

SacCT

Working with Publisher Test Banks

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT'S POSSIBLE?

- Use publisher-provided exam software to create and export a quiz or exam for a SacCT course (TestGen, ExamView, & EZTest will be briefly covered in this handout)
- Export a Word or text file from the publisher into a SacCT course, using Respondus¹
- Export a Respondus-formatted test bank file into a SacCT course

USING PUBLISHER-PROVIDED EXAM SOFTWARE

Some textbook publishers provide exam software that can be used to create an exam or quiz that can then be used to generate a file for import directly into your SacCT course. If you plan to use a test bank from your publisher in your SacCT course, this method is the most expeditious.

The process of creating an exam file (for export to SacCT) using publisher exam software is covered in this section. Three of the more common applications are covered, although additional detail regarding the exam-authoring environment can be acquired from the application's online manual or other help pages. The support Web site for each of the three software packages is listed below, in the corresponding sections.

¹ Respondus is an application that can be used to create quizzes for SacCT. Additional information can be found on our Respondus support site: <http://www.csus.edu/atcs/tools/respondus/index.stm>

NOTE: Before you begin, make sure that you are running the **latest version** of the exam software you will be using. To check to see if you are running the latest version, you can check for a version update (usually done from the **Help** menu of your software), or see the support Web site for your exam software (listed in the following sections). Previous versions of exam software may not include support for our version of WebCT.

Creating an Exam

TIP : When creating a name for your new exam, refrain from including special characters (such as *, (), #, @, \$, etc). Once the exam has been imported into your SacCT course, the quiz title can be changed to include special characters, if you would like. ²

TestGen

Additional information regarding TestGen, including an overview, FAQs, information about acquiring a copy of the software, and other support pages, can be found on the [TestGen Web site](http://www.tamarack-software.com/) (<http://www.tamarack-software.com/>).

1) BUILD YOUR QUIZ

step 1. Create a new **Paper Test**, or use the **TestGen Wizard**.

- If the test bank that you want to use for your exam is not listed, you will need to use the “Add Test bank to Library” option in TestGen (if you have the test bank on your computer), or visit the Pearson/TestGen site in order to download the test bank for your textbook. Instructions for doing this are listed on the TestGen site, [Open Test Bank Library support page](http://www.tamarack-software.com/forum/open-test-bank-library) (<http://www.tamarack-software.com/forum/open-test-bank-library>).
- In general, you will select questions from your test bank library to add to your paper test. Once added, questions can be rearranged or removed.
- For additional instruction on creating an exam using TestGen, see the [TestGen support pages](#), or the manual for the application, if you already have it.

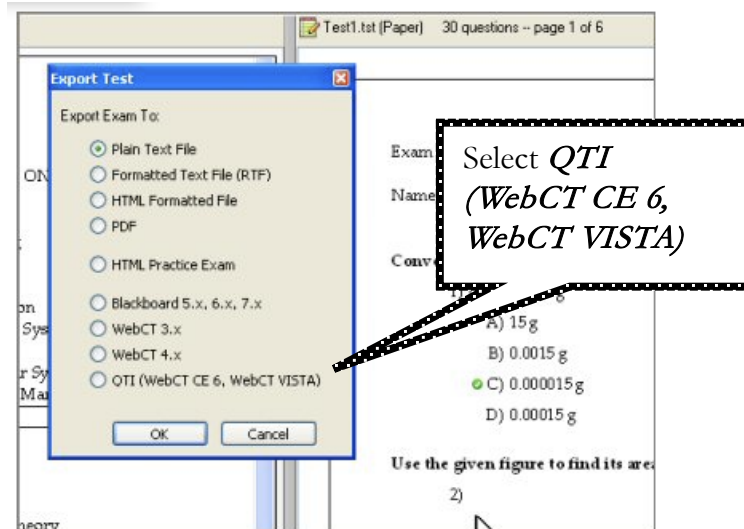
step 2. Save your completed exam, in the TestGen format (the *Save* option should save, by default, to the TestGen format).

2) EXPORT TEST

step 1. From the **File** menu, select the **Export** option.

² This is especially important if you have included images in your quiz questions. Once the quiz or exam is in SacCT, images may not show if you have included special characters in the file name.

step 2. From the **Export Test** window, select the option labeled *QTI (WebCT CE 6, WebCT VISTA)*, then click **OK**.



step 3. Follow the prompt to select a location on your computer to save the export file, then save the file. Note the location of the saved file on your computer. Do not attempt to open it.

