Creating an ExamView test and Importing to Blackboard

Directions
Create an ExamView test.

1. Find the **ExamView** zipped file you downloaded.

2. Click the **Setup File** to load the test into ExamView. **NOTE: If you don't have ExamView installed, click the EVPlayer and use the setup file to installed ExamView.**

3. Open the **ExamView Test Generator**.
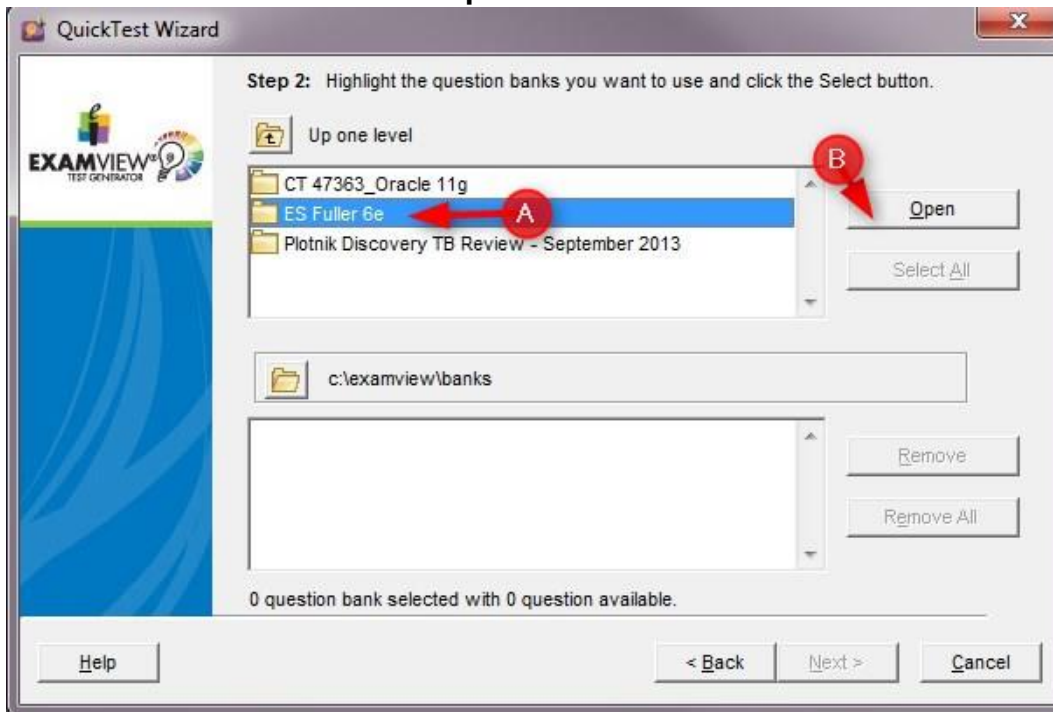
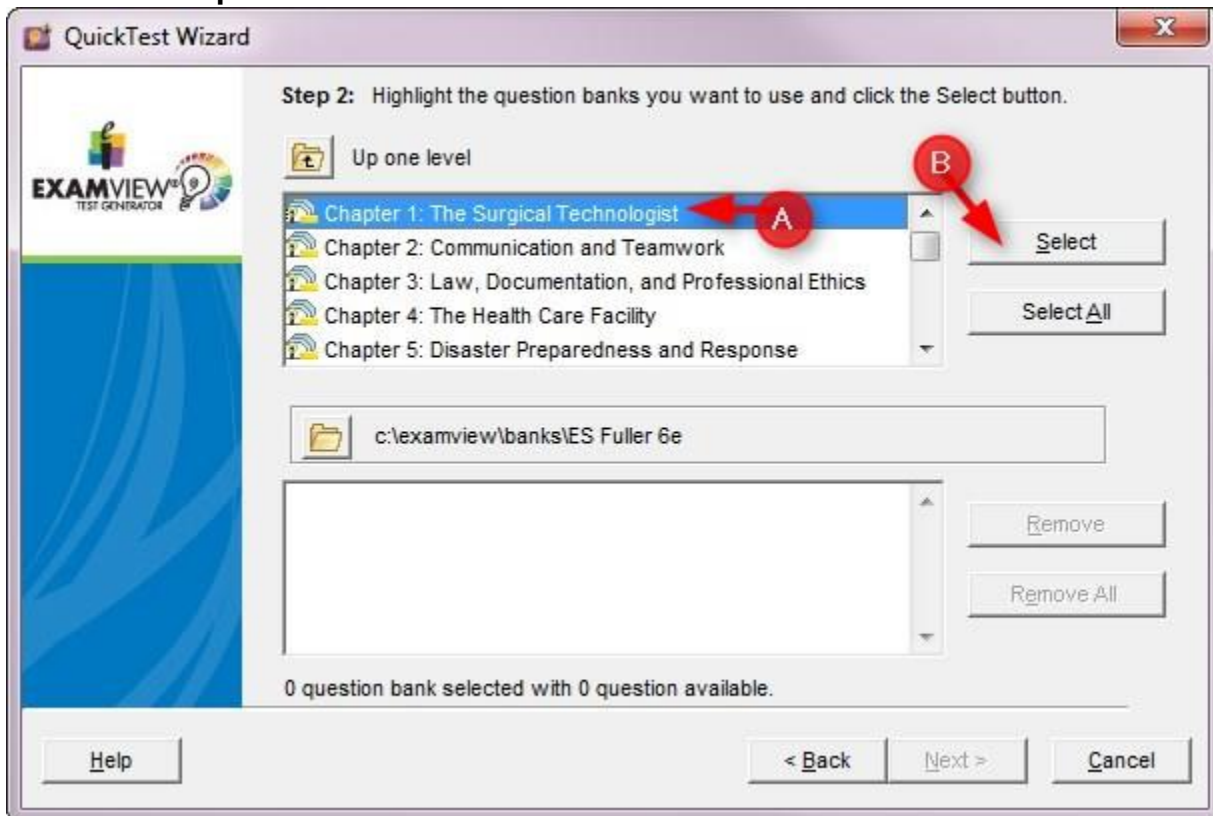**4.** Click **Create a new test using a wizard**.

