

Georgia and the American Experience Clairmont Press 8th Grade Textbook

I. Clairmontpress.com Website

From time to time check this website under Georgia for Teacher Tools. We will post helpful information which you might need. At the present time you will find the following documents:

- A. A Pacing Chart
- B. An Alternate Lesson Plan
- C. Copies of this Inservice Document in Both PDF and Word (which you can edit)
- D. User's Guides for both ExamView and Mindpoint Quiz Show

II. Using the Teacher CD

- A. Insert CD into your CD-ROM drive. It should open automatically, but if it does not, go to Start...Run...Browse for your CD-Rom drive...click **OK** when you see **autorunner.exe**...then click on **Start**.
- B. The navigation menu is on the left. ExamView and Quiz Show are there to download to your computer. This will be covered later in the in-service. You will find various other links, including:
 1. Source Documents
 2. Substitute Folder
 3. Maps
 4. Rubrics
 5. Timeline
 6. Correlations
 7. Transparencies.
 8. Links
 9. Georgia Stories Activities
- C. Most of the teacher materials are arranged by chapter. Click on a chapter and you will see the following:
 1. Lesson Plan
 2. Teacher Wraparound
 3. Blackline Masters
 4. Guided Reading
 5. Links (with a brief description of each link)

III. Using ExamView

- A. To install ExamView on your Computer
 1. Open Teacher CD.
 2. Click on ExamView.
 3. Click on **To install ExamView for Windows, click here**. It is suggested that you save it to the desktop.
 4. Close the CD.
 5. Open ExamViewPro by double-clicking the icon.
 6. You may register later, so click **Close** on the registration box.
- B. Help Menu
 1. There is an extensive help menu which can be accessed for all kinds of information.
 2. A **User's Guide** can also be downloaded from the Internet at www.examview.com or www.fscreations.com.
- C. Creating a Test Using the Test Wizard
 1. Choose **Create a New Test Using the New Test Wizard**. Then **OK**.
 2. Enter a title for the test.
 3. Choose a Question Bank.
 4. Select the Number of Questions of Each Type.
 5. Click **Finish**.
- D. Modifying the Test

1. With the new test on the screen, click **Edit** in the top menu. Choose **Preferences**...click on **Editing Tab**: For Multiple Choice, you have the option of changing the number of choices. You also have the option of having your choices in one column or two.
 2. Click on **Style Tab**: You have the option of changing the question style and answer choice style (ex. A., a., a), etc.
 3. To change the type of question, highlight the question, click on **Question** in the top menu, scroll to **Change Type**.
 4. You can make any change you would like to a question by highlighting it and clicking **Edit** at the bottom of the screen. A box will pop up with that question in it, and you may edit the question to your liking.
- E. To Utilize Options For Printing
1. Go to **File** and select **Print**.
 2. Choose the number of variations of the test you would like. (You may have several classes and want the tests to be different.)
 3. Select how you would like the questions rearranged.
 4. You also have the option to print a bubble answer sheet or a strip answer sheet. (The bubble answer sheet prints only for True/False and Multiple Choice questions.)
 5. When you print the test with the variations, each variation and the accompanying answer sheets and answers will all print out.
 6. Publish an Internet Test. Select this option if you wish to place your test on your web site. See additional handout for instructions on how to do this.
- F. Other ways you can make a test using ExamView options.
1. If you are still in ExamView, select **New**.
 2. Name the test.
 3. Select the chapter and click **OK**.
 4. Go to **Select** at the top of the screen.
 - a. Click **Select Randomly** when you want the program to randomly select questions for you. (This is the same as the Quick Test Wizard)
 - b. Use **Select from a List** to choose questions if you know which ones you want to select. Identify the questions you want by reviewing a question bank you have printed out.
 - c. Click **Select while Viewing** to display a window that shows all of the questions in the current question bank. Click the check boxes to select the questions you want.
 - d. Use **Select by Criteria** to choose questions from multiple question banks based on question type, difficulty, reference, objective, type, keywords, and miscellaneous (if available).
 - e. Click **Select All** to choose all of the questions in the current question bank.
 5. You can then modify these tests in the same manner as shown in section D on page 1.
- G. Writing Your Own Questions
1. If you want to write your own question in a test:
 - a. Click **Question**
 - b. Click **New**
 - c. Select Type of Question.
 - d. Type in the question.
 2. If you want to create your own question bank:
 - a. Go to **File**.
 - b. Scroll to **Switch to Question Bank Editor**.
 - c. Select **Create a new question bank**.
 - d. Name your new question bank.
 - e. Go to **Question** in top menu and click on **New** and scroll to the type of question you want to create.
 3. If you want to import questions you have already created, follow instructions in the next section.

