ExamView Quick Start Guide: Online Testing Service

Quick Start Guide

FCC Statement

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TURNING technologies

Online Tests with ExamView Online Testing Service

Using ExamView Test Generator, you can publish tests directly to the ExamView Online Testing Service website. Students access and respond to the online test by using an ExamView Student app. After students have completed the online test, you can get their test results and generate reports in ExamView Test Manager.

This chapter covers the following topics:

> ***Getting Started with ExamView***
> ***Creating a Test with the QuickTest Wizard in Test Generator***
> ***Publishing a Test for Online Testing Using Test Generator***
> ***Creating A New Class Using Test Manager***
> ***Creating an Assignment for an Online Test Using Test Manager***
> ***Taking an Online Test with ExamView Student App***
> ***Getting Results from an Online Test Using Test Manager***

Getting Started with ExamView

Technical Requirements

The following software and hardware specifications are required before using the ExamView Assessment Suite:

PC

- Microsoft Windows 7, 8 and 10 (32 or 64 bit)
- Intel® Pentium® dual-core processor, 2 GHz or higher (or equivalent)
- 2 GB RAM
- 500 MB hard disk space
- Monitor capable of displaying 1024 x 768 or higher resolution
- An active internet connection to connect to Turning Technologies Account, to ExamView Online Testing Service for the Premium license, etc.

Mac

- Mac OS versions 10.10, 10.11 and 10.12
- Intel® processor 2 GHz or higher (or equivalent)
- 32 or 64-bit Kernel and Extensions
- 2 GB RAM
- 300 MB hard disk space
- Monitor capable of displaying 1024 x 768 or higher resolution
- An active internet connection to connect to Turning Technologies Account, to ExamView Online Testing Service for the Premium license, etc.

ExamView Student Apps

A Wi-Fi (recommended for optimal performance) or data connection is required for all apps and the instructor must have ExamView Assessment Suite v11 and ExamView Premium enabled.

> **WARNING**
> If you do not have an unlimited data plan, you may be charged for connectivity by your cell phone provider. Turning Technologies is not responsible for any cell phone usage.

PC

- Windows 7, 8, or 10 (32- or 64-bit)

Mac

- Mac 10.10, 10.11, or 10.12

Chromebook

- Chrome OS v54 or above

iOS

- iPhone, iPad or iPad mini with iOS 7 or higher

Android

- Android device with Android OS 2.1 or higher

Web

- Adobe Flash Player v11.1.0 or above
- PC browsers supported: Chrome v3.20+, Firefox v17.0+, and Microsoft Internet Explorer v10.0+
- Mac browsers supported: Chrome v3.20+, Firefox v17.0+, and Safari v9.1.3+
- Chrome browser supported: Chrome v3.20+

Creating a Turning Technologies Account for ExamView

A Turning Technologies Account is a unique identifier that is used to tie together all software accounts and response devices. A Turning Technologies Account is required for use with Turning Technologies products.

1 Go to https://account.turningtechnologies.com/.
2 Enter your **school or organization email address** and click **Create**.

> **IMPORTANT**
> If your email address belongs to a defined organization in Turning Technologies Account, the following message is displayed:
>
> Your Turning Technologies Account needs to be connected to your school's Learning Management System to track your participation. Sign-in to your LMS and click on the Turning Technologies Account Registration link under any course that uses clickers.

3   Check your email and click the link to verify your Turning Technologies Account.

> **NOTE**
> If you did not receive the verification email, click the **Resend** button in Turning Technologies Account.

