

ExamView Test Manager

User Guide

Version 11

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About ExamView Test Manager

ExamView® Test Manager provides the features you need to track results for paper, LAN-based tests, and online tests created with the ExamView Test Generator. With the ExamView Test Manager, you can...

- create class rosters that can include a wide range of student information including demographic information.
- score paper tests automatically using a scanner.
- administer paper tests and get results immediately using response devices.
- administer and automatically score LAN-based, Internet, and online tests.
- produce a wide variety of useful reports, such as a test item analysis, proficiency reports, and much more.
- manage ExamView Online Testing Service

Creating an Account for ExamView

An account is a unique identifier that is used to tie together all software accounts and response devices. An 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 an account, the following message is displayed:

Your 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 account registration link under any course that uses clickers.

- 3 Check your email and click the link to verify your account.

NOTE

If you did not receive the verification email, click the **Resend** button in account.

- 4 Enter all **required fields** as noted by the asterisks.
- 5 Enter and confirm your **password** in the fields provided.

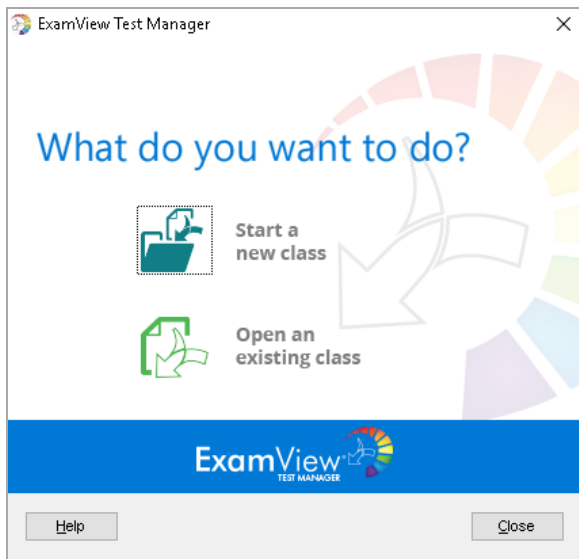
NOTE

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**.
- 8 Click **Finish**.
The account Dashboard is displayed.

Getting Started

Every time you start the ExamView Test Manager software, the program displays the Welcome Screen dialog. You can also access this screen at any time by going to the Help menu and selecting the Welcome Screen option.



Start a new class - Choose this option if you want to enter student names, IDs, passwords, etc. into a class roster. You must create a new class before you can create assignments with the Test Manager.



Open an existing class - Choose this option if you have already created a class and you want to create assignments, get results, or create reports for that class.

Navigating the Software

The ExamView Test Manager software was designed with the look and feel of a standard gradebook. Students are listed in rows along the left side with assignments listed in columns to the right.

A Toolbar - Click the toolbar icons to quickly access common tasks.

B Class Information - Double-click this area to edit the class information.

C Column Headers - Click the column header to sort the data by that information.

D Student Information - Double-click the student name or ID to edit the student information.

E Assignment Information - Double-click this area to edit the assignment information.

F Scores - Double-click the score area to edit scores.


G Edit/Delete Buttons - Depending on what is highlighted, clicking these buttons acts on a student record or an assignment.




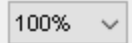








Name	Student ID	Score	Score	Score
Munoz, Isabel	1013	93.3%	87.5%	--
McDowell, Geraldine	1012	86.7%	87.5%	--
Matsui, Etsuko	1011	86.7%	100%	--
Loeffle, Karsten	1010	80%	95%	--
Kretten, Carl	1009	93.3%	80%	--
Karthaus, Detlef	1008	93.3%	82.5%	--
Izquierdo, Rosa	1007	86.7%	97.5%	--
Hutter, Jean	1006	66.7%	80%	--
Henderson, Sherman	1005	86.7%	90%	--
Gibbons, Roderick	1004	86.7%	82.5%	--
Coston, Denise	1003	73.3%	95%	--
Boehl, Norman	1002	86.7%	75%	--
Aber, Alexander	1001	93.3%	87.5%	--

The Test Manager Toolbar

The Test Manager toolbar provides ready access to the most commonly used tools. Because all the toolbar tool functions can also be accessed using menus, you may select to turn off the toolbar completely to allow the maximum screen space for viewing the class gradebook. PC users can further customize their toolbar to select which tools are displayed and the size of the tool icons. Right click on the toolbar to customize it.



Button	Function	Keyboard Shortcut
	Create a new class	---

Button	Function	Keyboard Shortcut
	Open an existing class	Ctrl+O (Win) Cmd+O (Mac)
	Save the class	Ctrl+S (Win) Cmd+S (Mac)
	Find a student in the class	Ctrl+F (Win) Cmd+F (Mac)
	Zoom percentage	---
	Add a new student	ALT+N (Win)
	Create a new assignment	Ctrl+N (Win) Cmd+N (Mac)
	Get results from scanner	---
	Get results from response devices	---
	Get results from LAN test	---
	Get results from online test	---
	Toggle points/percentages	---
	Help	---

Classes

The ExamView Test Manager provides the features you need to track results for paper, LAN, and online tests. To begin, you must create a new class. Then, you can manually enter the student information or import a roster from another format such as your grade book.

When you create classes, you can include just the basic information about your students (name, student ID) or include a great deal of additional information (gender, sociological/economic information, race/ethnicity, and more). The more optional information you include about your students, the more detailed class and individual reports you will be able to generate.

IMPORTANT



You do NOT have to set up a class if you do not plan to track student results. With ExamView Test Generator, you can create LAN-based tests that can be taken by anyone using the ExamView Test Player. This is especially useful if you are creating practice tests and you do not care about recording the students' scores. See the help file included with the [ExamView Test Generator](#) for more information on creating LAN-based tests without a class roster.

This chapter covers the following topics:

- Creating a New Class***
- Opening an Existing Class***
- Importing a Class Roster from Text (Mac)***
- Importing a Class Roster from Text (PC)***
- Importing a Class Roster Through the Wizard***
- Performing Advanced Import Mapping (PC Only)***
- Importing a Class Roster from CPS***
- Exporting a Class Roster as a Text File***
- Exporting a Class Roster as a CPS Database***
- Adding a New Student***
- Deleting a Student***
- Editing Class Information***
- Editing Student Information***
- Finding a Student***
- Saving a Class***

Creating a New Class

By default, class files (with a CLS extension) are stored in the Classes folder within the ExamView folder.

- 1 Open ExamView Test Manager and select  .
If you are already working in the ExamView Test Manager, save the current class, click **File** from the menu bar and select **New Class** or click  .
- 2 Enter the class **name**.


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

NOTE

You can change your class information at any time by selecting the Class Information option from the Edit menu or by double clicking on your class information.

- 4 To edit the class preferences, click **Preferences**.
- 5 Enter your **name**, the **school name**, **city**, and **state**.
- 6 Optionally, enter your **Instructor ID** and **School ID**.
- 7 Click **OK** to record the class information.

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**.

Importing a Class Roster from Text (Mac)

If you have your class roster saved as a text file, you can import it into ExamView Test Manager. Student names, ID, password, and alias information can be mapped to the text file and imported. The PC version of ExamView Test Manager features advanced mapping capabilities that uses an Import Class Roster Wizard and allows all of the additional student demographic information to be imported.

- 1 Click **File** from the menu bar, mouse over **Import** and select **Class Roster from Text**. A file selection window will appear.
Text files must be TXT formats.
The text file should contain comma-delimited or tab-delimited data elements.
- 2 Select the text file to import and click **Import**. The Import Class Roster dialog will appear.
Text from the file will appear in the **Preview** area of the dialog.
- 3 If the first line in the preview contains header information (column labels such as "Name", etc.), click the **First record in the import file is a header** check box.
- 4 Use the drop down lists to **map the text data** to the ExamView Test Manager field.

NOTE

First name, Last name, and Student ID fields are required. The other data fields are optional.

Text information can be used for multiple Test Manager fields. For example, a student's last name could also be used for their student ID.

- 5 Click **OK**. The imported students are added to the current class.
Any records in the text file with duplicate IDs or do not conform to the same standards as the other data records in the file are skipped.

Importing a Class Roster from Text (PC)

If you have your class roster saved as a text file, you can import it into ExamView Test Manager. Student names, ID, password, and alias information can be mapped to the text file and imported. The PC version of ExamView Test Manager features advanced mapping capabilities that uses an Import Class Roster Wizard and allows all of the additional student demographic information to be imported.

- 1 Start ExamView Test Manager to begin a new class or open an existing class.
- 2 From the **File** menu, select **Import** then the **Class Roster from Text** option. A file selection window will appear. The text file should contain comma-delimited or tab-delimited data elements. Text files can be TXT or CSV formats.
- 3 Select the text file to import and click **Open**. The *Import Class Roster Wizard* start-up screen appears.
- 4 Select the option to **Start a new import definition profile** or, if available, **Load an existing import definition profile** then click **OK**. The first step of the Import Class Roster Wizard will appear.

About import definition profiles :

- All settings and mapping choices made while using the Import Class Roster Wizard are stored in the import definition profile. If the profile is selected in a future import, these settings are loaded into the wizard dialogs. You must still click through the steps of the wizard. You may choose to use the definition profile without any changes or make adjustments to the import mapping and save the definition as a new profile.
- At the end of the import mapping process, you will be asked if you want to save the import definition profile.
- You can save your progress in the Import Class Roster Wizard at any time by closing the window or clicking Cancel. You will be asked if you want to save the import definition profile.
- The list of available import definition profiles is made from saved TID definition files stored in the Extras folder within the ExamView program folder.

TIP

Import definition profiles that are common for a school or district can be created and distributed or shared. Simply add the TID definition file to the Extras folder in your ExamView program folder.

Importing a Class Roster Through the Wizard

The Import Class Roster Wizard is a four-step process that allows advanced import mapping of a text file to the Test Manager's Student Information.

- 1 Step 1:
 - a Click file. Mouse over Import and select Class Roster from Text.
 - b Choose a .txt, .csv, or .tsv file from the classes folder.
 - c Click open.

NOTE

If the class file is in another location, you may search for it. If your class file is in another format, open and save it in one of the acceptable formats.

- d You may either use an existing profile or create a new one.
 - e Click OK.

2 Step 2:

- a Set the row number to start importing student roster records.
 - Use the Preview window to view the first 10 rows of the text file. The row numbers are included in the preview.
 - Many text rosters contain header information, a row of labels for each data column. Do not import the header row.
 - If the desired import starting point is more than 10 rows into file, it is recommended that you delete the unnecessary rows from the file prior to import.
- b Indicate how the student names are formatted in the text file by selecting the appropriate radio button.
- c Click Next.

Import Class Roster

Step 1: Provide the following information about the text file being imported.

Import file: C:\Program Files (x86)\Instruction\ExamView\Classes\Sample1.txt

Preview

1	Aber,Alexander,1001,
2	Boehl,Norman,1002,
3	Coston,Denise,1003,
4	Gibbons,Roderick,1004,
5	Henderson,Sherman,1005,
6	Hutter,Jean.1006.

Start import at row:

Student Name in Text File

☒ Separate fields for first name and last name

☐ Full name in single field (First Name Last Name)

☐ Full name in single field (Last Name First Name)

Buttons: Help, < Back, Next >, Cancel

3 Step 3:

- a Drag the names of field that you want to import from the text file to the target boxes next to the corresponding Test Manager field name. Field names not dragged into a target box will not be imported.
 - Student name and Student ID fields are required for import, all other fields are optional.
 - Student IDs must be unique for the record to successfully import. If a duplicate ID is found in the existing class or within the text file, that record will not be imported. A status message at the end of the import process will report if any records were skipped and how many were skipped.
 - Field names can be dragged to more than one target box. For example, the student's last name can be mapped to both Last Name and Password.
- b Use the arrow buttons to advance or reverse the contents being previewed. The preview is updated in both the Source Text Fields list and in the import target boxes. This is a useful tool for verifying that the desired import data is mapped to the proper Test Manager category.
- c Click Next.

Import Class Roster

Step 2: Drag the text fields to be imported and drop them into the box to map the data to the Test Manager. Drag and drop outside the target box to remove the field association. Student name and student ID are the only required fields.

Test Manager	Imported Fields	Source Text Fields
* First Name:	(drop target)	Aber
* Last Name:	(drop target)	Alexander
* Student ID:	(drop target)	1001
Student alias:	(drop target)	(empty column 4)
Password:	(drop target)	
Pad ID:	(drop target)	
Gender:	(drop target)	
Date of Birth:	(drop target)	
Grade Level:	(drop target)	
Socio./Econ.:	(drop target)	
Race/Eth.:	(drop target)	
Other:	(drop target)	
Custom 1:	(drop target)	
Custom 2:	(drop target)	
Custom 3:	(drop target)	

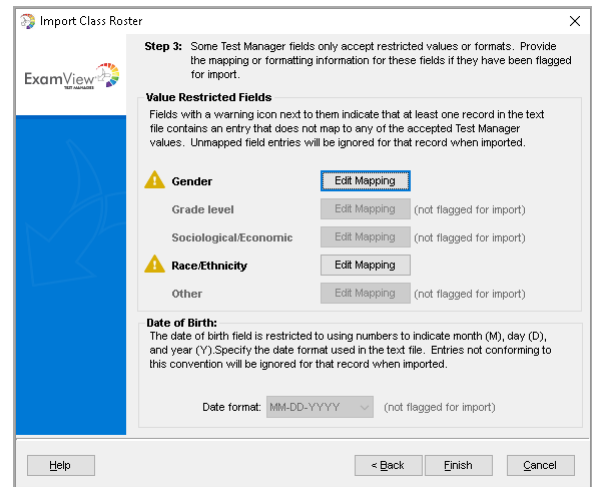
* Required fields

Preview: Row 1 of 18

Buttons: Help, < Back, Next >, Cancel

4 Step 4:

- a Value restricted fields correspond to check boxes in the Student Information dialog and require additional text mapping to indicate which check box should be selected. Value restricted fields flagged for import will display either a check mark or warning icon next to their name. To ensure successful import of all the desired data, advanced field mapping should be performed until no warning icons are displayed. Click **Edit Mapping** to perform this step.
- Value restricted fields not flagged for import will have the Edit Mapping button disabled.
 - You may continue with the import process and ignore the warnings, but values that are not mapped to a check box will be ignored when imported.
- b If flagged for import, select the format for the date of birth data using the drop-down list.
- Only digits can be used to indicate month (M), day (D), and year (Y) values. So dates cannot use strings such as "August" or "Aug." for the month.
 - Digits can be contiguous (e.g., MMDDYYYY) or separated by slashes (e.g., MM/DD/YYYY), dashes (e.g., MM-DD-YYYY) or spaces (e.g., MM DD YYYY).
 - Year values can be specified using four digits or just the last two digits.
- c Click **Finish**. A message appears asking if you want to save the import definition profile.
- d Click **Yes** to save the import definition profile, click **No** to continue to import without saving the profile, or click **Cancel** to return to the wizard.
- After the import process is complete, a message appears displaying the number of student records successfully added and the number of records that were skipped.
 - Much of the student demographic information is presented as a series of check boxes. These value restricted fields include: Gender, Grade Level, Sociological/Economic, Race/Ethnicity, and Other. If any of these categories are flagged for import, additional mapping will need to be performed to associate text terms with each check box.



Performing Advanced Import Mapping (PC Only)

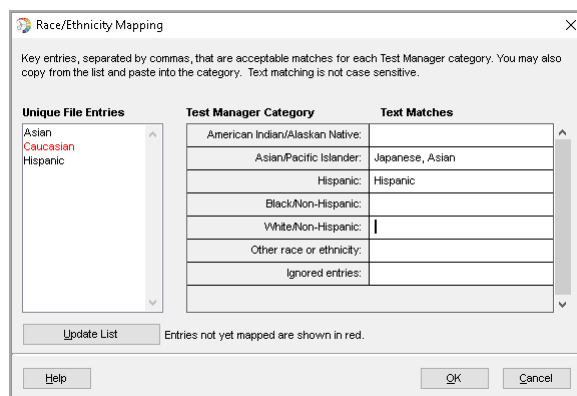
Much of the student demographic information is presented as a series of check boxes. These value restricted fields include: Gender, Grade Level, Sociological/Economic, Race/Ethnicity, and Other. If any of these categories are flagged for import, additional mapping will need to be performed to associate text terms with each check box.

- Enter entries for acceptable matches into the text fields next to the *Test Manager Category*.
 - Separate multiple entries with commas.
 - Text matching is not case-sensitive.
 - You can copy entries from the *Unique File Entries* list and paste them into the *Text Matches* field.
 - Mapping is not limited to the entries present in the current file. To make the import definition profile more generalized, you may key in values not shown in the Unique File Entries list but anticipate needing in a future import.

- 2 Refer to the *Unique File Entries* list to determine if all unique entries have been mapped. Entries not yet mapped appear in red. Click **Update List** to refresh the list. A warning icon will continue to be shown in the import wizard until all entries have been mapped.

All value restricted fields have an Ignored entries sub-category. If you do not want a particular entry to be imported, key it into this field. Entries listed here will not be imported, but they will no longer appear unmapped and cause the warning icon to appear in the import wizard.

- 3 Click **OK** to return to the import wizard.



The dialog box is titled "Race/Ethnicity Mapping". It contains a list of "Unique File Entries" on the left, which includes "Asian", "Caucasian" (highlighted in red), and "Hispanic". To the right is a table with two columns: "Test Manager Category" and "Text Matches". The table has rows for "American Indian/Alaskan Native:", "Asian/Pacific Islander:", "Hispanic:", "Black/Non-Hispanic:", "White/Non-Hispanic:", "Other race or ethnicity:", and "Ignored entries:". The "Text Matches" column for "Hispanic:" contains the text "Hispanic". Below the table is an "Update List" button. At the bottom are "Help", "OK", and "Cancel" buttons. A note at the bottom right states "Entries not yet mapped are shown in red."

Importing a Class Roster from CPS

Test Manager allows you to quickly import your class roster from an existing CPS database. Student last names, first names, clicker IDs, student IDs, and other student information are imported into the Test Manager class file.

NOTE

Test Manager requires that a unique student ID is assigned to every student. Either assign student IDs to all students within CPS prior to import or select the option to automatically add student IDs to the imported roster.

A maximum of 1000 students is allowed in a Test Manager class file.