IV. Importing Questions into ExamView – You must download the import utility from FSCreations web site at www.fscreations.com. or www.examview.com

- A. Go to FScreations.com website (www.fscreations.com)
 1. Click on Downloads at top of screen.
 2. Choose Updates and Utilities
 3. Click on ExamView 4 Import Utility.
 4. Install it on your computer

- B. Make sure the questions on your original document are in the format like the examples on the ExamView Import Format Guidelines in the next section). Be sure there is a title at the top of your test. Also, make sure you have saved the document in **Rich Text Format** (rtf). Click **Save As** and, in the drop down box in the **Save As Type** box, scroll to Rich Text Format.
- C. Open ExamView Import Utility
 1. Click **Next**.
 2. Near the top of the ExamView Import Wizard, if you do not see your test, click on **Up One Level** folder until you see the folder where you saved your test questions.
 3. Double click on your test that you saved in **rtf** format. It will appear in the top box.
 4. Double click on the file and it will appear in the bottom box.
 5. Click **Next**.
 6. Choose the options you want. Click **Next**.
 7. Set the fonts you want and select the other options.
 8. Click **Next**
 9. Click **Finish**.
- D. Open ExamView
 1. Create New Test
 2. Name the Test and click **OK**.
 3. Go to **Select** at top of screen and choose your method.
 4. Find EVImport. You may have to click the **Up One Level** folder until you find the folder where you placed the test bank you created.
 5. Highlight the question bank.
 6. Click **Next**. The bank will appear in the bottom box.
 7. Click **Next**.
 8. Select the number of questions of each type that you want.
 9. Click **Finish**.

You can import the following question types. You must identify each question type using the corresponding label **exactly as shown** below. Also, question types must be grouped together. NOTE: If you have multiple choice questions that you would like to import as bimodal, they must be in a separate section labeled **Bimodal**.

Question Type Labels

True/False
 Modified True/False
 Multiple Choice
 Bimodal (This is where a question can be either Multiple Choice or Short Answer.)
 Yes/No
 Completion
 Matching
 Numeric Response
 Short Answer
 Problem
 Essay
 Case
 Other

ExamView Import Format

Below is a basic example that shows how questions must be formatted so that they can be imported into **ExamView** using the import utility. For a more detailed example, you can view the **Sample Bank.pdf** file included with this utility, and/or refer to the [formatting rules and tips](#).

Chapter 2 -- Using Online Testing <-----You must include a bank title.

True/False <-----A question type label is required exactly as shown.

1. ExamView is the most powerful and yet easiest-to-use test generator available today.

ANS: T <-----The answer label **ANS:** must appear for each question. Be sure to include the colon (:).

Multiple Choice <-----This label marks the beginning of the next section. Type exactly as shown.

1. With the ExamView QuickTest Wizard you can create a test in
 - a. 5 hours
 - b. 3 minutes
 - c. 2 seconds
 - d. 4 days

ANS: B

Essay

Can you export a test to another application? Explain.

ANS: ExamView supports the industry-standard rich text format (RTF) specification. You can export an entire test including fonts, styles, formatting, and pictures to an RTF document file. Then, you can import that file into any application that supports RTF. Or, with a test on the screen you can choose the Copy Entire Test command, switch to Microsoft Word, for example, and then paste the test into your word processor.

