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## Advanced Features

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**Introduction** ExamView Test Generator (part of the ExamView Assessment Suite) is test-making software that creates customizable tests in seconds using question banks aligned to Pearson programs. This guide explains how to add images to tests and publish tests to a Web site. Bimodal and dynamic question types will also be explained.

**Previous Versions** Test banks installed with earlier versions of ExamView work fine with newer versions of the program. In fact, the latest version of ExamView may be installed right over previous versions of ExamView, and all tests and test banks remain intact. Only the software engine is updated.

**Insert Images** To insert images into a test, follow these steps:

1. Open an ExamView test or create a new test.
2. Double-click on a test question or add a new question to the test by selecting **New** from the Question menu.
3. Go to the end of the question line and press the Enter key on the keyboard several times to add empty space below the question.
4. With the cursor positioned in the space below the question, click **Insert** and select **Picture**.
5. Browse to the image file and select it.
6. Resize the picture if necessary.
7. Click **Record**.

**Publish Tests Online** ExamView can be used to publish an ExamView test to a Web site so students can take tests online.

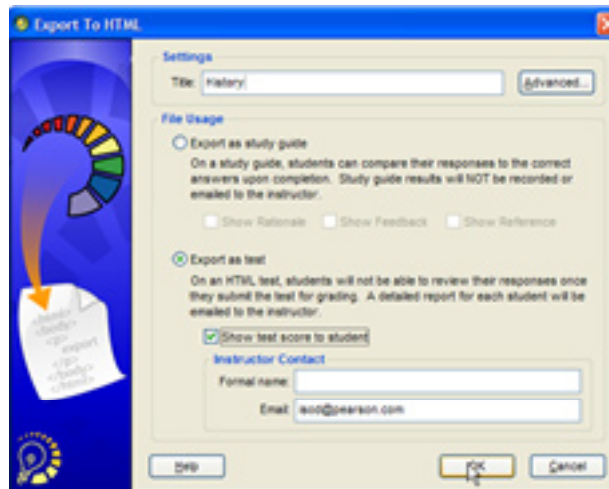
ExamView also has a Test Manager that allows the user to set up classes, have students take tests using a Test Player, and record the results into a reporting system.

For more information on using the ExamView Assessment Suite Test Manager, go to [www.ExamView.com](http://www.ExamView.com).

**Creating Test Files for a Web Site** After creating a test in ExamView:

1. Go to the **File** menu, choose **Export**, and then select **HTML**.
2. Enter a name for the test.

3. Select **Export as test**.



4. To allow students to see their test score after they have completed the test, select **Show test score to student**.
5. Skip the Formal Name box.
6. Type in the teacher's e-mail address. When students click **Submit** after taking the test, the test results are automatically e-mailed to this address.
7. Save the test. Make sure there are no spaces in the test name as that becomes the saved file name. The file name becomes part of the Web address, and Internet URLs should not contain spaces.
8. Upload both the file and the folder with the same name as the test file to a server. Make sure both the file and its accompanying folder reside at the same directory level.

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### **Students Take the Test Online**

Students go online and take the test.

1. The student types in their name. The ID and student e-mail address fields are optional.
2. The student takes the test by selecting answer choices to multiple choice and true-false questions. They type in responses to short-answer and essay questions.
3. Once they finish the test, the student clicks **Grade and Submit** to have the test automatically scored and results e-mailed to the teacher.
4. After submitting the test, students get a confirmation page. If the teacher checked **Show test score to student**, the score is displayed on the confirmation page with a note that the score does not include any short-answer or essay questions, which need to be graded by the teacher.



7. Click the **Toggle Bimodal** button on the menu bar to change the question to a short-answer question. ExamView moves the question to the Short Answer section.
8. Click the **Toggle Bimodal** button again to change the question back to a multiple-choice question. Another method is to right-click on the question and select **Toggle Bimodal**.
9. To toggle all the bimodal questions in the test at once, go to the **Question** menu and select **Toggle Bimodal** and then select **All Multiple Choice to Short Answer**.

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## Dynamic Questions

Dynamic questions are those that can be recalculated so the values change but the question remains basically the same. Follow these steps to change values for a question:

1. Select a test question with a calculator beside it.
2. Click to highlight the question.
3. Click the Calculator button on the menu bar. Notice that the values instantly change but the question remains basically the same. Another method is to right-click on the question and select **Calculate Values**.

Note: Using dynamic questions makes it easy to build practice pages for their students. Highlight a question, right-click on the question, and choose **Duplicate**. The question is duplicated and values automatically change.

4. To change the values of all questions on a test, click the **Question** menu and select **Calculate Values** and then select **Entire Test**.

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## Review

This guide explained how to add images to tests and publish tests to a Web site. Use of bimodal and dynamic questions was also described.