

## Tips for Publishing ExamView Tests in Blackboard Learn

The following are quick tips for publishing ExamView Tests to Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

**Note:** If additional help is needed, contact, **Debra Jackson** [dhjackson@tcsg.edu](mailto:dhjackson@tcsg.edu)

**You will need to obtain and install the ExamView Test Banks from your publisher for your textbook.**

**These files come as zip files and need to be installed to your local computer**

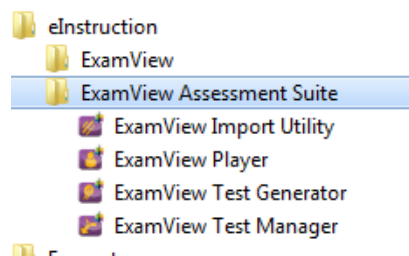
**You will need to unzip the publisher file and use the install program (setup.exe) for ExamView**

**The latest version (8.0) works best with Blackboard Learn**

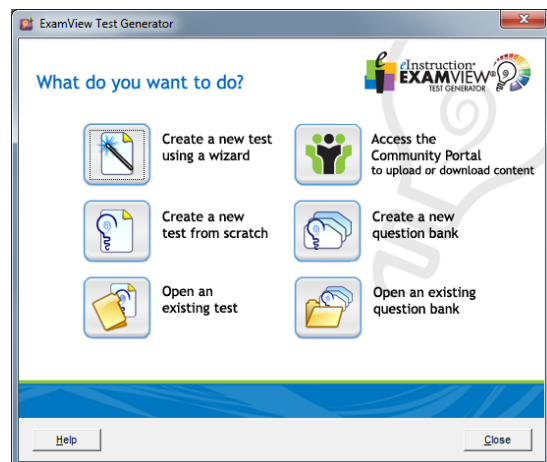
Name	Type
EVPlayer	File folder
License Agreement.pdf	Adobe Acrobat Document
Manual.pdf	Adobe Acrobat Document
Manual_Spanish.pdf	Adobe Acrobat Document
Readme.txt	Text Document
Setup.exe	Application

Once installed there will be several icons that are created for *eInstruction*

These can be found in “All Programs” or added to your Desktop during the install process



We will be using the Test Generator to add the test banks to Bb Learn. After you have installed the application and opened the Test Generator link – click on the button “Create a new test using a Wizard”