5. Type the **Test title** and then click **Next. NOTE:** You will want to be very specific and include the edition.
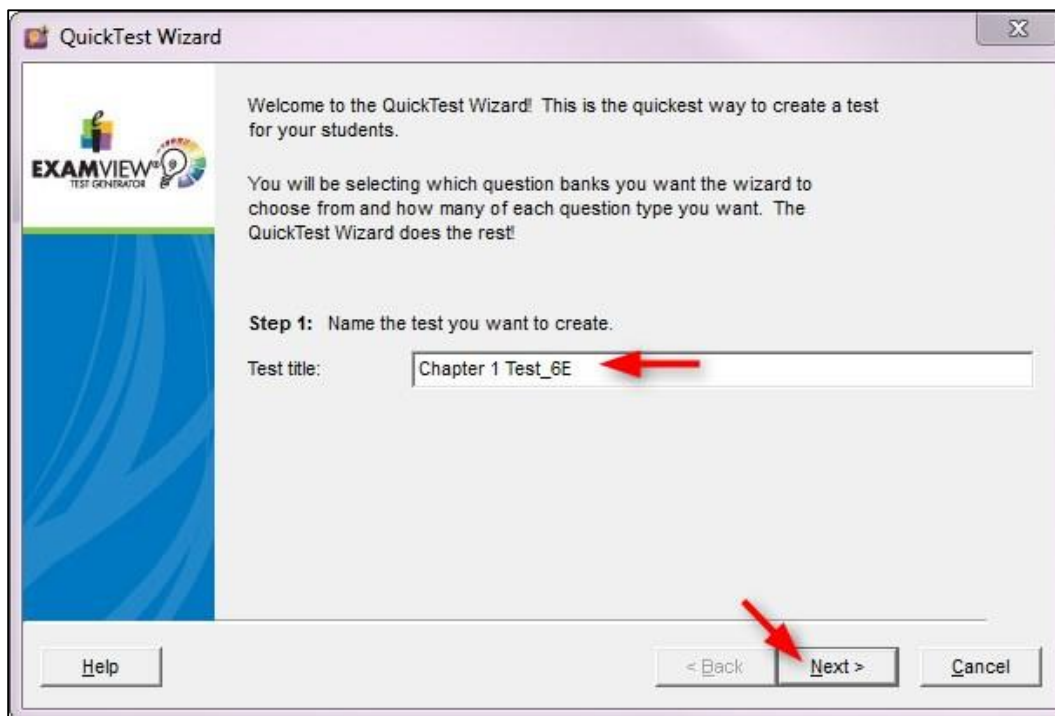