

Using ExamView to Publish and Report on tests Online

Table of Contents

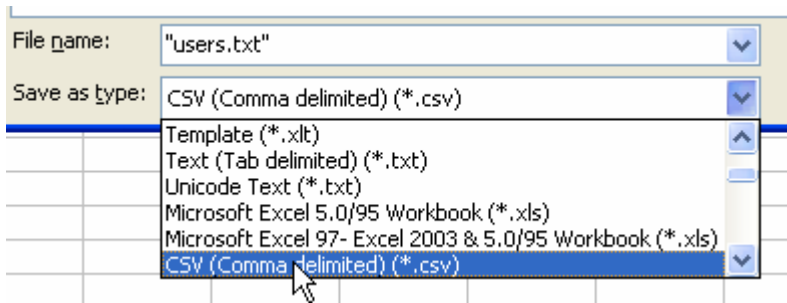
Creating a Student Roster for ExamView	2
Publishing a Test	3
Student Login Instructions	10
Things to watch for!.....	11
Creating a Class File.....	12
Getting Test Results with ExamView Test Manager.....	16
Getting Test Reports from the Online Testing Center	19
Additional Test Reports Available from the ExamView Test Manager	20

Creating a Student Roster for ExamView

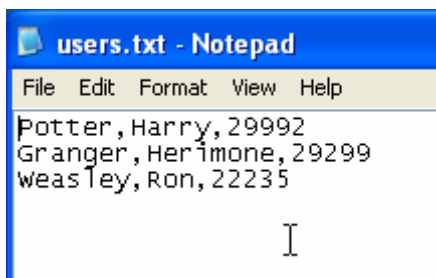
1. The student list can be created using a spreadsheet program such as Microsoft Excel. The only important fields are **Last Name**, **First Name** and **Student ID**, in that order. If you don't have a student ID, you can generate some unique number using the auto-fill.

	A	B	C
1	Potter	Harry	29992
2	Granger	Herimone	29299
3	Weasley	Ron	22235
4			
5			

2. After you're done adding students, select **File > Save As**. A save window should popup. Select **CSV (Comma delimited)** from the **Save as type**. Next, type the file name in double quotes in the **File Name** field with a **.txt** extension.

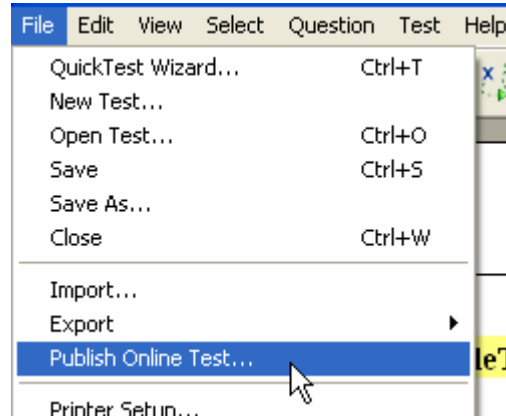


3. To verify the save was successful, open the newly created text file in notepad by double-clicking on it. It should look similar to the image below.

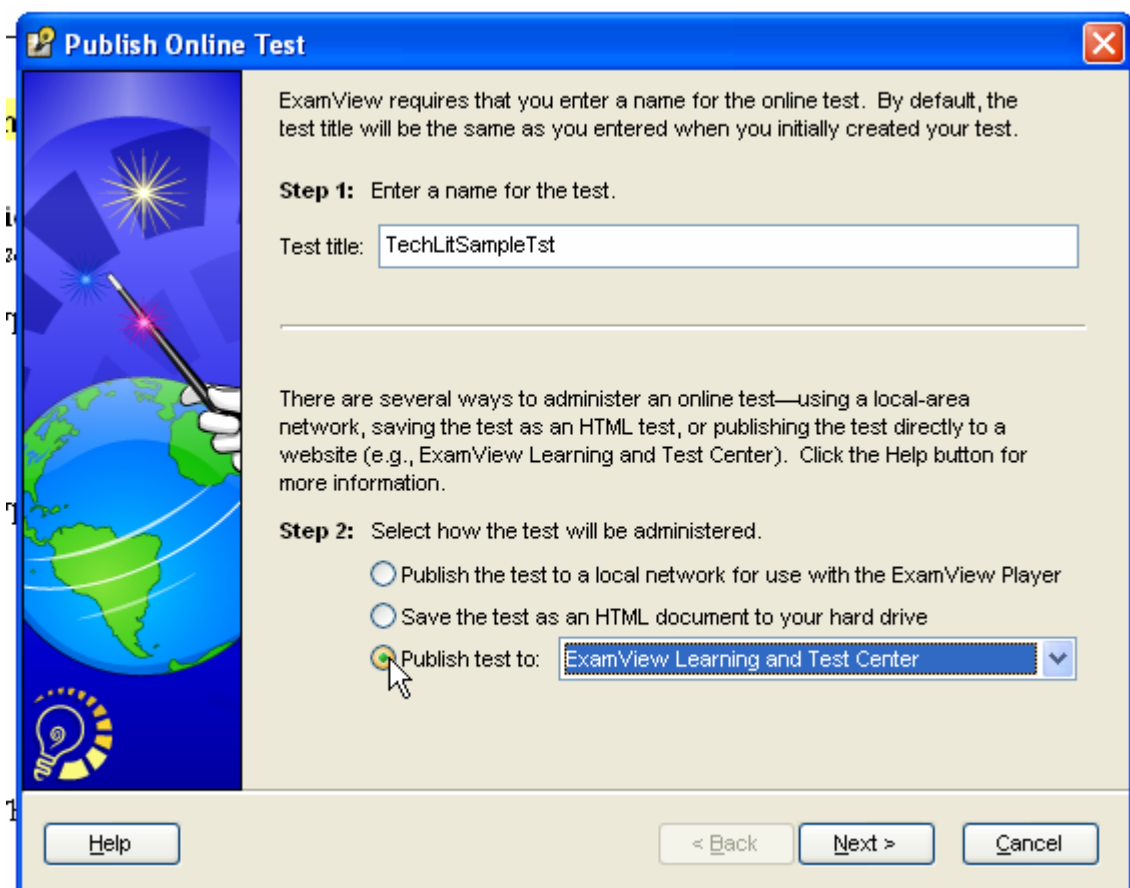


Publishing a Test

1. Start ExamView **Test Generator** and open or create a test to publish online.
2. Select **File > Publish Online Test...** from the top menu.