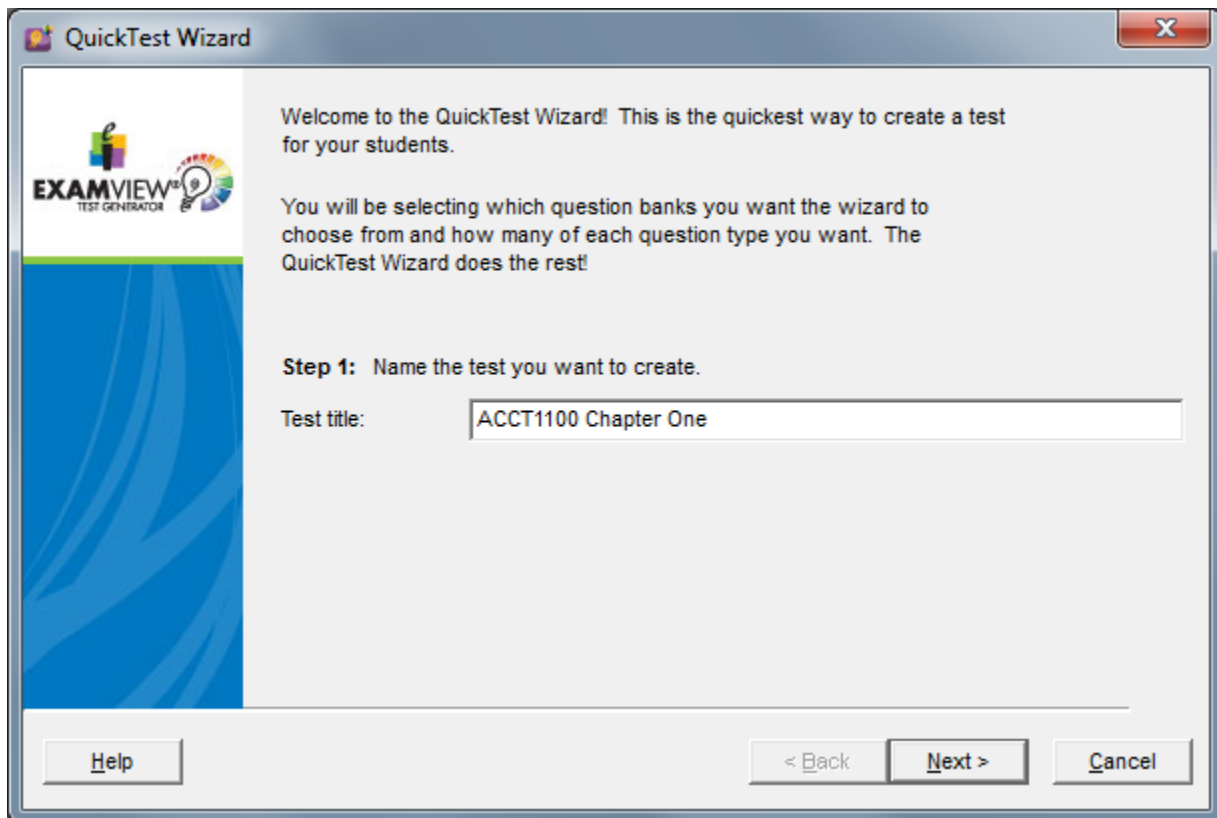


This is the quickest way that I have found to get all the questions for each unit added to Bb Learn

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There is a limit of 250 questions so you cannot add all sections at one time – for management purposes you will want to move them over as single units like chapters so you can easily identify them later for comprehensive quizzes or exams.

The first screen will ask you to name your file – this need to be unique to the course so you can keep track of all your test banks in the program – ex. ACCT1100 Chapter One which would be different from ACCT1101 Chapter One.

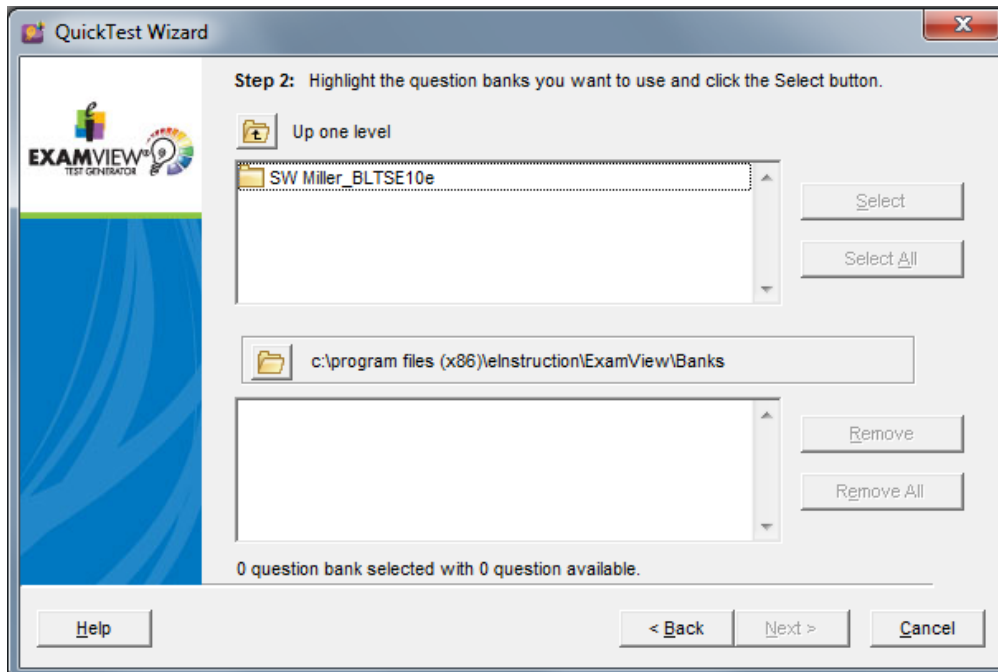


I copy (CTRL-C) the title from this screen so that I can use this in other areas while building the test.