4   Enter all **required fields** as noted by the asterisks.

5   Enter and confirm your **password** in the fields provided.

> **NOTE**
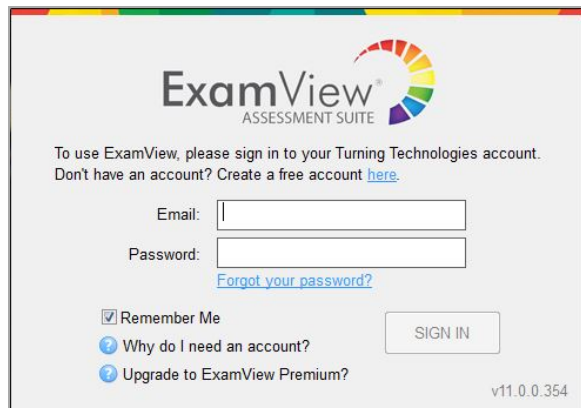> The password must be at least eight characters long and contain one lowercase letter, one uppercase letter and one number.

6   Select the box labeled *By checking this, you agree to comply with the End-User License Agreement and Terms of Use*.

7   Click **Finish**.
    The Turning Technologies Account Dashboard is displayed.

Creating a Test with the QuickTest Wizard in Test Generator

The QuickTest Wizard is the quickest and easiest way to create an ExamView test.

1   Start **ExamView Test Generator**.
    The *ExamView Assessment Suite* log in screen appears.

2   Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3   Click **Sign In**.

4   Select [icon] from the *Welcome* screen.

5   Enter the **Test title** and click **Next**.

6   Double-click a folder (if necessary) to display a list of question banks.

7   Select the **question banks** from which you want to select questions and click **Next**.
    Click the **Folder** icon to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.

8   Identify how many questions of each type you want on the test and click **Next**.

9 If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.

10 Review the test summary and then click **Finish** to complete the process.

When you click Finish, ExamView selects the questions based on your responses and displays them in the test document window.

Editing or Viewing a Question

1 Select the question in the test window.

2 Click **Edit** located at the bottom of the test window, or double-click the question to display an editing window.

3 Edit the question, change the answer, update the narrative, and/or modify the question information (objectives, difficulty code, reference, topic, or notes).

4 Click **Record** to accept all of the changes you made to the question.

The original question in the question bank is not updated. The changes are only applied to the copy on the test.

> **TIP**
> Use the Question Bank Editor to permanently change a question or to add a new question for use on other tests.

Reordering Questions

1 Click ▤ from the toolbar or click **Question** from the menu bar and select **Reorder**.

2 Select an item (individual question, question type group or narrative group) and hold down the left mouse button while dragging the item to the new location in the list. Alternatively, press either Ctrl+▲/Ctrl+▼ (PC) or Cmd+▲/Cmd+▼ (Mac) to move the highlighted question.

3 Repeat step 2 for each item to be moved.

4 Click **OK** to update the current test.

Question Selection Methods

ExamView offers multiple Question Selection methods:

Select Randomly allows you to quickly choose questions without regard to the content of the question.

Select From a List allows you to select questions if you already know which ones you want to select.

Select While Viewing allows you to view the questions on the screen and choose which ones you want to include on a test. It's an easy way to preview questions before you add them to a test.

Select by Standard allows you to choose questions based on their learning objective, national standard, state standard, or local standard. This tool allows you to quickly create a test to help you determine which objectives your students have met and which objectives they still need to work on.

Select by Criteria allows you to select all multiple choice questions that have "average" as the difficulty code. Just enter the search criteria and ExamView Test Generator tells you how many questions match that request. Then select the number of questions you want to include on the test.

Saving a test

1 Click 💾 from the toolbar or click **File** and select **Save** or **Save As**.

2 Enter a **name** for the test.

3 Identify the folder where you want to save the test. If you want to save the file on a different drive or on a network, choose the location.
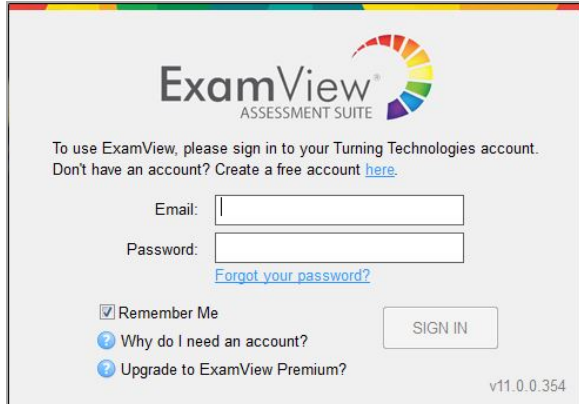
4 Click **Save** to save the test.

