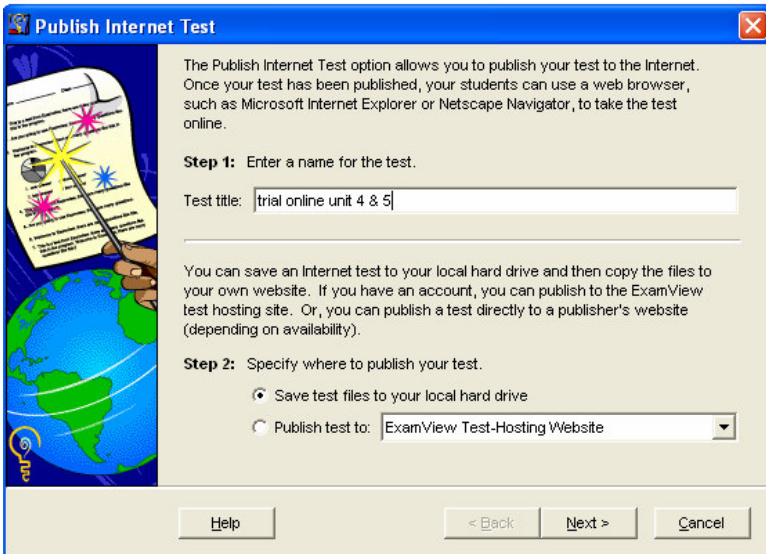


## Creating Internet Tests with Exam View



Make your normal test using Exam View, but do not include any essay questions (sorry!).  
Go to FILE: *Publish Internet Test*  
Name the test.  
Choose *Save test to local hard drive*. Click NEXT.

Choose *Publish a Test*.

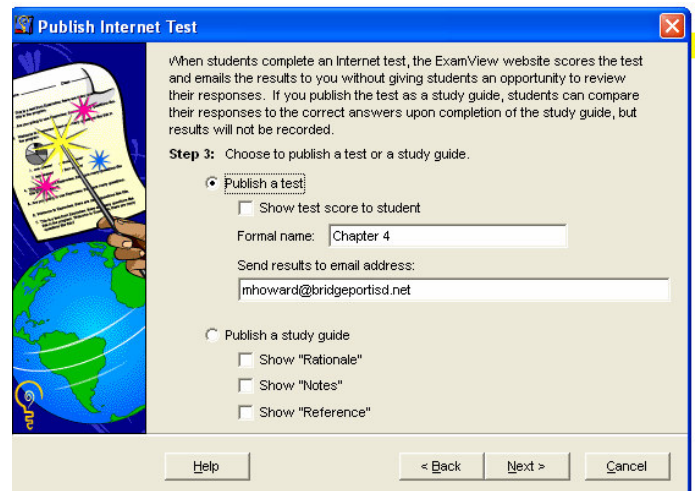
If you want the student to see the grade, choose *Show score to student*.

Give the test a formal name.

Enter your email address. This is where the test results will be sent, and can be any email account.

You can also publish a study guide with rationale, notes and reference. I have not tried this feature yet.

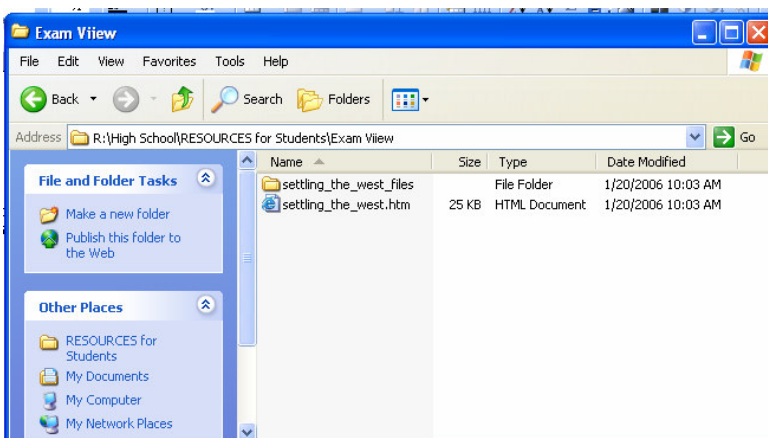
Click NEXT.



SAVING the test:

WHERE? R:\High School\RESOURCES for Students\your folder or ExamView folder

HUH, What do you mean?? Choose the district share folder, and in High School, open the Resources for Students folder. Open your own folder there, or there is an EXAM VIEW folder where you can save. (You can also make your own folder here if you don't already have one.)



Once you have opened the folder where you want to save, give the test a name and click SAVE.

HOW DO STUDENTS TAKE THE TEST? Have them open the folder where you saved the test. Double click the test name (there will also be a folder with the same name..ignore it). They will put in their name, and take the test. At the bottom is a place to Grade & Submit the test. That will send the test answers and score to you at the email address you entered, so expect a barrage of emails as students take the test!