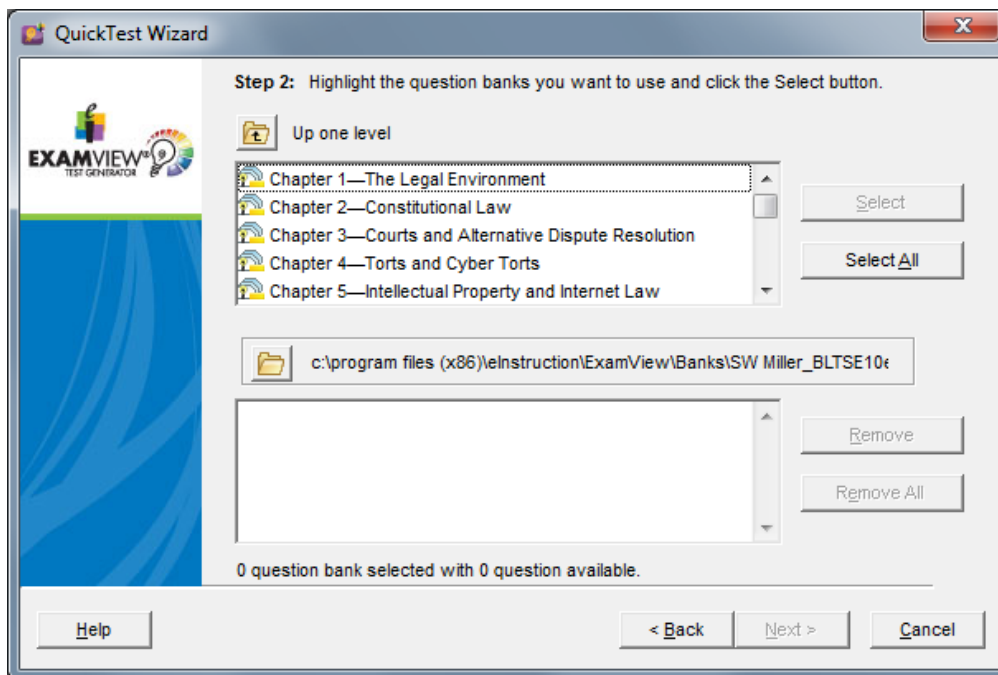
Click the “Next” Button

Exam view will list all of your installed test banks.

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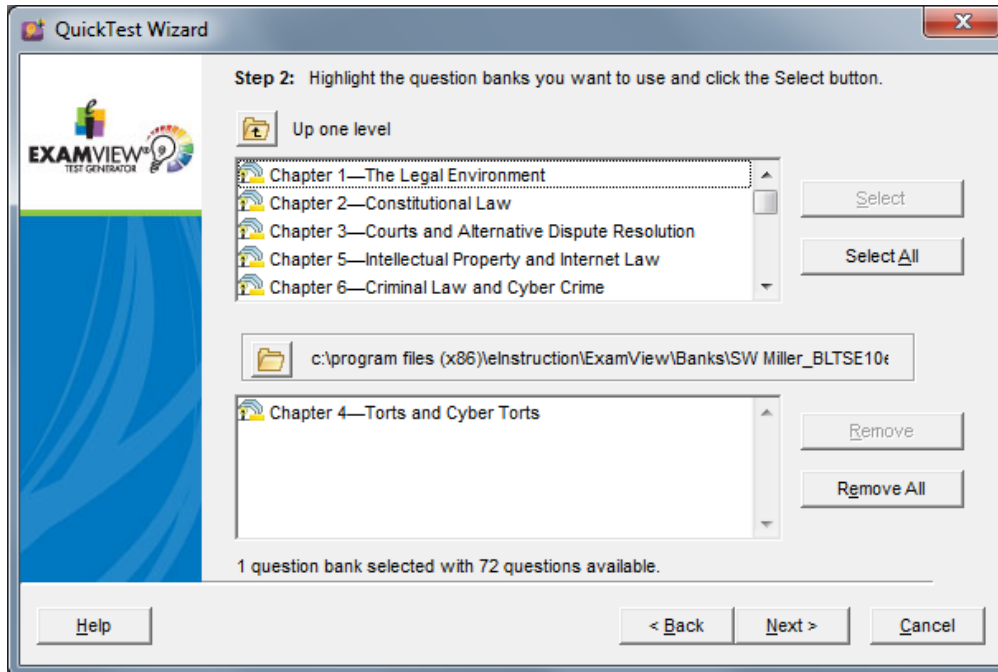
Clicking on the title of the textbook you are working with opens the individual units