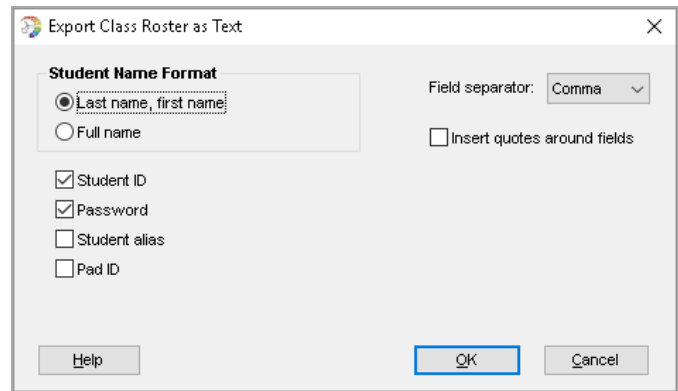
- 1 Open or create a class in Test Manager.
- 2 Click **File** from the menu bar, mouse over **Import** and select **Class Roster from CPS Database**.
- 3 Select the **CPS database** (CPS file) and click **Open**.
- 4 If more than one roster is detected in the database file, a list will open showing the roster names and number of students in each roster. Select the **roster** to import and click **OK**.
- 5 The roster is imported and a summary of the number of imported student records is displayed. Click **OK**.

Exporting a Class Roster as a Text File

ExamView Test Manager easily allows you to export your student roster for use in other programs.

At a minimum, the exported file will include the student names. Other information fields such as student ID, password, student alias, and device ID may also be included.

- 1 Click **File** from the menu bar, mouse over **Export** and select **Class Roster as Text**.
- 2 Depending on the requirements of the program into which you wish to import the file, select the appropriate **name format**, **data**, **field separator**, and **quote option**.
- 3 Click **OK**.
- 4 Enter a file **name** for your text file and select an appropriate **save location**.
- 5 Click **Save**.



Exporting a Class Roster as a CPS Database

Test Manager allows you to quickly export your class roster for use with the CPS software. Student last names, first names, clicker IDs, student IDs, and other student information are exported to a new CPS database file with just a few clicks.

NOTE


CPS requires that a clicker ID is assigned to every student. Either assign clicker IDs manually or select the option to automatically add clicker IDs to the exported roster. Automatic clicker ID assignments will be made by assigning the lowest number clicker available to students alphabetically.

- 1 Click **File** from the menu bar, mouse over **Export** and select **Class Roster as CPS Database**.
- 2 Enter a file **name** for your CPS database (CPS file) and select an appropriate **save location**.
The default save location will start in your My Documents directory.
- 3 Click **Save**.

Adding a New Student

NOTE

A single class may contain up to 1000 students.

- 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**.
The program allows you to enter duplicate student names in a class roster. However, the *Student ID* field must be unique for each student.
If you plan to use a scanner to collect results, use digits (0-9) only for the student ID. Most scanner forms only provide for numeric IDs. ExamView's plain-paper scanning forms support a maximum of 10 digits for the ID.

TIP

Individual student passwords require students to use their assigned Student ID and password for online and LAN-based tests. Assigning individual passwords will better ensure that students respond to an online or LAN-based test with their own information and that no two students will log on to the same test with the same Student ID.

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

The optional Student alias field may be used when viewing and printing reports. For example, you may wish to print a class assignment results report to post on the wall so students can see their results; however, you don't want students to know each others' scores. Instead of printing the students' names on the report, you can choose to print their aliases. Enter information in the Password field if you plan on using online or LAN-based tests and want your students to each have a unique password. You can also set an overall test password for each online or LAN-based test and have all students use this password. In this case, you would leave the Password field blank for your students.

NOTE

If you plan to use clickers, you will need to fill in the response pad ID number. Valid response pad ID values are whole numbers between 1 - 1000.

- 5 Optionally, click **More** and enter additional optional information.

NOTE

The additional optional information available when you click More can be used later as filters when you are creating reports.

TIP

If you teach multiple sections of the same class, you may choose to create a separate class file for each class or combine all of your students into one class file. If you choose to combine your students into one file, you can use the Custom fields to differentiate your classes. For example, enter "Period 1", "Period 2", etc. into the Custom 1 field. Then you could print a report using this field as a filter.

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

Deleting a Student

- 1 Highlight the student you wish to delete.
- 2 Click **Student** from the menu bar and select **Delete Student** or press the **Delete** key.

NOTE

If you want to clear a student's results without deleting the student, click Student from the menu bar and select Clear Student Results.

- 3 When the confirmation prompt appears, click **Yes**.

Editing Class Information

- 1 From the main window, double click the class name or click **Edit** from the menu bar and select **Class Information**.
- 2 Add, edit, or delete any of the class information as desired. Remember, the Class name, Instructor name, School name, City, and State/Region fields are required and cannot be blank.
- 3 To edit the class preferences, click **Preferences**.
- 4 Click **OK** to record your changes.
- 5 Click **File** from the menu bar and select **Save** or click the toolbar icon to save your class.

Editing Student Information


- 1 From the main window, double click the student you want to edit. Or, highlight the student, click **Student** from the menu bar and select **Edit Student Information**.
- 2 Add, edit, or delete any of the student information as desired. Click **More** to view additional fields.

IMPORTANT

Remember, the First name, Last name, and Student ID fields are required and cannot be blank.

- 3 To cancel any edits made to the current student, click **Reset**.
- 4 To edit additional students, choose the student you wish to edit from the list on the left or click **Previous** or **Next**.
- 5 When you are finished editing students, click **Done**.

Finding a Student

- 1 Click **Edit** from the menu bar and select **Find Student** or click .
- 2 Enter the text to search for in the **Find what:** field.
 - To find items where two or more keywords are all present, just enter the keywords with a space between them.
 - To find items containing certain words in a particular order, place quotation marks around the group of words.
 - To find items that do not contain a certain word, place a minus sign immediately before the word to be excluded (no space).
 - To find items where one word or another is present, enter keywords in parentheses separated by commas. For example, a search for (Mike, Chris) would return items that contain either the word Mike or the word Chris.
 - To find items that contain words starting with a particular sequence of letters, enter the letter sequence followed by an asterisk. For example, a search for C* would return students starting with C. The asterisk must be at the end of the sequence of letters.
 - You may combine the above find commands. For example, a search for -C* would return all items that did not contain a word beginning with C.
- 3 Select whether you want to search the **Student Name**, **Student ID**, **Alias**, or **Password**.
- 4 Click **Find**.
- 5 Press **F3** or select **Find Again** from the **Edit** menu to find the next student that matches your search criteria.


Saving a Class

Each time you add or edit assignments, get scores, edit your roster, or edit the preferences, be sure to save your class file.

When you choose to save a class, any updates made to the roster, assignments, scores, and preferences are written to your class (CLS) file. In addition, roster updates and assignment preference changes are written to your LAN-based test (EOT) files.

TIP

Be sure to save often. In addition, it is a good idea to back up your class files regularly.

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

NOTE

If any of your LAN test (EOT) files have been moved or deleted since you created the assignment, you will be given the opportunity to locate these files when you save your class. To see the original location of the test file, choose Edit Assignment Information from the Assignment menu or select Update LAN Tests from the File menu.

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

Assignments

Gathering detailed data and presenting it in useful reports to help you make effective decisions is the primary purpose of the ExamView Test Manager. The software can gather data from printed tests (either manually graded or automatically graded with a scanner), from LAN-based tests taken with the ExamView Test Player software, or online using the ExamView Online Testing Service. Before you can gather data from a test, you must create an assignment from the test using the ExamView Test Manager.

The basic steps for working with an assignment are:

- 1 Build your test using the ExamView Test Generator. If you are giving a paper test, print it. If you plan to administer the test with the ExamView Test Player, publish the test as a LAN test (see the ExamView Test Generator help for more details). If you plan to administer the test as an online test, first publish the test in Test Generator to the ExamView Online Testing Service.
- 2 Create an assignment from the test using the ExamView Test Manager. You can create an assignment as either a paper test, a LAN-based test or an online test published to the ExamView Online Testing Service.
- 3 Administer the test to your students using the method selected in Step 2.
- 4 Use ExamView Test Manager to automatically score and record results for tests administered with scanner forms, clickers, tablets, smartphones, desktop applications, or the ExamView Test Player. Alternatively, you can manually grade the tests and then enter the scores into the ExamView Test Manager.
- 5 Compile and view student and class reports with the ExamView Test Manager.

This chapter covers the following topics:

- Creating a New Assignment (Paper Test)***
- Creating a New Assignment (LAN-based Test)***
- Creating a New Assignment (Online Test)***
- Importing Assignments from a CPS Database***
- Copying an Assignment from One Class to Another***
- Copying All Class Records to a Spreadsheet***
- Editing Assignment Information***
- Publishing Assignment Results***
- Exporting Assignment Results***
- Viewing a Question***
- Updating LAN Tests***
- Score Paper Tests with Response Devices***
- Results from Scanners***
- Results from LAN Test***
- Results from an Online Test***


Creating a New Assignment (Paper Test)

When you create an assignment, you can choose to administer a test as a paper test, a LAN-based test, or an online test.

- 1 Use ExamView Test Generator to build a test and print copies for each student.
- 2 Open ExamView Test Manager and open your class.

NOTE

A single class may contain up to 200 assignments.

- 3 Click **Assignment** from the menu bar and select **Create New Assignment** or click .
- 4 Enter the assignment **name**.
- 5 Optionally, enter an **assignment ID** for the assignment.
- 6 Choose the assignment **category** and **term**.
- 7 Input the **date**.
- 8 Select the **Paper test scored manually, with a scanner, or with response devices** option and click **Next**.
- 9 Select the test file (with a TST extension) that you created in step 1 above.
This allows ExamView Test Manager to read in the answer key, point values, etc. If necessary, navigate to the appropriate folder to access the test file. You can click **Preview Test** to make sure that you are selecting the correct test.
- 10 Review the summary information and click **Back** if you need to make any changes.
After you create the assignment, it appears in the ExamView Test Manager work area.
- 11 Click **Finish** when all of the options are set as desired.

Things to keep in mind:

You may assign the same paper test to multiple classes. Simply open another class file and create an assignment. Point to the same test as in step 9 above. You can also copy the assignment from one class to another.

If you need to make any changes to the settings (e.g., change the assignment name, change point values, etc.) click Assignment from the menu bar and select Edit Assignment Information.

If students take the test on scan forms or with clickers, use the Get Results command to load the results into the ExamView Test Manager. If students take the test on paper, use the Edit Scores command to enter their scores.

If you are using a scanner or clicker, your test can include open-ended questions such as short answer or essay. However, you will have to manually score those questions and record the points. If your test includes both objective and open-ended questions, place the objective questions (e.g., multiple choice) at the beginning of the test.

If you created multiple versions of the same test, save each version of the test as a separate test (TST) file. Then create two separate assignments (one for each version of the test) in ExamView Test Manager. When you scan, transmit, or enter the test results into Test Manager, some of the students will not have a score for assignments (depending on which version of the test they took). These blank scores will not be used when calculating averages on reports.

Creating a New Assignment (LAN-based Test)

When you create an assignment, you can choose to administer a test as a paper test, a LAN-based test, or an online test.

- 1 Use ExamView Test Generator to build a test and publish it as a LAN-based test (EOT file) for use with the ExamView Test Player. See the ExamView Test Generator help file for more details on how to publish a LAN-based test.

IMPORTANT

When you publish the test as a LAN-based test with ExamView Test Generator, be sure to choose the *Allow access to students in a particular class* option.

- 2 Open ExamView Test Manager and open your class.

NOTE

A single class may contain up to 200 assignments.

- 3 Click **Assignment** and select **Create New Assignment**

or click .

- 4 Enter the assignment **name**.
- 5 Optionally, enter an **assignment ID** for the assignment.
- 6 Choose the assignment **category** and **term**.
- 7 Input the **assignment date**.
- 8 Select the **LAN-based test delivered over a local area network (LAN)** option and click **Next**.

- 9 Select the test file (with a EOT extension) that you created in step 1 above. This allows ExamView Test Manager to read in the answer key, point values, etc. If necessary, navigate to the appropriate folder to access the test file. You can click Preview Test to make sure that you are selecting the correct test.
- 10 You can allow your students to complete the test multiple times or over multiple sessions. Select the appropriate option (s) and click **Next**.

If you allow students to complete a LAN-based test over multiple sessions, the program will save their work and let them continue where they left off in another session.

- 11 Enter a password for the test. You can choose to use this password for all students or only for those who were not assigned a password when they were created.
- 12 Specify when students can take the test. You may allow students to take the test at any time, or specify dates and times when the test is accessible.

You may also set a date when students can go back and review their test results. If you do not select this option and set a date, students cannot open a test after they have completed it to review their results. The review date must be on or after the end date for the test.

NOTE

If you specify a date and time when a LAN-based test is accessible to students, the test will not appear in the list of tests in the ExamView Test Player when it is outside of that date/time range.

- 13 Click **Next**.
- 14 Optionally, set a time limit for the test. You can also choose whether or not students can pause the timer. While a test is paused, questions do not appear on the screen.
- 15 Select the question presentation order. You can scramble the questions for each student, or display questions in the same order for each student.

You may also choose to require students to answer questions in order. If you choose this option, students can not move on to the next question until they answer the current one. Students can not go back and change their answers if this option is selected. If the test contains algorithmic content, you may choose to calculate new values for each student. Click **Next**.

- 16 Select whether or not students can check their answers. You can also set how many times students can check their answer on a given question and whether feedback information (if available) is displayed for incorrect responses.

- 17 Select the information available to students after they complete a test and click **Next**.

Depending on your testing objectives, you may want to allow your students to view a detailed report for either all responses or just incorrect responses. In this report, you may display the questions, student responses, item-by-item scoring, correct answers, rationale, and reference information. Or, you could choose to let students view only their score (percentage). You may also choose whether students are allowed to print this report.

- 18 Review the summary information and click **Back** if you need to make any changes. Click **Finish** when all of the options are set as desired.

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.

A

B **Washington High School**
Mathematics 101
Mrs. Juanita Sanchez

	Quiz 01	Test 01	Homework 1
	09/03 Quiz Term 1 15 pts	09/10 Test Term 1 40 pts	12/13 Homework Term 2 25 pts

C

Name	Student ID	Score	Score	Score
Munoz, Isabel	1013	93.3%	87.5%	--
McDowell, Geraldine	1012	86.7%	87.5%	--
Matsui, Etsuko	1011	86.7%	100%	--
Loeffle, Karsten	1010	80%	95%	--
Kretten, Carl	1009	93.3%	80%	--
Karthauss, Detlef	1008	93.3%	82.5%	--
Izquierdo, Rosa	1007	86.7%	97.5%	--
Hutter, Jean	1006	66.7%	80%	--
Henderson, Sherman	1005	86.7%	90%	--
Gibbons, Roderick	1004	86.7%	82.5%	--
Coston, Denise	1003	73.3%	95%	--
Boehl, Norman	1002	86.7%	75%	--
Aber, Alexander	1001	93.3%	87.5%	--

D

18 students, 3 assignments

New Student... New Assignment... Edit... Delete...

It is recommended that you preview the LAN-based test to make sure that the test itself and LAN-based settings are correct.

- To preview a test with a roster, start the ExamView Test Player and use one of your student's IDs to access the test. When you finish, go to the ExamView Test Manager. Open the class, select the assignment, and choose Get Results from LAN Test from the Assignment menu. 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 the test you just previewed.
- Many ExamView question banks contain feedback information. Feedback provides hints or tips for finding the correct answer. See the ExamView Test Generator help file for more information on feedback.
- The end-of-test report can be a powerful learning tool for students. For example, you could set up the report to display the rationale and reference information for incorrect responses. This would provide each student with a customized report of what they missed, as well as how and where to come up with the correct answer.

- You may assign the same LAN-based test to multiple classes. Simply open another class file and create an assignment. Point to the same LAN-based (EOT) test as in step 9 above. You can also copy the assignment from one class to another.
- If you need to make any changes to the LAN-based settings (e.g., change the password, edit the reporting options, change point values, etc.) choose Edit Assignment Information from the Assignment menu.
- After students have taken the test, use the Get Results command to load the results into the ExamView Test Manager.
- To grade open-ended questions, use the Edit Scores option.
- If you notice mistakes in questions (misspelled words, etc.) before students take a test, make your changes to the original test and publish it again. You will need to delete the assignment and then create a new one.
- If you notice mistakes in questions (misspelled words, etc.) after students take a test, you cannot make changes to the test. However, you can adjust the points earned to adjust students' scores as needed.

Creating a New Assignment (Online Test)

Creating a New Assignment for an online test is only one step within ExamView Online Testing Service.

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.

Working with online tests and the ExamView Online Testing Service involves four steps:

- 1 [Creating and Publishing a Test in Test Generator](#)
- 2 [Creating an Assignment in Test Manager](#)
- 3 [Taking the Test with an ExamView Student App](#)
- 4 [Accessing Results and Creating Reports 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.

- 1 Open **ExamView Test Manager** and the class file that you selected when you published the online test.

IMPORTANT

You must create a Test Manager class file for each class that you want to publish online tests for. And each class file can include a maximum of 50 students for each online test.

- 2 Choose **Assignment | Create New Assignment** (or click the **New Assignment** button at the bottom of the class window).
New Assignment window opens.

- a **Step 1:** Enter the *Assignment name*, *Assignment ID*, *Category*, *Term*, and *Date* in the fields provided.

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: Order of Operations - EV-71D7-7828

Assignment ID: (optional)

Category: Test

Term: 1 Date: 01/23/2017

You can administer tests in several ways—on paper, over a local area network, using response pads, using the Internet, or through any combination of these methods.

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

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

☐ LAN-based test delivered over a local area network (LAN)

☒ Online test published to the ExamView Online Testing Service

Help < Back Next > Cancel

IMPORTANT

Always include the Online Test ID (e.g., Order of Operations – EV-71D7-7828) in the Assignment Name because you must use the Online Test ID to retrieve student results.

- b **Step 2:** Select **Online test published to the ExamView Online Testing Service** and click **Next**.

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: Order of Operations - EV-71D7-7828

Assignment ID: (optional)

Category: Test

Term: 1 Date: 01/23/2017

You can administer tests in several ways—on paper, over a local area network, using response pads, using the Internet, or through any combination of these methods.

