

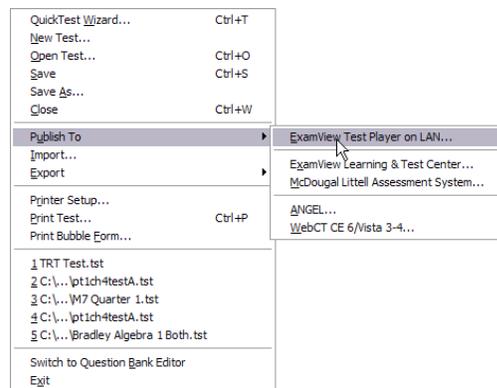


Create an Online (LAN) Test with a Roster

To create an online test with a roster, you must first build and publish the online test using the **ExamView Test Generator**. Then, you must complete the process by creating an assignment in the **ExamView Test Manager** program.

To create a test, publish the test, and track results for selected students...

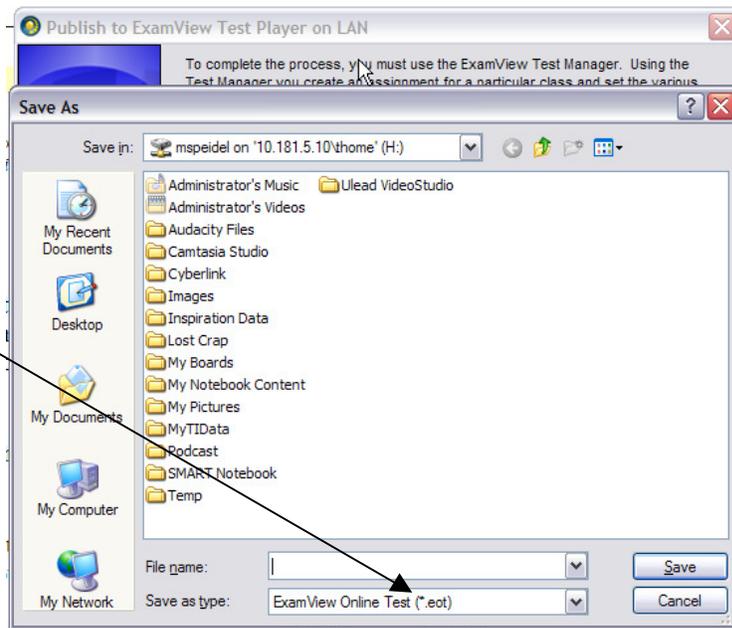
1. Start the **ExamView Test Generator** and create or open a test.
2. On the **File** menu, point to **Publish To**, and then click **ExamView Test Player on LAN**.



3. Choose **Limit access to students in a particular class** and click **Next**.
4. Select the **Launch ExamView Test Manager after publishing online test** checkbox and click **Save** to save the online test.

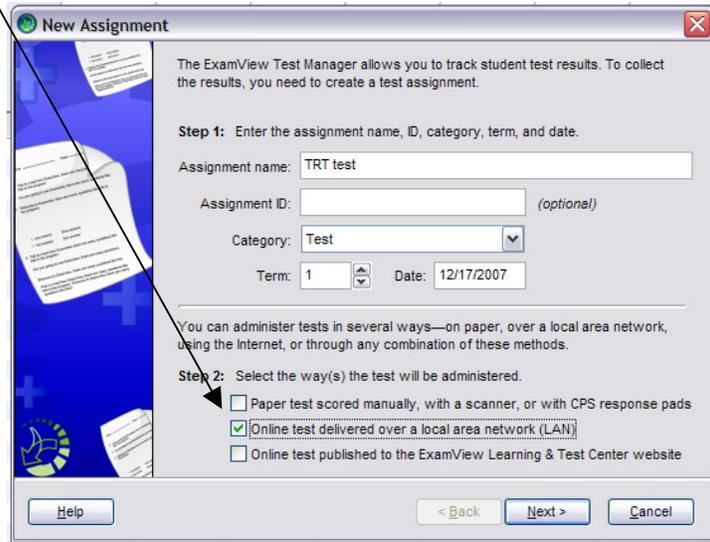
Note: When you save the online test, the program saves a copy of the test (with an **“.eot”** extension) to the location you specified. Remember that your students must access that location on the local area network (LAN). If you saved the test to your hard drive, you must copy the online test (**the **“.eot”** file, not the **“.tst”** file**) to your network.