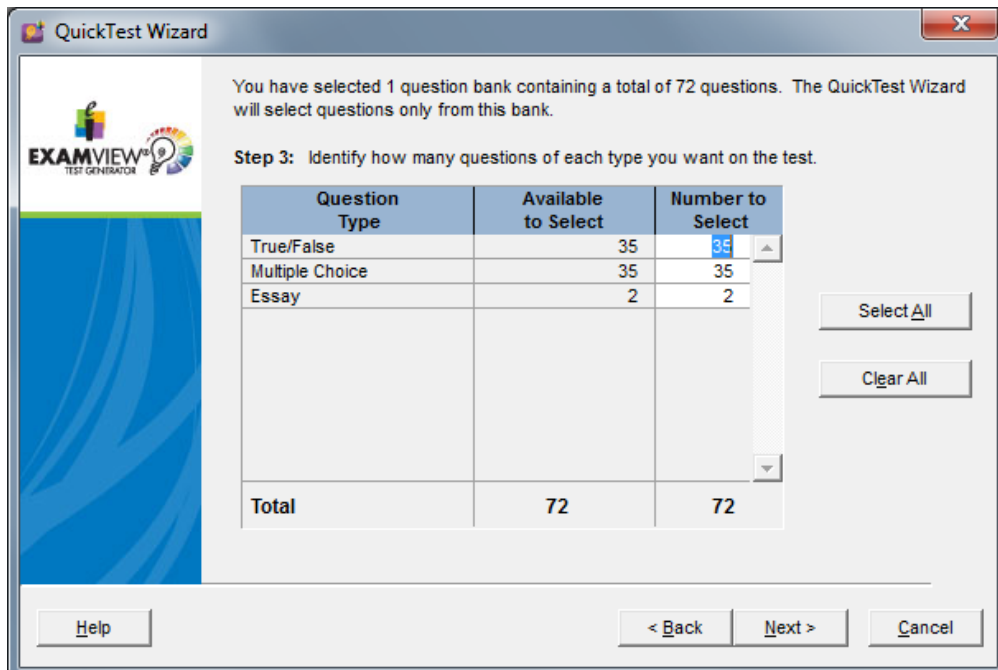
Choose the Chapter that you are working with from this list – you may have to use the “Up One Level” button to go back to the beginning if you were working in another test bank on your last session.

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I only have one test bank installed on this computer – you may have multiple banks to choose from on your computer.



Then click the “Next” button.

