

Creating a Test Import Page

Publishers often share test banks that instructors can use in their classes. If you have received a test bank that you wish to use, follow these instructions on how to create a test import page within your class.

Add the Course Content Import Page

First, you will need to click the “Add a Page” button on the left menu.

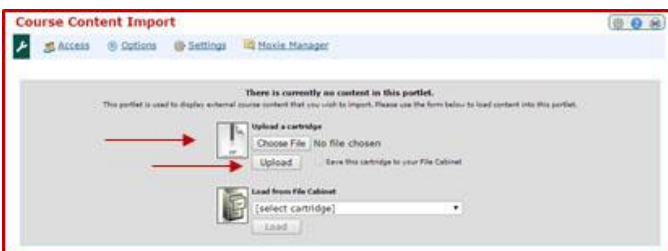


Scroll down until you find “Course Content Import” and click on the link. This will add the Course Content Import page into your class.



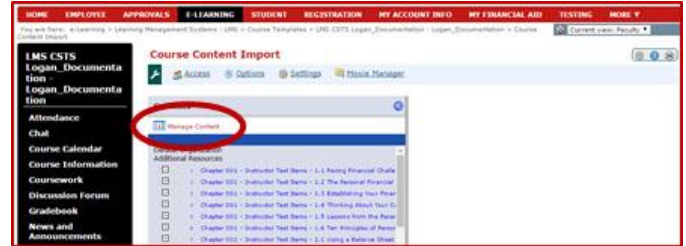
Importing the Exam File

From the Course Content Import page, click “Choose File” to find the correct file (reminder: your file must have been saved as a zip file when creating the test in ExamView). Once the correct file is selected, click “Upload”.



The uploaded content will appear as a cartridge.

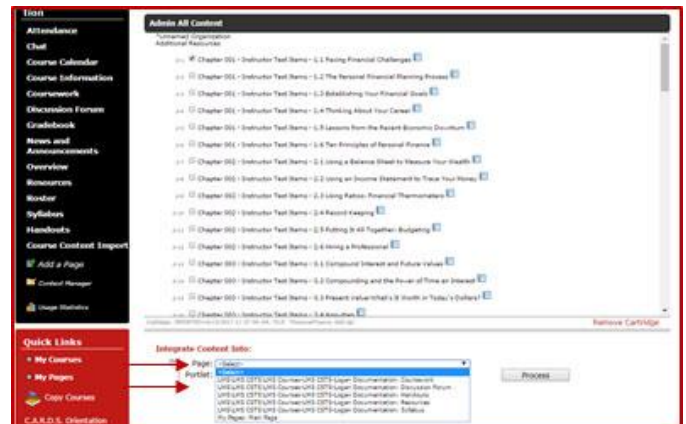
Next, click the Manage Content link.



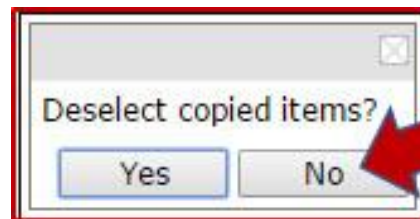
Check the box next to the file to select the file name.

Select the drop down arrow next to the Page option and select Exams.

Select the drop down arrow next to the Portlet option and select Coursework. Next, click the Process button.



When the exam has processed, you will be asked if you wish to Deselect the copied items. Click the No button.



The exam you just uploaded will now be found in your Exams page. You will want to access the exam and create your settings for your students at this time (see “Setting up an exam” for additional information).

Contact CTAL:

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