



## Tutorial Guide: Getting Started

### What Is ExamView?

ExamView Test Generator (part of the ExamView Assessment Suite) is the test-making software which comes on Pearson Prentice Hall's TeacherExpress CD-ROM\*. Installing the ExamView Test Generator software also installs Pearson Prentice Hall's banks of pre-made test questions, so you can make tests which correspond to the Prentice Hall program you're using!

\*Some Pearson Prentice Hall math and chemistry programs do not install ExamView as part of TeacherExpress. Instead, installation occurs via a separate ExamView installation disk.

### Previous Versions

ExamView Test Generator version 5 comes with Pearson Prentice Hall programs © 2007 and later.

Test banks installed with earlier versions of ExamView will work fine with ExamView 5! In fact, ExamView 5 may be installed right over previous versions of ExamView and all tests and test banks will remain intact. Only the software engine will be updated. ExamView test banks are available for virtually every Pearson Prentice Hall program so you can build tests and worksheets which correspond to the textbook you're using!

### First-time Setup

- 1> The first time you launch ExamView, you'll be asked to enter your name, your school's name, and your state.
- 2> Be sure to enter your state information, so that you can create tests which align to your state's standards.

After this initial setup, you won't be asked to enter this information in the future.

A screenshot of the "Welcome to ExamView!" dialog box. The window has a blue title bar with the text "Welcome". On the left side, there is a vertical banner with the ExamView logo and a yellow pencil icon. The main area is light beige and contains the text "Welcome to ExamView!". Below this is a section titled "General Information" with four text input fields: "Name: Nancy Smith", "Organization: Elm St. School", "City: Newton", and "State/Region: MA". At the bottom of the dialog are two buttons: "Help" and "OK".

## QuickTest Wizard

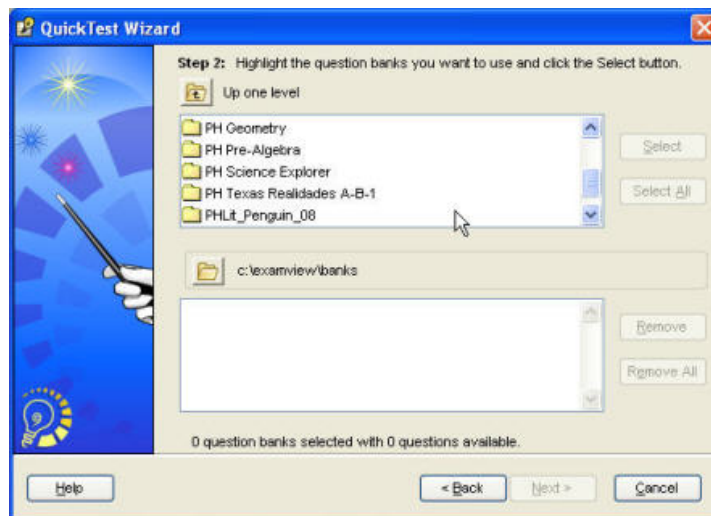
The quickest way to create tests in ExamView is to use the QuickTest Wizard! When you launch ExamView, a window will open asking: *what do you want to do?* Choose the first option: **Create a new test using the QuickTest Wizard**



- 1> Enter a name for the test and click **Next**. You can customize your test later!
- 2> Locate the question banks you'd like to use to build your test. The question banks are located inside folders which are labeled by program. (You might have to open several folders to get down to the question banks.) Question bank names usually correspond to a program's chapters or sections.
- 3> Choose a question bank by highlighting it and clicking **Select**.

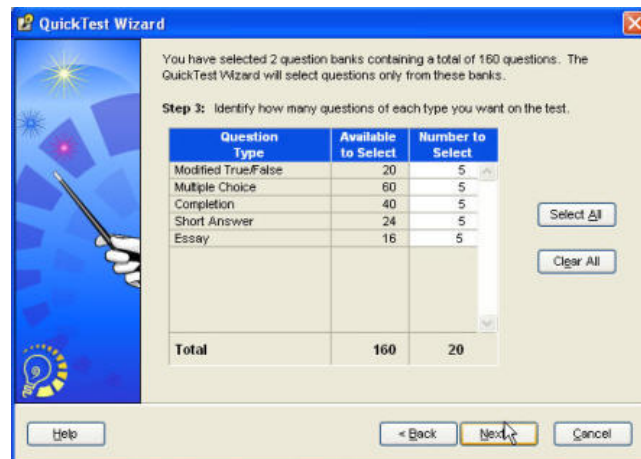
Tip: To select several consecutive test banks at once, hold down the Shift key while clicking on the test bank names.

To select several non-consecutive test banks at once, hold down the Control key while clicking on the test bank names.



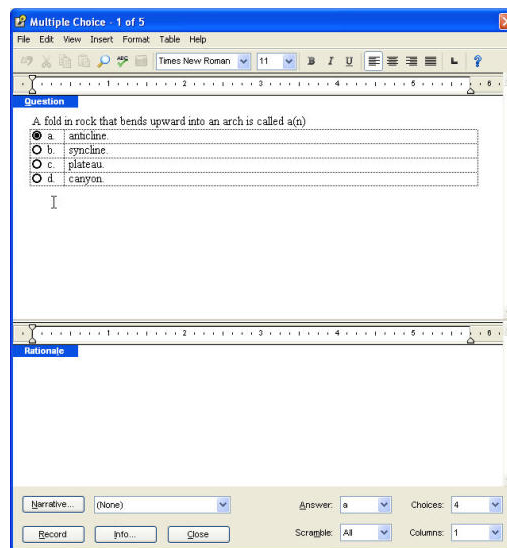
## QuickTest Wizard

- 4> Designate the types of questions you want to include on your test, by typing your preferences into the boxes or choose **Select All** to add all the questions in the bank(s) to your test.



## Edit Questions

- 1> To edit a question, double-click on it to open the Question Editor.
- 2> Inside the Question Editor, you can change different aspects of the question by:
  - o editing the text
  - o changing the format
  - o changing the type of question
  - o changing the difficulty level
- 3> After any changes, click the **Record** button to save your answers.



Tip: Make a question easier by changing the number of responses from 4 to 2 so that students have a 50/50 chance of getting the question correct!

Tip: Change the number of response choices throughout your test:  
From the top menu bar, select **Question > Adjust Choices**.

**Note: making modifications to the questions inside a test will not change the questions inside the test bank.**

## Delete Questions

To delete a question from the test, simply highlight the question and type the **Delete** key on your keyboard.

## Create Different Versions

In ExamView you can print out multiple versions of your test. One for each row, each group, or even each student.

- 1> Create your test and save it.
- 2> From the File Menu select **Print Test** (or hold down Control and type P), and you'll get a window asking you how many versions you'd like to print.
- 3> When you select more than one, you'll get a variety of choices.
- 4> Scramble sections, scramble questions, or scramble multiple choice answers. You can also print out an answer strip.