Publishing a Test for Online Testing Using Test Generator

Before You Begin

In order to publish a test, you will need a test file. If you have not created a test file, see the **Creating a Test Quick Start Guide**.

1 Start **ExamView Test Generator**.
   The *ExamView Assessment Suite* log in screen appears.

2 Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3 Click **Sign In**.

4 **Create** and **save** a new test or **open** an existing test.

5 Select **File > Publish To > ExamView Online Testing Service**.

6   Enter the **online test title** in the field provided.

7   Click **Next**.

8   Click **Select File** and choose a Test Manager class file.

9   Select the class.

10 Click **Open**.

11 Enter a password required to access the online test in the field provided.

- Select **Use only for students with no assigned password** to use the password the students who do not have an individual password in the selected Test Manager class file.

- Select **Use for all students** to use the password for all students regardless of whether students have individual passwords in the selected Test Manager class file.

12 Select **Next**.

13 Enter the **date/time** range (using the mm/dd/yyyy format) when students can access the test or allow students to access the test anytime.
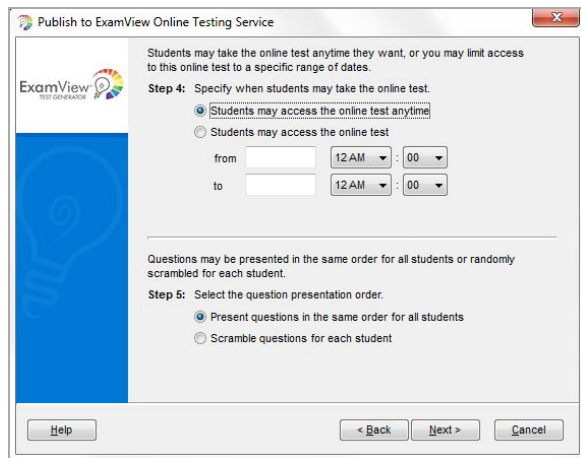
14 Select the **presentation order**.

15 Click **Next**.

16 Review the summary information in the *Publish to ExamView Online Testing Service* window.

17 Click **Publish**.

You will receive a confirmation message with your ExamView Online Test ID, as well as an email with instructions for accessing the online test.

Record the Online Test ID that the Test Generator displays after upload is complete.
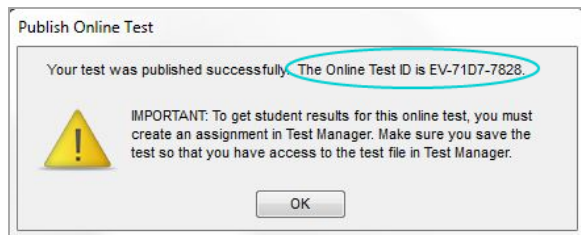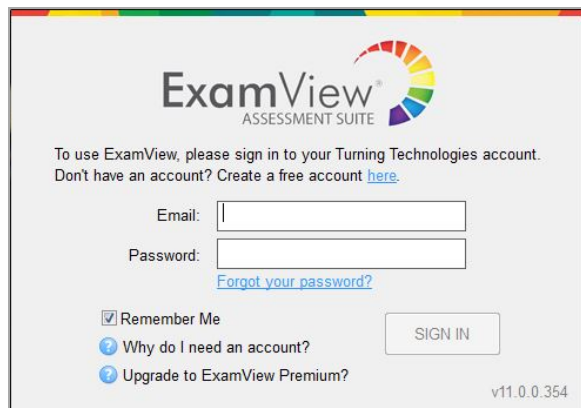

18 **Save** your ExamView test.

Creating A New Class Using Test Manager

1 Start **ExamView Test Manager**.

The *ExamView Assessment Suite* log in screen appears.

