ExamView Basics and ExamView with the CPS Clickers

ExamView Basic Start Up Guide.

These set of instructions are to get you up running to use ExamView quickly. However, there are many more tools and test building strategies to use as you get comfortable with the software. Please take time to visit **www.einstruction.com** and watch the series of short instructional videos regarding ExamView to learn the incredible potential this program has to offer.

1. Install Examview software
2. Open ExamView Test Generator
3. First time users may complete the registration form submitted online

Two Options

4. Create A New Test Wizard
   A. Give your exam a name
   B. Click on Next
   C. Highlight the question bank you want to use
   D. Click Open
   E. Question Bank will appear in bottom box
   F. Click Next
   G. Identify how many questions of each type you want on the exam
   H. Finish and view
	5. Create A New Test From Scratch
	   A. Give your exam a name
	   B. Click OK
	   C. Build a test from a list of options in the menu
	   The Menu Includes:
	   Random
	   Select While Viewing
	   Select By Standard
	   Select By Criteria
	   Select All

6. ExamView Menu bar
    Move cursor over icons to discover tools to manipulate questions:
    Calculate Values, Reorder Questions, Two Columns and Mix Question Types.
7. Answer Section follows the last question on the exam you created.

ExamView and eInstruction CPS Clickers

Open CPS (Classroom Performance System) Software

1. Prepare Tab
    A. Classes and Students (should already have class roster built) and choose class
    B. Lesson and Assessment :
        Click on your class and select New (Green Plus Sign) and choose Lesson
    C. Name your Lesson (Math, Science, Novel Group 2 etc…)
    D. Within the Lesson Box (second from left) click on the ADD FILES link
        Find your Examview Folder and choose which test(s) you want to upload.
2. Click on the Engage Tab
    Select test you want to use and click on the second Engage link within the "Teach Box"
3. Proceed to use CPS Clickers as you normally would.