3. **Step 1:** On the next screen, give a descriptive title to the test. **Step 2:** Select **Publish test to ExamView Learning and Test Center** to get the test online. Click **Next** once finished with those steps.



4. **Step3:** The next step is to verify your account status at fscreations.com. Type your **Instructor ID** and **Password** you use for the instructor area at <http://fscreations.com>.

Publish Online Test

To publish tests to the ExamView website, you must have already obtained an instructor ID and password. If you do not have an instructor ID and password, click the "Register Now" button.

Step 3: Enter your instructor ID and password.

Instructor ID: sresd

Password: ●●●●●

Save password:

Register Now...

Help < Back Next > Cancel

5. **Step 4:** The next step is to assign a class to access the test. Select **Allow access to students in the selected class** and uncheck **Allow students to take the test multiple times** to restrict the student to a one-time-only session.

Anyone may take an online test, or you can limit access to a particular group of students. To limit access, you must identify who may take the test. To create a new class or edit an existing class, click the Roster button.

Step 4: Specify who should have access to the test.

Allow access to anyone

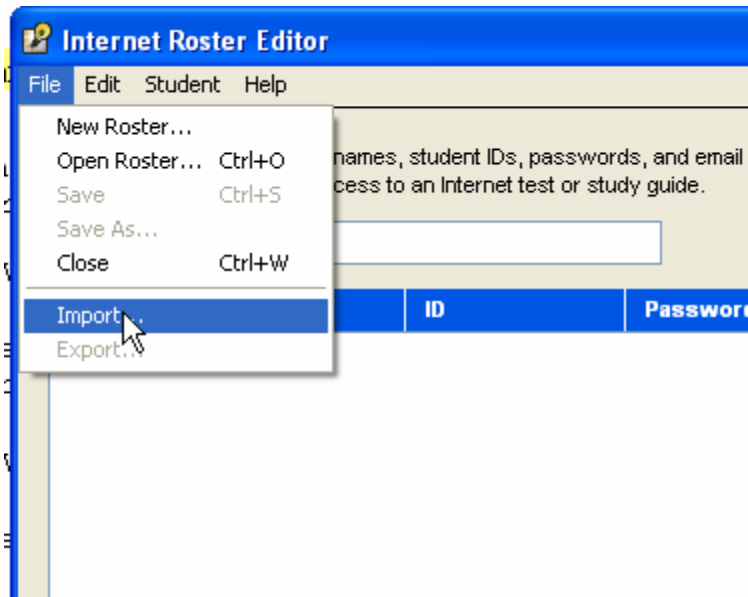
Allow access to students in the selected class

Roster... Select...

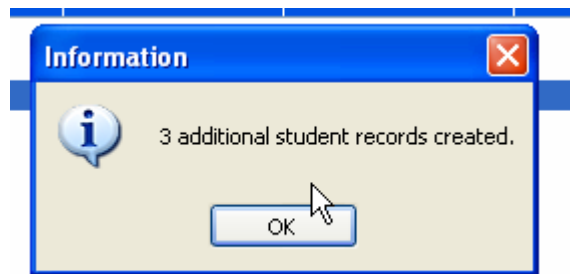
Allow students to take the test multiple times

To start adding students to the test, click the **Roster** button.

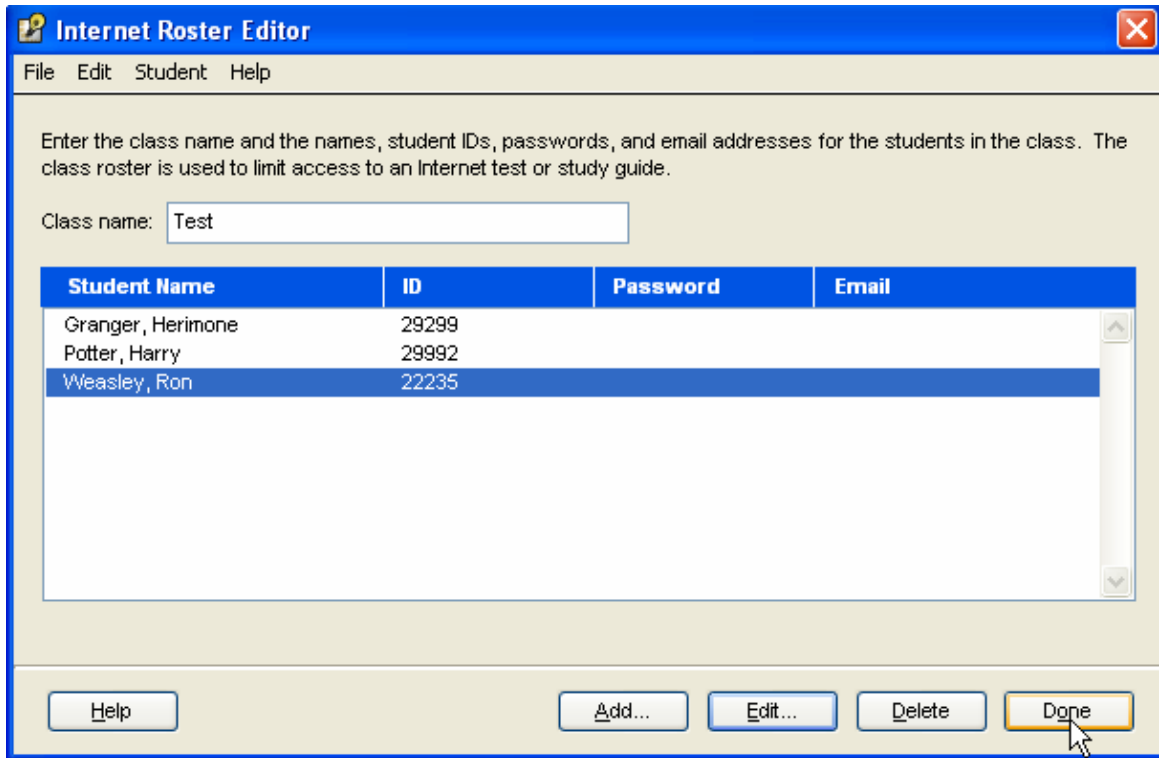
6. When the Internet Roster Editor opens, click on **File > Import**.