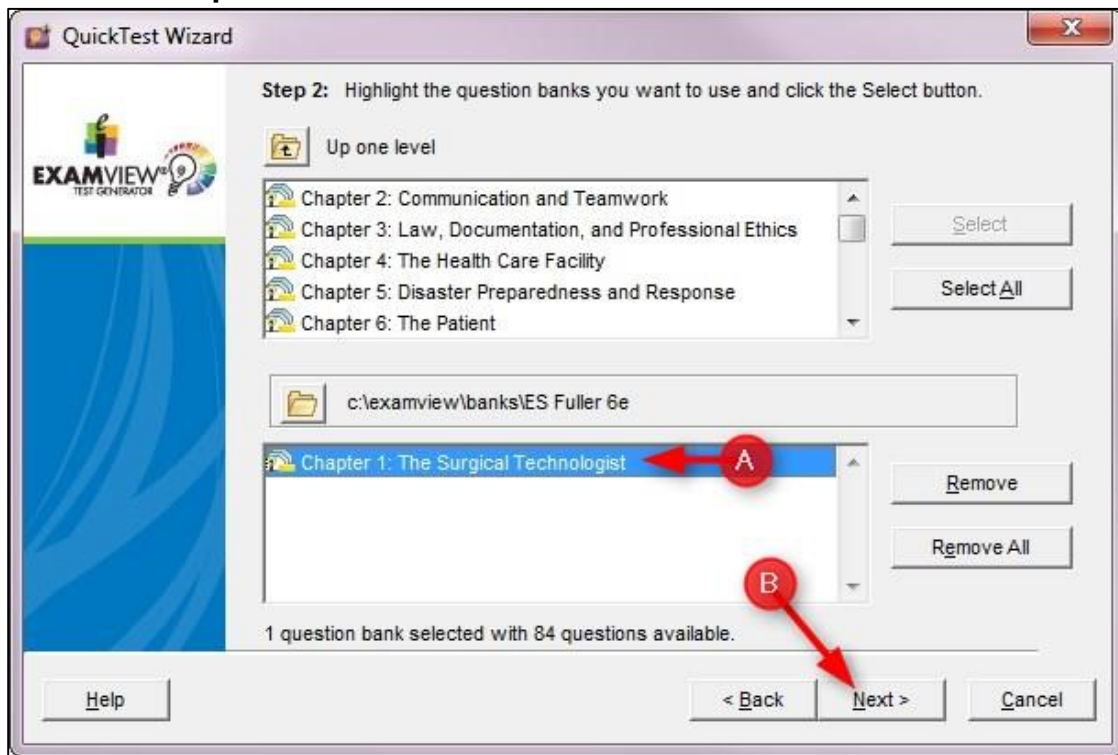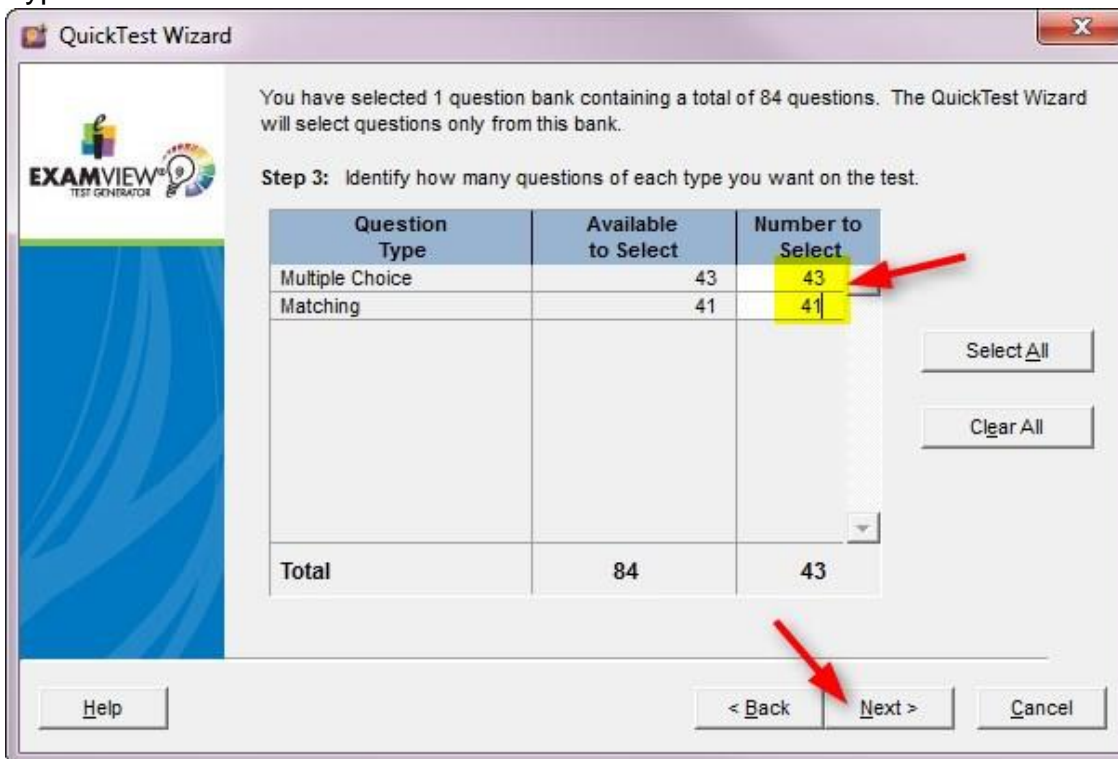
6. Select the **test bank** and click **Open**