5. If your test includes links to any multimedia files, you must copy those files manually to the same location as the online test.



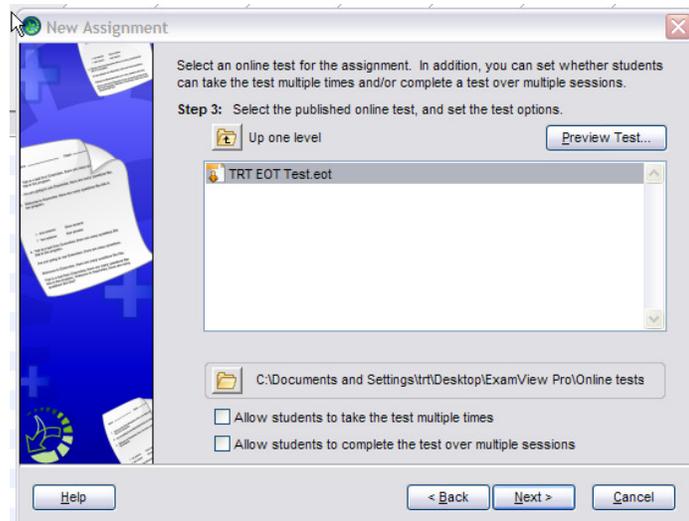
To assign an online test to a class...

1. Start the **ExamView Test Manager**. After you publish an online test, you must complete the process by creating an assignment for that class.
2. Open a class file.
3. Choose the **Create New Assignment** option from the **Assignment** menu.
4. Enter the assignment name, category, term, and date.
5. Choose the **Online test delivered over a local area network (LAN)** option to identify how you will administer the test. Click the **Next** button.



6. Navigate and select the file name that corresponds to the test you published in the **ExamView Test Generator**.
7. You can allow your students to complete the test multiple times or over multiple sessions. Select the appropriate option(s) and click the **Next** button. If you allow students to complete an online test over multiple sessions, the program will save their work and let them continue where they left off in a prior session.

Select an **ExamView** online test (.eot), not a regular test (.tst) file name. You can preview a test to make sure it is the right one.



8. Follow the steps to set the remaining options... i.e., password, test date, time limit, question order, student feedback, and reports for the online test. (in this version of EV you must give all LAN based tests Passwords) The program provides numerous

options that allow you to customize the online testing experience for your students' needs.

9. Review the summary information and click the **Finish** button.

After you create the assignment, it appears in the **ExamView Test Manager** work area. Notice the highlighted area in the figure below shows the assignment title, date, category, term, and possible points. A placeholder (--) is set for each student's score.

The screenshot shows a summary card for 'ERMS TRT Test Class' by Mike Speidel. A yellow callout box highlights the test details: '12/17 Benchmark Term 1 20 pts'. Below this is a table with columns for Name, Student ID, and Score. The scores for all students are currently '--'.

Name	Student ID	Score
Farrell, Nancy	1006	--
Frazee, Jeff	1001	--
Grondin, Roger	1003	--
Kaufman, Derek	1000	--
Koslowski, Janice	1009	--
Lemp, Larissa	1002	--
McNally, Lynn	1005	--
Newton, Wayne	1008	--
Nicholson, Michelle	1007	--
Speidel, Mike	1004	--
Average		--

10. You should preview the online test to make sure that the test itself and online settings are correct.

IMPORTANT: To preview a test with a roster, start the **EV Test Player** and use one of your student's IDs to take the test. When you finish, go to the **ExamView Test Manager**. Open the class file, select the assignment, and choose the **Get Results from a LAN Test** option. You should see the score for that student. Next, highlight (select) the student record and choose **Clear Student Results** from the **Student** menu. Be sure to clear the results for only the test you just previewed. Be sure to choose the **Update Online Tests** option in the **File** menu to apply the updates to the online test.

