

# Convert an ExamView test (.tst) or bank (.bnk) to a Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Click the **Content** drop-down menu and select **Convert ExamView/CPS File**.
4. Locate the ExamView test (.tst) or bank (.bnk) to be converted, select it and click **Open**. TurningPoint imports the file and places it under the *Content* tab.

**Note:** Ensure that your ExamView test (.tst) or bank (.bnk) is not open in ExamView.

**Tip:** By default, your TurningPoint content is stored in this path on your computer:

**PC C:** \Users\[user name]\Documents\TurningPoint\Content

**Mac HD:** Documents | TurningPoint | Content

## Print an ExamView Question List

1. Open TurningPoint and sign in to your account.
2. Select the **Content** tab.
3. Select a Question List.
4. Click **Edit Question List** to view the question list.
5. From the *Question List Editor* toolbar, click **Print**. The *Question List Print Options* window is displayed.

**Note:** If you have multiple test versions, select a **version** from the *Version* drop-down menu. You can print only a teacher copy of the master version.
6. Select **Student Copy, Teacher Copy** or **Answer Key**.
7. **Student Copy** – The student copy contains the question and answer choices.
8. **Teacher Copy** – The teacher copy contains all of the question and answer choices along with the correct answers and standards (if applicable).
9. **Answer Key** – The answer key contains the correct answers.
10. Click **Print** to connect to your printer and print the desired number of copies.

**Note:** Click **Preview** to view the file before printing or to save it as a PDF.
11. Close the *Question List Print Options* window.
12. Click **Save and Close** to return to the Question List Overview screen.