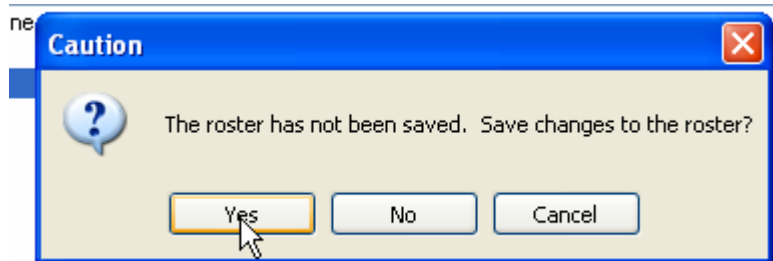
7. Navigate to the txt file you created from the student list using the instructions found in: “**Creating a Student Roster for ExamView.doc**”. If successful, you should receive a popup with the number of students imported.



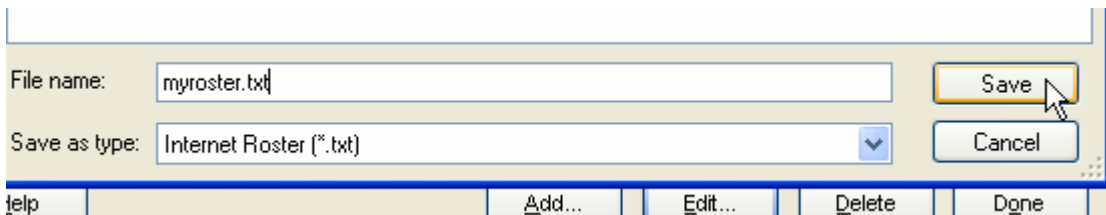
8. You should see the students listed in the editor now. Click the button labeled **Done**.



9. It will prompt you to save the roster. Click **Yes** to save a copy of the roster.



10. Type a descriptive file name for the roster which can be used for future tests. Click **Save** after you're done.



11. **Step 5:** You can choose to require a password for the tests in this step. You can assign a global password which will be the same for all students by typing one in the **Password** field and selecting **Use for all students**.

Students are required to enter a password before they can access the test. If you want all students to use the same password, or if some students have not been assigned individual passwords, enter a password below.

Step 5: Enter a password required to access the test.

Password:

- Use only for students with no assigned password
 Use for all students

12. **Step 6:** You can specify a time range when the test can be taken. This is optional.

13. **Step 7:** You can also force a time limit for the session.

Students may take the test anytime they want, or you may limit access to this online test to a specific range of dates.

Step 6: Specify when students may take the test.

- Students may access the test anytime
 Students may access the test

from 12 AM : 00

to 12 AM : 00

You can set up the test so that students have an unlimited amount of time to complete it, or you can set a time limit. NOTE: Students must still click the Grade & Submit button before time expires. Actual time taken appears on the test reports.

Step 7: Specify the time limit for the test.

- Allow students an unlimited amount of time
 Allow students to take the test for minute(s)

14. **Step 8:** To scramble the questions for each student, select **Scramble questions for each student.**

15. **Step 9:** This step lets you control what is displayed to the student when they complete the test. A number of different options are offered however selecting **Do not show and end-of-test report** should be sufficient for most cases.

Questions may be presented in the same order for all students or randomly scrambled for each student. NOTE: Test results are always displayed in the same order for all students.

Step 8: Select the question presentation order.

Present questions in the same order for all students

Scramble questions for each student

You can choose to have the students view an end-of-test report with various levels of information. You may also choose to have the student results emailed to you.

Step 9: Select the information shown when a student completes the test.

Do not show an end-of-test report

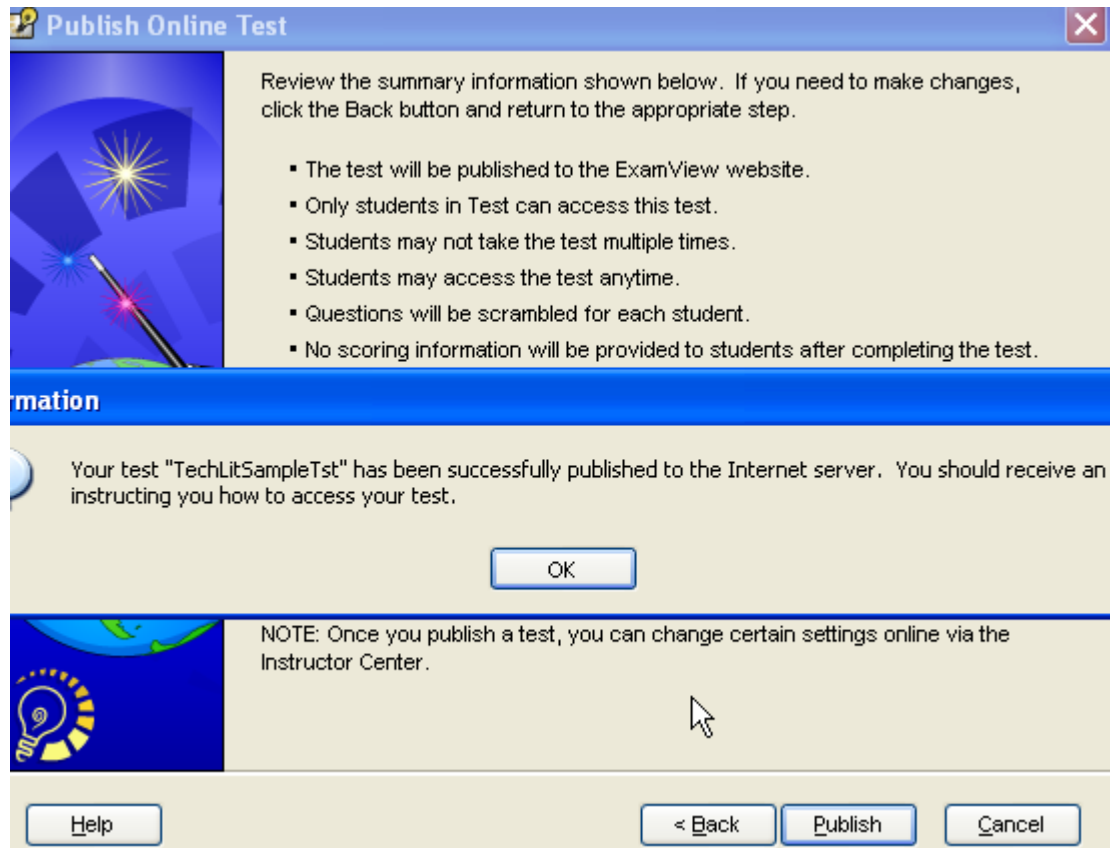
Show only score (percentage)

Show detailed report for:

<input checked="" type="checkbox"/> Test questions	<input checked="" type="checkbox"/> Rationale
<input checked="" type="checkbox"/> Student responses	<input checked="" type="checkbox"/> Feedback
<input checked="" type="checkbox"/> Question scoring	<input checked="" type="checkbox"/> Reference
<input checked="" type="checkbox"/> Correct answers	

Send student results to instructor email address

16. Once you're happy with all the settings, click next and then **Publish**. If the test was successfully posted on line, you should see a message saying so.