2   Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3   Click **Sign In**.

4   Open ExamView Test Manager and select   .

5   Enter the class **name**.

6   Optionally, enter other class information, such as a **Class ID**, **Period**, **Section**, and **Password**.

7   Optionally, enter your **Instructor ID** and **School ID**.

8   Click **OK** to record the class information.

Manually Adding a Student

1   Before creating students, you must create or open a class in which to create the students.

2   Click **Student** from the menu bar and select **Add New Student** or click   .

3   Enter the student's **first name**, **last name** and **student ID**.

4   Optionally, enter the student's **alias** and **password**.

5   If you wish to add additional students, click **Next**. If you are finished adding students, click **OK**.

Saving a Class

1   To save a class, click **File** from the menu bar and select **Save** or click   .

2   To save a class with a different name, click **File** from the menu bar and select **Save As** and enter a different name.
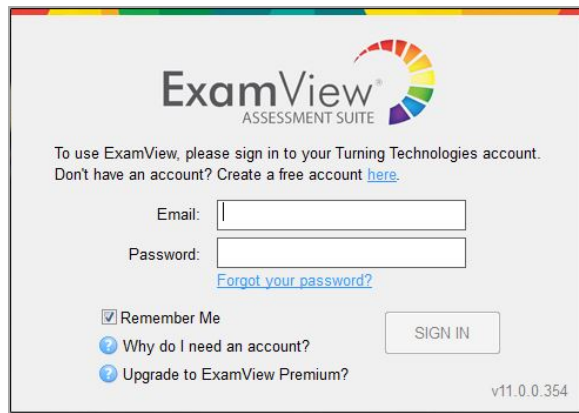
Opening an Existing Class

1   At the welcome screen, select   .
     If you already have a class file open, save it (if necessary) and then select File > Open Class from the menu or click the toolbar icon.

2   Select a **class** (CLS extension) file to open. If necessary, navigate to the folder that contains class files.

3   Click **Open**.

Creating an Assignment for an Online Test Using Test Manager

Before you can download students' test results for an online test, you must first create an assignment in the Test Manager for the online test.

To create an assignment, you must have access to a test built using the ExamView Test Generator, and you must have a class created for use within your ExamView Test Manager. If you plan to administer the test with ExamView Online Testing, the test must be published as an online test. If you are uncertain about this process, please review the **Publishing a Test Quick Start Guide**.

1   Start **ExamView Test Manager**.
     The *ExamView Assessment Suite* log in screen appears.
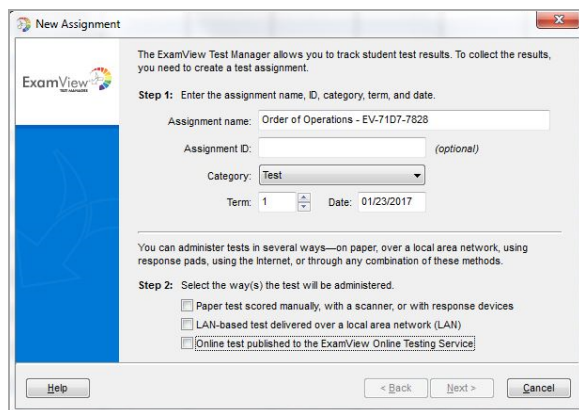
2   Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3   Click **Sign In**.

4   **Open** the class file that you selected when you published the online test.

5   Choose **Assignment > Create New Assignment**.

6   Enter the *Assignment name, Assignment ID, Category, Term,* and *Date* in the fields provided.
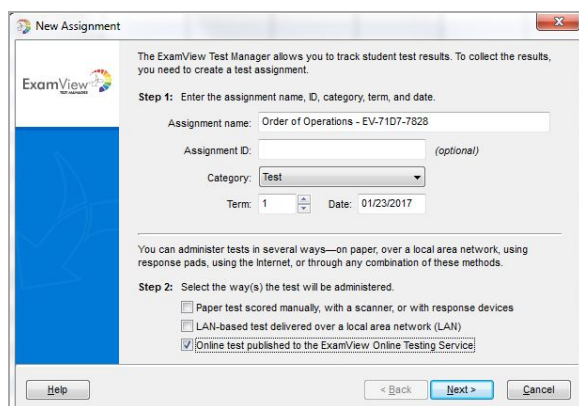
7   Select **Online test published to the ExamView Online Testing Service** and click **Next**.

