

Exam View Suite

Step by Step – Test Manager

Create an Exam View data folder

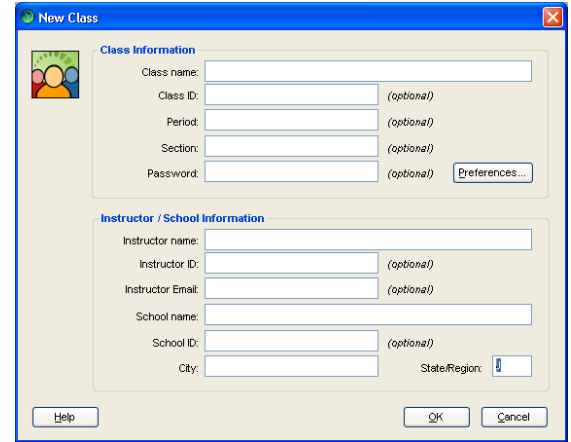
- Start / My computer / browse to your C:, or G: or PLC drive (you decide)
- File / New folder: Example name: ExamView Data
- Close window

From your Desktop

- Open the ExamView Suite folder located on your desktop.
- Click the Test Manager icon.
- Start a new class or open existing class.

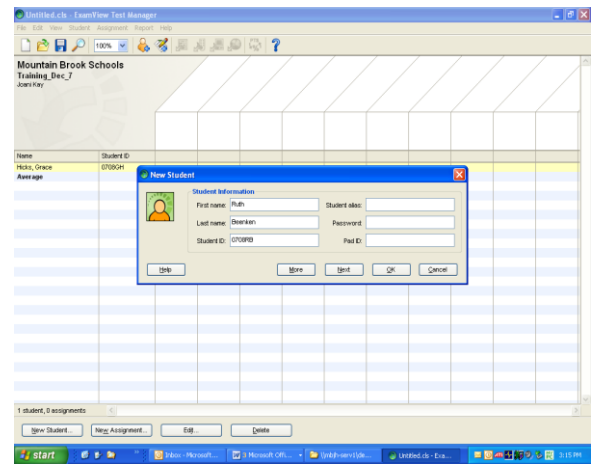
Start a New Class

- Enter your class name and other required information.
- Click Preferences button to determine where you want the data stored.
- Click OK



Enter Students

- Select Student / Add New or the New Student icon button.
- Enter student's name, unique numeric ID, and numeric Pad number.
- Click OK or Next and continue adding your students.
- File / Save (make sure it saved to your ExamView Data folder).



AFTER you create a test in Test Generate you will return to this software and assign the review/quiz/test to your rosters using the steps below.

How to Assign a Test

- Open ExamView Test Manager
- Open your class
- Click in column and select Assignment / Create New Assignment
 - Step 1: Name your assignment
 - Step 2: Select the way the test will be administered.
- Click the Next button
- Browse to test location. (Ex. ExamView Data folder)