17. If you would like instruction on getting test reports, please see (**Getting Test Reports.doc**)
18. If you would like instruction on getting students logged into testing system, please see (**Student Login Instructions.doc**)

Student Login Instructions

- 1.) Open a browser and navigate to <http://www.evtestcenter.com/>
- 2.) Login using the ID **SRES**D.

- 3.) Next, select the test that pertains to your school and the letter-range your last name falls in.

For example, if your name is John Smith, and you're at Corunna, you'll select *Corunna 8th Grade Tech Lit K-V*.

STUDENT LOGIN (Specify Test/St

- ▶ Select a test/study guide and then cli

Instructor: Carolyn McCarthy (SRES

Tests/StudyGuides:

8th Grade Tech Literacy-RITS	▲
Byron 8th Grade Tech Lit A-V	
Byron 8th Grade Tech Lit W-Z	
Corunna 8th Grade Tech Lit A-J	
Corunna 8th Grade Tech Lit K-V	▼

OK

Back

- 4.) Next, you should be presented with an ID and Password field. Fill in your Student ID and the password given to you to access the test. By default, the password is the same as the district of the test in lowercase. Perry = perry; Owosso = Owosso; etc.

STUDENT LOGIN (TechLitSampleTst)

- ▶ Please enter your login information. Click **OK** to ta

Instructor: Carolyn McCarthy (SRES

ID:

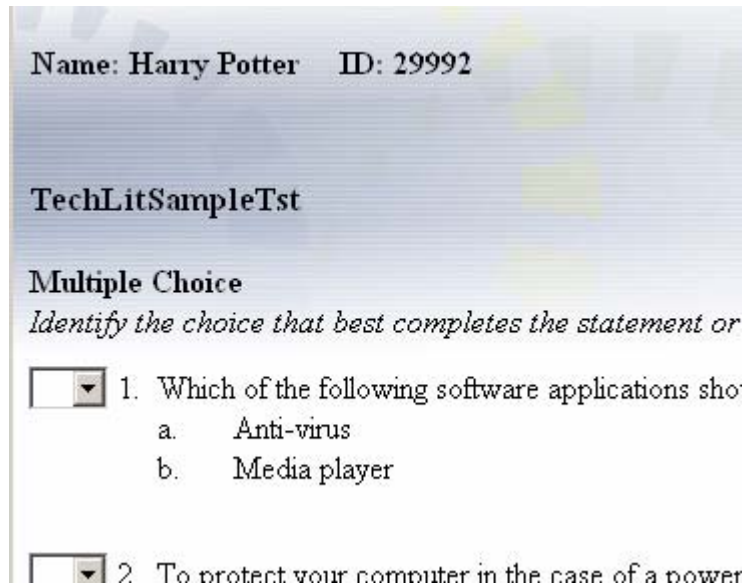
29992

Password:

OK

Back

- 5.) Take the test by selecting the answers.



Name: Harry Potter ID: 29992

TechLitSampleTst

Multiple Choice

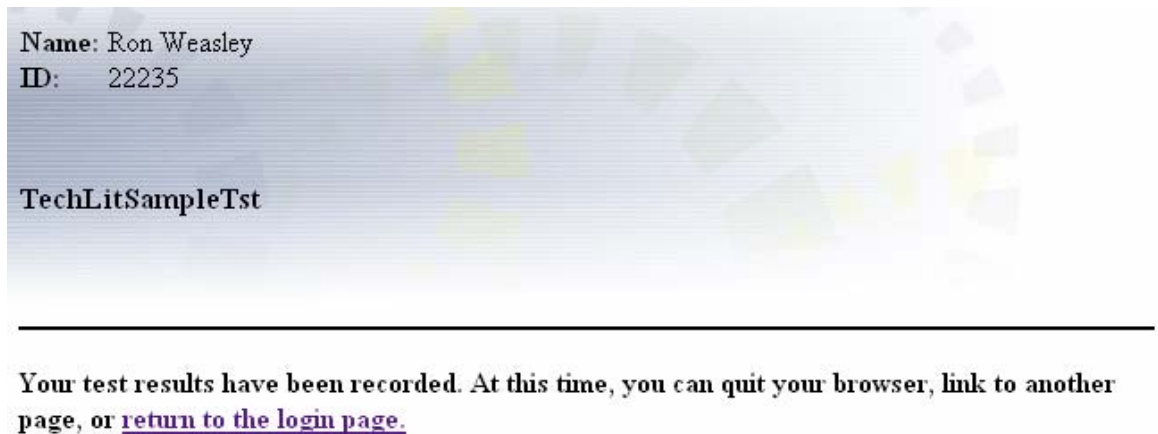
Identify the choice that best completes the statement or

1. Which of the following software applications sho

- a. Anti-virus
- b. Media player

2. To protect your computer in the case of a power

- 6.) After completing the test you should receive a page like this. Your results will be emailed to the instructor.



Name: Ron Weasley
ID: 22235

TechLitSampleTst

Your test results have been recorded. At this time, you can quit your browser, [link to another page](#), or [return to the login page](#).

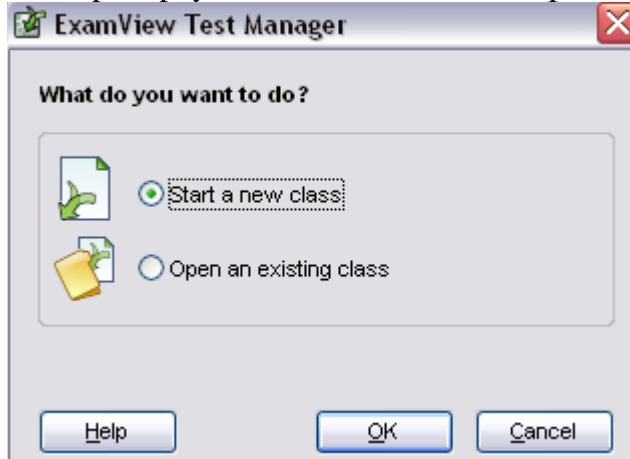
Things to watch for!