ExamView

Additional information regarding ExamView, including an overview, FAQs, information about acquiring a copy of the software, and other support pages, can be found on the [ExamView Web site](http://www.einstruction.com/support_downloads/assessment/examview/index.html) (http://www.einstruction.com/support_downloads/assessment/examview/index.html).

1) BUILD YOUR QUIZ

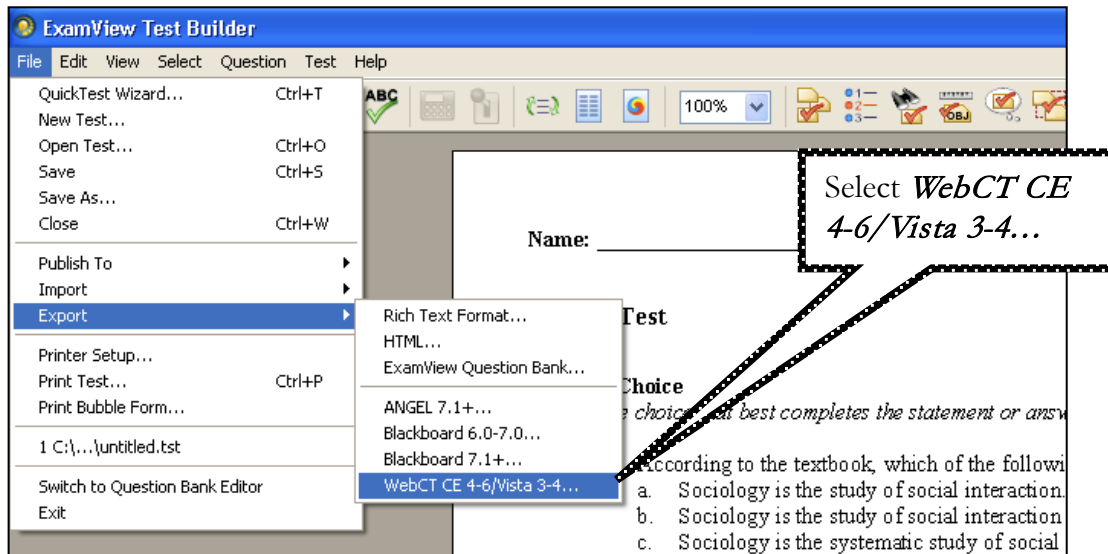
step 1. Create a new test, using the **QuickTest Wizard** or by creating a new test from scratch.

- If the question bank that you want to use for your exam is not listed, you will need to switch to the **Question Bank Editor** (**File > Question Bank Editor**) and add your question bank from there. If you don't have the question bank you need on your computer, visit your publisher's Web site in order to download the ExamView question bank for your textbook.
- In general, you will select questions from your question bank library to add to your test. Once added, questions can be rearranged or removed.
- For additional instruction on creating an exam using ExamView, see the [ExamView support pages](#) or the manual for the application, if you already have it.

step 2. Save your completed exam, in the ExamView format (the *Save* option should save, by default, to the ExamView format).

2) EXPORT TEST

step 1. From the **File** menu, select the **Export** option, then select the option labeled *WebCT CE 4-6/Vista 3-4*, then click **OK**.



step 2. Follow the prompt to select a location on your computer to save the export file, give your file a name, and save the file. Note the location of the saved file on your computer. Do not attempt to open it.

TIP : Unfortunately, the Macintosh version of ExamView does not yet offer the option to export to WebCT CE 4-6/Vista 3-4 format. You will need to use the PC version of the software in order to create an export file for SacCT.

EZTest

Additional information regarding EZTest, including an overview, FAQs, information about acquiring a copy of the software, and other support pages, can be found on the [EZTest Web site](http://www.mhhe.com/eztest) (www.mhhe.com/eztest).