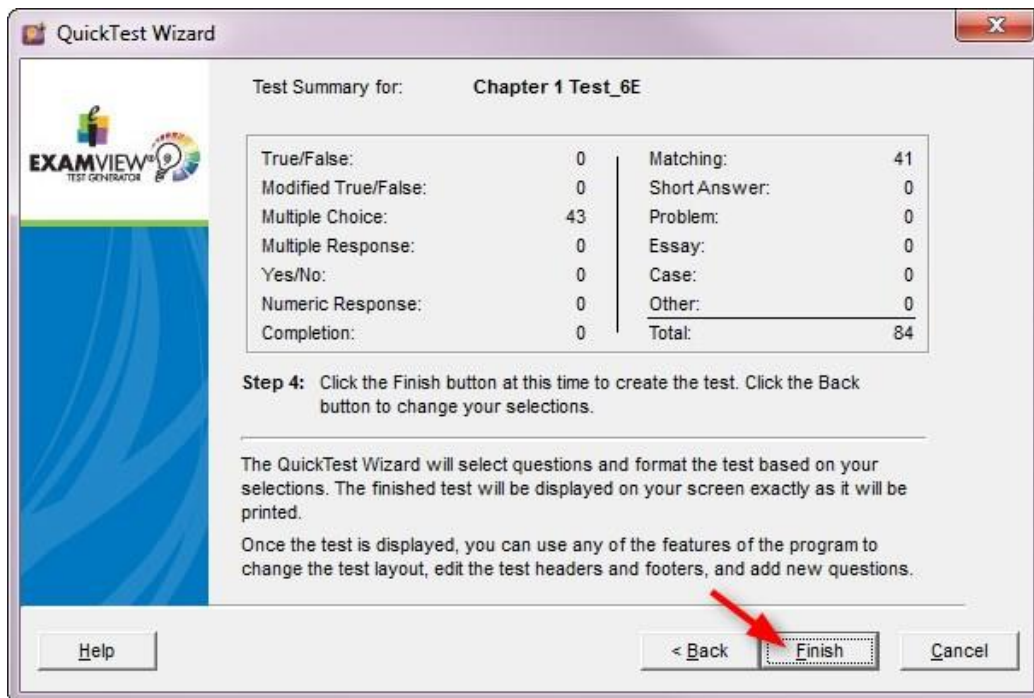**7.** Select **the chapter** and click **Select**
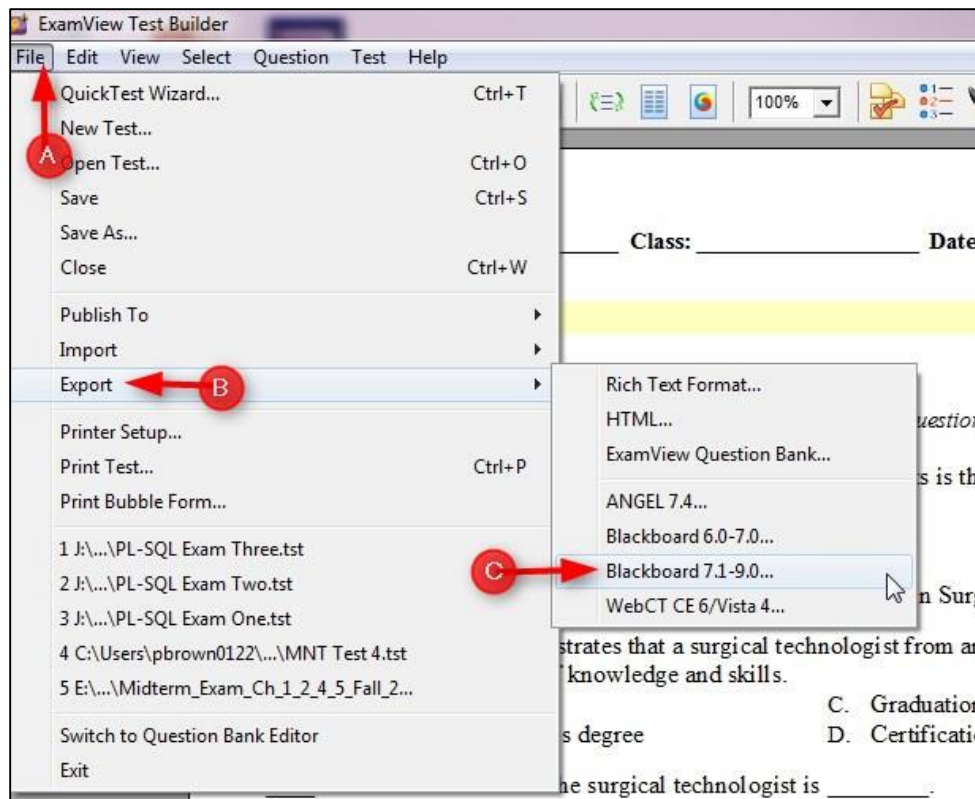
8. Select the **chapter** and click **Next**

