

Creating an Online Exam-View Test

(This is assuming the test is completely written by now)

In **My Computer**, go to Global, _ExamView, and be sure you have a folder
(If not, File / New Folder / *Your Name*)

In ExamView Test Generator

Load the test, then

Publish To:

ExamView Test Player on LAN

Step 1: Limit Access to students in a particular class

Launch Test Manager – Yes

You want to save it to Global/_ExamView/your name

Now you are in **ExamView Test Manager**

Choose your class

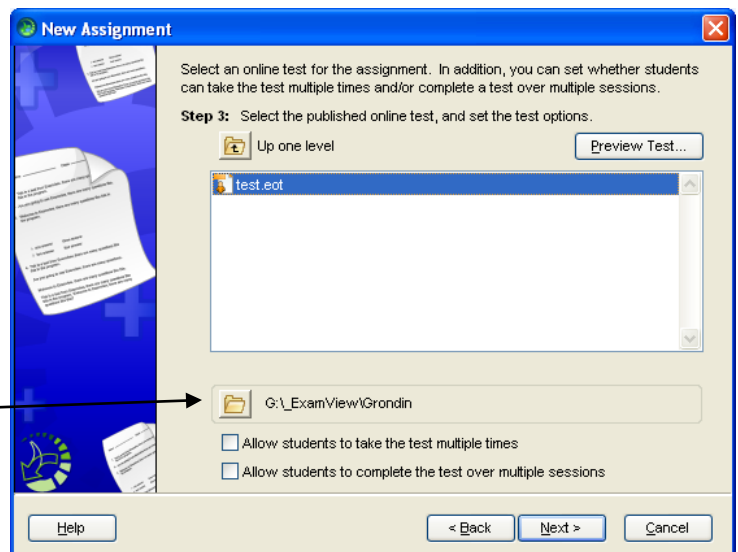
Step 1: Enter the Name – this is for your identification

Step 2: Select the way the test will be administered:

Online test delivered over a Local area network (LAN)

Step 3: Select the published test

Use this folder icon to navigate if needed



Step 4: Enter a password – required in this version – keep it simple!!

Step 5: Specify when a student can take this test - I suggest anytime

Step 6: Specify a time limit – I suggest an unlimited amount of time.

Step 7: Questions in order or not

Step 8: Allow students to check their answers - Do not allow!

Step 9: Report - Probably do not show.

Finish