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

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

☐ LAN-based test delivered over a local area network (LAN)

☒ Online test published to the ExamView Online Testing Service

Help < Back Next > Cancel

- c **Step 3:** Select the test file that you used when you published the test in Test Generator and then click **Next**.

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

Step 3: Select the test.

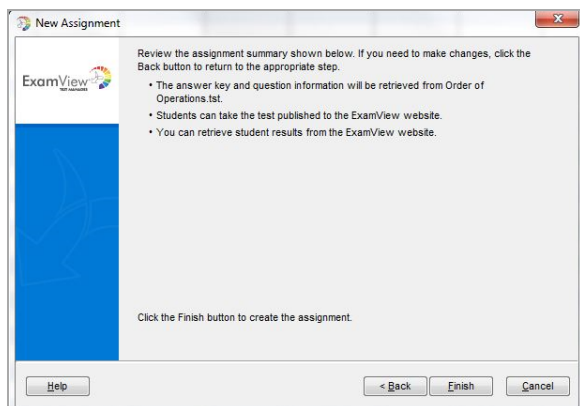
Up one level Preview Test...

Order of Operations test

c:\program files (x86)\instruction\examview\tests

Help < Back Next > Cancel

- d Review the summary information to confirm accuracy.



- e Click **Finish** to create the new assignment.

Sample Classes - ExamView Test Manager

File Edit View Student Assignment Report Help

125% 50%

Washington High School
Mathematics 101
Mrs. Juanita Sanchez

		Quiz 01	Test 01	Order of Operations - EV-TID179245
		09/03 Quiz Term 1 15 pts	09/10 Test Term 1 40 pts	01/23 Test Term 1 10 pts
Name	Student ID	Score	Score	Score
Aber, Alexander	1001	93.3%	87.5%	--
Boehl, Norman	1002	86.7%	75%	--
Coston, Denise	1003	73.3%	95%	--
Gibbons, Roderick	1004	86.7%	82.5%	--
Henderson, Sherman	1005	86.7%	90%	--
Hutter, Jean	1006	66.7%	80%	--
Izquierdo, Rosa	1007	86.7%	97.5%	--
Karthauss, Dellef	1008	93.3%	82.5%	--
Kretten, Carl	1009	93.3%	80%	--
Loeffle, Karsten	1010	80%	95%	--
Matsui, Etsuko	1011	86.7%	100%	--
McDowell, Geraldine	1012	86.7%	87.5%	--
Muñoz, Isabel	1013	93.3%	87.5%	--
O'Neill, Brian	1014	80%	67.5%	--
Pitzer, Debbie	1015	73.3%	87.5%	--
Rhodes, Jackie	1016	80%	90%	--
Saarninen, Esa	1017	80%	75%	--
Wallace, Jeff	1018	93.3%	90%	--
Average		84.4%	86.1%	--

- 3 Save your class file.

Importing Assignments from a CPS Database

Importing assignments from CPS brings in data that includes student responses, points earned, correct answers, difficulty level, and standards associated with the questions in the CPS session data. Even if the CPS session data is collected from an ExamView source, imported questions cannot be viewed from within Test Manager. Aside from this limitation, imported assignments appear identical to ExamView-created assignments and can be analyzed using Test Manager's reporting tools.

NOTE

Student records are matched to the Test Manager roster based on student ID alone. First name, last name, and device IDs are not compared.

- 1 Use CPS to collect session data to be used as an ExamView assignment. Save the database as a CPS file (PC) or export it as a CXM file (Mac).

- 2 Open ExamView Test Manager and open the **class** containing the roster that matches the CPS database roster.
- 3 Click **File** from the Test Manager menu bar, mouse over **Import** and select **Assignments from CPS....** The *Select CPS Database* window is displayed.

NOTE

Each assignment can contain a maximum of 250 questions. CPS session data that exceed this limit will only import the first 250 questions.

- 4 Navigate to the CPS database file and click **Open**. The *Import Assignments from CPS Database* window appears.
- 5 Select the session data to be imported, and click **Next**.
 - a First select the CPS class roster that corresponds to the Test Manager class roster. The session data associated with this class roster is listed below.
 - b Once the roster is verified, select some or all of the session data listed. Each session data listing that is selected is imported into Test Manager as a separate assignment.
- 6 Assign point values, then click **Next**.

CPS assigns equal point values for all questions within a session. By default, this value is 1 point per question. A different per question point value may be entered for each assignment.

Individual question point values can be changed after the assignment is imported by editing the assignment information.
- 7 Review the summary information. Click **Finish** to accept the imported assignments into Test Manager.

Things to keep in mind:

- CPS assigns equal point values for all questions within a session. By default, this value is 1 point per question. A different point value may be entered for each assignment.
- Individual question point values can be changed after the assignment is imported by editing the assignment information.
- Student records are matched to the ExamView Test Manager roster based on Student ID alone. First name, last name, and device IDs are not compared.
- Each assignment can contain a maximum of 250 questions. CPS session data that exceed this limit will only import the first 250 questions.

Copying an Assignment from One Class to Another

If you teach multiple sections of the same class and use the same tests for each section, the Copy Selected Assignment command is a quick way to copy an assignment and all of its settings from one class to another.

- 1 Highlight the assignment you wish to copy.
- 2 Click **Edit** from the menu bar and select **Copy Selected Assignment** or use the keyboard shortcut Ctrl+C (PC) or Cmd+C (Mac).
- 3 Open the class to which you want to copy the assignment.
- 4 Click **Edit** from the menu bar and select **Paste Assignment** or use the keyboard shortcut Ctrl+V (PC) or Cmd+V (Mac).

Copying All Class Records to a Spreadsheet

The Copy All Class Records command is used to copy your class records to a spreadsheet such as Excel.

- 1 Click **Edit** from the menu bar and select **Copy All Class Records**.
- 2 Open or switch to your spreadsheet software.
- 3 Click **Edit** from the menu bar and select **Paste** or use the keyboard shortcut Ctrl+V (PC) or Cmd+V (Mac).

Editing Assignment Information

After creating an assignment, you can edit certain assignment information. The information that can be edited will vary depending on the type of assignment.

- 1 From the main window, double click the assignment you want to edit. Or, highlight the assignment, click **Assignment** from the menu bar and select **Edit Assignment Information**.

IMPORTANT

Changing assignment information with the Edit Assignment Information command only changes the information for the specified assignment in the current class. For example, if you change an answer in a LAN-based test and then reuse the test in a different class, the original answer will be used.

- 2 Click the **General** tab to edit the assignment name, ID, category, term, and date.
- 3 Click the **Questions** tab to edit answers, question information, or question point values. Select the appropriate option from the **Show** drop-down list and edit the information.

If the test has not been administered to your students yet and you wish to change this type of information, it is recommended that you change the test itself using ExamView Test Generator and then recreate the assignment. If you have already administered the test to your students and then found mistakes with the answers, question information, or point values, this option allows you to correct those mistakes.

The answers and student responses for multiple choice and multiple response questions use the A-E choice sequence regardless of how the test was set. This is to avoid confusion if you administer tests using multiple delivery methods and/or deliver scrambled versions of the tests. However, you can set the choice sequence on the Assignment Review and Assignment Results by Student reports.

- 4 Click the **Access**, **Password**, **Time Limit**, **Presentation**, **Review**, or **Report** tabs (if available) to edit LAN test information. For more information on these options, see **Creating a New Assignment (LAN-based Test)** on page 21.
- 5 Click **OK** to record your changes.

Publishing Assignment Results

ExamView Test Manager allows you to share assignment results with Learning Management Systems (LMS) by either publishing directly or exporting to a file format that can be uploaded. These features give you the flexibility to collect and analyze assignment results in ExamView Test Manager and then post them online to your LMS.

- 1 Open ExamView Test Manager and open or create a class file with at least one assignment.
- 2 Click **File** from the menu bar, mouse over **Publish To** and select the target **LMS**.
- 3 Select the **LMS server profile** and click **OK**.
- 4 Complete the options in the dialog and click **OK**.
- 5 Log in to your LMS grade book to view the ExamView assignment results.

Exporting Assignment Results

- 1 Open ExamView Test Manager and open or create a class file with at least one assignment.
- 2 Click **File** from the menu bar, mouse over **Export** and select the target **LMS**.
- 3 Complete the export dialog options and click **OK** to export the assignment results.
- 4 Select the **location** where you want to save the exported file, enter a **file name**, and click **Save**.
The results are saved as a CSV file.
- 5 Log in to your LMS and upload the exported assignment results.

Viewing a Question

NOTE

Questions cannot be viewed for imported CPS assignments.

- 1 From the **Edit Scores** or **Edit Scanned Results** window, click **View Question**.
- 2 To see another question, click **Go To, Previous**, or **Next**.
- 3 Click **Done** when you are finished viewing questions.

NOTE

The answers and student responses for multiple choice and multiple response questions use the A-E choice sequence regardless of how the test was set. This is to avoid confusion if you administer tests using multiple delivery methods and/or deliver scrambled versions of the tests. However, you can set the choice sequence on the Assignment Review and Assignment Results by Student reports.

Updating LAN Tests

Information is often sent from ExamView Test Manager to your LAN-based test (EOT) files. For example, when you change the preferences for an assignment, such as whether or not students can check their answers, or when you add a student to your roster, Test Manager sends that information to your test files.

The process of communicating this information happens automatically whenever you save your class file. However, you may also choose to send updated information to your test files at any time by using the Update LAN Tests command.

- 1 Click **File** and select **Update LAN Tests**.
A list of the active LAN test assignments appears. For each assignment, the test file name and status appear. The status indicates whether the test file is currently in-sync with Test Manager or if information needs to be communicated. The status of an assignment may be any of the following:
 - **OK** - Everything is up to date.
 - **needs update** - The information in the LAN (EOT) test file does not match the information in Test Manager. For example, the assignment settings have been changed, students have been added to the roster, or the results have been cleared since the last time the class file was saved.
 - **missing assignment** - The LAN test file was found, but the assignment does not exist in the file.

- **file not found** - The LAN test file cannot be found. It has been moved or deleted.
 - **file in use** - The LAN test file is currently being used. A student may be taking the test.
- 2 If any files are in use, highlight the file and click **Info** to see which student or students are currently accessing the test. If you want to update this test, you will need to have these students quit accessing the test.
 - 3 Any files that have a status of *needs update*, *missing assignment*, or *file not found* will have a check mark next to them. Click **Update** to update these files. For any files with a status of *file not found*, you will be given the opportunity to locate the LAN test file.
 - 4 Click **Done** when you are finished updating LAN tests.

Score Paper Tests with Response Devices

Using ExamView Test Manager, you can easily administer paper tests and score them with response devices. You can use response pads and ExamView Student apps (requires ExamView Premium license).

When you use response devices to score your students' tests, you engage students with technology, and get instant, real-time results.

Similar to scanning results, response devices make it easy to automatically grade most objective questions (e.g., multiple choice, yes/no, and true/false). If a test includes both objective and open-ended questions, you can score the objective questions with the student response devices and then manually grade and record the points for the open-ended questions later. Using response devices has the added advantage of engaging students with technology. Entering and transmitting answers with response devices is fun and easy!

Supported Response Devices

Test Manager supports ExamView Student apps (requires ExamView Premium license) and the following response pads: Spark 360, Pulse 360, CPS Spark, CPS Pulse, CPS IR (infrared), Gen2 RF (radio frequency), ResponseCard NXT, QT, and QT2. Currently, only numbered sets of pads (K-12) can be used with ExamView. Individual, serial numbered devices (Higher Ed.) are not supported at this time.

About Device Manager

ExamView uses Device Manager to configure and control these response pads: Pulse, Spark, CPS Gen2, CPS IR, ResponseCard NXT, QT, QT2.

NOTE

Device Manager is not required for ExamView Student and Pulse 360 / Spark 360 response pads.

Device Manager can be used for some settings including setting the receiver channel, turning off all the clickers at once, and testing the connection.

IMPORTANT

Device Manager 7.7.0.5 or higher must be installed on your computer to work with ExamView.

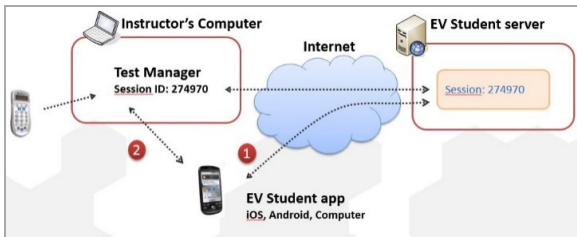
- If you currently have Device Manager on your computer, click the Turning Technologies Tool option in the notification area (PC) or in the Menu Extras area (Mac) and click Check for Updates. If available, a newer version of Device Manager will automatically install.
- If you do not have Device Manager on your computer, download Device Manager from <https://www.turningtechnologies.com/downloads> and install on your computer
- Device Manager cannot be used concurrently with TurningPoint Cloud. You must turn off Device Manager when using TurningPoint Cloud.

Polling Sessions with ExamView Student (Premium License Required)

You can set up polling sessions with ExamView Student apps (1) with an internet connection or without an internet connection and (2) with a local network.

With an Internet Connection and a Local Network Mode (Optional)

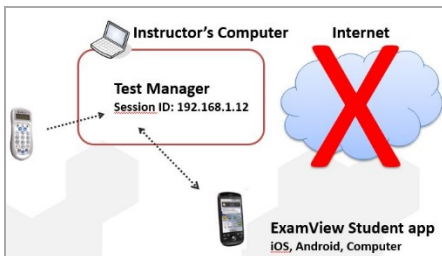
With ExamView Premium, an internet connection, and optionally, a local network, you can engage students in polling sessions with ExamView Student apps and with supported clickers (if desired). (See Supported Response Devices.)



- ExamView Student apps must be connected to the internet.
- Optionally, Test Manager and ExamView Student apps must be connected to the same local network.
- ExamView offers an efficient network infrastructure usage with an internet connection and local network mode. With transparent behind-the-scenes behavior, ExamView Student initially connects through the ExamView Student server and then switches to “local” mode if a direct connection is detected to the instructor computer.
- In Test Manager, the Session ID (e.g., 274970) will be displayed in the Get Results from Response Devices polling session dialog.
- If Universal Plug and Play (that is, UPnP) protocol is enabled on the local network, the instructor can announce the polling session on the ExamView Student apps that are connected to the local network. To do so in Test Manager, click Get Results from Response Devices, click Session Settings, click the ExamView Student tab, and select Announce the session on the local network.

With No Internet Connection and a Local Network

With ExamView Premium and a local network mode (that is, no internet connection), you can engage students in polling sessions with ExamView Student apps and supported clickers (if desired). (See Supported Response Devices.)



- Test Manager and the ExamView Student apps must be connected to the same local network.
- No internet connection is required.
- In Test Manager, the Session ID (e.g., 192.168.1.12) will be the instructor's computer IP address (e.g., 192.168.1.12).
- If Universal Plug and Play (that is, UPnP) protocol is enabled on the local network, the instructor can announce the polling session on the ExamView Student apps that are connected to the local network. To do so in Test Manager, click Get Results from Response Devices, click Session Settings, click the ExamView Student tab, and select Announce the session on the local network.

Compatibility Chart for Response Devices

To set up a polling session, check the Compatibility Chart for Response Devices for Polling. This chart provides the following critical information to help you set up your polling sessions with the supported response devices:

- Device Manager Settings
- Test Manager Settings
- Supported Question Types
- Character count limitations for selected question types

View the Compatibility Chart for Response Devices here:

<http://help.turningtechnologies.com/PDF/Hardware/EV11ResponseDeviceCompatibilityChart.pdf>

Assigning Pad IDs in Test Manager

If you are using response pads to score paper tests, Test Manager requires that each student have an assigned Pad ID.

- 1 Open ExamView Test Manager and open the class.
- 2 If the *Student Information* window is not already open, double click the student name you want to edit or, highlight the student, click **Student** from the menu bar and select **Edit Student Information**.

- 3 Enter the **Pad ID** in the appropriately labeled field.

NOTE

Pad ID values are restricted to numbers between 1 - 1000 only.

Although pad ID entries are an optional field in Test Manager, each entry in a class file must be unique.


- 4 To assign pad IDs to additional students, select the student you wish to edit from the list on the left of the dialog or click **Previous** or **Next**.
- 5 When you are finished assigning pad IDs, click **Done**.

NOTE

When exporting the class roster to a CPS database, the Pad ID field is required for each student. An option to auto-assign pad IDs to students missing this information is offered when exporting to CPS.

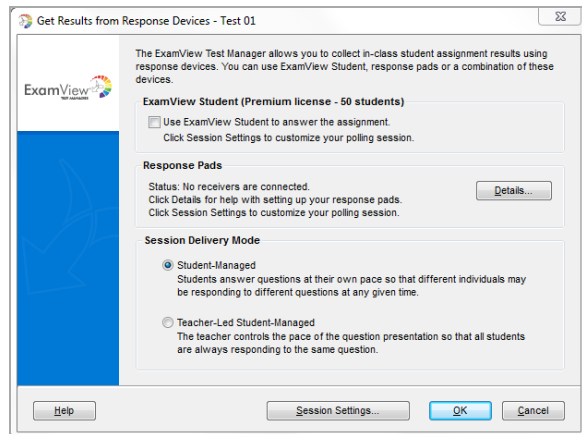
Getting Results from Response Devices

- 1 Start ExamView Test Manager and open the class.
- 2 Select (highlight) the **assignment**.

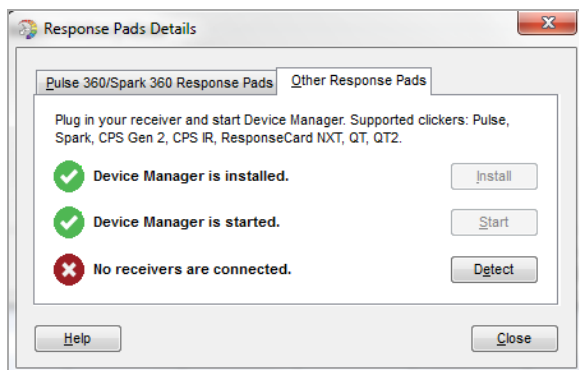
- 3 Click **Assignment** from the menu bar, mouse over **Get Results from** and select **Response Devices**, or click  from the toolbar.
- 4 Choose the devices to get results from. You can use response pads, ExamView Student, or a combination of devices.

