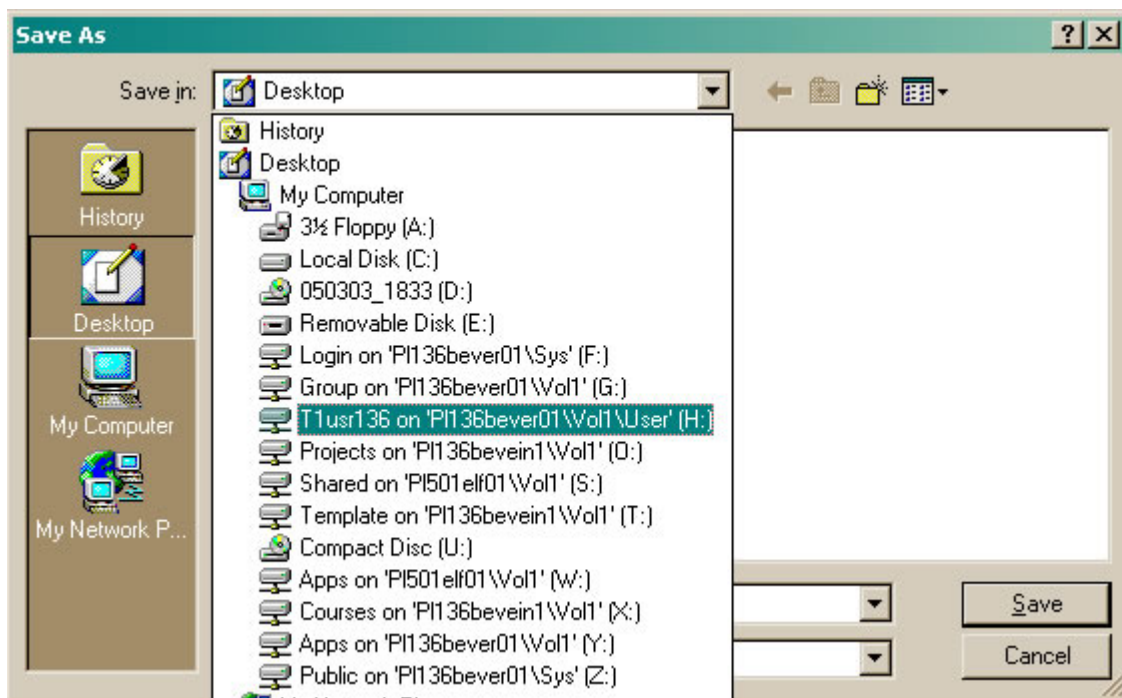


- After you have created your test, you have the option to change the wording in each question. Locate the question you want to alter and Double-click on it. You will get a pop up window with that question in it. Make the appropriate changes and click Record.



- After you have created your test, you have the option to save. Click on File > Save As. The pop up window will appear.

- You will need to select your Home or H: Drive. This drive will have your first initial and up to 6 letters of your last name. Use the drop down menu to choose your Home drive.



- Make sure you give your file a name and then click Save.
- ExamView allows some printing options. Click on File > Print. The following window will appear. Choose the printing options you want then click OK.