1. If you have students use the keyboard to input the answers, be aware that hitting BACKSPACE or DELETE keys will time out the test session. However, if they press the FORWARD button using IE 6.0 or higher, sometimes you can save the session and pick right up where you left off. If the student continues to hit buttons, they may have to take the test again.
2. You can reset a taken test by logging into the Instructor Center and selecting the test the student was taking. Choose Update Class and select the student which

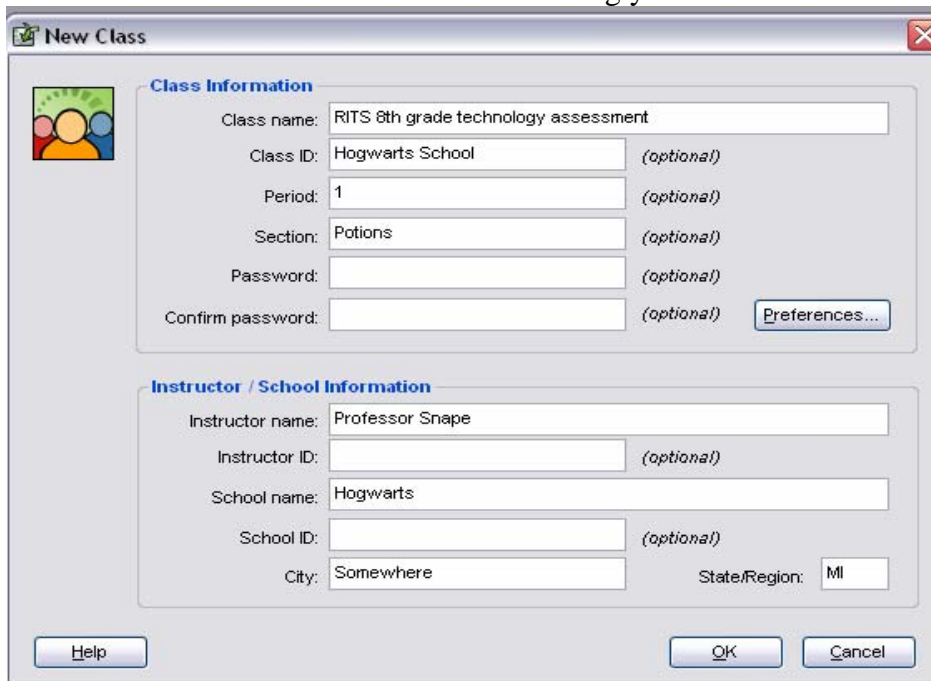
needs to be reset. On the next screen, uncheck the box for Taken Test and click apply.

Creating a Class File

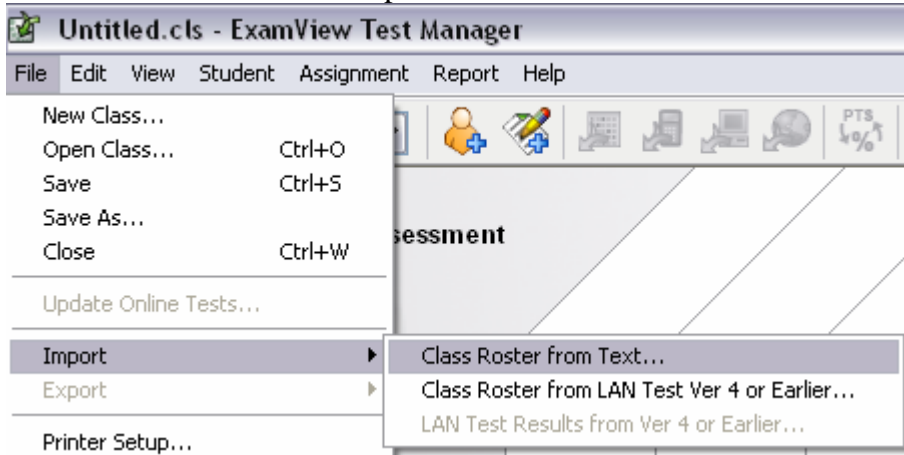
1. Start up the ExamView Test Manager
2. It will prompt you to start a new class or open an existing one.



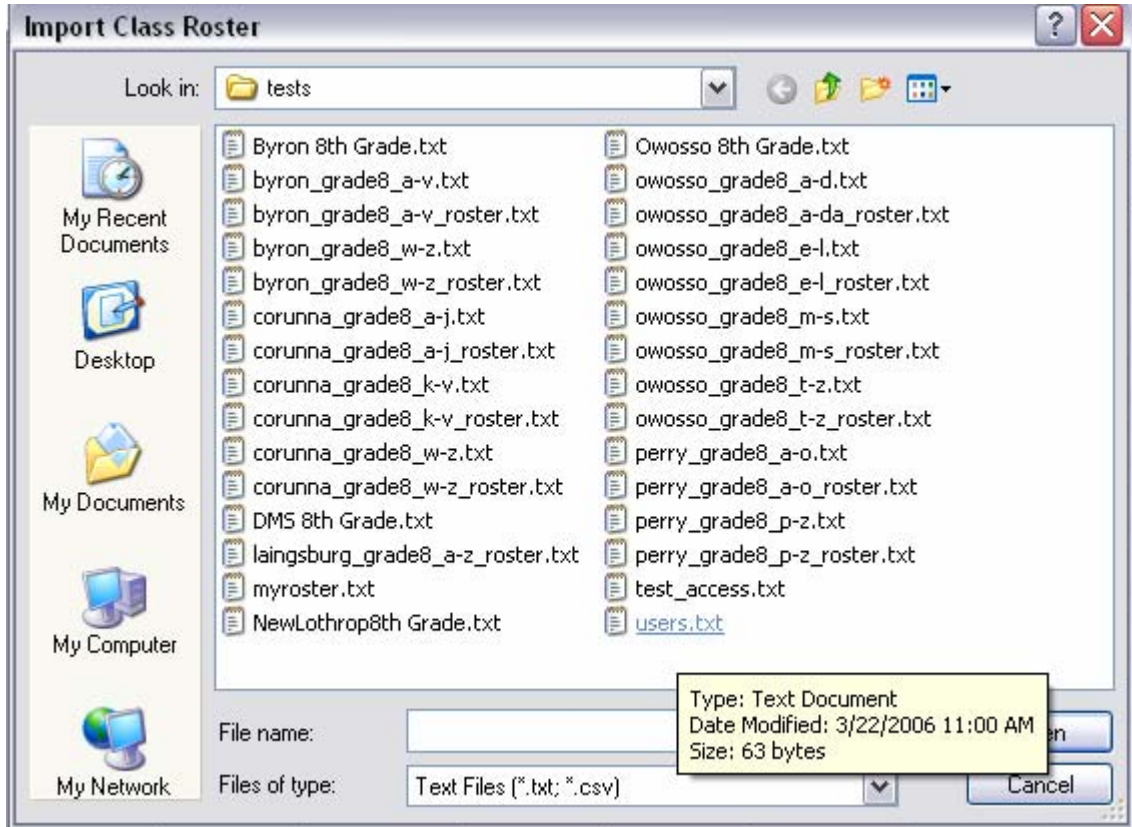
3. Start a new class
4. Fill in the information about the class accordingly