9. Type the **Number to Select** to use for the test and then click **Next**
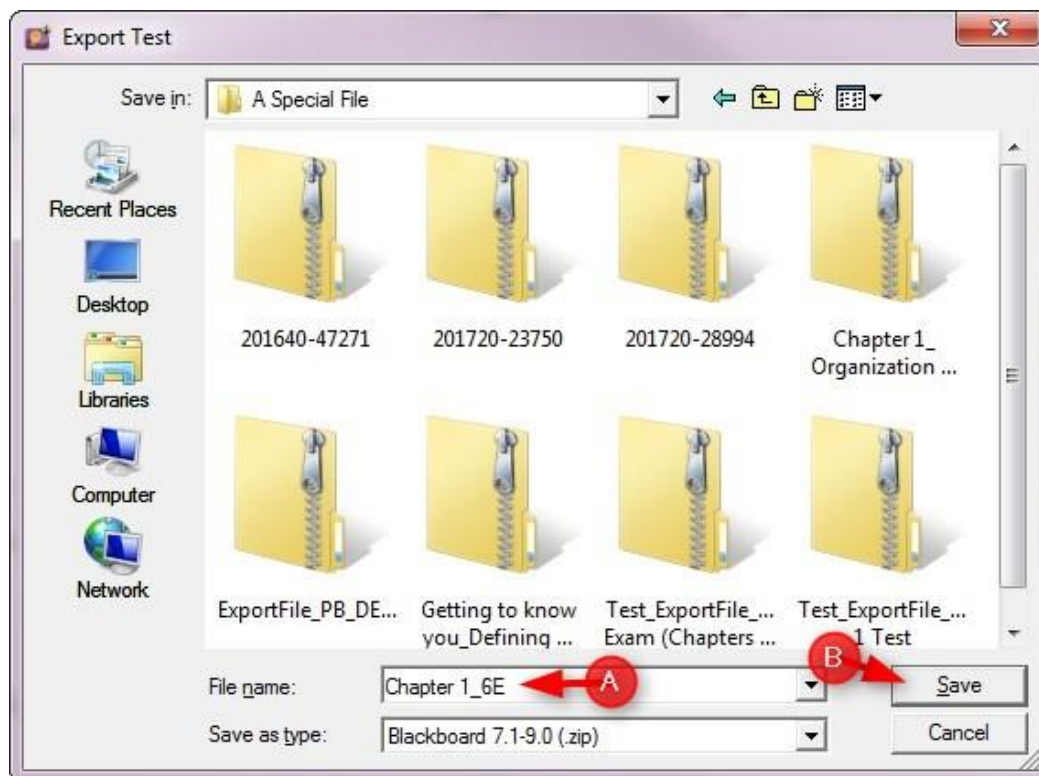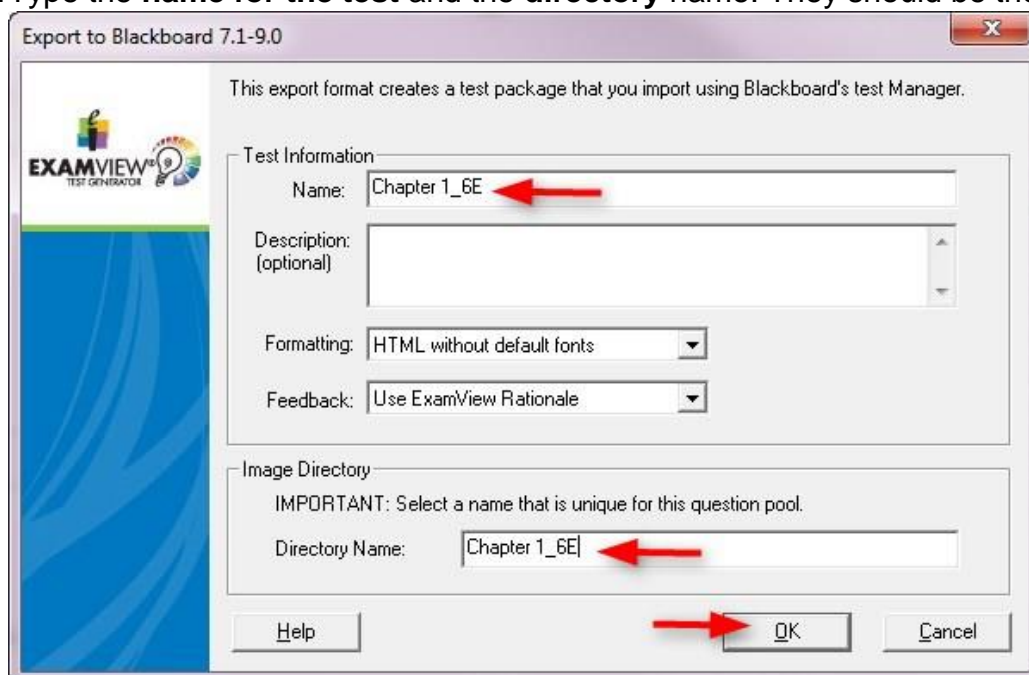
10. Click **Finish**