V. Using Quiz Show

- A. To install MindPoint Quiz Show on your Computer
 1. Open Teacher CD.
 2. Click on MindPoint Quiz Show.
 3. Click on **To install MindPoint Quiz Show for Windows, click here**. Save it to the desktop.
 4. Close the CD
 5. Open MindPoint Quiz Show by double-clicking the icon.

- B. Playing Quiz Show
 1. Select the Mode
 - a. Single Player
 - b. Multiplayer
 - c. Team Play
 2. Name teams or players
 3. Select features and click **Next**.
 4. Open the folder where your question banks are (CP SC Grade 8). Double click or click **Next**.
 5. Select the chapter you want to use. Double click or click **Next**.
 6. Follow instructions on the screen depending on the mode you selected.

- C. To open ExamView Questions in Quiz Show
 1. Open Mindpoint Quiz Show
 2. Select Number of Players, Etc.
 3. On the window where you choose the bank of questions, click on the folder, "EV Import", If you don't see the folder, "EV Import", click the folder, "up One Level".
 4. Select your question bank.
 5. Play the game.

VI. Accessing the mystatehistory.com web site

- A. Type **mystatehistory.com** in the address box of your web browser.

- B. Select Georgia

In the fall of 2006 you will be required to register for new password. You will click, "HERE" and fill in the appropriate information. Only teachers can register. You will be given both the teacher password and the student password. Please fill out the form in its entirety. We require that all sections be filled out. This is done to insure that students are not registering.

 1. Enter the teacher password.
 2. You will come to a **Chapter Resources** page.

3. Browse through the Menu on Side Bar. You will find a wealth of information. Notice especially **State Facts (Italladdsup website-personal finance)**, **Historical Sites (Historical Markers)**, **Georgia Encyclopedia**, **CRCT Test Prep**. This is a 204-page document to help students prepare for the CRCT. There are strategies, practice questions for each standard, and a practice test.
4. Click on the book cover in the upper right hand corner to access the online book.
5. Go back to the Chapter Resources page you were on.
 - a. Select a chapter.
 - b. Click on **Chapter Activity: Student**. This is an Internet activity with links embedded where students connect to find the answers. Students should print out the activity and write in their answers.
 - c. Click on **Chapter Activity: Teacher**. Only teachers with the teacher password have access to this.
 - d. Click on **Power Point Study Guide**. The teacher or students can print out these sheets which show the slides from the Power Point Presentations, with lines for taking notes.
 - e. Click on **Power Point Presentation**. Download it to your computer. The presentation can be used as it is, or you can modify it as you wish for your style of teaching.
 - f. Click on **Self-Check Quiz**, an Internet quiz made with ExamView. It is interactive and self-checking.
 - g. Under **PuzzleView** you will see 10 puzzles in 5 different formats.
 - 1) Five of the puzzles are in English.
 - 2) Five puzzles are in Spanish for your Hispanic students. The **clues** are in Spanish, but students must use the English vocabulary word. This is a good way to bridge them into English.
 - 3) The puzzles are interactive and self-checking.

DIRECTIONS FOR MAKING TESTS TO PUBLISH ON YOUR WEB SITE

Open **ExamView Pro**

Click anywhere in the box that appears.

Create New Test (middle of page)

OK

Name Test

OK

If it opens to a folder named **Banks**, open that folder and choose **CP SC Grade 8** (if that comes up) then select the chapter you want to create a test for. (The **Banks** folder may simply open to all the chapters. If so, simply select the chapter you want.)

Select (at top) Select the method you want to use to create your test. For this I have simply chosen "**While Viewing**".

Check questions you want to use

OK

Go to **File**

Scroll to **Publish Internet Tests**

In Step 1, name the test.