8 **Select** the test file that you used when you published the test in Test Generator and then click **Next**.
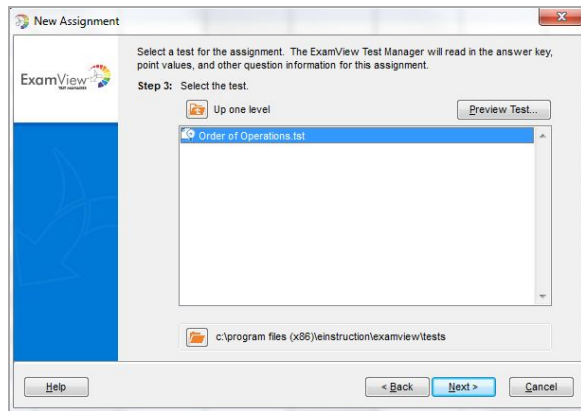
9 Review the summary information to confirm accuracy.
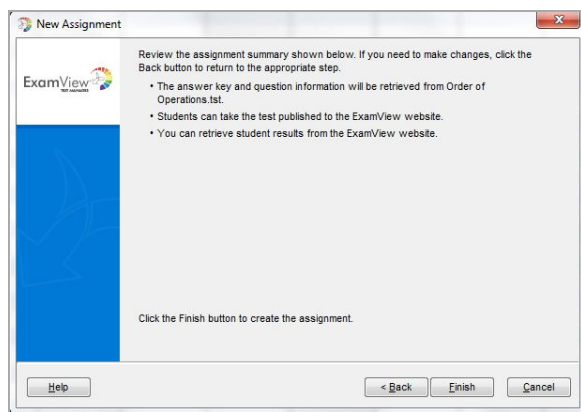
10 Click **Finish** to create the new assignment.

11 **Save** your class file.

Taking an Online Test with ExamView Student App

Logging into ExamView Student App

1 Open **ExamView Student**.

2 Enter your **assigned Student ID** provided by your instructor in the *Student ID* field.

> **TIP**
> You must enter your Student ID to exactly match your instructor's records. Ensure that you do not add a space after the last character of your Student ID. If you do not remember your Student ID, ask your instructor.

3 Enter the **Online Test ID** provided by your instructor in the *Online Test ID* field.

4 Click [icon].

5 Enter the **password** provided by your instructor in the *Password* field.

6 Click **OK**.
   The first question on the online test is displayed.

Responding to Online Test Questions

An online test may include a variety of question types including Multiple Choice, Multiple Response, True/False, Yes/No, Numeric Response, Matching, and Short Answer. Questions and answer choices are displayed.

> **TIP**
> - You can respond to the questions at your own pace from anywhere.
> - You can navigate from one question to the next. Each question is numbered and includes an abbreviation of the question type (for example, MC is a Multiple Choice question).
> - The selected question displays both the question and the answer options.
> - You can answer the questions in any order.
> - Answers are displayed or highlighted depending on the device.
> - You can return to a question and change your answer.
> - If you are using PC, Mac, Chromebook, Web or tablet apps, it is important to click the Save icon once you have completed a question.

Responding to Multiple Choice Questions

Multiple Choice questions display the question and answer choices. You must select one answer choice.

1 In the answer options area, click the **letter** that corresponds to the answer choices.

2 **Submit** your answer.

Responding to Multiple Response Questions

Multiple Response questions display the question and answer choices. You may select more than one response to a question.

1   In the answer options area, click the **letter(s)** that correspond to the answer choice(s).

2   **Submit** your answer.