The image shows a "New Class" dialog box with two sections. The first section, "Class Information", contains fields for: Class name (RITS 8th grade technology assessment), Class ID (Hogwarts School), Period (1), Section (Potions), Password, and Confirm password. The second section, "Instructor / School Information", contains fields for: Instructor name (Professor Snape), Instructor ID, School name (Hogwarts), School ID, City (Somewhere), and State/Region (MI). There are "Help", "OK", and "Cancel" buttons at the bottom.

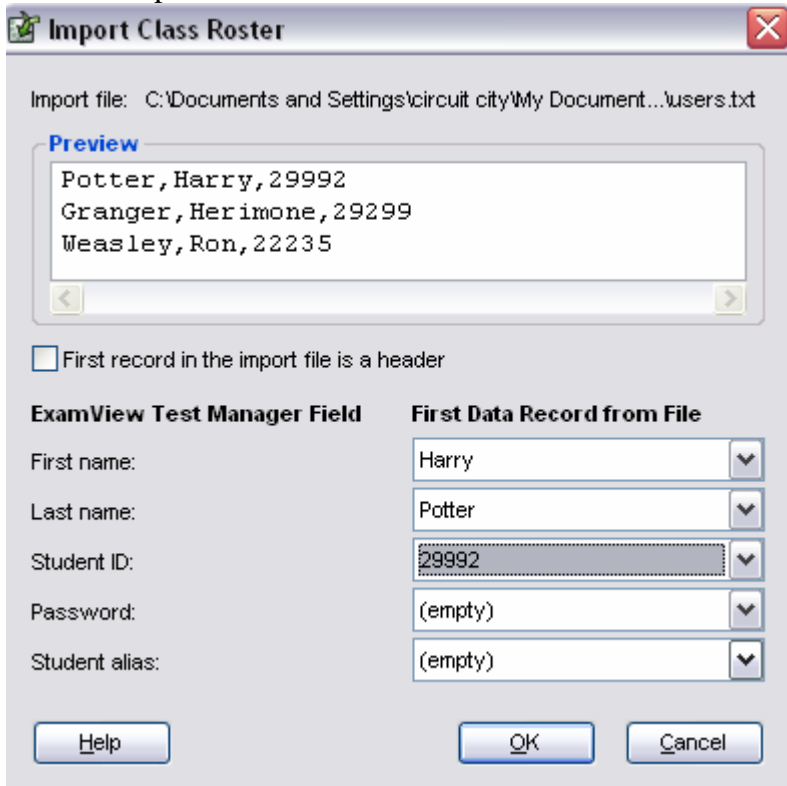
5. From the File menu select Import > Class Roster from Text...



6. Select the .txt file of student names you used when uploading the test



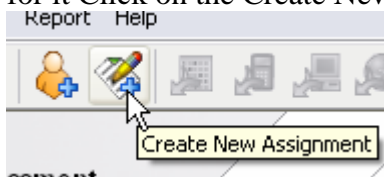
- Use the drop-down fields to select the correct names and id fields



- The students should then be imported into the class test manager

Name ▼	Student ID
Granger, Herimone	29299
Potter, Harry	29992
Weasley, Ron	22235
Average	

- Before you can import the online test results you have to create an “assignment” for it Click on the Create New Assignment icon on the tool bar.



10. You will need to enter the information for the assignment.

New Assignment

The ExamView Test Manager allows you to track student test results. To collect the results, you need to create a test assignment.

Step 1: Enter the assignment name, ID, category, term, and date.

Assignment name: RITS 8th Grade Pre-Test

Assignment ID: (optional)

Category: Benchmark

Term: Benchmark
Exam
Homework
Pop Quiz
Quiz
Test

You can administer the test using the Internet, or over a local area network, or both.

Step 2: Select the way(s) the test will be administered.

Paper test scored manually, with a scanner, or with response devices

Online test delivered over a local area network (LAN)

Online test published to the ExamView Learning and Test Center website

Help < Back Next > Cancel

Make sure you check the box in Step 2 for the Online test and click Next

11. Navigate to the folder where your test was saved and select it. Click on Next, and Finish.

New Assignment

Select a test for the assignment. The ExamView Test Manager will read in answer key, point values, and other question information for this assignment.

Step 3: Select the test.