1) BUILD YOUR QUIZ

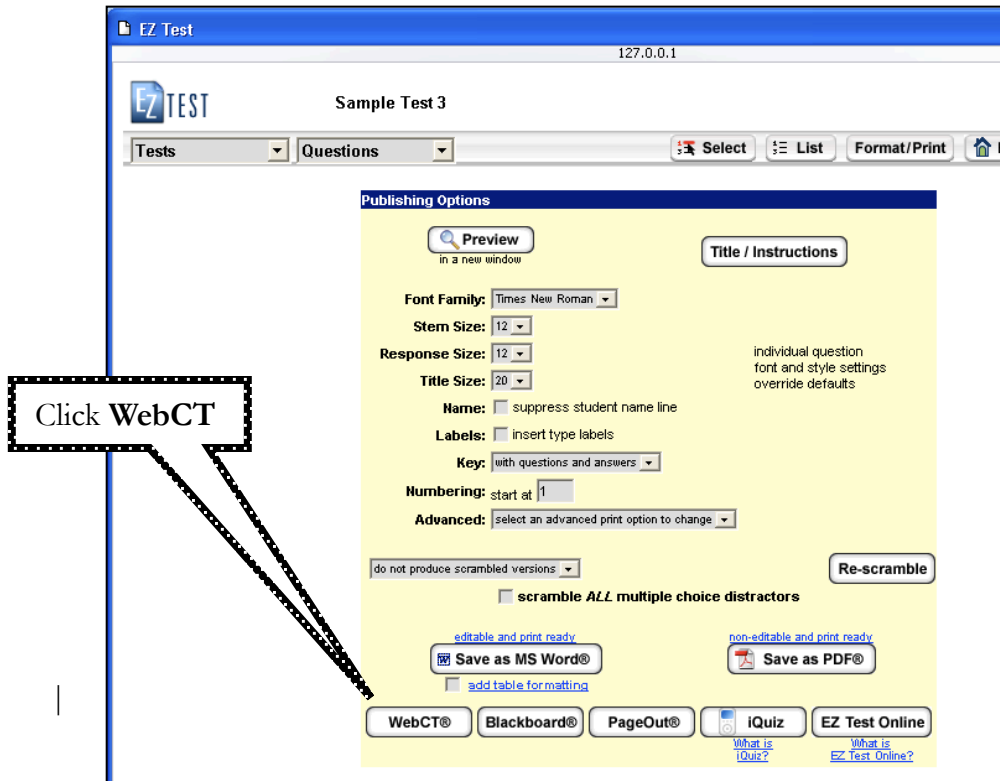
step 1. Create a new test.

- If the test bank that you want to use for your exam is not listed, you will need to contact the [EZTest publisher](http://mpss.mhhe.com/contact.php) (http://mpss.mhhe.com/contact.php).
- In general, you will select questions from your test bank library to add to your paper test. Once added, questions can be rearranged or removed.
- For additional instruction on creating an exam using EZTest, see the [EZTest support pages](#), or the manual for the application, if you already have it.

step 2. Save your completed exam, in the EZTest format (the *Save* option should save, by default, to the EZTest format).

2) EXPORT TEST

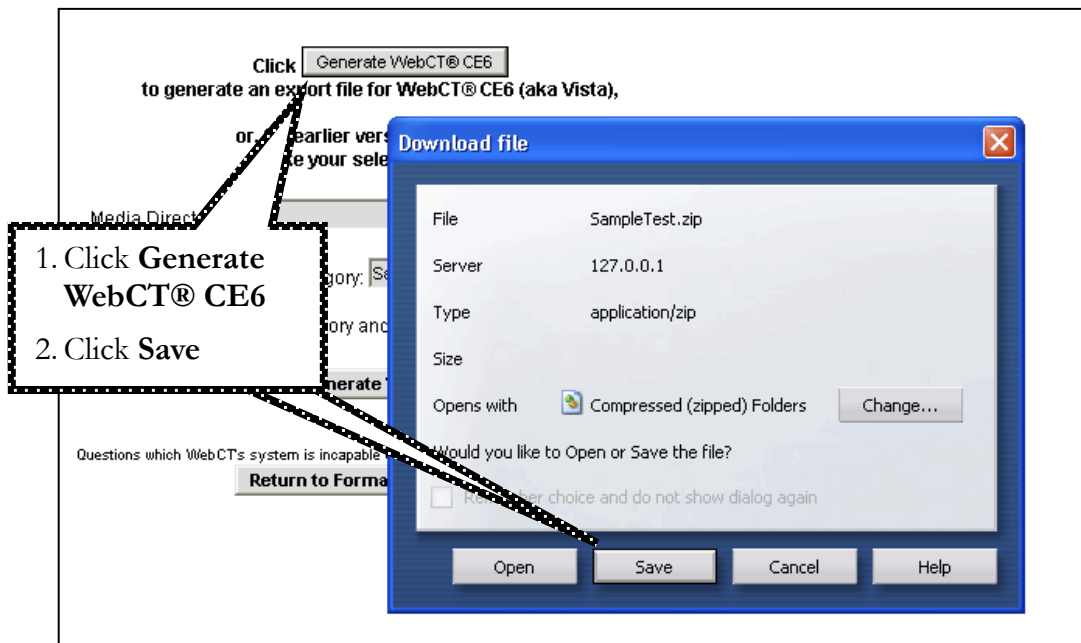
step 1. Go to the **Format/Print** screen.



step 2. From the **Publishing Options** window, click **WebCT** at the bottom.

step 3. Click **Generate WebCT® CE6** at the top.

step 4. Click **Save**. Select a location on your computer for the export file, confirm the file name, and click **Save** again. Note the location of the saved file on your computer. Do not attempt to open it.