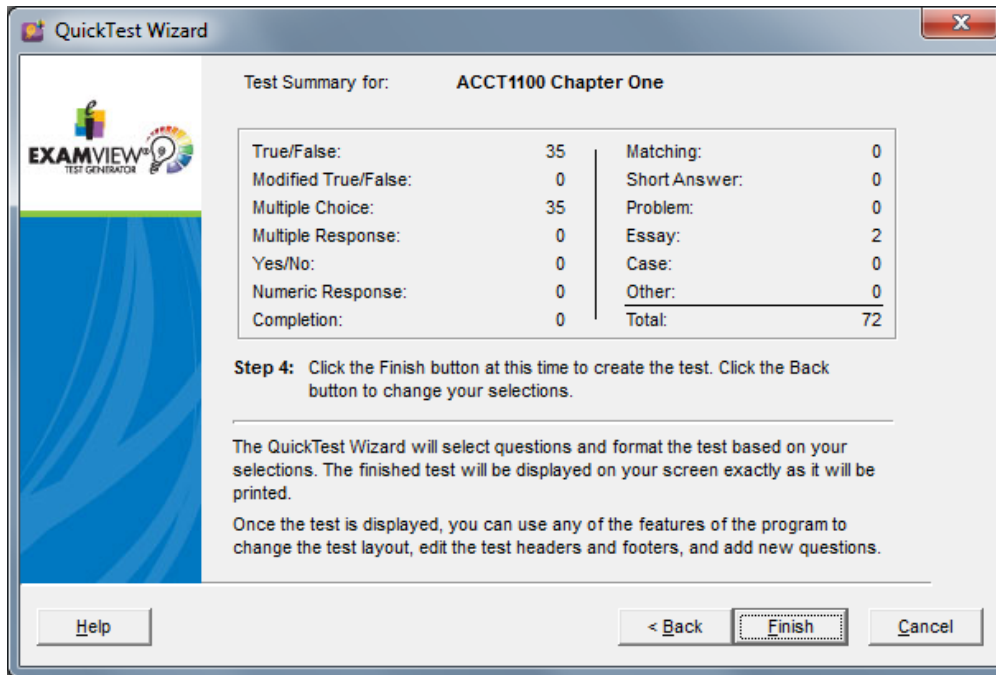


I generally select all on the next screen and move all available test questions to Bb Learn. This way you have the option of creating my tests in Bb and choosing my questions without having to go back to Exam view to add additional questions from the bank.

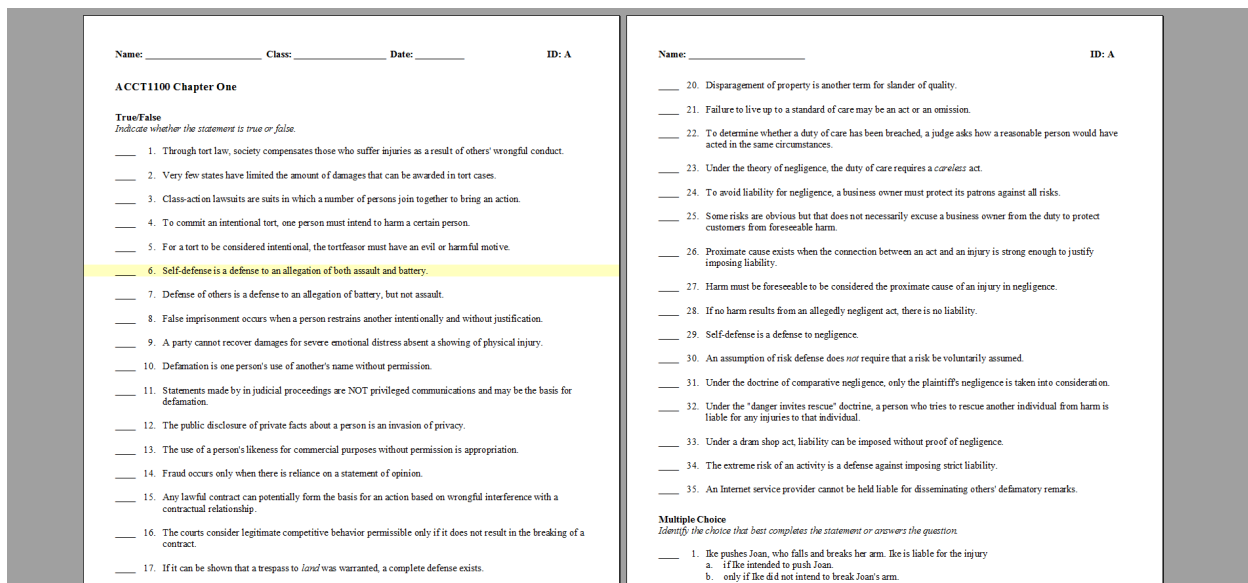
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Then click the “Next” button

Then the “Finish” button.



Exam View will create a test with all the questions and an answer key that you can use to review for content and correct responses.

