

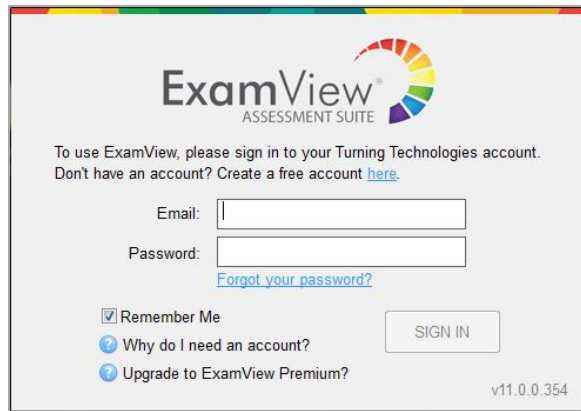
Publishing a Test for Online Testing Using Test Generator

Before You Begin

In order to publish a test, you will need a test file. If you have not created a test file, see the **Creating a Test Quick Start Guide**.

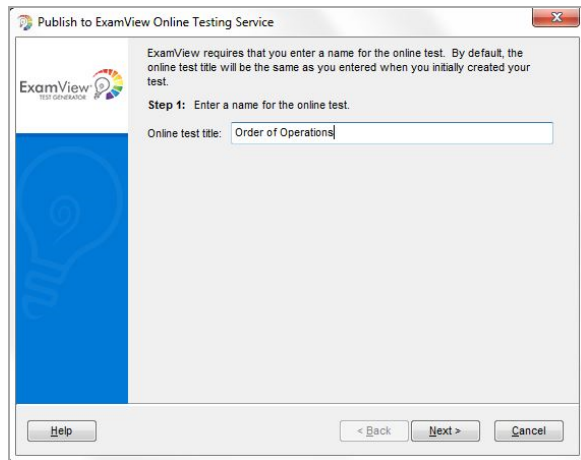
1 Start **ExamView Test Generator**.

The *ExamView Assessment Suite* log in screen appears.



The image shows the ExamView Assessment Suite login screen. At the top is the ExamView logo with the text 'ASSESSMENT SUITE' below it. Below the logo, it says 'To use ExamView, please sign in to your Turning Technologies account. Don't have an account? Create a free account [here](#).' There are two input fields: 'Email:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. There is a checkbox labeled 'Remember Me' which is checked. Below that are two links: 'Why do I need an account?' and 'Upgrade to ExamView Premium?'. A 'SIGN IN' button is located to the right of the password field. In the bottom right corner, the version number 'v11.0.0.354' is displayed.

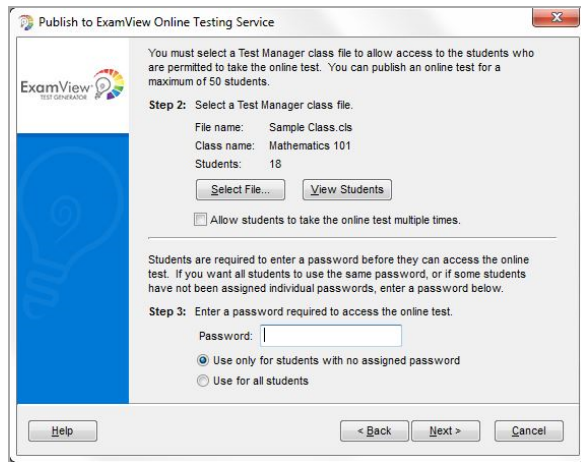
- 2 Enter the **email** and **password** for your Turning Technologies Account in the fields provided.
- 3 Click **Sign In**.
- 4 **Create** and **save** a new test or **open** an existing test.
- 5 Select **File > Publish To > ExamView Online Testing Service**.
- 6 Enter the **online test title** in the field provided.



The image shows a dialog box titled 'Publish to ExamView Online Testing Service'. It contains the ExamView logo and a message: 'ExamView requires that you enter a name for the online test. By default, the online test title will be the same as you entered when you initially created your test.' Below this is 'Step 1: Enter a name for the online test.' and a text input field with the text 'Order of Operations'. At the bottom, there are three buttons: 'Help', '< Back', and 'Next >', and a 'Cancel' button.

- 7 Click **Next**.

8 Click **Select File** and choose a Test Manager class file.



9 Select the class.

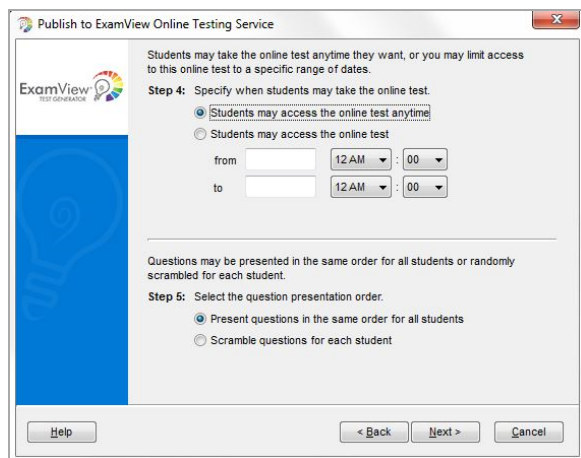
10 Click **Open**.

11 Enter a password required to access the online test in the field provided.

- Select **Use only for students with no assigned password** to use the password the students who do not have an individual password in the selected Test Manager class file.
- Select **Use for all students** to use the password for all students regardless of whether students have individual passwords in the selected Test Manager class file.

12 Select **Next**.

13 Enter the **date/time** range (using the mm/dd/yyyy format) when students can access the test or allow students to access the test anytime.



14 Select the **presentation order**.

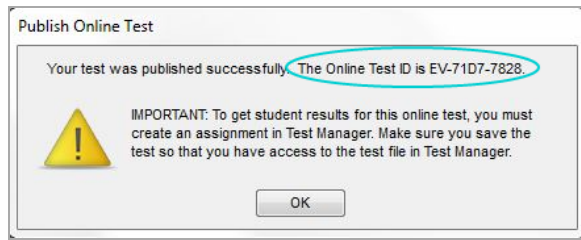
15 Click **Next**.

16 Review the summary information in the *Publish to ExamView Online Testing Service* window.

17 Click **Publish**.

You will receive a confirmation message with your ExamView Online Test ID, as well as an email with instructions for accessing the online test.

Record the Online Test ID that the Test Generator displays after upload is complete.



18 **Save** your ExamView test.