NOTE

To use ExamView Student as a response device, you must have an ExamView Premium license.



- a ExamView Student (requires ExamView Premium license)
 - Select **Use ExamView Student to answer the assignment**.
- b Response Pads
 - TestManager automatically searches for any receiver plugged in to the computer and lists the detected receivers in the Response Pads section.
 - If you plugged in your receiver and it does not appear in this list, click Details and then click the tab that corresponds with the Response Pads you are using.
 - If you are using Pulse 360 / Spark 360 response pads, just plug in your receiver.
 - If you are using any other response pad, click the Other Response Pads tab for troubleshooting tips to work with Device Manager. If no receiver is detected, click Detect.

**NOTE**

For some older models of the IR receiver, you must open Device Manager and manually detect the receiver.

5 Select the **session delivery mode**.

NOTE

Except for Student-Managed mode with Gen2 RF clickers, all the response pad delivery modes require projecting a feedback grid to the class. For these modes, the Test Manager gradebook will automatically be hidden when the feedback grid window opens. This will prevent the gradebook scores from being accidentally projected in front of the class. A message will appear reminding you to turn off the projector before the gradebook is revealed at the end of the session.

Test Manager supports:

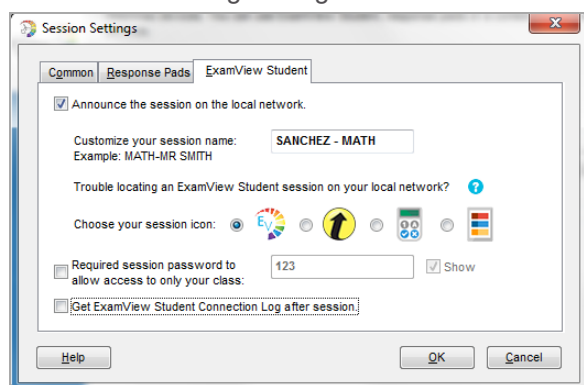
- **Student-Managed** - In this type of session students work at their own pace. At any given time students may be responding to different questions on the test.
- **Teacher-Led Student-Managed** - With this delivery mode the teacher controls the pace of the assessment. The entire class is kept focused on responding to the same question until the teacher navigates to another question.

NOTE

If your test includes unsupported questions for the receivers you have plugged in, the unsupported question types will be flagged under the Response Pads section of the dialog box. Click Details for specific information.

6 Session settings may be verified or adjusted by clicking **Sessions Settings**.

The Session Settings dialog includes a tab for ExamView Student, Response Pads, and Common.



a **ExamView Student (requires ExamView Premium license)**

- If you want students to the polling session in ExamView Student, select Announce the session on the local network. Then, to customize your session announcement, enter your name and subject and the desired icon.

NOTE

If you do not announce the session on the local network, you must share the ExamView Student Session ID for the students to enter in the Session ID field to join the polling session.

- Recommended: Set a password to allow access to only your class for the polling session.
- Recommended: Select Get ExamView Student Connection Log after session. This log will identify the time(s) each student connected and disconnected from the polling session.

- b Response Pads** Based on the response pads you are using, you can select various settings for response pads.
- c Common** Different response pads support various question types. This tab allows you to select how to manage any unsupported questions.

7 Click **OK** to accept the dialog settings and initiate a session.

8 Click **Start** to begin the session.

The students may submit their responses through the response devices (i.e., response pads and/or ExamView Student).

9 After the students have submitted their responses, click **End**.

Student-Managed Session

Student-Managed RF sessions allow students to work at their own pace. These sessions do not require a projector to display a feedback grid. Students use the device to track which question they are on and when a response has been received.

While students use their response pad to track their individual progress, instructors monitor the class through the Get Results from Response Devices session dialog. The session dialog is not projected and shows the student results in real-time as they are transmitted to the receiver. Scores are shown in either points or percentages, depending on the display setting for the class file.

If a student believes they have finished the assignment but the session dialog shows that they did not attempt some of the questions, ask the student to confirm that (1) they responded to each question, (2) each response is a valid response for the question type (e.g., A-D for a multiple choice question), and (3) they sent the completed test.

Teacher-Led Student-Managed Session

With the Teacher-Led Student-Managed delivery mode, the teacher sets the pace of the response device session and is especially appropriate for younger grades. A typical scenario for this mode would be to administer an assessment in the traditional fashion using paper and pencil. At the end of the test period, the teacher starts the response device session, projecting the feedback grid and leading the class through the process of transmitting their results.

TIP

Use the arrow keys on the keyboard instead of clicking the arrow buttons on the screen to advance the question number displayed.

Results from Scanners

ExamView Test Manager currently supports a variety of scanner models and forms that allow you to collect student assignment results. Visit the eInstruction by Turning Technologies website (www.turningtechnologies.com) to get the most up-to-date list of ExamView supported scanners and form options.

This section covers the following topics:

Getting Results from a Scanner


Getting Results from a Dedicated OMR Scanner

Getting Results from a Plain-Paper Scanner (PC Only)

Printing a Bubble Form (PC Only)

Getting Results from a Scanner

After your students complete an assignment on bubble forms, the next step is to scan the forms to get the results into the ExamView Test Manager. When you perform this step, the program reads the results and stores the data in the class record. If your test includes open-ended questions, you need to manually score those questions and assign the point values using the Edit Scores option.

- 1 Select (highlight) the assignment for which you want to get results.
- 2 Click **Assignment** from the menu bar and select **Get Results from Scanner** or click  from the toolbar.
From this dialog, results can be collected from either dedicated OMR scanning or plain-paper scanning.

Getting Results from a Dedicated OMR Scanner

The following OMR scanners and forms are currently supported and appear as options in the Get Results from Scanner dialog even if the hardware is not available.

Apperson

Scanner: Advantage 1200

Forms: 2850, 2851, 2854

Website: www.appersonedu.com

Pearson/NCS

Scanner: EZData

Forms: 258936, 258937, 259402, 259404, 259405

Website: www.scantron.com

- 1 From the *Get Results from Scanner* dialog in the Assignment menu, select the **OMR scanner** from the drop-down list box. The option to **Print correct answers on scanner sheet** is only enabled if it is a feature supported by the selected scanner model.
- 2 Select the connection port to which the scanner is connected, or click **Detect Scanner** to automatically set the port.
- 3 Select the form used from the drop-down list box. The list of available forms will change depending upon the selected scanner model.
- 4 Set the beginning question number and click **Next**.

TIP

You can use the same forms for several assignments. For example, you can administer and scan a quiz with 10 questions. For the next quiz, set the beginning question number to 11 and have your students fill in the bubbles for questions 11-20.

- 5 Click **Start Scanning** to activate the scanning session.

NOTE

Verify that the scanner is connected properly before you try to scan the forms. If you have trouble with the scanner, view the Troubleshooting section of this help file. If you are still having problems, contact the scanner manufacturer for support.

- 6 Scan the forms.

If the student ID on the form does not match an ID in your class roster, the program allows you to select the student from your roster.

- 7 Click **Finish** to accept the scores and return to the gradebook.


- You may include up to 100 objective questions on a test. If you have more than 100 questions, divide the test into two parts and create separate assignments.
- Place the objective questions at the beginning of the test and number the questions consecutively (e.g., multiple choice 1-25, true/false 26-40, etc.).
- If you have a problem with a form, you can make corrections and then re-scan it. If necessary, you can manually enter the points earned.
- You can include matching questions on a scanned test, but you are limited to the number of choices available on the selected bubble form. Check the form that you intend to use to be sure that the number of answer choices matches your test questions. Or, you can include matching questions with more choices and score them manually.
- The software allows you to get results for an assignment from multiple sources. For example, you could administer a paper test to part of the class and an online or internet test to homebound students.
- You can scan forms in multiple sessions.
- If there are problems with a student's form—such as missing responses, multiple responses, answer out of range (e.g., entering an E if only A-D valid)—an asterisk (*) appears next to that student's name. Click Stop Scanning, highlight the student name, and click Edit. You can change the response for any item. Click Start Scanning to continue.

Getting Results from a Plain-Paper Scanner (PC Only)

Plain-paper scanning allows you to print bubble forms using an ordinary laser printer, pre-print assignment and student information on the forms, and scan the results using a TWAIN-compliant image scanner. Because forms can be printed on-demand on standard sheets of paper, plain-paper scanning provides great flexibility, convenience, and cost savings over dedicated OMR scanning. Additionally, the hardware required for plain-paper scanning can be used for other purposes.

Plain-paper scanning reads the students' responses for each question, stores this information for each student, and automatically calculates their score based on the point values assigned to the questions.

Properly installed image scanners that are TWAIN compliant will automatically populate the list of available scanners in the Get Results from Scanner dialog. Some scanners will appear in the list because their TWAIN drivers have been installed on the computer, even if the hardware is no longer connected.

- 1 Start ExamView Test Manager and open the class.
- 2 Select (highlight) the **assignment** to be scored.
- 3 Click  , or click **Assignment** from the menu bar and select **Get Results from Scanner**.

- 4 Select the desired **scanner** from the drop-down list.

A separate entry will appear for every imaging device with TWAIN drivers installed on the computer. Some scanner manufacturers will install multiple drivers for a scanner, so multiple entries will appear in the list for a single scanner. Try to select the entry for the scanner that is most appropriate for the model and connection of your scanner. Refer to the Troubleshooting section for additional details.

TIP

With plain-paper scanning, there is no need to specify a form and an assignment does not have to be answered using the same form for all students. For example, you can administer a 50 question multiple choice test with most of the class using form ei50AE, but give students with special needs form ei50AE Jr. There is no need to sort the forms or specify which forms are being used. The form information is automatically read in from each sheet as it is scanned.

- 5 Set the beginning question number and click **Next**.

TIP

To save paper, you can use the same forms for several assignments. For example, you can administer and scan a quiz with 10 questions. For the next quiz, set the beginning question number to 11 and have your students fill in the bubbles for questions 11-20.

- 6 Load the forms into the scanner ADF tray or flatbed.

Forms may be rotated 180° from each other but must be placed with the image sides properly facing the scanning surface. Verify that the orientation of the image face of the forms matches the direction specified by the scanner manufacturer.

- 7 Click **Start Scanning** to initiate scanning.

- 8 Scan the forms.

If the student ID on the form does not match an ID in your class roster, the program gives you the option to select the student from your roster.

- 9 Click **Finish** to accept the scores and return to the gradebook.

Things to keep in mind:

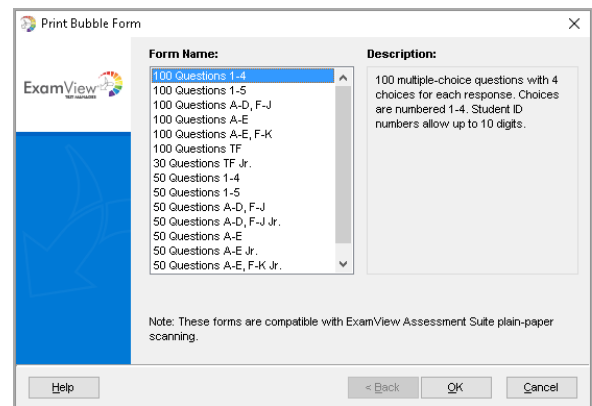
- Verify that the scanner is connected properly before you try to scan the forms. If you have trouble with the scanner, view the Troubleshooting section of this help file. If you are still having problems, contact the scanner manufacturer for support.
- If you have more questions than can be accommodated on a form, divide the test into two parts and create separate assignments.
- Place the objective questions at the beginning of the test and number the questions consecutively (e.g., multiple choice 1-25, true/false 26-40, etc.).
- If you have a problem with a form, you can make corrections and then re-scan it. If necessary, you can manually enter the points earned.
- You can include matching questions on a scanned test, but you are limited to the number of choices available on the selected bubble form. Check the form that you intend to use to be sure that the number of answer choices matches your test questions. Or, you can include matching questions with more choices and score them manually.
- The software allows you to get results for an assignment from multiple sources. For example, you could administer a paper test to part of the class and an internet or online test to homebound students.

- You can scan forms in multiple sessions.
- If there are problems with a student's form—such as missing responses, multiple responses, answer out of range (e.g., entering an E if only A-D valid)—an asterisk (*) will appear next to that student's name. Click Stop Scanning, highlight the student name, and click Edit. You can change the response for any item. Click Start Scanning to continue.

Printing a Bubble Form (PC Only)

ExamView offers a set of pre-formatted bubble forms that can be printed from either Test Generator or Test Manager. These forms are compatible with Test Manager's plain-paper scanning feature. An advantage of printing the forms from the Test Manager, however, is that you can specify to pre-print assignment data (name, date, and period) and/or student roster information (student name, ID, and pre-bubbled ID).

- 1 Click **File** and select **Print Bubble Form**.
- 2 Select a form from the **Form Name** list that appears on the left. A description of the selected bubble form will display in the area on the right to assist you with selecting the most appropriate form.
- 3 Click **Next**.
- 4 Fill in any assignment information that you want pre-printed onto the bubble form.
If an assignment was highlighted before the Print Bubble Form option was selected, the active assignment information will already be pre-filled in. You can still choose to not print this information or modify it.
- 5 Select student names that you want pre-printed onto the bubble form. Each student will print on a separate form.
Notice that the page count will change based upon how many student names you select.
You can Select All students, Clear All students so that no student information is pre-printed, or selectively choose a few students in the list of names from the class roster.
- 6 Click **Finish** to confirm your selection and print the bubble form(s).



Results from LAN Test

This section covers the following topics:

Getting Results from LAN Test

Canceling/Resuming LAN Test

Troubleshooting

Entering/Editing Scores

Clearing Student Results

Deleting an Assignment

Exporting Assignment Results as a Text File

Exporting Assignment Results as an XML File

Exporting Detailed Results

Getting Results from LAN Test

After your students take a LAN-based test using ExamView Test Player, 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 in the class record. If your test includes open-ended questions, you need to manually score those questions and assign the point values using the Edit Scores option.

- 1 Select (highlight) the **assignment** for which you want to get results.
- 2 Click **Assignment** from the menu bar and select **Get Results from LAN Test** or click the toolbar icon.
The program automatically locates the LAN-based test file (EOT) and reads the results from it. If you moved the file, you must locate it.
- 3 If your test included open-ended questions or you need to change a student's score, **select the assignment**, click **Assignment** from the menu bar and select **Edit Scores**.

Enter or edit the points earned for individual questions. If you want to view a particular test question, tab to the appropriate question number, and click the View Question button. To edit scores for a different student, click on the student's name.

*Dynamic Question - Algorithm values in dynamic questions will be recalculated for each student.

Question #	Type	Correct Answer	Student Response	Points Earned	Points Possible
1:	MC	B	B	1	1
2:	MC	B	D	0	1
3:	MC	D	D	1	1
4:	MC	D	D	1	1
5:	MC	D	D	1	1
6:	MC	C	C	1	1
7:	MC	D	D	1	1
8:	MC	D	D	1	1
9:	MC	A	D	0	1
10:	MC	B	B	1	1
11:	MC	B	B	1	1
				30	40

Student Response

B

<< Previous Next >> Help View Question... Fill Reset Done

The window displays how your students answered each question and the points earned. For open-ended questions, select a question. The student's response appears for your review. Read the response and enter the points earned. Click **Next** to move to the open-ended question for the next student. You can change the points earned for any other question too.

NOTE

Student results are stored only for LAN-based tests that you assigned to a class. If you create a test with the ExamView Test Generator and choose the Allow access to anyone option, results will not be read by the ExamView Test Manager software.

Canceling/Resuming LAN Test

After all of your students have taken a LAN test and you have received the results, you might want to cancel the test. When you cancel a LAN test, students will no longer see that test among the list of available tests when they log into the ExamView Test Player.

- 1 Click **Assignment** from the menu bar and select **Cancel LAN Test**.
- 2 If you cancel a LAN test and then want to activate it again (for example, a new student is added to your class and you want him/her to take the test), click **Assignment** from the menu bar and select **Resume LAN Test**.
- 3 After you cancel or resume a LAN test, be sure to save your class file. This will update the associated LAN test (EOT) files to apply your changes.

Troubleshooting

LAN Testing

- If students are currently taking a test with the ExamView Test Player, you cannot clear results for that student. Instruct your students to close the ExamView Test Player software. To determine who is taking the test, click File from the menu bar and select Update LAN Tests. Highlight the assignment you wish to clear and click Info.
- If a particular test is not showing up on the list when a student logs into the ExamView Test Player, check to be sure that the student is entering the correct student ID. If the student ID is correct, click Assignment from the menu bar and select Edit Assignment Information. Check the dates and times listed on the Access tab.

Entering/Editing Scores

Use the Edit Scores command to enter or edit the points earned for individual questions. Scores for open-ended questions, which are not scored automatically, are entered here. In addition, you can enter scores for paper tests that are not graded with a scanner. You can also adjust scores for questions that were automatically graded.

- 1 Select (highlight) the assignment for which you want to enter/edit scores.
- 2 Click **Assignment** from the menu bar and select **Edit Scores**.

NOTE

If you discover that an answer on your key is incorrect, do not use the Edit Scores command for each student. Instead, click Assignment from the menu bar and select Edit Assignment Information, click the Question tab, and adjust the correct answer.

Enter or edit the points earned for individual questions. If you want to view a particular test question, tab to the appropriate question number, and click the View Question button. To edit scores for a different student, click on the student's name.

*Dynamic Question - Algorithm values in dynamic questions will be recalculated for each student.

Question #	Type	Correct Answer	Student Response	Points Earned	Points Possible
1	MC	C	A	0	1
2	MC	D	D	1	1
3	MC	B	B	1	1
4	MC	A	A	1	1
5	MC	A	A	1	1
6	MC	B	B	1	1
7	MC	C	C	1	1
8	MC	D	D	1	1
9	MC	D	D	1	1
10	MC	D	D	1	1
11	MC	C	C	1	1
				13	15

Student Response

A

<< Previous Next >> Help View Question... Fill Reset Done

- 3 If necessary, click the name of the student whose scores you wish to edit.
- 4 Enter/edit the scores in the **Points Earned** column as necessary. For LAN-based, online and scanned tests, the student's responses appear in the **Student Response** area. Use the tab key to move from question to question.