11. Click **File/Export/Blackboard 7.11-9.0….**

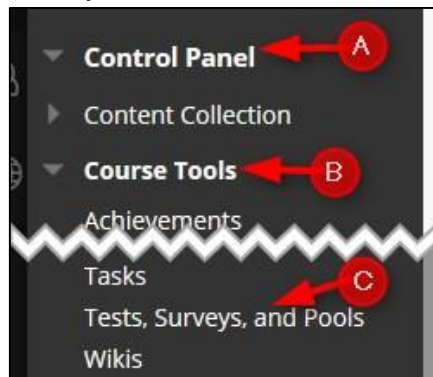**12.** Save the file in a specified location. Name the **file** and click **Save**

13. Type the **name for the test** and the **directory** name. They should be the same. Click **Ok**
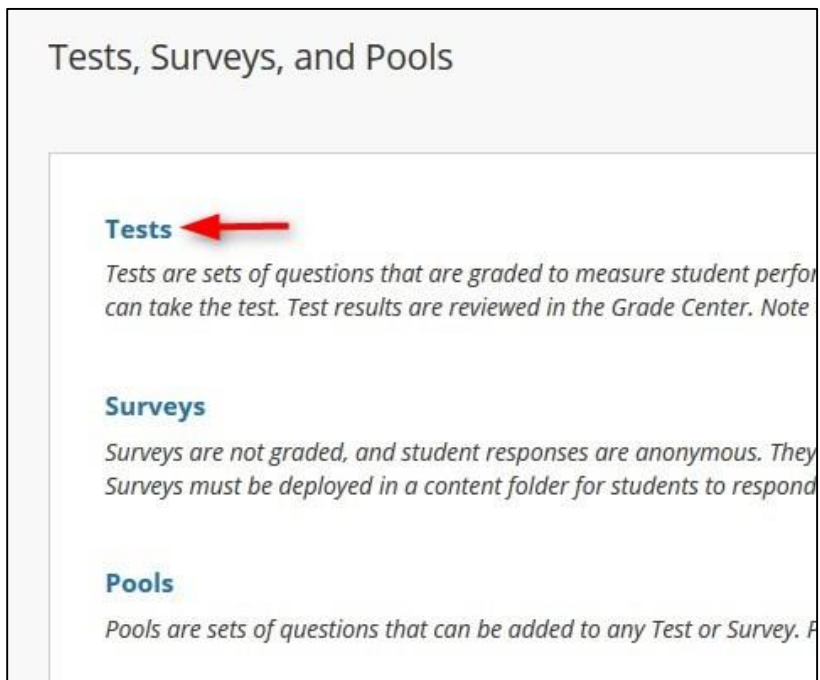
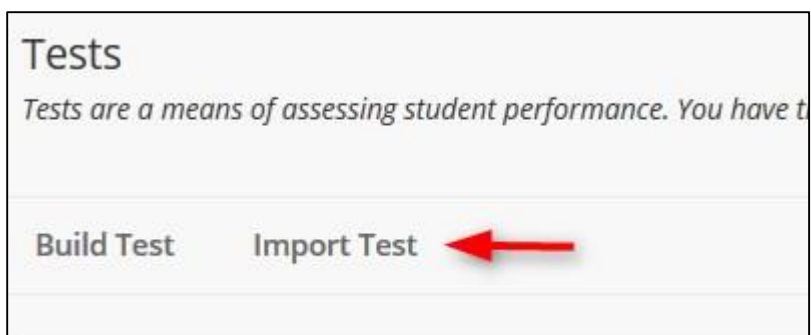# Import the ExamView Test into Blackboard

