



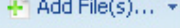
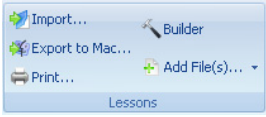
CPS Quick Step Guide

Add ExamView Files into CPS and Change ExamView Settings

You can add **ExamView** question banks and tests into any folder or lesson within your CPS database. Once the files are added they cannot be edited so be sure to use the **ExamView Test Generator** to create whatever files you want to use with CPS prior to importing them.

Add ExamView Files

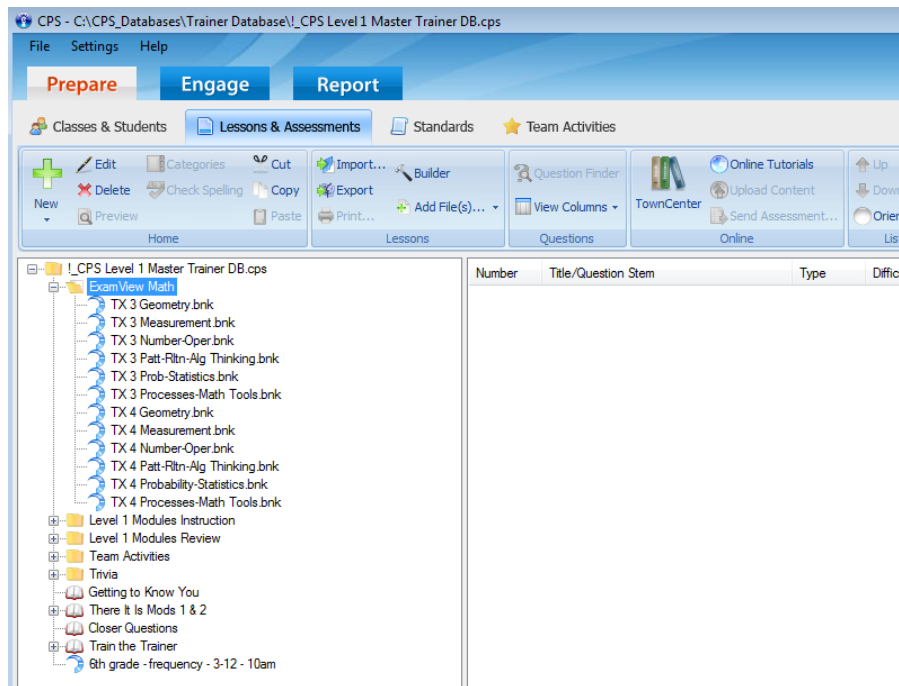
1. Click the **Prepare > Lessons and Assessments** tab.
2. **Select the folder or lesson** under which you would like to import the **ExamView** lesson.

3. Click **Add Files**  in the Lessons group . The Add Files window opens.

4. Navigate your computer to **select the ExamView file** you want to add. (*Note:* To limit which files are displayed, click the arrow in the Files of type: box, and select the **ExamView Files** option.)

5. Click **Open**.

6. The **ExamView** file appears in the folder or lesson you selected.





ExamView Settings

When you import **Exam View** lessons into CPS, you can alter the **Exam View** options to filter out certain question types, change your state standards, and change the magnification on **Exam View** questions.

1. From the **Settings** menu, choose **Exam View Settings**.
2. **Change the options** in the **Exam View** Options window that appears.
 - a. **Question Types:** Select the question types you would like to display in CPS. Any question types with checkmarks will be available in CPS; CPS will filter out unchecked question types.
 - b. **Restore Default:** Click this button to restore the default question types.
 - c. **Standards:** Choose your state from the State pull-down menu to set the standards to which CPS associates your questions.
 - d. **Zoom:** Set the magnification level of the question in the CPS Content Delivery window.
3. Click **OK** to save your changes and return to CPS.

Note: If you import a numeric question with more than 12 characters into CPS, CPS automatically changes the question type to subjective.

ExamView Options

Question Types

Select the ExamView question types you would like displayed in CPS. The checked question types will be displayed in the Lessons list view on the Lessons tab. The unchecked types will be filtered out.

<input checked="" type="checkbox"/> True/False	<input type="checkbox"/> Matching*
<input checked="" type="checkbox"/> Modified True/False	<input type="checkbox"/> Short Answer*
<input checked="" type="checkbox"/> Multiple Choice	<input type="checkbox"/> Problem*
<input checked="" type="checkbox"/> BiModal	<input type="checkbox"/> Essay*
<input checked="" type="checkbox"/> Yes/No	<input type="checkbox"/> Case*
<input checked="" type="checkbox"/> Numeric Response***	<input type="checkbox"/> Other*
<input type="checkbox"/> Completion*	<input type="checkbox"/> Select All

*Delivered as "Verbal MC5" in TMA mode.

***Delivered as "Verbal MC5" in TMA mode or Numeric with CPS RF pads.

Standards

State: TX

Zoom

Initial %: 100

ExamView Options Window