TIP

Click Fill to fill the Points Earned column with all of the points possible for open-ended questions. Use the fill option and then edit the scores for questions where the student did not earn full credit as a quick way to enter scores for open-ended questions.

You can enter a number in the Points Earned column that is larger than the Points Possible. This is an easy way to assign bonus points/extra credit.

- 5 To view a particular question, tab to the appropriate question and click View Question. To reset scores for the current student back to their original state before you made edits, click **Reset**.
- 6 Click the name of a different student or click **Previous** or **Next** to move to a different student.
- 7 Click **Done** when you are finished entering/editing scores.

NOTE

After entering/editing scores, click View from the menu bar and select either Points or Percentages or click the toolbar icon to toggle how the scores are displayed. Go to the Assignments Preferences to set the number of decimal places displayed for percentages.

Clearing Student Results

Use the Clear Student Results option to clear the results for one or more assignments for a particular student. Use this option if you want to give the student a chance to retake one or more assignments.

- 1 Highlight the student for which you wish to clear results.

NOTE

If you want to delete an entire student record, not just their results, use the Delete Student option.

- 2 Click **Student** from the menu bar and select **Clear Student Results**.

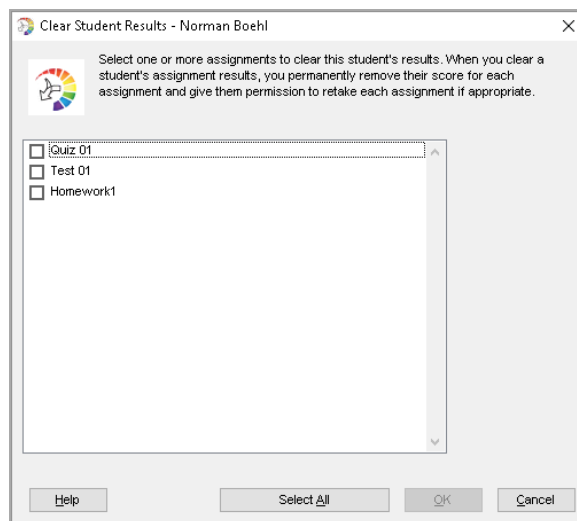
IMPORTANT

Results cannot be cleared for students who are currently taking the test with the ExamView Test Player.

- 3 Select which assignment results you wish to clear. To select all assignments, click **Select All**.

NOTE

If an assignment is linked to a LAN-based test, you will not be able to clear the results if the LAN test (EOT) is no longer available. First, click Assignments and select Cancel LAN Test. Since the assignment is no longer associated with an active LAN test, you can clear the results.



- 4 Click **OK**.
- 5 Click **Yes** to confirm that you want to clear the results.

NOTE

If you want to clear the results for multiple students for one particular assignment, use the Clear Assignment Results option.

Deleting an Assignment

- 1 Highlight the assignment you wish to delete.
- 2 Press the **Delete** key or click **Assignment** from the menu bar and select **Delete Assignment**.

NOTE

If you want to clear all results for an assignment without deleting the assignment, select Clear Assignment Results from the Assignment menu.

- 3 When the confirmation prompt appears, click **Yes**.

Exporting Assignment Results as a Text File

ExamView Test Manager allows you to export your assignment results as a text file. You could use this option to export the scores for use with your gradebook software or to import into a spreadsheet.

Assignment data that can be exported includes: student name, student ID, points earned, percentage.

- 1 Click to highlight the assignment you wish to export.
- 2 Click **File** from the menu bar, mouse over **Export** and select **Assignment Results as Text**.
- 3 Depending on the requirements of the program into which you wish to import the file, select the appropriate name format, data, field separator, and quote option.
- 4 Click **OK**.
- 5 Enter a **file name** for your text file and choose an appropriate **save location**.
- 6 Click **Save**.

Exporting Assignment Results as an XML File

When you export assignment results as XML, all of the assignment information (e.g., roster, student responses, learning objectives, etc.) is included in the XML export file. You can upload this information to a gradebook or student information system if your application supports the format.

Some of the information exported includes:

- student name, ID, alias, password
- student demographic data (gender, birth date, etc.)
- student responses for an assignment
- points earned for each question

- 1 Click to highlight the assignment you wish to export.
- 2 Click **File** from the menu bar, mouse over **Export** and select **Assignment Results as XML**.
- 3 Enter a **file name** for your XML file and choose an appropriate **save location**.
- 4 Click **Save**.

Exporting Detailed Results

ExamView Test Manager allows you to export details of your assignment results as a text file. You could use this option to export the scores for use with your gradebook software or to import into a spreadsheet.

Assignment data that can be exported includes:

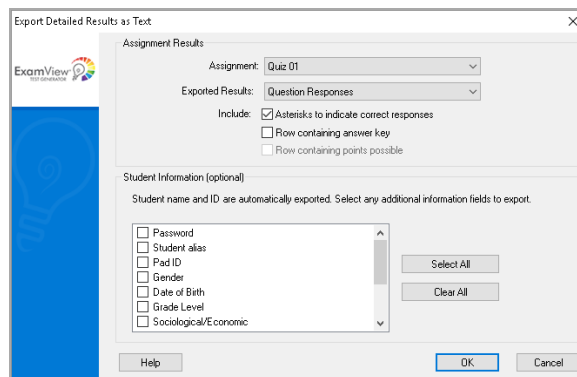
- student name
- student ID
- correct answers to questions
- student responses to questions
- points earned
- points possible
- additional student information fields (password, gender, date of birth, etc.)

Before You Begin

At least one assignment must already exist in the class file

- 1 Open ExamView Test Manager and open or create a class file with at least one assignment.
- 2 Click **File** from the menu bar, mouse over **Export** and select **Detailed Results as Text**.
The export dialog opens.
- 3 Complete the export dialog options and click **OK** to export the detailed assignment results.
- 4 Select the **save location**, enter a **file name**, and click **Save**.

The results are saved as a CSV file.



Results from an Online Test

Retrieving results from online tests is only one step within ExamView Online Testing Service.

ExamView Online Testing Service

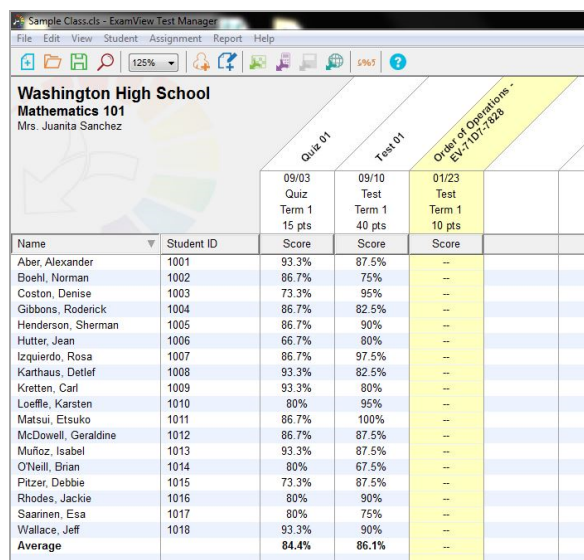
Using ExamView Test Generator, you can publish tests directly to the ExamView Online Testing Service website. Students access and respond to the online test by using an ExamView Student app. After students have completed the online test, you can get their test results and generate reports in ExamView Test Manager. For additional help, please see the **Troubleshooting Tips** on page 69 at the end of this user guide.

Working with online tests and the ExamView Online Testing Service involves four steps:

- 1 [Creating and Publishing a Test in Test Generator](#)
- 2 [Creating an Assignment in Test Manager](#)
- 3 [Taking the Test with an ExamView Student App](#)
- 4 [Accessing Results and Creating Reports using Test Manager](#)

After students have completed an online test and submitted their test, you can download test results to the Test Manager, review automated scores for objective questions, enter scores for open-ended questions, create reports, and so on. For the Test Manager online test assignment, you will use the Get Results from Online Testing Service option to retrieve online test results from the server.

- 1 Open **ExamView Test Manager** and the class file that you selected when you published the online test.

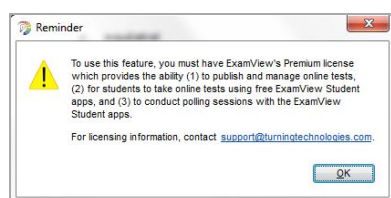


Washington High School Mathematics 101 Mrs. Juanita Sanchez		Quiz 01	Test 01	Order of Operations - EV-101-1924
		09/03 Quiz Term 1 15 pts	09/10 Test Term 1 40 pts	01/23 Test Term 1 10 pts
Name	Student ID	Score	Score	Score
Aber, Alexander	1001	93.3%	87.5%	--
Boehl, Norman	1002	86.7%	75%	--
Coston, Denise	1003	73.3%	95%	--
Gibbons, Roderick	1004	86.7%	82.5%	--
Henderson, Sherman	1005	86.7%	90%	--
Hutter, Jean	1006	66.7%	80%	--
Izquierdo, Rosa	1007	86.7%	97.5%	--
Karthaas, Detlef	1008	93.3%	82.5%	--
Kretten, Carl	1009	93.3%	80%	--
Loeffle, Karsten	1010	80%	95%	--
Matsui, Etsuko	1011	86.7%	100%	--
McDowell, Geraldine	1012	86.7%	87.5%	--
Murtoz, Isabel	1013	93.3%	87.5%	--
O'Neill, Brian	1014	80%	67.5%	--
Pitzer, Debbie	1015	73.3%	87.5%	--
Rhodes, Jackie	1016	80%	90%	--
Saarninen, Esa	1017	80%	75%	--
Wallace, Jeff	1018	93.3%	90%	--
Average		84.4%	86.1%	--

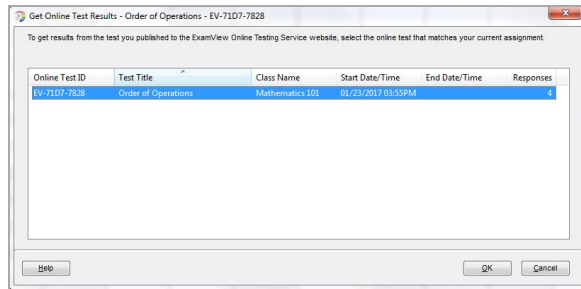
- 2 Select the assignment name for the online test.
- 3 Choose **Assignment | Get Results from | Online Testing Service**.

NOTE

If you do not have an ExamView Premium license, this reminder will appear:



- 4 In the *Get Online Test Results* window, select the online test that matches your current assignment. Critical: In many cases, the list will contain only a single online test. If the list shows multiple tests, review the *Online Test ID*, *Test Title*, *Class Name*, *Date/Time range*, and *Responses* to identify the correct online test you must select.

**NOTE**

To view the complete list of online tests that are available on the server, use the Manage Online Testing Service option in the File menu.

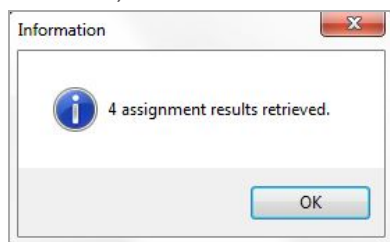
TIP

If no online test displays when you select Get Results from Online Testing service, do the following:

- Check File | Manage Online Testing Service to confirm that the Online Test ID still exists for your class. Perhaps you deleted the test.
- You must have an ExamView test (.tst) linked to the assignment. In Test Manager, double-click the assignment and on the General tab, confirm the ExamView test file.
- Republish the ExamView test (.tst) if needed.

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

If new results are available, the program will automatically download the results, add the results to the current assignment, then display a message to let you know that new results were retrieved (e.g., “4 assignment results retrieved”).



6 Click OK to view the students' results in the assignment.

Sample Class.cls - ExamView Test Manager

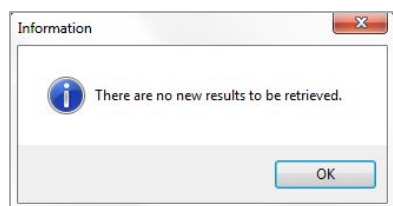
File Edit View Student Assignment Report Help

125% 5% 1 ?

Washington High School
Mathematics 101
 Mrs. Juanita Sanchez

		Quiz 01	Test 01	Order of Operations - EV-1017828
		09/03 Quiz Term 1 15 pts	09/10 Test Term 1 40 pts	01/23 Test Term 1 10 pts
Name	Student ID	Score	Score	Score
Aber, Alexander	1001	93.3%	87.5%	100%
Boehl, Norman	1002	86.7%	75%	--
Coston, Denise	1003	73.3%	95%	100%
Gibbons, Roderick	1004	86.7%	82.5%	--
Henderson, Sherman	1005	86.7%	90%	100%
Hutter, Jean	1006	66.7%	80%	90%
Izquierdo, Rosa	1007	86.7%	97.5%	--
Karthauss, Detlef	1008	93.3%	82.5%	--
Kretten, Carl	1009	93.3%	80%	--
Loeffle, Karsten	1010	80%	95%	--
Matsui, Etsuko	1011	86.7%	100%	--
McDowell, Geraldine	1012	86.7%	87.5%	--
Muñoz, Isabel	1013	93.3%	87.5%	--
O'Neill, Brian	1014	80%	67.5%	--
Pitzer, Debbie	1015	73.3%	87.5%	--
Rhodes, Jackie	1016	80%	90%	--
Saarenen, Esa	1017	80%	75%	--
Wallace, Jeff	1018	93.3%	90%	--
Average		84.4%	86.1%	97.5%

7 Click **Get Results from Online Testing Service** again to download any other available test results from the server to your class file. Test results that have not yet been downloaded will not appear in the Test Manager or any of the reports. If no new results are available since the last time you downloaded results, ExamView will display a message.



NOTE

- You can click Get Results from Online Testing Service any time you want to check for new results. If no new results are available, Get Results will not make any updates to scores that have already been recorded in your class file.
- ExamView keeps track of the date/time that each student completed the test and will not replace scores that have already been retrieved for a student unless that student has re-taken the test (that is, newer results are available for that student).
- The Test Manager does not automatically grade open-ended questions. You can review the student responses and assign scores for those questions. **Choose Assignment | Edit Scores** to review open-ended responses or to modify scores for questions that have been graded automatically.

Reports

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

Use ExamView Test Manager to generate the following class and student 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 control what information is displayed by selecting the various reporting options. Using the filter option, you can generate reports for selected students or groups that match the criteria you set.

This chapter covers the following topics:

Creating/Managing Custom Filters

Class Reports

Student Reports

Creating/Managing Custom Filters

Creating custom filters allows you to print reports for only those students who meet a set of predefined selection criteria.

When you apply a filter to a report, the class averages (and other cumulative averages and calculations) are based on the population that matches the filter. For example, suppose you have a class of 99 students with 33 students in three different periods (defined using the custom field). When you print a report for students in Period 1, the class averages, shaded graph area, etc. will be based on those 33 students in Period 1 (not the entire 99 students).

- 1 Within any of the report templates, click **Filters**.
- 2 From the Manage Custom Filters dialog, highlight the filter you wish to edit and click **Edit** or click **New** to create a new filter.

NOTE

To delete an existing filter, highlight the filter you wish to delete and click Delete.

- 3 Enter or edit the name for your filter (e.g., 4th graders).
- 4 Set up your selection criteria (e.g., Grade Level = 4).

- 5 If you wish to include multiple criteria in your filter, click **More** and set up another set of criteria. Select **and** if you want to list students who meet both sets criteria. Select **or** if you want to list students who fit either set of criteria.

NOTE

If you use multiple criteria in a filter, criteria separated by and are grouped together while criteria separated by or are processed separately.

- 6 Repeat step 4 as necessary. You may include up to five sets of criteria in a single filter. Click **Fewer** to remove criteria from the filter.
- 7 Click **OK** to record your changes.
- Filters are stored as part of the class file. You can include up to 15 filters per class file.

Class Reports

The following class reports are available:

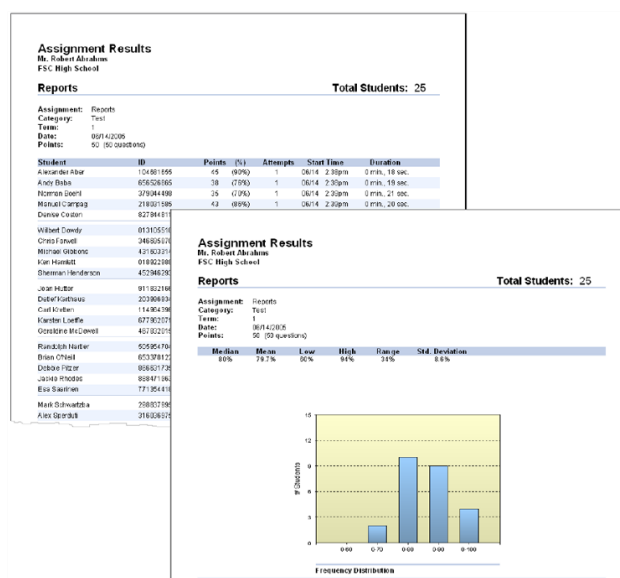
Assignment Results by Class
Class Assignment Summary
Open-Ended Responses Worksheet
Item Analysis Summary
Item Remediation Summary
Learning Focus by Class
Performance Summary by Class
Class Performance Progress Chart
Class Roster

Assignment Results by Class

The Assignment Results report provides performance data for each student for a particular assignment. The report includes the student's name, ID, points earned, and percentage achieved. For LAN-based tests, the report also includes attempts to complete the assignment, the start time (date and time), and the duration of the assignment (i.e., the total time to complete the assignment).

The report also includes a separate page with the assignment statistics for the entire class (i.e., median, mean, low score, high score, range, and standard deviation) and a graph of the frequency distribution. When this report is selected, you can control various reporting options. For example, you can choose to show all of the student information or you can include the ID or alias for each student.

Using the statistical data in the Assignment Results report, you can see how the majority of the students performed on the assignment. The duration data provides useful information for future reference; you can calculate the



approximate amount of time required for the students to complete the assignment. Finally, you might use the Assignment Results report to post the results of an assignment.

- 1 Click **Report** from the menu bar and select **Assignment Results by Class**.
- 2 Select the **assignment** for which you wish to view a report. You can limit the number of assignments that appear in the list by choosing a **Category** and/or **Term**.
- 3 Select the information to display for each student. You can display the **Student name** and/or the **Student identification** (which can be either the student ID or alias).
Deciding which student information to display depends on the purpose of the report.