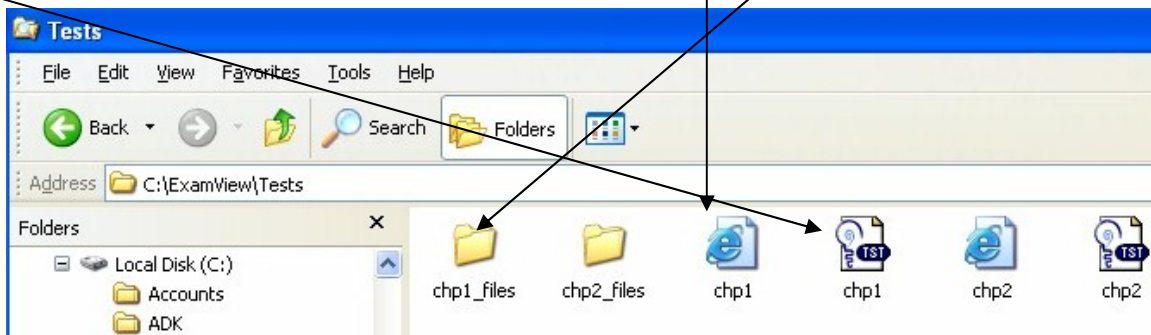
In Step 2, select "**Save test files to your local hard drive**" and click **Next**.

In Step 3, select "**Publish a study guide**" (This is the 2nd option in this box.) and choose whether or not to include rationales, notes, and references on the study guide. (These only appear if you have included them in your question bank.)

Click **Next**.

Click **Save**.

Choose a location in which to save the files. The default save location is probably in the **Tests** folder which is in the Exam View folder. Give the file a name and then click Save. When you save the test as a Study Guide to place on your web site, you will have the htm test **and** a folder named the same thing as your test_files. When you simply save the test as an Exam View test which you can print to use, it saves like this.



The folder (chp1_files) contains the graphics that are needed to make the Internet test work so it **must be uploaded to your web site along with the htm test (chp1)** for the chapter. (Reminder: The folder is automatically created when you select Publish to the Internet and name your test.)

After you have uploaded the test and the folder, you should be able to go to your web site and open the test, take it, and have it graded for you immediately.

INTERNET RESULTS UTILITY

Go to fsc creations.com.

- Click **Downloads** at top of screen
- Click on **Updates and Utilities**
- Click on **ExamView Internet Results Utility**
- Install on your computer

With the Internet Results Utility you can:

- Generate comprehensive reports quickly and easily
- Simply drag and drop email results
- Perform item analysis
- Save your results data in one convenient file
- Export results to a gradebook or spreadsheet
- Copy/paste reports to a word processor

Open the Internet Results Utility

Use Help Menu

Overview

The ExamView Internet Results Utility is designed to assist you in analyzing ExamView test results. Each time a student completes an ExamView Internet Test, the student's test results are sent to you via email. For example, if 30 students complete the test, you will receive 30 email messages, each containing test results for a single student. Using the ExamView Internet Results Utility, you can quickly process the results in the 30 individual email messages and produce a variety of reports including a class summary.

The steps for using the ExamView Internet Results Utility are outlined below:

1. Use ExamView Pro to author a test for delivery via the Internet, and make the test available to students.
2. Students complete the test, and test results for each individual student are sent via email to an email address you supplied while configuring the test.
3. Drag and drop email messages containing test results from your email software to the ExamView Internet Results Utility.
4. Select from a variety of reports provided by ExamView Internet Results Utility. You can print the reports, copy the reports to your favorite word processor, or export the raw scores for use by spreadsheet software.

Steps 1 and 2 are outside the scope the ExamView Internet Results Utility. For more information on these topics, consult the ExamView Pro User's Guide, or the online help for ExamView Pro. The rest of this help information will focus on steps 3 and 4.

Supported Email Software

In order to collect test results, you must drag and drop email messages from your email software to the ExamView Internet Results Utility. However, not all email software is supported. The ExamView Internet Results Utility is compatible with the following email software:

- Microsoft Outlook 2000 and 2002
- Outlook Express 5 and 6
- Netscape Messenger 4.x (limited support)

You must use one of the programs listed above in order to successfully copy test results into the program. Note that support for Netscape Messenger 4.x is limited. Netscape supports only one message at a time for drag/drop. Therefore, you must drag/drop each individual email message. With Outlook and Outlook Express, you can drag/drop a group of email messages at once.

Support for additional email software not listed above may be included in future versions. Please visit www.examview.com for the latest information.