

Publishing a test from ExamView to Edusoft

When you publish an exam to Edusoft, a Edusoft checks that you are an Edusoft user who can publish tests. Next, Edusoft makes sure that the test contains only questions that Edusoft supports. Then, Edusoft reads the test and converts it into an Edusoft assessment. The final step in publishing an exam happens in Edusoft, where you provide information that lets Edusoft know where to store the assessment.

To publish a test from ExamView to Edusoft:

- 1 In ExamView, open the test that you want to publish. Choose **File > Open Test** if the test is not already open.
- 2 Choose **File > Publish Internet Test**.

Step 1: Enter a name for the test.
 Test title: The title of the test appears here. You can change the title here.

You can save an Internet test to your local hard drive and then copy the files to your own website. If you have an account, you can publish to the ExamView test hosting site. Or, you can publish a test directly to a publisher's website (depending on availability).

Step 2: Specify where to publish your test.
 Save test files to your local hard drive
 Publish test to **Edusoft** Choose **Edusoft** in this list.

- 3 In the Publish Internet Test window, change the test name if you wish, click **Publish test to**, and choose **Edusoft**. Click **Next**.
- 4 Type your Edusoft user name and password. Click **Next**. Click **Publish**. Click **OK**.

Step 3: Enter your instructor ID and password.
 Instructor ID: Type your Edusoft user name and password.
 Password: Click this link to open the Edusoft online Help.
 Save password
[Tell me more about publishing an exam to Edusoft.](#)

- 5 To resolve the exam immediately, log in to the Edusoft web site with your usual user name and password.

Resolving a test in Edusoft

After you publish an exam to Edusoft, the final step is to provide some information that enables Edusoft to store the exam in the correct Assessment Locker. If you are coming directly from ExamView, the Resolve Imported Test page appears. Otherwise, you see a link in your Benchmark and Teacher Tools Assessment Lockers that allow you to view tests that need to be resolved.

To resolve a test in Edusoft:

- 1 Log in to the Edusoft web site with your usual user name and password.
- 2 If the Resolve Imported Test page does not appear, go to either your Benchmarks or Teacher Tools Assessment Locker and click the **View Unresolved Imported Tests** link.
- 3 In the Resolve Imported Test page, click the **Resolve** link for a test.

Resolve Imported Test

The following tests have been imported into the Edusoft system, but need further action before they become available for use.

Test Name	Date Imported	Import File Type	Test Document?	
Grade 3 Reading - 1st 6 Weeks	03-08-2005 01:09	Examview	No	Resolve Delete

Click this link to resolve an imported exam. →

- 4 Choose the appropriate standards category and choose where to store the exam. Click **Continue**.

Resolve Imported Test

Test name: Choose your standards category.
 Choose the standards category for this test:
 Choose where to use this test: Choose an Assessment Locker.

- 5 If necessary, choose a locker in the Benchmarks Assessment Locker. Click **Continue**.

The assessment now appears in the locker (and folder) you selected. By default, the assessment is either private or not shared (depending on the locker). From here, you can open the assessment's test details page, upload a test file, and edit the assessment.

Saving and printing a test file

After you've created a test in ExamView, you can save it to your hard drive and you can print it.

To save a test file:

- Choose **File > Save**. Enter a name for the test file, and click **Save**.

The name you enter is for the file name, not for the test itself. Try to make the file name descriptive so you can identify it later.

To print a test file:

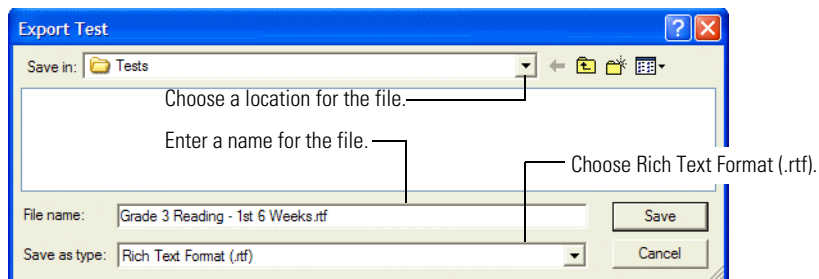
- 1 Choose **File > Print**.
- 2 Choose the number of and type of test variations.
- 3 Click **OK**.

Saving and uploading a test file

After you create a test and publish it to Edusoft, you may want to attach a document that contains the test questions. The easiest way to accomplish this is to save the test from ExamView as a Rich Text Format (.rtf) file. You can then either upload this file to Edusoft or open the file in a word processing program and save it in another format before uploading it.

To save and upload a test file:

- 1 Open the test in ExamView if it's not already open. Choose **File > Export**.
- 2 In the Export Test window, choose a location for the test file and enter a name for the test file. Choose **Rich Text Format (.rtf)** in the Save as Type list, and click **Save**.



- 3 Log on to the Edusoft Web site. Click the **Benchmark Exams** tab, and then click the link or icon for **Assessments**.
- 4 In Benchmark Exams, select an assessment and click **View/Edit Details**. In Teacher Tools, click the link for the assessment.

Test Details

< [Back](#) to the Assessments locker

- 5 Click **Upload Test** to select the file that contains the questions.
- 6 In the Upload Aligned Exam page, click **Browse** to locate the file on your computer and click **Open**.

After you select the file, the Upload Aligned Exam page displays its full path and name.