EXAMPLE

For example, if you are printing the report to post in your classroom so students can see their scores, you might want to print only the alias so students know only which score is theirs.

- 4 Select the **sort order** from the *Sort by* drop-down list.
- 5 If necessary, set the score ranges for the graph that displays with the report. To change the default settings for these ranges, set them in the Preferences.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 7 Click **OK** to view the report.
- 8 To view the report for a different assignment, click **Previous** or **Next** or select an assignment from the drop-down list.
- 9 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 10 Click **Print** to print your report. You can print the report for the current assignment or for all assignments.
- 11 Click **Close** to exit the report.
- 12 Repeat steps 2 to 11 above to view another report, or click **Cancel** to exit.

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. You can summarize the data for all terms or one term. For example, you can create a report that shows each student's average for all tests in the first term.

Over time, the Class Assignment Report provides useful data to help you assess the performance of your class as a whole. From this information, you can assess the effectiveness of your teaching

Class Assignment Summary									
Mr. Thomas Fulton Washington Middle School									
Mathematics 101									
Total Students: 17									
Category:	All								
Term:	All								
Student	ID	Percent	0%	50%	100%	Term 1	Term 2	Term 3	Term 4
Norman Boehl	1002	82.5%				86.7%	75%	85.7%	--
Denise Coston	1003	78.7%				73.3%	95%	67.9%	--
Roderick Gibbons	1004	74.2%				86.7%	82.5%	53.6%	--
Sherman Henderson	1005	83.9%				86.7%	90%	75%	--
Jean Hutter	1006	72.7%				66.7%	80%	71.4%	--
Rosa Izquierdo	1007	86.4%				86.7%	97.5%	75%	--
Detlef Karthaus	1008	86%				93.3%	82.5%	82.1%	--
Carl Kretten	1009	70.3%				93.3%	80%	37.5%	--
Karsten Loeffle	1010	91.7%				80%	95%	100%	--
Etsuko Matsui	1011	91.4%				86.7%	100%	87.5%	--
Geraldine McDowell	1012	70.6%				86.7%	87.5%	37.5%	--
Isabel Muroz	1013	93.6%				93.3%	87.5%	100%	--
Brian O'Neill	1014	70%				80%	67.5%	62.5%	--
Debbie Pitzer	1015	80.4%				73.3%	87.5%	--	--
Jackie Rhodes	1016	85%				80%	90%	--	--
Esa Saarinen	1017	77.5%				80%	75%	--	--
Jeff Wallace	1018	91.7%				93.3%	90%	--	--
Average		81.6%				83.9%	86%	72%	--

strategies and the associated assignments as they relate to the learning objectives/standards for the class.

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.

- 1 Click **Report** from the menu bar and select **Class Assignment Summary**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term**
- 3 Select the information to display for each student. You can display the **Student name** and/or the **Student identification** (which can be either the student ID or alias).

Deciding which student information to display depends on the purpose of the report.

EXAMPLE

For example, if you are printing the report to post in your classroom so students can see their scores you might want to print only the alias so students know only which score is theirs.

- 4 Select the **sort order** from the *Sort by* drop-down list.
- 5 If necessary, set the score ranges for the graph that displays with the report. To change the default settings for these ranges, set them in the Preferences.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 7 Click **OK** to view the report.
- 8 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 9 Click **Print** to print your report.
- 10 Click **Close** to exit the report.
- 11 Repeat steps 2 to 10 above to view another report, or click **Cancel** to exit.

Open-Ended Responses Worksheet

The Open-Ended Responses Worksheet report allows you to score the open-ended questions that your students complete as part of a LAN-based or an online test.

How to score and record results for open-ended questions...

- 1 After all of your students finish a LAN-based or an online test, you should get the results into the ExamView Test Manager. This process reads all of the student responses for the assignment including the open-ended questions (essay, short answer, etc.).
- 2 Print the Open-Ended Responses Worksheet. The report includes the open-ended responses for each student and space for you to write the points earned for each question.
- 3 After you complete the worksheet, use the **Edit Scores** option to enter the results into the program.
You can use the Open-Ended Responses Worksheet report to work away from your computer. You can score open-ended questions anywhere and then enter the scores into the ExamView Test Manager at a convenient time.

Open-Ended Responses Worksheet			
Mr. Robert Abrams FSC High School			
Reports			Total Students: 25
Assignment:	Chapter 1 - Introduction		
Category:	Test		
Term:	1		
Date:	08/14/2005		
Points:	50 (50 questions)		
Item #	Points Possible	Points Earned	Response
Alexander Aber			
46PR	1	1	1.8
47PR	1	1	72
48PR	1	1	226.2
49PR	1	1	301.6
50PR	1	1	9
Andy Babo			
46PR	1	1	1.8
47PR	1	1	72
48PR	1	1	226.2
49PR	1	1	301.6
50PR	1	1	9
Norman Bowl			
46PR	1	1	1.8
47PR	1	1	72
48PR	1	1	226.2
49PR	1	1	301.6

How to view the open-ended responses worksheet...

- 1 Click **Report** from the menu bar and select **Open-Ended Responses Worksheet**.
- 2 Select the assignment for which you wish to view open-ended responses. You can limit the number of assignments that appear in the list by choosing a **Category** and/or **Term**.
- 3 Optionally, select a report filter to view open ended responses for selected students. Click **Filters** to create, edit, or delete an existing filter.
- 4 Click **OK** to view the report.
- 5 To view the report for a different assignment, click **Previous** or **Next** or choose an assignment from the drop-down list.
- 6 Select a **percentage** from the **Zoom** drop-down list to change the zoom setting.
- 7 Click **Print** to print your report. You can print the report for the current assignment or for all assignments.
- 8 Click **Close** to exit the report.
- 9 Repeat steps 2 to 8 above to view another report, or click **Cancel** to exit.

Item Analysis Summary

The Item Analysis Summary report provides results by type of question and by individual question, the percent of the class that answered each question correctly. For multiple choice questions, the report also shows the percent of the class that selected each response (or answer choice).

You can use the response analysis in the Item Analysis Summary to identify areas in which you may want to focus a re-teaching activity so that you can better address particular learning objectives/standards. For questions with a high response analysis, you can validate the question. If a question has a low response analysis, you can assess whether the average points to a problem with the question. For example, suppose students answered a question overwhelmingly (e.g., 60%) with an incorrect response. This may have occurred because you recorded an incorrect answer for the question, the question was unclear, or you did not cover the information adequately in class.

If, in a particular multiple choice question, the student responses are evenly distributed for all of the answer choices, the analysis may indicate that students randomly selected a response. If, in another multiple choice question, students selected the correct response at 65% followed by 30% for the next response, this response analysis data may point to a common mistake students made in determining the correct answer for the question. On a question-by-question basis, you should look for similar patterns; such information can provide insight into your students' understanding of the material covered by the assignment.

Item Analysis Summary


Mr. Robert Abrahms
FSC High School

Math

Total Students: 25

Assignment: Quiz 01
Category: Quiz
Term: 1
Date: 01/05/2007
Points: 15 (15 questions)

Question	Class Average	Correct Response
<i>Multiple Choice</i>		
1	77.8%	C (A: 22.2%, C: 77.8%)
2	100%	D (D: 100%)
3	88.9%	B (A: 11.1%, B: 88.9%)
4	94.4%	A (A: 94.4%, B: 5.6%)
5	72.2%	A (A: 72.2%, B: 11.1%, C: 16.7%)
6	100%	B (B: 100%)
7	88.7%	C (B: 11.1%, C: 88.7%, D: 22.2%)
8	83.3%	D (A: 11.1%, C: 5.6%, D: 83.3%)
9	100%	D (D: 100%)
10	66.7%	D (A: 22.2%, C: 11.1%, D: 66.7%)
11	94.4%	C (B: 5.6%, C: 94.4%)
12	94.4%	D (A: 5.6%, D: 94.4%)
13	83.3%	A (A: 83.3%, B: 5.6%, D: 11.1%)
14	77.8%	B (A: 5.6%, B: 77.8%, C: 16.7%)
15	88.7%	A (A: 66.7%, B: 16.7%, D: 16.7%)

 Indicates that this question was answered incorrectly by more than 30% of the class.

⚠ - Indicates that the question was answered incorrectly by more than 30% of the class.

- 1 Click **Report** from the menu bar and select **Item Analysis Summary**.
- 2 Select the **assignment** for which you wish to view a report. You can limit the number of assignments that appear in the list by choosing a **Category** and/or **Term**.
- 3 If necessary, set the **Threshold level** to identify questions answered incorrectly by a certain percentage of the class. Questions that are answered incorrectly by this percentage of students are marked with a warning icon. To change the default setting for this threshold level, set it in the Preferences.
- 4 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 5 Click **OK** to view the report.
- 6 The answers and student responses for multiple choice and multiple response questions use the A-E choice sequence regardless of how the test was set. This is to avoid confusion if you administer tests using multiple delivery methods and/or deliver scrambled versions of the tests. However, you can set the choice sequence on the Assignment Review and Assignment Results by Student reports.
- 7 To view the report for a different assignment, click **Previous** or **Next** or select an assignment from the drop-down list.
- 8 Select a **percentage** from the **Zoom** drop-down list to change the zoom setting.
- 9 Click **Print** to print your report. You can print the report for the current assignment or for all assignments.
- 10 Click **Close** to exit the report.
- 11 Repeat steps 2 to 10 above to view another report, or click **Cancel** to exit.

Item Remediation Summary

The Item Remediation Summary report provides a summary of questions that the class answered incorrectly at a rate higher than the set threshold level. The report pinpoints questions that may require re-teaching. The report also provides links to remedial instruction resources. Look for the globe icon to indicate that content hyperlinks are supported.

Remediation hyperlinks are available for keywords and state standards. The state standard information must include an alignment code in order to link to remedial instruction. The ExamView Learning Series questions include state standard alignment codes. Learn more about the Learning Series by visiting our website at www.turningtechnologies.com.

You can use the Item Remediation Summary to identify problem areas for your class and locate remedial instruction activities to help with re-teaching. The report shows the questions that fall above your set threshold, the question type, class average, state or learning objective, and hyperlinked keywords and state standards associated with the questions.

Remedial instruction is provided through netTrekker d.i. You must have an active netTrekker d.i. account to access the resources. To learn more about netTrekker, visit www.netTrekker.com.

- 1 Click **Report** from the menu bar and select **Item Remediation Summary**.
- 2 Select the **assignment** for which you wish to view a report. You can limit the number of assignments that appear in the list by choosing a **Category** and/or **Term**.
- 3 If necessary, set the **Threshold level** to identify questions answered incorrectly by a certain percentage of the class. Only questions that are answered incorrectly by this percentage of students will appear in this report. To change the default setting, set it in the Preferences.
- 4 If you wish to view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 5 Click **OK** to view the report.

NOTE

The answers and student responses for multiple choice and multiple response questions use the A-E choice sequence regardless of how the test was set. This is to avoid confusion if you administer tests using multiple delivery methods and/or deliver scrambled versions of the tests. However, you can set the choice sequence on the Assignment Review and Assignment Results by Student reports.

- 6 To view the report for a different assignment, click **Previous** or **Next** or choose an assignment from the drop-down list.
- 7 Select a **percentage** from the **Zoom** drop-down list to change the zoom setting.
- 8 Click **Print** to print your report. You can print the report for the current assignment or for all assignments.

Item Remediation Summary

Mr. Thomas Fulton
Washington Middle School

Mathematics 101

Total Students: 17

Assignment: Math Ohio Grade 6
Category: Quiz
Term: 3
Date: 03/13/2016
Points: 16 (5 questions)
Threshold Level: 30%

Questions listed in this report were incorrectly answered by a percentage higher than the threshold.
Click a keyword or state standard link to access remediation content. †

Question Num	Type	Class Average	Learning Objective	Keywords	State Standard
3	MC	69.2%	Apply the properties of operations to generate equivalent expressions.	addition, fractions, commutative property, operations	6. CCSS.Math.Content...
4	MC	69.2%	Display numerical data in plots on a number line, including dot plots, histograms, and box plots.	bar graph, labels, scale	6. CCSS.Math.Content...

netTrekker Differentiated Instruction link. Learn more at www.nettrekker.com.

† - Special formatting is required for state standard links. Therefore, some state standards may not contain a link.

- 9 Click **Close** to exit the report.
- 10 Repeat steps 2 to 9 above to view another report, or click **Cancel** to exit.

Learning Focus by Class

The Learning Focus report provides a wealth of information to help you identify areas where your class (as a whole) needs to focus their learning efforts. To use this report effectively, the assignments you create must consistently include data for one or more of the following fields: learning objective, local standard, state standard, or national standard.

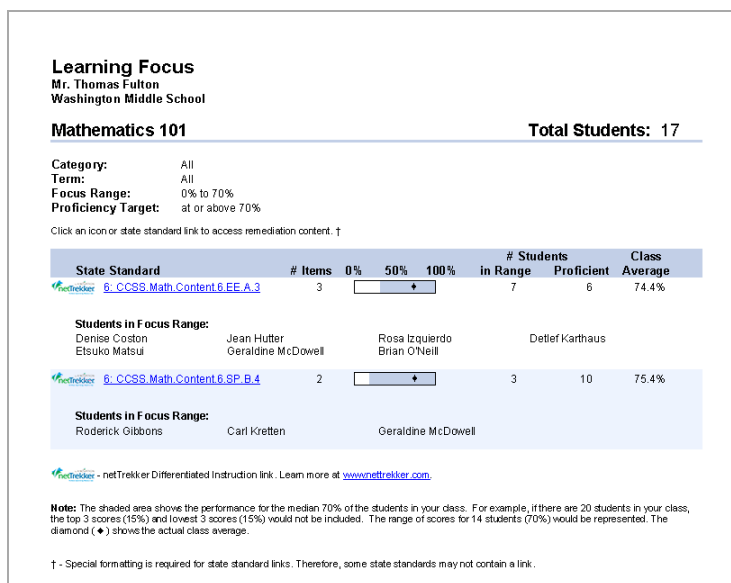
One of the key advantages of using the ExamView Test Manager is that you can easily gather performance data over multiple assessments. The report shows the number of items for each standard. That way, you can gauge whether a standard was adequately covered. You can select one or more assignments by category or by date. You must also identify a focus range (e.g., 0% - 70%). The program produces a report that shows each standard (or learning objective), the number of questions assessed for that standard, class average, how many students are in the focus range, and how many are proficient.

In addition, this report provides links to remedial instruction resources. Look for the globe icon to indicate that content hyperlinks are supported.

Remedial instruction is provided through netTrekker d.i. You must have an active netTrekker d.i. account to access the resources. To learn more about netTrekker, visit www.netTrekker.com.

NOTE

Remediation hyperlinks are only available for state standards. The state standard information must include an alignment code in order to link to remedial instruction. The ExamView® Learning Series questions include state standard alignment codes. Learn more at our website www.turningtechnologies.com.



- 1 Click **Report** from the menu bar and select **Learning Focus by Class**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term** or a range of assignment dates.
- 3 Select whether you want your report focus to be learning objectives, national standards, state standards, or local standards. The available choices will depend on the information available in the selected assignments.
- 4 Set the **focus range** and **proficiency target**. To change the default settings for these ranges, set them in the Preferences.
- 5 Select whether you want to show the names of students in the focus range for each objective or standard.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.

- Click **OK** to view the report.

NOTE

The shaded area shows the performance for the median 70% of the students in your class. For example, if there are 20 students in your class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores represents 14 students or 70% of the class. The diamond shows the actual class average. Use the graphs to see how the majority of students performed. If the area is relatively short, students' scores were similar.

- Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- Click **Print** to print your report.
- Click **Close** to exit the report.
- Repeat steps 2 to 10 above to view another report, or click **Cancel** to exit.

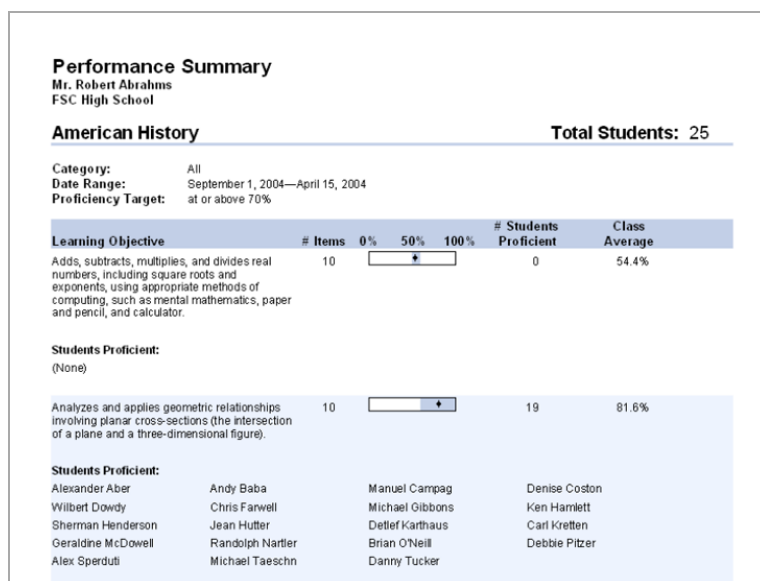
Performance Summary by Class

The Performance Summary report provides a summary of your class' performance for all class assignments in a category over a specified date range. The Performance Summary report lists a learning objective/standard, the number of items (i.e., questions) that assess that objective/standard, and the proficiency level that the class as a whole has attained.

To use the Performance Summary report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

You can customize the Performance Summary report to generate the performance data that best meet your needs. You can select the date range for the class assignments, and you can set an appropriate proficiency target (e.g., 70% and above) for the class assignments at a particular time in the term. As an example, you might set the proficiency target at 70% with the first class assignment that covers a particular learning objective/standard. Then, on a subsequent class assignment on the same learning objectives/standards, you might set the proficiency target at 80%.

- Click **Report** from the menu bar and select **Performance Summary by Class**.
- Select which assignments the report should include. You can choose assignments by **Category** or **Term** or a range of assignment dates.
- Select whether you want your report focus to be learning objectives, national standards, state standards, or local standards. The available choices will depend on the information available in the selected assignments.
- Set the **proficiency target**. To change the default setting, set it in the Preferences.
- Select whether you want to show the names of students who are proficient at each objective or standard.



- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 7 Click **OK** to view the report.

NOTE

The shaded area shows the performance for the median 70% of the students in your class. For example, if there are 20 students in your class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores represents 14 students or 70% of the class. The diamond shows the actual class average. Use the graphs to see how the majority of students performed. If the area is relatively short, students' scores were similar.

- 8 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 9 Click **Print** to print your report.
- 10 Click **Close** to exit the report.
- 11 Repeat steps 2 to 10 above to view another report, or click **Cancel** to exit.

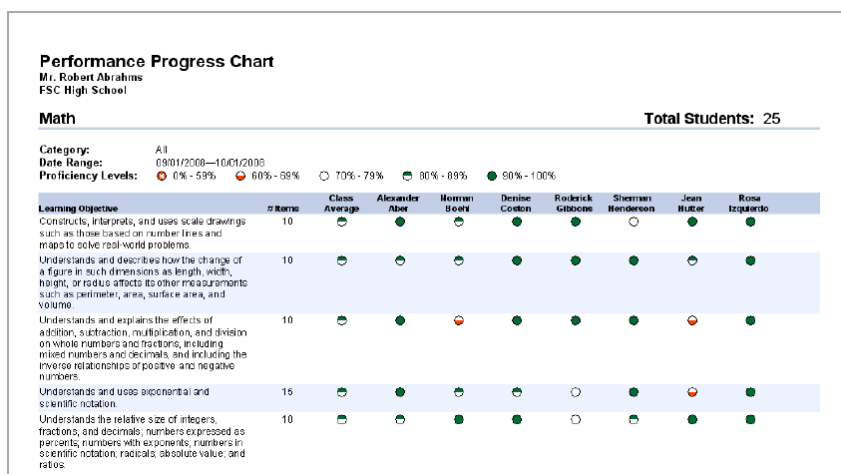
Class Performance Progress Chart

The Class Performance Progress Chart report shows at a glance how each student is performing on each of the learning objectives/standards for all assignments in a category over a specified date range. The report lists a learning objective/standard, the number of items (i.e., questions) that assess that learning objective/standard, and a proficiency indicator for each of the students.

To use the Class Performance Progress Chart report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

To customize the Class Performance Progress Chart, you can set the category of assignments, the date range of the class assignments, the number of proficiency levels, and the proficiency level value ranges based on your performance criteria. The report shows a circle icon to indicate each student's performance on each of the learning objectives/standards.

- 1 Click **Report** from the menu bar and select **Class Performance Progress Chart**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term** or a range of assignment dates.
- 3 Select whether you want your report focus to be learning objectives, national standards, state standards, or local standards. The available choices will depend on the information available in the selected assignments.
- 4 Set the number and value range for the proficiency levels. To change the default settings, set them in the Preferences.
- 5 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 6 Click **OK** to view the report.



- 7 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 8 Click **Print** to print your report.
- 9 Click **Close** to exit the report.
- 10 Repeat steps 2 to 9 above to view another report, or click **Cancel** to exit.

Class Roster

The Class Roster report generates an alphabetical list of the students in a particular class. You can create a filter to include all of the class or selected students. Additionally, you can customize the Class Roster report by including the supplemental student information (i.e., ID/alias, password, grade, date of birth, sociological/economic, etc.).

You might use this report to have a printed record of the ID/alias and password for each of the students in each class. You could then reference this printout if a student forgets his/her ID, alias, or password. However, to maintain privacy of the IDs, you would want to keep the printout in a safe place where students and others could not access the information.

Class Roster								Total Students: 17
Mrs. Juanita Sanchez Washington High School								
Mathematics 101								
Student	ID/ Alias	Password/ Pad ID	Grade	Gender/ Date of Birth	Sociological/ Economic	Race/ Ethnicity	Other	Custom 1/ Custom 2/ Custom 3
Norman Boehl	1002 Boehl1	2		Male		White/Non-Hispanic		
Denise Coston	1003 Coston1	3		Female		White/Non-Hispanic		
Roderick Gibbons	1004 Gibbons1	4		Male		Black/Non-Hispanic		
Sherman Henderson	1005 Hendy1	5		Male		Black/Non-Hispanic		
Jean Hutter	1006 Hutter1	6		Female		White/Non-Hispanic		
Rosal Izquierdo	1007 Izzy1	7		Female		Hispanic		
Detlef Karthaus	1008 Kart1	8		Male		Black/Non-Hispanic		
Carl Kretten	1009 Kret1	9		Male		Hispanic		
Karsten Loeffle	1010 Loeff1	10		Male		White/Non-Hispanic		
Etsuko Matsui	1011 Mat1	11		Male		Asian/Pacific Islander		
Geraldine McDowell	1012 Mc1	12		Female		Hispanic		
Isabel Muñoz	1013 Munoz1	13		Female		Hispanic		
Brian O'Neill	1014 Oneil1	14		Male		White/Non-Hispanic		
Debbie Pitzer	1015 Pit1	15		Female		White/Non-Hispanic		
Josiah Rhodes	1016			Female		White/Non-Hispanic		

- 1 Click **Report** from the menu bar and select **Class Roster**.
- 2 Select whether the report should include basic student information (name, alias and student ID) or all student information.
- 3 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 4 Click **OK** to view the report.
- 5 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 6 Click **Print** to print your report.
- 7 Click **Close** to exit the report.
- 8 Repeat steps 2 to 7 above to view another report, or click **Cancel** to exit.

Student Reports

The following student reports are available:

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

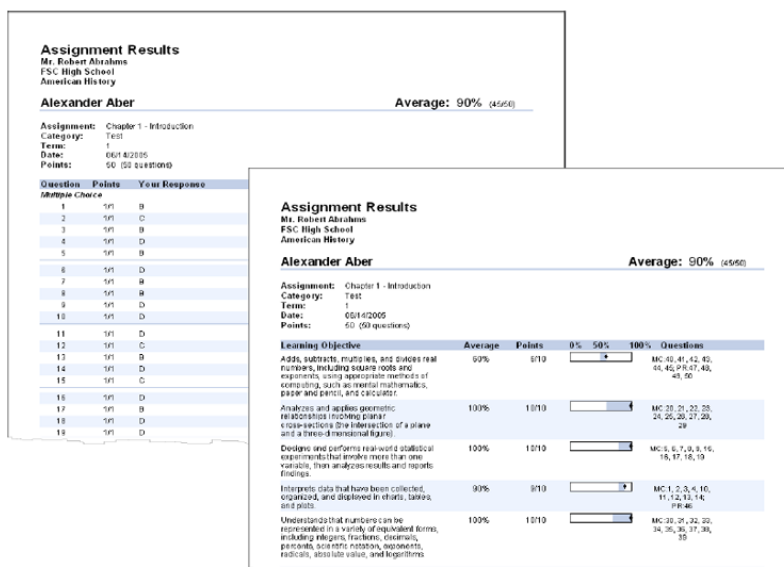
Assignment Results by Student

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. An X appears next to each question that the student answered incorrectly. A hyphen appears next to each question for which the student earned partial credit.

If you select the option for performance results for learning objectives/standards, the Assignment Results report also includes each learning objective and the following performance data for that learning objective/standard: the average, points earned, the proficiency level, and the specific questions in the class assignment. To use the Assignment Results report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

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.

- 1 Click **Report** from the menu bar and select **Assignment Results by Student**.
- 2 Select the **assignment** for which you wish to view a report.
- 3 Select the **student** for which you wish to display the first report.
- 4 Select which focus area (learning objective, national standard, state standard, local standard) to include on the report. The available choices will depend on the information available in the selected assignment.
- 5 If students took the test on a scanner form, select the choice sequence from the scanner form for multiple choice/multiple response questions. Since this report displays the student's response for each question, the choice sequence is necessary to display these in a way that matches the scanner form.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.



- 7 Click **OK** to view the report.

NOTE

The shaded area shows the performance for the median 70% of the students in a class. For example, if there are 20 students in a class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores for 14 students (70%) would be represented. The diamond shows your students' actual performance. Use the graphs to see how a student performed in relation to his/her class. For example, if the diamond appears near or past the right edge of the shaded area the students performance is in the upper range for the class. If the shaded area is relatively short, students scores were similar.

- 8 To view the report for a different student, click **Previous** or **Next** or select a student from the drop-down list.
- 9 Select a **percentage** from the **Zoom** drop-down list to change the zoom setting.
- 10 Click **Print** to print your report. You can print the report for the current student or for all students.
- 11 Click **Close** to exit the report.
- 12 Repeat steps 2 to 11 above to view another report, or click **Cancel** to exit.

Assignment Review

The Assignment Review report provides a tool to help your students understand the mistakes they made on an assignment. For each question answered incorrectly, the report shows the following: points earned, student's response, correct answer, rationale, reference, and focus area (depending on the information available).

To use the Assignment Review report effectively, you must consistently include extra question information for each of the items you create. (Many publishers include this information for the questions they provide.) For example, a study tip such as Refer to pp. 23-25 is the information in the Reference field for a question. Students, in this example, could use the report to refer to the specified pages in their textbook as they review the questions that they answered incorrectly.

Students can use the Assignment Review report to review the completed assignments and to learn from their mistakes.

- 1 Click **Report** from the menu bar and select **Assignment Review**.
- 2 Select the **assignment** for which you wish to view a report.
- 3 Select the **student** for which you wish to display the first report.
- 4 Select whether you want to include the rationale (explanation of correct answer), reference, and/or focus on the report. The available focus choices will depend on the information available in the selected assignment.

Assignment Review

Mr. Robert Abrahms
FSC High School
Math

Alexander Aber

Score: 91% (45.5/50)

Assignment: Chapter 1
Category: Test
Term: 1
Date: 07/08/2005
Points: 50 (50 questions)

Based on your results for this assignment, review the study tips below.

Question	Review
Multiple Choice	
4 (0/1)	<p>Your Response: C Correct Answer: D</p> <p>Rationale: Saturn has 19 satellites; Neptune has 8.</p> <p>Reference: Science</p>
Multiple Choice	
27 (0/1)	<p>Your Response: A Correct Answer: C</p> <p>Rationale: The cross-section is a rectangle with length 19 feet and width $2 \times 8.6 = 17.2$ feet. $A = l \times w$ $A = 19(17.2)$ $A \approx 326.8 \text{ cm}^2$</p> <p>Reference: Mathematics</p>

- 5 If students took the test on a scanner form, select the choice sequence from the scanner form for multiple choice/multiple response questions. Since this report displays the student's response for each question, the choice sequence is necessary to display these in a way that matches the scanner form.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 7 Click **OK** to view the report.
- 8 To view the report for a different student, click **Previous** or **Next** or select a student from the drop-down list.
- 9 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 10 Click **Print** to print your report. You can print the report for the current student or for all students.
- 11 Click **Close** to exit the report.
- 12 Repeat steps 2 to 11 above to view another report, or click **Cancel** to exit.

Student Progress Report

The Student Progress Report shows a student's progress for one or more terms. The report organizes the results by term and provides the following information for each assignment: assignment description, date assigned, category, points earned, percent achieved, and class average. A summary shows the term average by listing the total points earned out of the total possible points, the equivalent percent, and the class average.

You can use the Student Progress Report to depict the student's progress over time.

Student Progress Report

Mr. Robert Abrahms
FSC High School
American History

Alexander Aber

Overall Average: 86.9%

Category: All

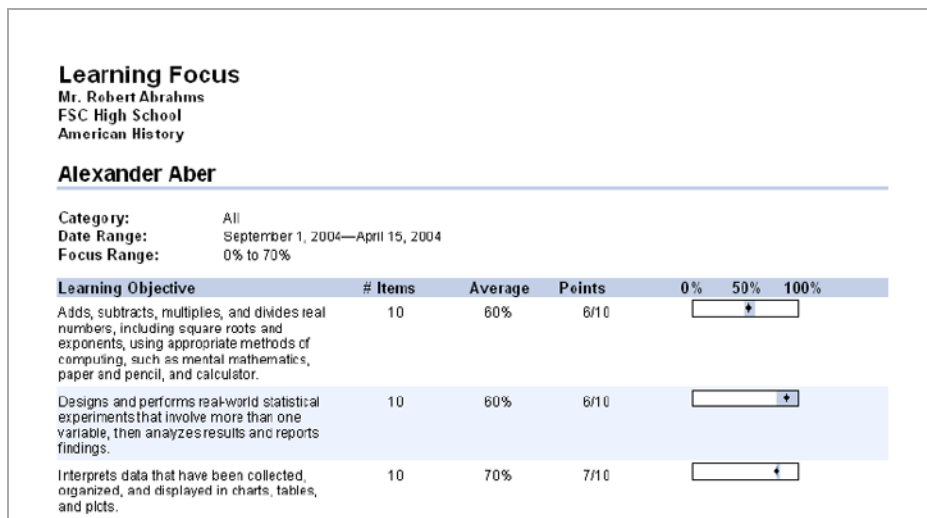
Term: All

Assignment	Date	Category	Points	Percent	Class Average
Term 1					
Math G6 Exam	06/08/2005	Exam	50/50	100%	87.5%
Math G6 Quiz	06/09/2005	Quiz	9/10	90%	66.8%
Math G6 Test	06/10/2005	Test	20/20	100%	76.4%
Reading G3 Exam	06/11/2005	Exam	100/100	100%	85%
Reading G3 Quiz	06/12/2005	Pop Quiz	15/15	100%	73.9%
Reading G3 Test	06/13/2005	Test	38/40	95%	80.8%
Reading G9 Exam	06/14/2005	Test	78/100	78%	80.6%
Reading G9 Quiz	06/15/2005	Homework	8/10	80%	78.4%
Term Average:			318/345	92.2%	81.9%

- 1 Click **Report** from the menu bar and select **Student Progress Report**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term**
- 3 Select the **student** for which you wish to display the first report.
- 4 Choose if you want to display the class average for each assignment and term.
- 5 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 6 Click **OK** to view the report.
- 7 To view the report for a different student, click **Previous** or **Next** or select a student from the drop-down list.
- 8 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 9 Click **Print** to print your report. You can print the report for the current student or for all students.
- 10 Click **Close** to exit the report.
- 11 Repeat steps 2 to 10 above to view another report, or click **Cancel** to exit.

Learning Focus by Student

The Learning Focus report identifies areas where a student needs to focus his/her learning efforts. Based on a proficiency level you set, the report lists the learning objective/standards that a student has not mastered. For each of the learning objectives/standards the student has not yet mastered, the Learning Focus report lists the learning objective/standard, the associated number of items, the percentage correct, the points earned on items, and the proficiency level that the student has attained.



You can customize the Learning Focus report to generate the performance data that best meet your needs. You can select one or more class assignments by category and the date range for the assignments. You can set an appropriate focus range (e.g., 0% - 70%) for the class assignments at a particular time in the term. As an example, you might set the focus range at 0% to 70% with the first class assignment that covers a particular learning objective/standard. Then, on a subsequent class assignment on the same learning objectives/standards, you might set the focus range to 0% to 80%.

You can use the Learning Focus report to help a student know exactly what to study in order to attain mastery level on the identified learning objectives/standards.

- 1 Click **Report** from the menu bar and select **Learning Focus by Student**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term** or a range of assignment dates.
- 3 Select the **student** for which you wish to display the first report.
- 4 Select which focus area (learning objective, national standard, state standard, local standard) to include on the report. The available choices will depend on the information available in the selected assignment.
- 5 Set the **focus range**. To change the default setting, set it in the Preferences.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.
- 7 Click **OK** to view the report.

NOTE

The shaded area shows the performance for the median 70% of the students in a class. For example, if there are 20 students in a class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores for 14 students (70%) would be represented. The diamond shows your students' actual performance. Use the graphs to see how a student performed in relation to his/her class. For example, if the diamond appears near or past the right edge of the shaded area the student's performance is in the upper range for the class. If the shaded area is relatively short, students' scores were similar.

- 8 To view the report for a different student, click **Previous** or **Next** or select a student from the drop-down list.
- 9 Select a **percentage** from the **Zoom** drop-down list to change the zoom setting.

- 10 Click **Print** to print your report. You can print the report for the current student or for all students.
- 11 Click **Close** to exit the report.
- 12 Repeat steps 2 to 11 above to view another report, or click **Cancel** to exit.

Performance Summary by Student

The Performance Summary report shows at a glance how a student is performing on all learning objectives/standards for all assignments in a category over a specified date range. The Performance Summary report lists each learning objective/standard, the number of items (i.e., questions) that assess each learning objective/standard, a proficiency score for each learning objective/standard, whether the student is proficient based on the proficiency target, and the average for each learning objective/standard.

To use the Performance Summary report effectively, you must consistently include question information for one or more of the following fields in each of the items you create: learning objective, local standard, state standard, or national standard. (Many publishers include this information for the questions they provide.)

You can use the Performance Summary report to identify specific learning objectives/standards where the student needs to focus his/her learning efforts.

Performance Summary					
Mr. Robert Abrahms FSC High School American History					
Alexander Aber					
Category:	All				
Date Range:	September 1, 2004—April 15, 2004				
Proficiency Target:	at or above 70%				
Learning Objective	# Items	0%	50%	100%	Proficient?
Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	10				No
Analyzes and applies geometric relationships involving planar cross-sections (the intersection of a plane and a three-dimensional figure).	10				Yes
Designs and performs real-world statistical experiments that involve more than one variable, then analyzes results and reports findings.	10				No
Interprets data that have been collected, organized, and displayed in charts, tables, and plots.	10				Yes
Understands that numbers can be represented in a variety of equivalent forms, including integers, fractions, decimals, percents, scientific notation, exponents, radicals, absolute value, and logarithms.	10				Yes
					Average
					60%
					100%
					60%
					70%
					100%

- 1 Click **Report** from the menu bar and select **Performance Summary by Student**.
- 2 Select which assignments the report should include. You can choose assignments by **Category** or **Term** or a range of assignment dates.
- 3 Select the **student** for which you wish to display the first report.
- 4 Select which focus area (learning objective, national standard, state standard, local standard) to include on the report. The available choices will depend on the information available in the selected assignment.
- 5 Set the **proficiency level**. To change the default setting, set it in the Preferences.
- 6 To view reports for selected students only, select a report filter. Click **Filters** to create, edit, or delete an existing filter.

- 7 Click **OK** to view the report.