Import into SacCT/WebCT

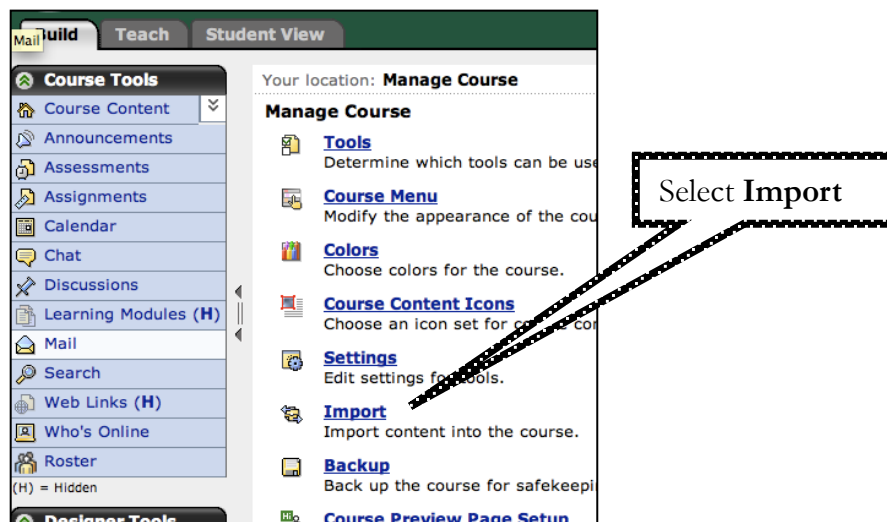
Before you begin, make sure that you have enabled the Assessment tool in your course. To do so, go to **Manage Course** from either the **Build** or **Teach** tab. Select **Tools**. Enable the Assessment tool from the **Tools** page.

To import the exam generated by any of the three exam applications covered in this handout (TestGen, ExamView, EZTest),

step 1. Log into SacCT and access the course you want to load your quiz questions into.

step 2. From the **Build** or **Teach** tab, click **Manage Course** on the left (small red toolbox).

step 3. Select **Import** from the Manage Course screen.



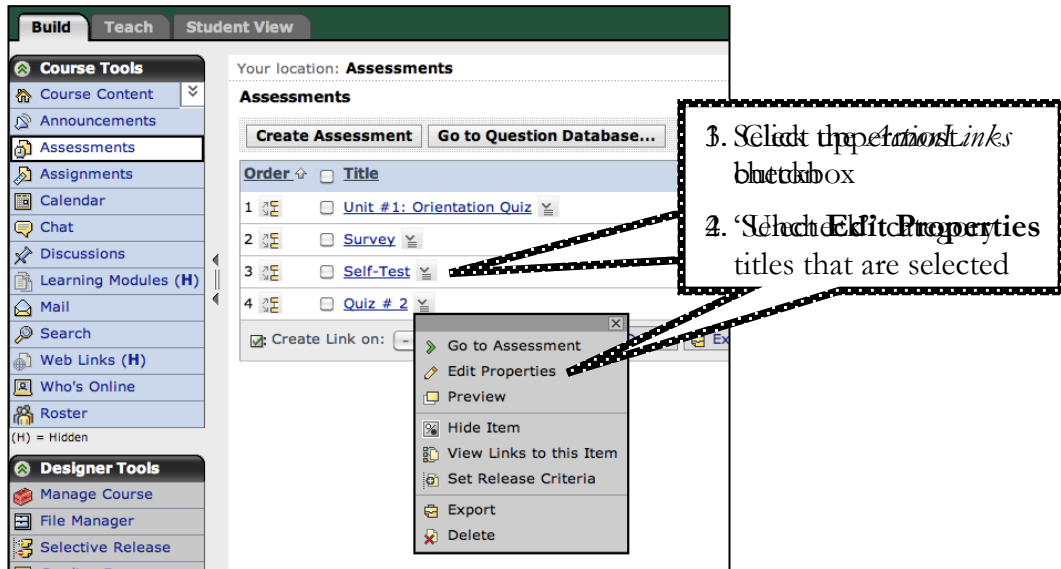
step 4. Click **My Computer** on the left, from the **Content Browser** window.

step 5. Locate and select (or “choose”) the export file on your computer, that you created using your exam software (it will be a ZIP file).

step 6. Click **OK**. Your exam will be imported.

