

# instructional support

Enhancing Teaching and Learning through Technology

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## Exam View procedure

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Install Exam view on computer

### CREATING THE QUIZ

1. Open Exam View – have the CD in your computer
2. Click radial button for “Create a new test” -> OK
3. Give the test a title -> OK
4. Click on the icon in the top menu bar with the binoculars – “Select While Viewing”
5. Select BC Van Dyke\_Fund of Math 9e -> click open
6. Select the chapters and sections you want to use in the quiz/test -> click Select (they will be moved to the lower section of the window) -> click Next
7. You can now view all the questions available for the quiz. Check the box in the left margin for the questions you want to include. -> Click Finish
8. Your Quiz is displayed

### EXPORT THE QUIZ FROM EXAMVIEW

1. With the quiz still displayed, click on File -> Export -> select WebCT CE4.x/vista 3.0+
2. Enter the file name (ie quiz 1) and choose the location where you want to store the file on your computer.
3. This will create a .zip file with that name -> Click save
4. Accept the defaults on the next screen and click OK
5. Create as many quizzes as you want. When done, close Exam View

### IMPORT QUIZZES INTO BLACKBOARD

1. Log into Blackboard and go to the class you want to add the quizzes to
2. Click on Manage Course from the lower left menu -> click on Import
3. Navigate to the location of the zip file(s) on your computer by selecting My Computer, then Browse.
4. When you have selected the zip file, click open, then OK
5. You will see a Content Import in Progress screen. When it is done click Return.
6. Click on Assessments from the left menu
7. Your new assessment will be listed, you can preview it to confirm.
8. Now you can add it to a learning module.
9. An import log will be placed on your Course Content page. You can remove this using the action menu drop down.