NOTE

The shaded area shows the performance for the median 70% of the students in a class. For example, if there are 20 students in a class, the top 3 scores (15%) and lowest 3 scores (15%) would not be included. The range of scores for 14 students (70%) would be represented. The diamond shows your students' actual performance. Use the graphs to see how a student performed in relation to his/her class. For example, if the diamond appears near or past the right edge of the shaded area the student's performance is in the upper range for the class. If the shaded area is relatively short, students' scores were similar.

- 8 To view the report for a different student, click **Previous** or **Next** or select a student from the drop-down list.
- 9 Select a **percentage** from the *Zoom* drop-down list to change the zoom setting.
- 10 Click **Print** to print your report. You can print the report for the current student or for all students.
- 11 Click **Close** to exit the report.
- 12 Repeat steps 2 to 11 above to view another report, or click **Cancel** to exit.

Preferences

The preference settings are divided into four sections:

Changing the Preferences

General

Assignments

Students

Reports

Changing the Preferences

Changes made to most ExamView Test Manager preferences will only affect the currently open class (this excludes the General preferences and color settings). If you wish to change the preferences for all new classes you create, you must choose to save the preferences as the default preferences.

- 1 Click **Edit** from the menu bar and select **Preferences** or click Preferences in the Edit Class Information dialog.
- 2 Set the preference options as desired.
- 3 Click **OK** to record the settings.

If a class is open when you change the settings, the program applies the new settings only to the open class. If no class is open, or if you click Save as Default, the new settings will apply to all new classes you create.

General

Instructor/School information

The information shown here reflects what you entered when you first ran ExamView Test Generator. You can change any of the information if it is not correct. Changes to the State/Region field affect the state standards that appear when you work with assignments or view reports.

Default class path

ExamView Test Manager uses this path as the default location when you choose to open or save a class file.

Password

Enter a password here if you want to prevent unauthorized access to the program.

Highlight color

Click here to change the color used for highlighting students and assignments. The default color is pale yellow (RGB: 255, 255, 191).

Alternating color

Click here to change the color used in the background behind every other student. The default RGB color is pale blue (RGB: 237, 243, 254).

The screenshot shows the 'General' tab of the 'Preferences' dialog box. It contains the following fields and controls:

- Instructor / School Information:**
 - Instructor name: ExamView User
 - Instructor ID: (optional)
 - Instructor Email: (optional)
 - School name: Turning Technologies
 - School ID: (optional)
 - City: Youngstown
 - State/Region: OH
- Default class Path:**
 - c:\program files (x86)\instruction\examview\classes
- Password:** (empty text field)
- Bubble Threshold:** 0.8 (dropdown menu)
- Highlight Color:** (pale yellow color swatch)
- Alternating Color:** (pale blue color swatch)
- Alert Color:** (red color swatch)
- Buttons:** Help, Save As Default, OK, Cancel

Alert color

Click here to change the color used to identify a student score that has any type of missing results information. For example, if your test included open-ended questions that you have not scored, the student's score will appear in red. The default color is dark red (RGB:191, 0, 0).

Assignments

Categories

Enter/edit the assignment categories available when creating a new assignment. You can include up to 30 categories to keep your assignments organized.

Default number of decimal places for scores

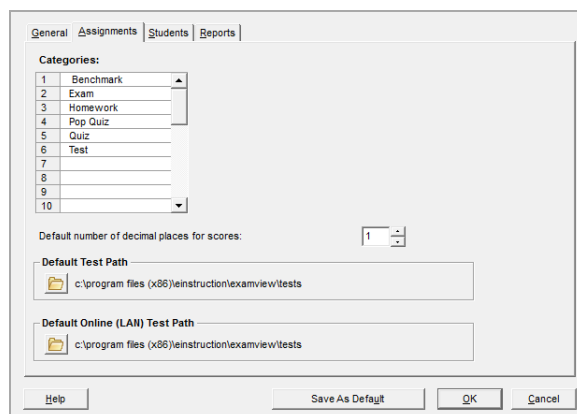
Set the number of decimal places you want to display for scores on the main window as well as on reports. Integer scores will not display place-holder zeroes.

Default Test Path

ExamView Test Manager uses this path as the default location for paper tests (TST files).

Default LAN Test Path

ExamView Test Manager uses this path as the default location for LAN tests (EOT files).



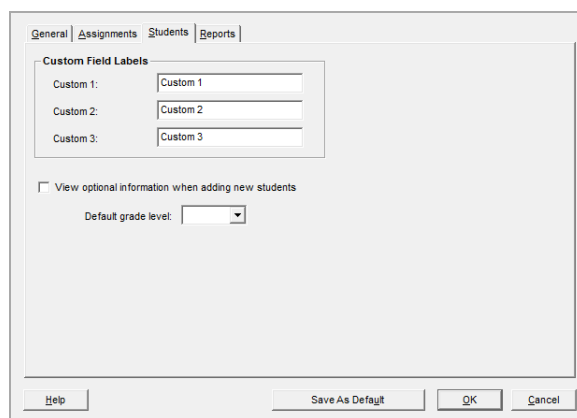
Students

Custom field labels

Enter/edit custom field labels used when creating new students. These custom labels can be used to filter which students are displayed when creating reports.

EXAMPLE

For example, if you teach multiple sections of the same class, you could create a custom field called Section and enter all of your students in the same class file. When you view reports, filter your results based on a certain section to view information for just those students.



View optional information when adding new students

Select this option if you always want to see the optional demographic information when creating/editing students.

Default grade level

Set this option to automatically fill the Grade level field when creating new students.

Reports

Graph ranges for Assignment Results and Assignment Summary reports

Enter/edit the default graph ranges for the score frequency distribution bar chart in the Assignment Results by Class and Class Assignment Summary reports. You may want to base the ranges on your school's grading scale.

Threshold level for Item Summary reports

Enter/edit the default setting for the Item Analysis Summary and Item Remediation Summary reports. These reports will indicate questions where the percentage of students that answer incorrectly meets or exceeds this setting.

Focus range for Learning Focus reports

Enter/edit the default setting for the Learning Focus reports. The report will indicate learning objectives/standards where performance for the student/class is in this range.

Proficiency target for Performance Summary reports

Enter/edit the default setting for the Performance Summary reports. The report will indicate learning objectives/standards where performance for the student/class is at or above this level.

Proficiency levels for Class Performance Progress Chart report

Enter/edit the default setting for the Class Performance Progress Chart report. The report shows at a glance how each student is performing on each of the learning objectives/standards for all assignments in a category over a specified date range.

Report heading color

Click here to change the color used for headings on student and class reports. The default color is blue (RGB: 194, 207, 231).

Report alternating color

Click here to change the color used in the background behind every other student/item on student and class reports. The default color is pale blue (RGB: 237, 243, 254).

Troubleshooting Tips

If you experience problems using ExamView Test Manager, refer to the list of troubleshooting tips listed below. The tips include frequently asked questions along with helpful hints to solve your problem. If you do not find a solution to your problem, contact the technical support or contact the publisher or company who provided you the software.

Before calling for assistance, please record the exact steps that cause the problem. If there are any error messages, write down the exact wording. Also, be prepared to provide the ExamView version and the operating system version.

Dedicated OMR Scanning

- If the Apperson Advantage 1200 scanner becomes unresponsive, click Stop Scanning, press the Reset Options button (located on the scanner), and then click Start Scanning. If that does not solve the problem, cancel the scanning process. Turn the scanner off, then back on, and try to scan the forms again.
- The Apperson Advantage 1200 scanner prints the percentage score on the scanner form. For tests with just objective questions all set to 1 point, the score will be correct. If your test includes open-ended questions or questions with varied point values, the score printed on the form will not match the score displayed by the software. Unfortunately, there is no way to turn off printing. However, you can remove the print cartridges.
- If you consistently receive errors when scanning forms or the data is not being read properly, check your hardware user manual to clean the scanner.

Plain-Paper Scanning (PC Only)

Scanners

- Be sure that the scanner is attached to the computer, the drivers are properly installed, and the scanner is on before turning on the computer. After installing the scanner drivers, it may be necessary to restart the computer.
- Verify that the scanner is a supported model by checking the eInstruction by Turning Technologies website. If the scanner model is valid, verify that it works with another application besides the scanner interface (such as Adobe Photoshop or Paint). If the scanner is not working in other programs, the problem is likely a hardware issue. Contact the scanner manufacturer for assistance.
- Scanner manufacturers frequently make updates to their drivers to correct problems. Visit the manufacturer's website to download and install the latest drivers.
- Many scanners will install multiple drivers and will appear in the scanner selection list multiple times. Try to select the entry that uses the appropriate connection (e.g., USB or parallel port) for your particular scanner model. If it is not clear which entry is correct, just select one and try it. Selecting the incorrect scanner choice will likely result in a failure to initiate scanning or a failure to scan more than one page in the stack. Selecting the incorrect scanner choice will not result in erroneous results appearing for a student. Simply cancel the session and select the other scanner choice if communication problems occur. The most recently selected scanner will appear as the default once a scanning session is finished, so this choice only needs to be made once.

Forms

- Plain paper scanning only supports bubble forms.
- The bubble form must be installed into the copy of Test Manager where the results are being scanned. Verify that the form name appears in the list of forms displayed in the Print Bubble Form dialog.

- Forms should be printed on letter sized (8.5" x 11") white paper at 100% scale, in portrait orientation only. Plain-paper scanning does not support forms printed on other paper sizes, colored paper, or forms that have been scaled or printed in landscape orientation.
- For best results, a laser printer is recommended for printing the bubble forms.
- Forms must either be printed directly from ExamView or photocopied from an original printout. Do not use forms that are photocopied from a photocopy.
- Verify that the forms are placed properly into the scanner ADF or flatbed. Check that the orientation of the image side of the form matches the direction specified by the scanner manufacturer.
- Verify that the bubbles are properly filled in with dark marks and erasures are complete.

Scanner Error Messages

Can't recognize the scanned image. Check to see that the form is properly loaded in the scanner.

The most common cause for this error is a form placed backwards in the scanner (image side placed away from the scanning surface). Check that the form is properly loaded and try flipping the form over and re-scanning. Other causes for this error include using a non-supported form or using a form that is not properly installed (see the Forms Troubleshooting section above).

The form definition file <name> does not appear to be installed.

Error messages that refer to the form definition file indicate that a necessary resource file is missing, out-dated, or invalid. To correct this problem, the installer for either the form or ExamView will need to be run. Make a note of the file name as it will be needed should you require additional assistance from Technical Support.

Can't reliably detect the necessary marks on the form. Check to see if any part of the form is missing or has unusual marks.

This error may indicate that the framing border around the form has extra markings or is broken up. Check that the form is free from extraneous marks and that the printout quality is crisp. Only use forms printed directly from a laser printer or photocopied from the original laser printout to avoid quality degradation.

The form appears to have fed improperly. Check to see that the form is properly loaded in the scanner

This error typically appears if the form is recognized by Test Manager but the scanned image is distorted or heavily skewed, making scoring unreliable. Try re-scanning the form as distortion is likely the result of a mechanical misfeed from the ADF.

Response Pads

CPS IR

If Test Manager won't detect the CPS IR receiver.

- Try the following:
- Exit the "Get Results from Response Devices" window. Open Device Manager and click Options | Add Gen1 IR. Follow the on-screen steps to detect the receiver.
- Restart Device Manager and try again.
 - PC – From the system tray in the lower right corner find and click on the DM icon. Click Restart.
 - Mac – From the system tray in the upper left corner find and click on the DM icon. Click Restart.

- CPS IR won't be detected if "Scan Only USB HID Devices" is checked in Preferences. Open Device Manager and click Preferences. Uncheck the "Scan Only USB HID Devices" box and try to detect the CPS IR receiver again.

When using CPS IR for a Student-Managed polling session, ensure that Question Advance is set to Automatic Advance for the assignment in Test Manager. To do so, ensure that your CPS IR receiver is plugged in and detected. In Test Manager, click Get Results from Response Devices. On the Response pad tab in Session Settings, ensure that Question Advance is set to Automatic Advance.

Pulse/Spark 360

Students are unable to answer any questions. The screen keeps cycling through "Starting Test", "Waiting for Questions", and "Question 001."

You could be experiencing interference with another Pulse/Spark 360 receiver that is using the same Join Code and is plugged in (in perhaps another classroom within 200 feet).

- Unplug the other receiver
 - Change the Join Code on your receiver from within Insight 360.
- 1 Open Insight 360 and click the My Settings icon in the upper right corner.
 - 2 Select Device Management.
 - 3 Click the Edit icon next to the Join Code. The Edit Join Code window opens.
 - 4 Do one of the following:
 - a Click Find Best Code - Insight 360 chooses a Join Code for the receiver.
 - b Manually enter a new Join Code - Enter a two-digit number only using the digits 1, 2, 3, 4, 5 or 6. For example, 35 is valid but 39 is not. This is because the Spark 360 clickers only have numeric keys 1 to 6. Each classroom within 200 feet of each other should have their own unique Join Code.
 - 5 Click Save.

IMPORTANT

Verify that the Join Code on the receiver matches the Join Code on the clickers.

Pulse/Spark

Test Manager won't detect the Pulse/Spark receiver.

Restart Device Manager and try again.

- PC – From the system tray in the lower right corner find and click on the DM icon. Click Restart.
- Mac – From the system tray in the upper left corner find and click on the DM icon. Click Restart.

ResponseCard NXT

The ResponseCard Unit ID must match the Student Pad ID in Test Manager. Follow these steps:

- 1 Press the Toolbox (right function key).
- 2 Press the right arrow key until "Device Info" is displayed.

- 3 Press the Enter button.
Note: The next 3 steps must be completed within 3 seconds.
- 4 Press the “Channel” button twice.
- 5 Press the “abc” button.
- 6 Press the Enter button.
- 7 Enter the new Unit ID (Must match the Pad ID in Test Manager).
- 8 Press the Enter button to save the new Unit ID.

QT/QT2

Test Manager isn't receiving student results from QT clickers.

- Close the polling session in Test Manager.
- Open Device Manager.
- Select the Turning RF receiver.
- On the Options menu, click Properties.
- Under ResponseCard Options, select CustomID (ResponseCard QT).
- Click OK.
- Try polling again.

You may also have to change the Custom ID

- 1 On the QT Clicker go to Presentation tools (wrench icon) and press OK.
- 2 Go to Device Info and press OK.
- 3 Press the sequence: Channel button (TV icon) (twice) + SHIFT button + central button in navigation keypad.
- 4 Enter the Pad ID (avoid leading zeros).
- 5 Press OK button.

TIP

Restart Device Manager and try again.

- PC – From the system tray in the lower right corner find and click on the DM icon. Click Restart.
- Mac – From the system tray in the upper left corner find and click on the DM icon. Click Restart.

ExamView Student

ExamView Student supports both asynchronous and synchronous learning.

- For asynchronous learning, publish a test to the ExamView Online Testing Service for students to take later.
- For synchronous learning, start a teacher-led polling session during your lesson that requires concurrent student interaction to complete.

The local session isn't appearing for students, or students can't access the local session.

Try one of the following:

- In Test Manager, open the assignment, click Get Results from Response Devices, click Session Settings and ensure that you have selected to "Announce the session on the local network."
- Local sessions will not appear when using the Web or Chromebook apps. If you are using the other apps, have the students close and reopen them.
- Ensure that your computer is connected to the Internet only via a cable or wirelessly. Being connected to the Internet with both ways may cause conflicts in getting the local session to display.
- Check your school's firewall settings.

If a student was disconnected from an in-class polling session, how does the student reconnect?

If a student disconnects from a polling session on their own, the student does not need to reenter the session password to reconnect. If the teacher disconnects the student from the polling session, the student must re-enter the session password.

A student joined an in-class polling session, but their device died, and now they are unable to log in.

The teacher must disconnect the student device from the assignment in Test Manager to allow the student to rejoin the session on a different device. To disconnect the student from the polling session, click the student's name in the list and click Disconnect.

What happens if a student loses internet connection when taking an online test?

- If a student loses internet connection while using the ExamView Student apps (except ExamView Student Web) to respond to an online test, the test will be saved locally. The student can then reconnect to the internet, upload the test, and pick up, complete and submit the test.
- If a student loses internet connection while using ExamView Student Web (which is a URL) to respond to an online test, the test will not be stored locally. If the student does not close the browser, the student can reconnect to the internet when the connection is available and submit the test. Otherwise, the test will be lost.

If you don't have enough devices for each of your students for a polling session, you can share the devices.

You can allow a single device to be shared by multiple students in a single polling session. First, assign a group of students to take the test. Then, in Test Manager, manually disconnect each device for the polling session. To disconnect students from the polling session, click each student's name in the list and click Disconnect. Last, assign another group of students to take the test with the shared devices.

Do students receive immediate feedback on an online test after submitting their responses?

No, students will not receive immediate feedback on an online test. A teacher must generate a report and share the results with the students.

If a student mistakenly exits an online test without saving their work, can the student log into the online test again?

Yes, just open ExamView Student and log in.

The question isn't displaying at all on the student devices.

Hit the refresh button within the app.

How many local online tests can students save?

ExamView Student (except for Web) allows students to save online tests locally. The number of tests that students can save depends on two factors:

- Test size and number of pictures
- Device storage capacity

The whole question isn't displaying on student screens.

- For tablets, questions display best with landscape mode. If your image still isn't fully displaying, touch the screen and scroll horizontally and/or vertically.
- For phones, touch the screen and scroll horizontally and/or vertically.
- For computers, maximize the window as required.

Can students access multimedia with ExamView Student apps?

Multimedia is not supported with the ExamView Student apps.

The ExamView Student App for Chromebook isn't loading.

- 1 Make sure ExamView Student is closed.
- 2 Open **Chrome**.
- 3 In the address bar of the Chromebook, type the following: **<http://examview-student.com/>**
- 4 Click on the [i] in the address bar, then site settings to allow Flash.
- 5 Open **ExamView Student**.

Additional Tips

- Don't allow a student to save an online test locally unless the student will complete and submit the test before sharing the device with another student.
- Saved online tests are tied to a Student ID in the class file for which you have published the online test.
- Online Tests that have been saved locally to the device (PC, Mac, Chromebook, iPhone, iPad, Android phone, and Android tablet) can only be accessed through the ExamView Student app.
- On some ExamView Student apps, be aware that predictive text may be turned on/off.

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 case can be created at support.turningtechnologies.com.

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