Finishing Up (BUILD tab):

- Check the material that was imported. You should find your imported quiz or exam under **Assessments**.
- Set question points for your exam by clicking into the quiz (from the **Build** tab). You will be able to change the default points per question from this window.
- To hide/show the quiz, set the duration, access period [dates], quiz results options, and other settings for your quiz or exam, edit the exam properties by accessing the **Edit Properties** screen for your imported quiz. This is done from the **ActionLinks** menu for the quiz, which is located to the right of the title for your exam (small gray box).



If you have not implemented assessments before in your SacCT course, it is recommended that you go through the [SacCT Assessments and Assignments training manual](http://www.csus.edu/webct/faculty/docs.stm) (<http://www.csus.edu/webct/faculty/docs.stm>), or contact an [ATCS consultant](http://www.csus.edu/webct/support.stm) for additional help (<http://www.csus.edu/webct/support.stm>).

USING RESPONDUS

Respondus is a third-party application that can be used to easily create quizzes for SacCT or for print. Questions can be manually input into the program or can be imported from a Word, RTF, or text file. To learn more about Respondus, and to request a copy of the software, visit the Sac State [Respondus Web site](http://www.csus.edu/atcs/tools/respondus/) (<http://www.csus.edu/atcs/tools/respondus/>). To request the software, click the **Request Respondus** link on the left, under Forms.

When working with publisher test banks, you might need to use Respondus in the following cases:

- The exam software you have access to does not have the option of exporting to our version of WebCT.
- You may be running an older version of one of the three exam software packages covered in this handout. In this case, it is recommended that you attempt to update your software (this will save you time in the long run). This can usually be done via your software's Help menu.
- Your textbook publisher does not offer exam software, only test bank files (usually in Word, RTF, or text format).

To use Respondus to create SacCT quizzes or exams from your test bank files,

step 1. If you're not already starting with Word, RTF, or a plain text file, use your exam software to generate this type of file for the quiz or exam that you've constructed. The option to create this type of file is usually located on the **Export**, or **Save As** menu of your exam software.

step 2. Modify the test bank file so that it can be imported into Respondus.

- a.** Strip out all extraneous text. This includes headers, footers, and extra text in the document. Questions and answers should be the only items listed in the document. For multiple-choice and paragraph/essay questions, follow this format:

| Multiple-choice questions |
|--|
| Title: Speed of Light 1. Who determined the exact speed of light? a. Albert Einstein *b. Albert Michelson c. Thomas Edison d. Guglielmo Marconi |
| Paragraph/Essay questions |
| Type: P Title: Michelson-Morely experiment 4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity? |

- The *Title* line is optional. If you don't specify titles, the first 10 characters of the question wording will be used as the title.
 - Paragraph/essay questions must include the *Type* indicator line as shown above.
 - A *space* MUST be included after the period that follows a question number or answer letter.
 - For multiple-choice questions, the *correct answer* must be indicated with an *asterisk* placed directly before the letter or the correct answer.
 - Questions and answers must be listed/numbered in the correct order.
- b.** Other questions types that can be imported include *true-false*, *short answer*, *matching* and *multiple response* questions.
- Formatting requirements for these additional question types is listed in the ATCS handout [Respondus: Creating Quizzes for SacCT](http://www.csus.edu/training/handouts/workshops/creating_quizzes_with_repondus.pdf) (http://www.csus.edu/training/handouts/workshops/creating_quizzes_with_repondus.pdf) (PDF file).

step 3. Import the test bank file into Respondus.

- a. For instructions on doing this, refer to the ATCS handout [Respondus: Creating Quizzes for SacCT](#) (http://www.csus.edu/training/handouts/workshops/creating_quizzes_with_respondus.pdf) (PDF file). Instructions on importing can be found in the *Importing Questions from Text Files* section.

step 4. Publish your completed Respondus quiz file to your SacCT course.

- a. For instructions, refer to the Respondus handout mentioned in *Step 3* above. Instructions on publishing a quiz can be found in the *Publishing a Quiz to SacCT or For Print* section in the document.

Respondus can also be used to apply *settings* for a quiz (such as duration, dates available, etc). Or you can set up these options from within your SacCT course. Refer to the ***Finishing Up*** section of this document (on page 6), to make certain that your quiz or exam is ready to go!



TIP : Some publishers offer **Respondus-formatting test banks**, which can be opened directly in Respondus without additional formatting. To see if one is available from your publisher, see the [Respondus Test Bank Network site](#) (<http://www.respondus.com/testbank/index.shtml>). Instructions on using Respondus-formatted test banks in Respondus are also available on this site.