Notes:

- You can assign the same online test to multiple classes. Simply open another class file and create an assignment. Point to the same online test when you create the assignment. Make sure that your students' IDs are unique across all classes.
- If you need to make any changes to the online settings (e.g., change the password, edit the reporting options, etc.), choose the **Edit Assignment Information** option from the **Assignment** menu.
- If you notice mistakes in questions, misspelled words, etc. **before** any students take a test, make your changes to the original test and publish it again. **IMPORTANT:** You must **delete** the assignment from the class and then create a new one. Otherwise, the answer key and other information will not match the online test.
- If you notice mistakes in questions, misspelled words, etc. **after** any students take a test, you cannot make changes to the test. However, you can adjust the points earned to adjust students' scores as needed.
- If you identify an incorrect answer or point value, choose the **Edit Assignment Information** option from the **Assignment** menu. Click the **Questions** tab and change the information. You can change an answer or point value anytime without re-publishing the test. These changes are not updated in the actual test, but they are applied to the students' results.

How to get students Results:

The **ExamView Test Manager** enables you to prepare a variety of reports based on your students' assignment results data. You can print a report for a single assignment, a group of assignments, or all assignments. You can also easily customize a report to include selected students filtered by various criteria. Many of the reports include graphs and charts that provide a visual analysis of the data.

Use the **ExamView Test Manager** to generate the following class and reports.

Class Reports

- Assignment Results
- Class Assignment Summary
- Open-Ended Responses Worksheet
- Item Analysis Summary
- Item Remediation Summary
- Class Roster
- Learning Focus
- Performance Summary
- Class Performance Progress Chart

Student Reports

- Assignment Results
- Assignment Review
- Student Progress Report
- Learning Focus
- Performance Summary

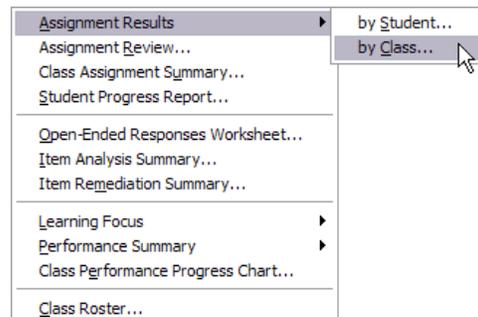
For each report, you can choose reporting options to control the information included in the report. Using the filter option, you can generate reports for selected students or a group of students that match the criteria you set.

Class Reports

The **ExamView Test Manager** provides numerous reports to help you understand and evaluate your students' performance. Depending on your needs, you may prepare one or more of the class reports to provide useful performance data that allows you to assess your class as a whole and then determine appropriate strategies to achieve the learning objectives/standards. This section includes a brief overview and a sample of each class report.

Assignment Results

To access the Assignment Results click Report - Assignment Results - By Class.



The **Assignment Results** report provides performance data for each student for a particular assignment. For online tests, the report also includes attempts to complete

the assignment, the start time (date and time), and the duration of the assignment.

Assignment Results
Mike Speidel
ERMS

TRT Test Class Total Students: 10

Assignment: TRT Test
Category: Test
Term: 1
Date: 12/19/2007
Points: 20 (20 questions)

Student	ID	Points (%)	Attempts	Start Time	Duration
Nancy Farrell	1006	7 (35%)	1	12/19 8:47am	0 min., 18 sec.
Jeff Frazee	1001	5 (25%)	1	12/19 8:40am	0 min., 19 sec.
Roger Grondin	1003	6 (30%)	1	12/19 8:43am	0 min., 14 sec.
Derek Kaufman	1000	5 (25%)			
Janice Koslowski	1009	--			
Larissa Lemp	1002	5 (25%)			
Lynn McNally	1005	2 (10%)			
Wayne Newton	1008	--			
Michelle Nicholson	1007	--			
Mike Speidel	1004	4 (20%)			