Responding to True/False Questions

True/False questions display the question and answer choices. You must select one answer choice.

1   In the answer options area, click either **True** or **False**.

2   **Submit** your answer.

Responding to Yes/No Questions

Yes/No questions display the question and answer choices. You must select one answer choice.

1   In the answer options area, click either **Yes** or **No**.

2   **Submit** your answer.

Responding to Matching Questions

Matching questions display the question and answer choices. You must select one answer choice.

1   In the answer options area, click the **letter** that corresponds to the answer choices.

2   **Submit** your answer.

Responding to Numeric Response Questions

Numeric Response questions display the question and an answer field for you to type your response.

1   Click the blank **answer field**.

2   Enter your response by **typing your answer**.

3   **Submit** your answer.

Responding to Short Answer Questions

Short Answer questions display the question and an answer field for you to type your response.

1   Click in the blank **Answer** field.

2   Enter your response by **typing your answer**.

3   **Submit** your answer.

Submitting a Test

After you answer all the questions on an online test, you must submit the test.

1   Submit the **test**.

> **TIP**
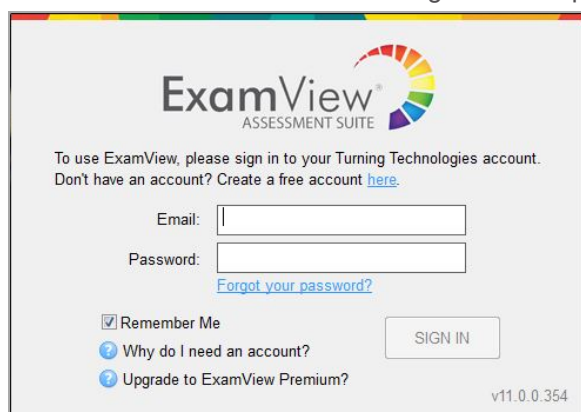> If the button to submit the test is not blue you have not answered all the questions on the online test.

2 Click **OK** to confirm that you want to submit your online test.

The *Online test successfully saved* message appears.

Getting Results from an Online Test Using Test Manager

After your students take an online test using ExamView Student App, the next step is to get the results into ExamView Test Manager. When you perform this step, the program reads the results and stores the data into your class within the ExamView Test Manager. If your test includes open-ended questions, you will need to manually score those questions.

1 Start **ExamView Test Manager**.

The *ExamView Assessment Suite* log in screen appears.

2 Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3 Click **Sign In**.

4 Open the class file that you selected when you published the online test.
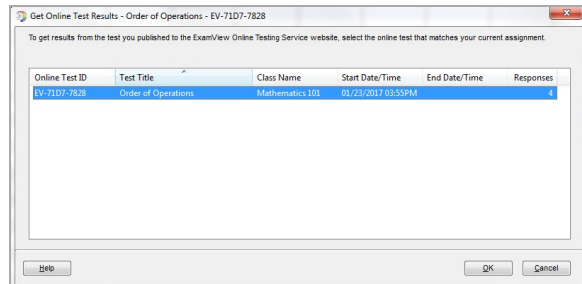
5 Select the **assignment name** for the online test.

6 Choose **Assignment > Get Results from > Online Testing Service**.

7 In the *Get Online Test Results* window, select the online test that matches your current assignment.

8 Click **OK** to retrieve results from the Online Testing Service.

9 Click **OK** to view the students' results in the assignment.

10 Click **Save**.

Manage Online Testing Service

You can view or manage any of your Online Testing Assignments.

1 Select **File**.

2 Select **Manage Online Testing Service**.
 All tests available through the ExamView online testing service website are listed.

3 To view the list of students who may access a test, select a test and then click **View Students**.

4 To remove a test from the server, select a test and then click **Delete Test**.

Reports

ExamView Test Manager enables you to prepare numerous reports based on your students' assignment results data.

To create a new report, select "Report" and then choose the Report type you wish to view.

Contact Us

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 8 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

A technical support can be created at support.turningtechnologies.com .

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