

EXAMVIEW - NEW USERS

CREATING A TEST WITH THE QUICKTEST WIZARD

The QuickTest Wizard is the quickest and easiest way to create an ExamView test.

How to create a test with the QuickTest Wizard...

- 1 Click the **QuickTest Wizard** toolbar icon or select **QuickTest Wizard** from the menu bar.
If you just opened the program select **Create a new test using the wizard** from the *Welcome* screen. 
- 2 Enter the **Test title** and click **Next**.
- 3 Double-click a folder (if necessary) to display a list of question banks.
- 4 Choose the question banks from which you want to select questions and click **Next**.
Click the **Folder icon** to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.
- 5 Identify how many questions of each type you want on the test and click **Next**.
- 6 If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.
- 7 Review the test summary and then click **Finish** to complete the process.
When you click **Finish**, ExamView selects the questions based on your responses and displays them in the test document window.

Next Steps

After the program displays the test, you can edit/create questions, select additional questions, customize the appearance of the test, save your work, or print the test.

QUESTION SELECTION METHODS

There are six ways to add questions to a test from a test bank from the ExamView Test Builder toolbar.



Use the **Select Questions Randomly** option if you want to quickly choose questions without regard to the content of the question. For example, you could choose 20 multiple choice questions randomly and then use another method to select additional questions.



Use the **Select from a List** option to select questions from banks from a list based on criteria such as topic, keywords, standards, difficulty level, etc.



The **Select Questions While Viewing** option lets you view the questions on the screen and choose which ones you want to include on a test.

Create A Test Using The Examview Quicktest Wizard

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Table of Contents Create A Test Using The Examview Quicktest Wizard

1. Understanding the eBook Create A Test Using The Examview Quicktest Wizard
 - The Rise of Digital Reading Create A Test Using The Examview Quicktest Wizard
 - Advantages of eBooks Over Traditional Books
2. Identifying Create A Test Using The Examview Quicktest Wizard
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Create A Test Using The Examview Quicktest Wizard
 - User-Friendly Interface
4. Exploring eBook Recommendations from Create A Test Using The Examview Quicktest Wizard
 - Personalized Recommendations
 - Create A Test Using The Examview Quicktest Wizard User Reviews and Ratings
 - Create A Test Using The Examview Quicktest Wizard and Bestseller Lists
5. Accessing Create A Test Using The Examview Quicktest Wizard Free and Paid eBooks
 - Create A Test Using The Examview Quicktest Wizard Public Domain eBooks
 - Create A Test Using The Examview Quicktest Wizard eBook Subscription Services
 - Create A Test Using The Examview Quicktest Wizard Budget-Friendly Options

6. Navigating Create A Test Using The Examview Quicktest Wizard eBook Formats
 - ePub, PDF, MOBI, and More
 - Create A Test Using The Examview Quicktest Wizard Compatibility with Devices
 - Create A Test Using The Examview Quicktest Wizard Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Create A Test Using The Examview Quicktest Wizard
 - Highlighting and Note-Taking Create A Test Using The Examview Quicktest Wizard
 - Interactive Elements Create A Test Using The Examview Quicktest Wizard
8. Staying Engaged with Create A Test Using The Examview Quicktest Wizard
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Create A Test Using The Examview Quicktest Wizard
9. Balancing eBooks and Physical Books Create A Test Using The Examview Quicktest Wizard
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Create A Test Using The Examview Quicktest Wizard
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Create A Test Using The Examview Quicktest Wizard
 - Setting Reading Goals Create A Test Using The Examview Quicktest Wizard
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Create A Test Using The Examview Quicktest Wizard
 - Fact-Checking eBook Content of Create A Test Using The Examview Quicktest Wizard
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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