EXAMVIEW CLICK THROUGH FOR SELECTING ITEM BANK QUESTIONS

Selecting Questions by Standard Information Instructions

Starting ExamView

1. Launch **ExamView Test Generator**.
2. Select the **Create a new test** option from the startup window.
3. Provide a test title. This will appear at the top of the test, it is not the file name.

Method A: Select By Standard

1. From the **Select** menu, choose **Select > By Standard...** (or click the

toolbar icon).
2. Select the desired question bank by highlighting the title and clicking the **Select** button. Since the banks are organized by passage and named by the passage title, it is easy for a teacher to find the desired passage. Select a passage, then click the **Next** button. (multiple banks can also be selected)
3. A selection table appears with the **Learning Objective** (Standard Description) listed in one column and some other columns that identify how many questions associated with each standard have been selected, remain available to be selected, can be selected, and the total present on the test. Notice that you can filter by question type from a pull-down control at the top.
4. Make some selections of different standards by changing the “0” to the number of desired questions from each standard.
5. Click the **Select** button. After a brief pause, you will see the questions appear on the test behind the selection window and the numbers in the selection table will update to reflect the number of questions already added to the test. You can continue to add questions and update the test from this dialog or click the **Close** button if you are done.

Method B: Select By Criteria

1. From the **Select** menu, choose **Select > By Criteria...** (or click the
toolbar icon).
2. Select the desired question bank by highlighting the title and clicking the **Select** button. Since the banks are organized by passage and named by the passage title, it is easy for a teacher to find the desired passage. Select a passage, then click the **Next** button. (multiple banks can also be selected)
3. A dialog with a series of selection criteria fields will appear. Notice that the total number of questions contained in the selection appears near the bottom of the dialog. Before applying any criteria, this number matches the total number of questions contained in the selected banks.
4. Click the **List Selection** button next to **Learning Objective**. A pick list of Learning Objectives (Standard Descriptions) present in the current selection appears. Choose a Learning Objective then click the **OK** button.
5. Returning to the **Select by Criteria** dialog, notice that question matching the criteria total has changed. This number indicates the maximum number of questions that can be selected that match the criteria. Change the **Select**

field to a number equal to or less than the maximum number of matching questions then click the **Select** button to add these items to the test.

6. This process can be repeated with different criteria over and over. Try adding questions based on **State Standard** or **Difficulty**. You can also filter for questions based on multiple criteria… such as only selecting questions for a particular state standard of difficulty "M". Click the **Close** button when done.

Method C: Select From a List

1. From the **Select** menu, choose **Select > From a List...** (or click the

toolbar icon).
2. Select the desired question bank by highlighting the title and clicking the **Select** button. Since the banks are organized by passage and named by the passage title, it is easy for a teacher to find the desired passage. Select a passage, then click the **Next** button. (multiple banks can also be selected)
3. A list of the questions numbers and type (e.g. MC = Multiple Choice) appears. Use **the Sort by** pull-down control to shuffle the order by **State Standard**, **Learning Objective**, etc.
4. Select questions by checking the checkboxes next to the desired items and clicking the **Finish** button when done.