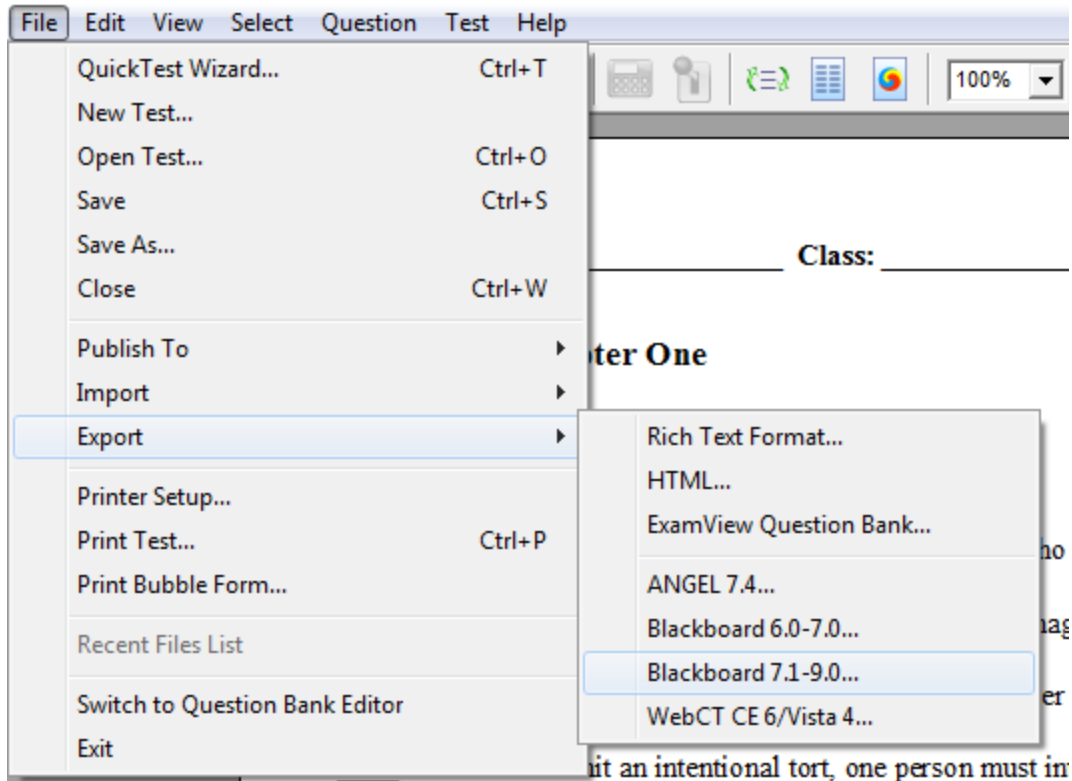


## Tips for Publishing ExamView Tests in Blackboard Learn

After you have verified the questions and answers, you are ready to publish your test bank to Bb Learn. This does not use the “publish” feature that was used in ANGEL

Instead you will use the File > Export Option to create a zip file in the Bb Learn format

**NOTE\*** Be sure to select the second Blackboard option 7.1 – 9.0 for this file to import correctly into Bb Learn.

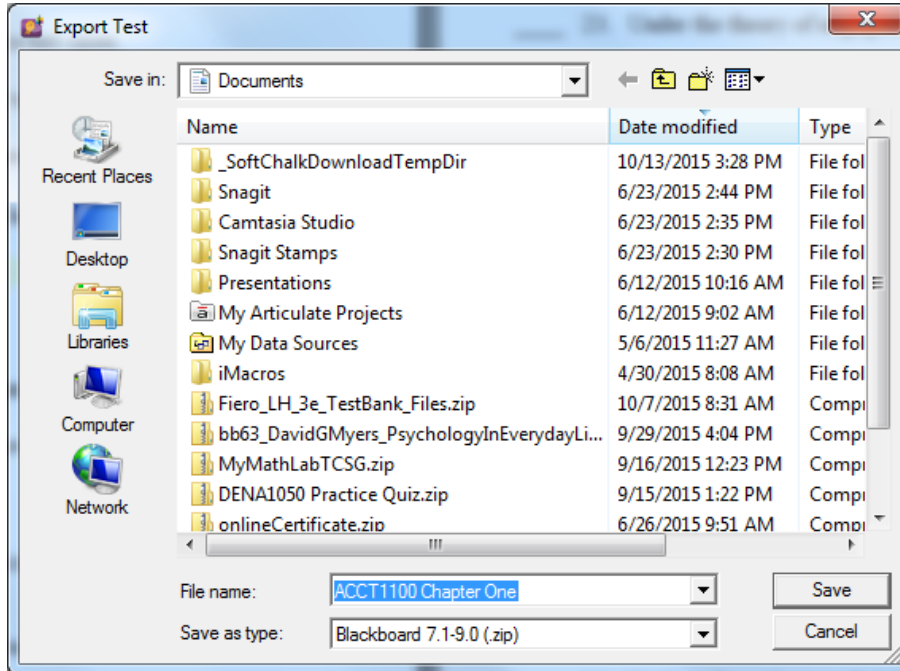


Once you click on the extract to Blackboard link you will be asked where you would like to save your file. Using the name that you copied in a previous step will help keep your files organized.