1. Go to your course **Control Panel**, click **Course Tools** and then **Tests, Surveys, and Pools**

2. Click **Tests**

3. Click Import Test
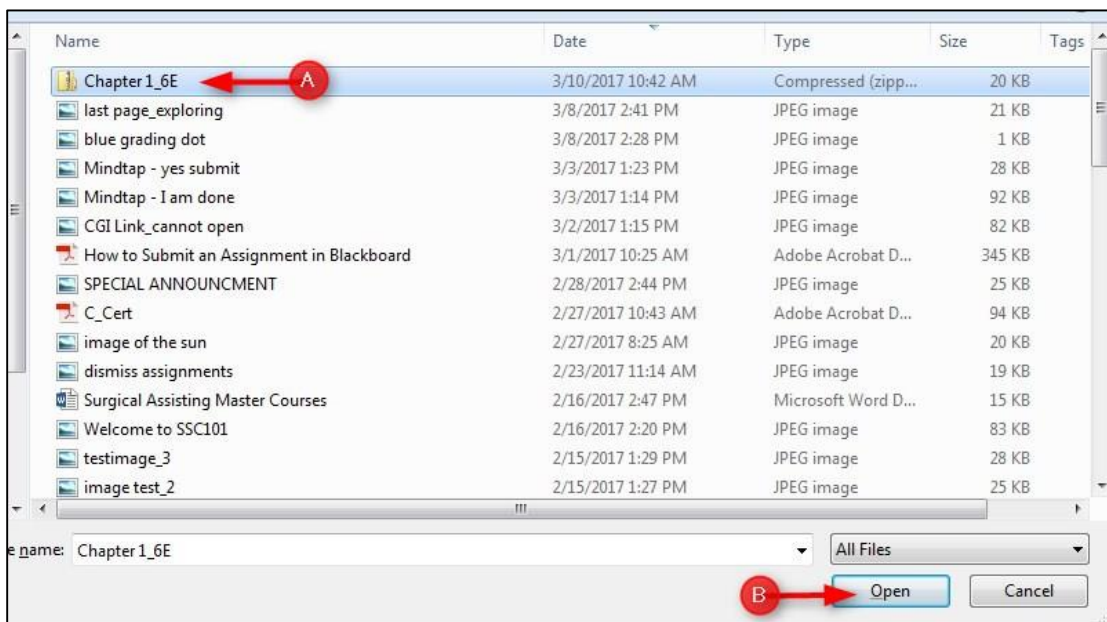
4. Click **Browse My Computer**

TEST IMPORT

Click *Browse* to locate a file to import.

Attach File   Browse My Computer   Browse Course

5. Find your test, **select it,** and click **Open.**

6. Click **Submit**

TEST IMPORT

Click *Browse* to locate a file to import.

Attach File   Browse My Computer   Browse Course

Selected File   File Name   **Chapter 1_6E.zip**

                     Do not attach

Click *Submit* to proceed. Click *Cancel* to go back.   Cancel   Submit

7. Your test is ready to be deployed in your course. *Deployed means that you have added it to your lessons.*

NAME △	DEPLOYED	DATE LAST EDITED
#1 Exam (Chapters 1-4)	No	January 24, 2017 3:06 PM
Chapter 1_6E	No	March 10, 2017 10:48 AM
Chapter 1 Test	No	December 5, 2016 4:10 PM
Midterm (Chapters 1-5)	Tests and Quizzes	December 15, 2016 2:30 PM