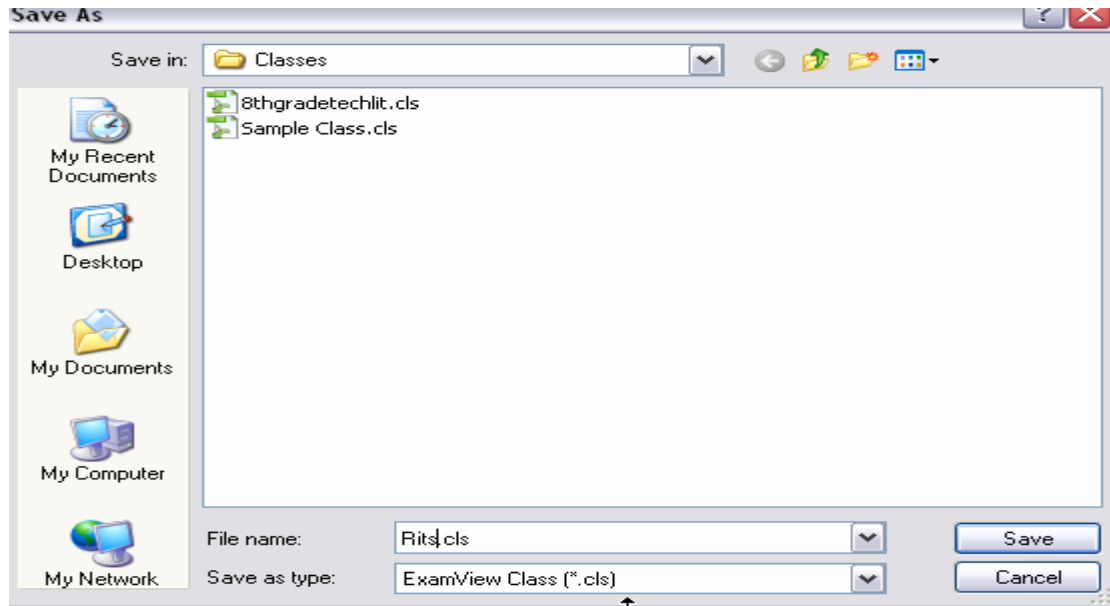
Up one level Preview

8thGradeTechLR0322.tst


C:\Documents and Settings\circuit city\My Documents\Exa...

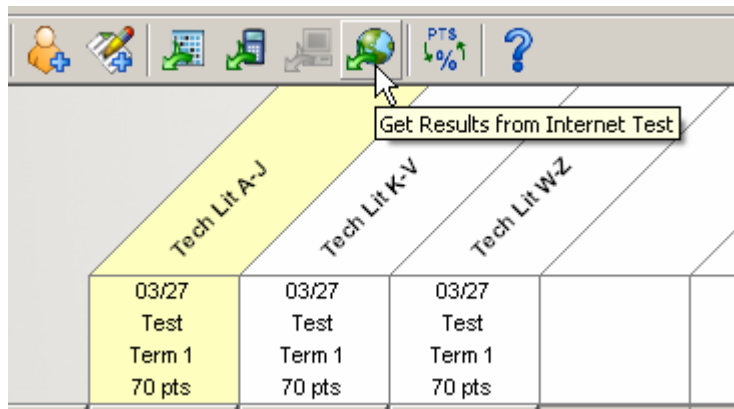
Help < Back Next > Finish

12. Save this class by going to File > Save As, and give your class a name.

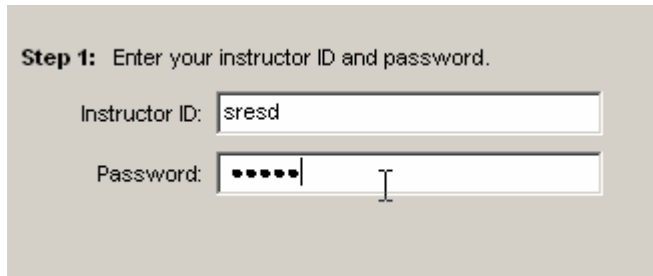


Getting Test Results with ExamView Test Manager

1. Start ExamView **Test Manager** and open the class file you want to retrieve test results on.
2. Select the assignment (test) you would like to receive results on, and click the  icon.



3. If you haven't already, type in your fscreations.com **Instructor ID** and **Password** and click **Next**.

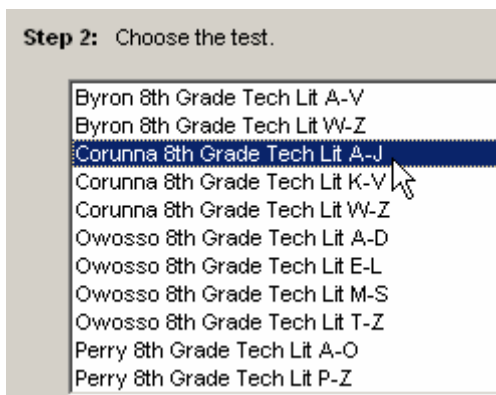


Step 1: Enter your instructor ID and password.

Instructor ID:

Password:

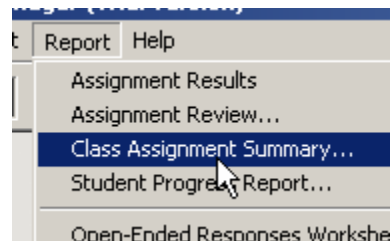
4. Now select the online test which pertains to the assignment and click **Finish**.



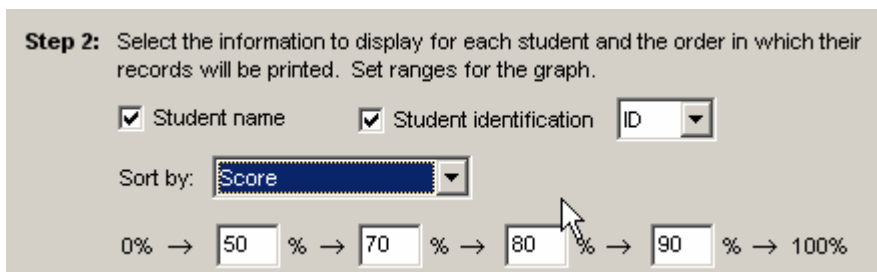
Step 2: Choose the test.

- Byron 8th Grade Tech Lit A-V
- Byron 8th Grade Tech Lit W-Z
- Corunna 8th Grade Tech Lit A-J**
- Corunna 8th Grade Tech Lit K-V
- Corunna 8th Grade Tech Lit W-Z
- Owosso 8th Grade Tech Lit A-D
- Owosso 8th Grade Tech Lit E-L
- Owosso 8th Grade Tech Lit M-S
- Owosso 8th Grade Tech Lit T-Z
- Perry 8th Grade Tech Lit A-O
- Perry 8th Grade Tech Lit P-Z

5. To view a collective summary of the results, click on **Reports > Class Assignment Summary...**



6. The popup window allows you to adjust the report's settings. Click **Finish** to view the report.



Step 2: Select the information to display for each student and the order in which their records will be printed. Set ranges for the graph.