Be sure to pay close attention to where you save the file.

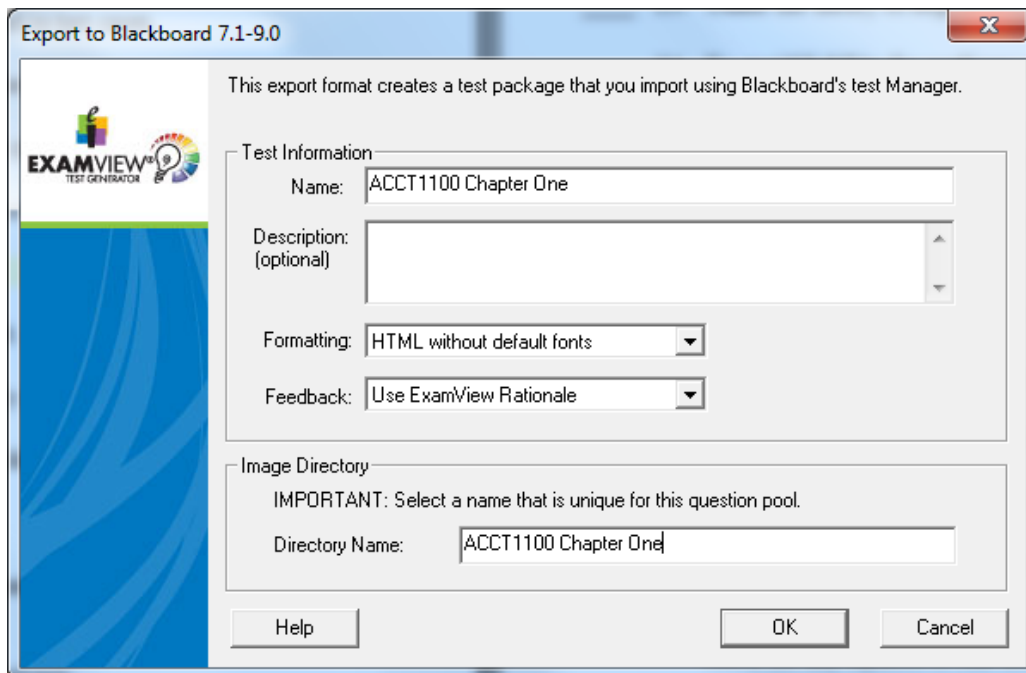
You may want to create a folder structure by class to assist with locating these files again.

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After you have entered the file name and chosen your location – click the “Save” button and you will be presented with additional options.

Enter the name of the file that you used before in both the “Name:” and the “Image Directory” Locations. (The Image Directory has to be unique – another reason for naming these files using the course identifier). You can accept the other default settings.



Once you click ok the zip file is created in the location that you specified on the previous screen.