Assignment Results
Mike Speidel
ERMS

TRT Test Class Total Students: 10

Assignment: TRT Test
Category: Test
Term: 1
Date: 12/19/2007
Points: 20 (20 questions)

Median	Mean	Low	High	Range	Std. Deviation
25%	24.3%	10%	35%	25%	7.3%

Frequency Distribution

Class Assignment Summary

The Class Assignment Summary report provides the average for each student for all assignments or for a particular category (i.e., tests, quizzes, etc.) of assignments.

To access the **Class Assignment Summary** click Report - Class Assignment Summary.

- Assignment Results ▶
- Assignment Review...
- Class Assignment Summary...**
- Student Progress Report...

- Open-Ended Responses Worksheet...
- Item Analysis Summary...
- Item Remediation Summary...

- Learning Focus ▶
- Performance Summary ▶
- Class Performance Progress Chart...

- Class Roster...

Over time, the Class Assignment Report provides useful data to help you assess the performance of your class as a whole

Note: In the Class Assignment Summary report, the shaded area shows the median performance range for the class and the diamond shows the exact student average.

Class Assignment Summary
Mike Speidel
ERMS

TRT Test Class **Total Students: 10**

Category: Test
Term: All

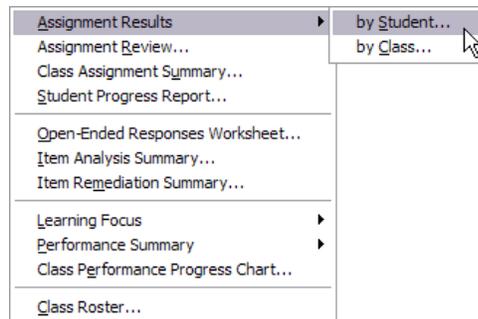
Student	ID	Percent	0%	50%	100%	Term 1	Term 2	Term 3	Term 4
Nancy Farrell	1006	35%				35%	--	--	--
Jeff Frazee	1001	25%				25%	--	--	--
Roger Grondin	1003	30%				30%	--	--	--
Derek Kaufman	1000	25%				25%	--	--	--
Janice Koslowski	1009	--				--	--	--	--
Larissa Lemp	1002	25%				25%	--	--	--
Lynn McNally	1005	10%				10%	--	--	--
Wayne Newton	1008	--				--	--	--	--
Michelle Nicholson	1007	--				--	--	--	--
Mike Speidel	1004	20%				20%	--	--	--
Average		24.3%				24.3%	--	--	--

Student Reports

The ExamView Test Manager provides multiple reports that highlight each student's individual performance for one or more assignments. This section includes a brief overview and a sample of a few frequently used student reports.

Assignment Results

To access the **Class Assignment Summary** click Report - Class Assignment Results - by Student.



The Assignment Results report reflects a student's performance for one assignment. The report includes the following information: assignment average, points earned for each question, and the student's response for each question.

You can use this report to identify each student's proficiency level for each of the learning objectives/standards for each assignment. This information may also help you to identify areas in which a student may need remedial work.

Assignment Results

Mike Speidel
ERMS
TRT Test Class

Nancy Farrell

Score: 35% (7/20)

Assignment: TRT Test
Category: Test
Term: 1
Date: 12/19/2007
Points: 20 (20 questions)

Question	Points	Your Response	Question	Points	Your Response
<i>Multiple Choice</i>					
1	1/1	B			
×	2	0/1			
×	3	0/1			
×	4	0/1			
	5	1/1			
×	6	0/1			
	7	1/1			
×	8	0/1			
	9	1/1			
	10	1/1			
×	11	0/1			
	12	1/1			
×	13	0/1			
×	14	0/1			
	15	1/1			