Student name Student identification ID

Sort by:

0% → % → % → % → % → 100%

7. Here's a sample of the *Class Assignment Summary* Report.

Class Assignment Summary
sresd
Corunna

Corunna **Total Students: 202**

Category: All
Term: All

Student	ID	Percent	0%	50%	100%	Term 1	Term 2	Term 3	Term 4
██████████		90.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90.9%	--	--	--
██████████		90.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90.9%	--	--	--
██████████		90.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90.9%	--	--	--
██████████		90.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90.9%	--	--	--
██████████		89.4%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	89.4%	--	--	--
██████████		87.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87.9%	--	--	--
██████████		87.9%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87.9%	--	--	--
██████████		86.4%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86.4%	--	--	--
██████████		86.4%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86.4%	--	--	--
██████████		86.4%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86.4%	--	--	--
██████████		84.8%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84.8%	--	--	--
██████████		84.8%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84.8%	--	--	--
██████████		84.8%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	84.8%	--	--	--
██████████		83.3%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.3%	--	--	--
██████████		83.3%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	83.3%	--	--	--
██████████		80.3%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	80.3%	--	--	--

8. Here's an example of an *Item Analysis Summary* Report.

Item Analysis Summary
sresd
Corunna

Corunna **Total Students: 202**

Assignment: Tech Lit A-J
Category: Test
Term: 1
Date: 03/27/2006
Points: 66 (70 questions)

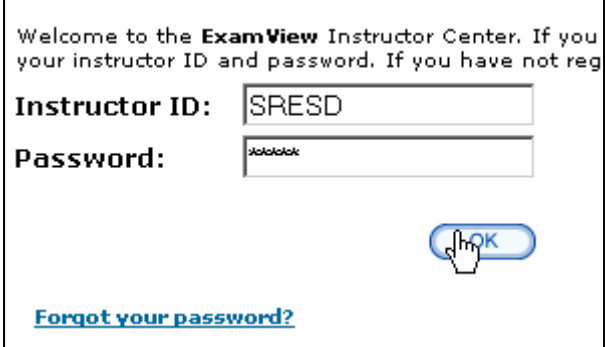
Question	Class Average	T	F
<i>True/False</i>			
1	--	92.5%	7.5%
2	--	100%	0%
3	--	95%	5%
4	--	50%	50%

Question	Class Average	A	B	C	D	--
<i>Multiple Choice</i>						
> 5	42.5%	0%	7.5%	32.5%	42.5%	17.5%
6	70%	0%	5%	7.5%	70%	17.5%
> 7	65%	65%	5%	2.5%	10%	17.5%
> 8	35%	25%	35%	7.5%	15%	17.5%
9	70%	70%	2.5%	2.5%	7.5%	17.5%

Getting Test Reports from the Online Testing Center

7.) Navigate to <http://www.examview.com/instructor/> to access the reporting feature of the online ExamView.

8.) Type **SRES**D for the Instructor ID and ******** for the password. Then click **OK**.



Welcome to the **ExamView** Instructor Center. If you have not yet registered, please click the Register button. If you have not yet logged in, please enter your instructor ID and password. If you have not registered, please click the Register button. If you have forgotten your password, please click the Forgot your password? button.

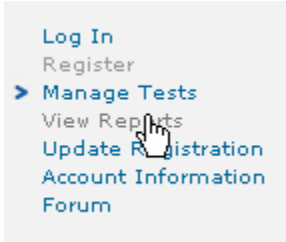
Instructor ID: SRES

Password: ****

OK

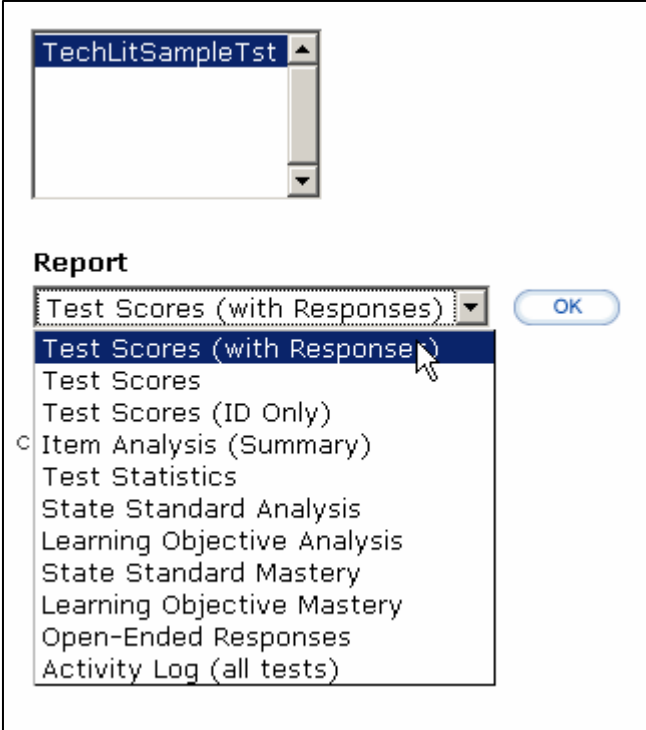
[Forgot your password?](#)

9.) After logging in, select **View Reports** from the left hand menu.



- Log In
- Register
- > Manage Tests**
- View Reports
- Update Registration
- Account Information
- Forum

10.) Select the test you would like to view results on. Next select the type of report you would like to generate.



TechLitSampleTst

Report

Test Scores (with Responses)

- Test Scores (with Responses)
- Test Scores
- Test Scores (ID Only)
- Item Analysis (Summary)
- Test Statistics
- State Standard Analysis
- Learning Objective Analysis
- State Standard Mastery
- Learning Objective Mastery
- Open-Ended Responses
- Activity Log (all tests)

OK

- 11.) Below is an example report generated by the **Test Scores (with Response)** selection. It displays the complete roster, start time, duration, attempts, scores and more.

Sort by: [Back](#)

TechLitSampleTst		Test Scores by Student ID				
Test		Click <input type="checkbox"/> to see student responses				
03/22/2006						
Name	ID	Scores	Attempts	Start Time	Duration	
<input type="checkbox"/> Ron Weasley	22235	(0/4) 0%	1	03/22/06 11:01 am	0min 11sec	
<input type="checkbox"/> Herimone Granger	29299			not completed	N/A	
<input type="checkbox"/> Harry Potter	29992	(3/4) 75%	1	03/22/06 10:53 am	5min 42sec	
Average: 38%						

[Download](#) [Back](#)

Additional Test Reports Available from the ExamView Test Manager

Class Reports

Assignment Results
 Class Assignment Summary
 Open-Ended Responses Worksheet
 Item Analysis Summary
 Class Roster
 Learning Focus
 Performance Summary
 Class performance progress chart

Student Reports

Assignment Results
 Assignment Review
 Student Progress Report
 Learning Focus
 Performance Summary