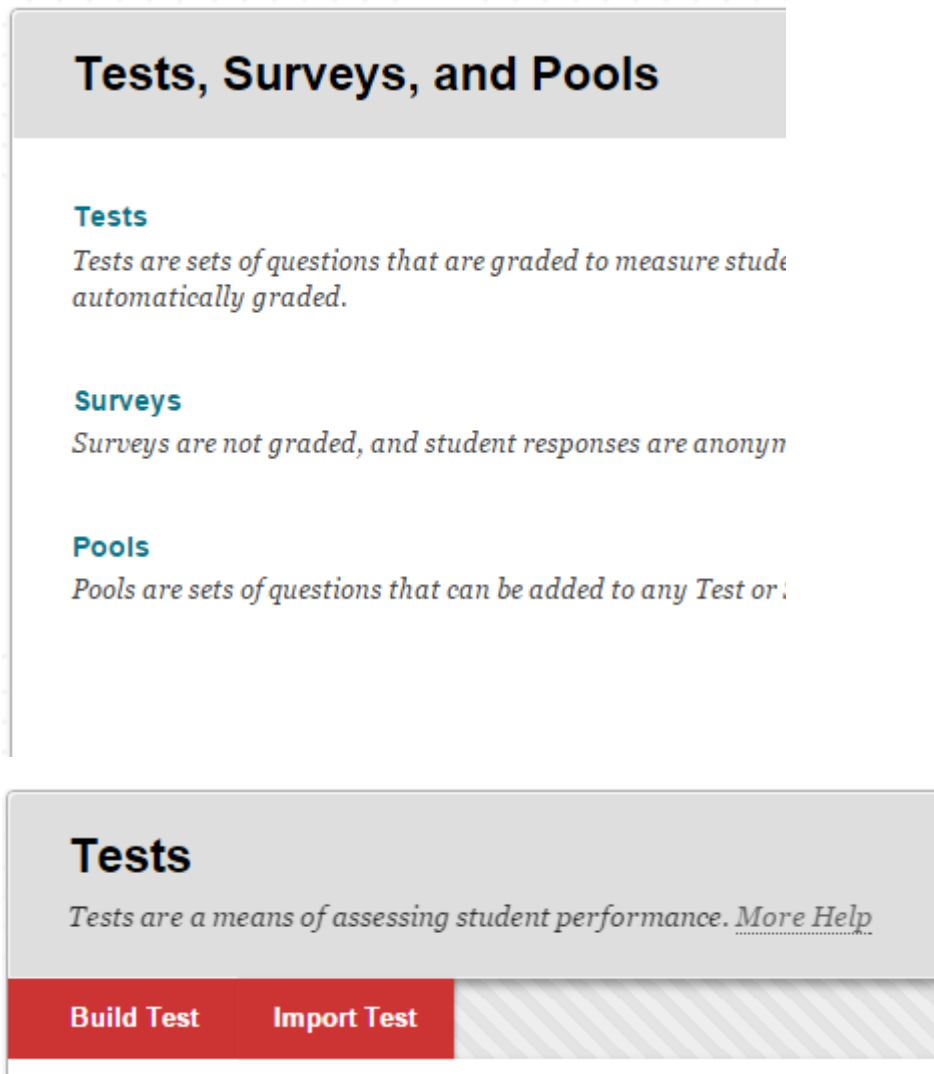
## Tips for Publishing ExamView Tests in Blackboard Learn

Open your Blackboard location and navigate to the course where you want to place this test bank.

Open Course Tools and go to Tests, Surveys, and Pools

Next you will see separate links for Tests, Surveys, and Pools

Exam View uses Tests (even if you import the file as a Pool it will place the questions under Tests)



**Tests, Surveys, and Pools**

**Tests**  
*Tests are sets of questions that are graded to measure student performance. [More Help](#)*

**Surveys**  
*Surveys are not graded, and student responses are anonymous.*

**Pools**  
*Pools are sets of questions that can be added to any Test or Survey.*

**Tests**  
*Tests are a means of assessing student performance. [More Help](#)*

**Build Test**   **Import Test**

After you click on “Import Test”

Browser your computer for the location where you saved your zip file from Exam View



## Tips for Publishing ExamView Tests in Blackboard Learn

### Test Import

*Test Import adds an exported test to the set of tests. This is a useful way to reuse a test. Only test packages created by Blackboard Learn can be imported as long as they are in the proper format. [More Help](#)*

#### TEST IMPORT

Click **Browse** to locate a file to import.

Attach File

Selected File

File Name

ACCT1100 Chapter One.zip

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

Then click the “Submit” button

### Test Import Complete

The package has been processed. The log file is below.  
Oct 26, 2015 10:59:14 AM - Status: The operation import has completed.

Monday, October 26, 2015 10:59:15 AM EDT

You will receive a “success” message if everything worked correctly and your test will be ready to be deployed.

### Tests

*Tests are a means of assessing student performance. [More Help](#)*

[Build Test](#)

[Import Test](#)

Name ▲

ACCT1100 Chapter One

Deployed

No