

Georgia Its Heritage and Its Promise
Clairmont Press 8th Grade Textbook

I. Clairmontpress.com website

From time to time check this site under **Georgia, Teacher Tools**, where we will post additional helps for teachers. Presently on the site is a scavenger hunt to introduce your students to their new book and a copy of these inservice notes.

II. Using the Teacher Tech DVD

- A. Insert DVD into your CD/DVD-ROM drive. It should open automatically, but if it does not, go to Start...Run...Browse for your CD-Rom drive...click **OK** . Find the folder that says **Start**. Click on that folder.
- B. The navigation menu is on the left. ExamView, Quiz Show, and PuzzleView are there to download to your computer. This will be covered later in the in-service. You will find several other links, including:
1. Tool Kit ,which contains the following contents:
 - a. Correlations
 - b. Textbook Scavenger Hunt
 - c. Georgia History Timeline
 - d. Building Skills
 - e. General Hyperlinks
 - f. Outline Maps
 - g. Graphic Organizers
 - h. Rubrics
 - i. Source Documents
 - j. Substitute Teacher Folder
 - k. Suggested Reading and Research
 - l. Smart Reading (Full version)
 - m. Visual Aids
 - n. Workbook Answers
 - o. Celebrating African American History (Full Version)
 2. Technology User Guide
 3. GA materials arranged by Unit and Chapter(The first chapter is not within a unit.)
For Each Chapter
 - a. Teacher Wraparound Edition
 - b. Lesson Plan Organizer
 - c. Student Activity English Workbook and Answers
 - d. Student Activity Spanish Workbook and Answers
 - e. Power Point Presentation
 - f. Power Point Study Quick Notes
 - g. Review and Reteach
 - h. Visual Aids
 - i. Hyperlinks
 - j. Georgia Stories Activity Sheets
 - k. Wrap-Up Game
 - l. Wrap-Up Score Sheet
 - m. Smart Reading
 - n. Celebrating African American History
 - o. Link to mystatehistory.com (5) Guided Reading
 - p. Source Documents

III. Using ExamView

A. To install ExamView on your Computer

1. Open Teacher DVD.
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 DVD.
5. Open ExamViewPro by double-clicking the icon on your desktop.
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. You can also download the User Guide from the TTDVD

C. Creating a Test

1. You can make a test really quickly by clicking **Create a new test using the Quick Test Wizard**. However, this will have the program randomly select your questions. In most cases, you'll probably want to see the questions first and select the ones you want, so we'll use a different method. 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
2. Click **Create a new test** and then press **OK**.
3. A screen will pop up and you'll be prompted to give your test a name. Fill in the name and press **OK**. All tests must be named.
4. On the next screen, highlight the Textbook you want to use and then press **Open**.
5. Finally choose a Question Bank.
6. A screen that looks like a blank test will open. Since this tutorial is to get you started using a nice simple method, you'll want to select the questions while you're viewing them. Click on **While Viewing**.
7. The next dialogue box is a list of all the questions in the data bank of the chapter you selected. In addition to the questions, you are given the "Answer", "Difficulty Rating", "Reference (chp and sect)", "State Standard and "Keyword".
 - a. All of the questions that have been input are multiple choice.
 - b. To select a question for your test, click the box immediately to the left of the question. The selected question is highlighted.
 - c. You may remove a question from your test by clicking the box a second time.
 - d. A running total of the questions you have selected is in the lower right hand corner.
 - e. When you are finished selecting your questions, press **OK**.

D. Modifying the Test

1. To edit a question, you must first select a question by highlighting it (Click on the question). Next, click the **Edit** button at the bottom of the screen. Alternatively, you may just double click the question and it will do the same thing.
 - a. In either case, what you will see on screen is the dialogue box. It is a word processor, which will allow you to make changes in the question stem, or the distractors.
 - b. To edit any part of the question, simply highlight it and type in the changes. These changes might include the style and size of font or the content of the text. You can also change the correct answer, the number of available choices, scramble the answer choices and change the number of columns using the pull-down menus in the lower right corner of the dialogue box.
 - c. To modify the number of choices for an entire test, press **Ctrl J** and follow the directions on the screen.
 - d. When you are finished, press the **Record** button to make the changes on the test.

2. With the new test on the screen, click **Edit** in the top menu. Choose **Preferences...**click on **Editing Tab**:
 - a. 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.
 - b. To make sure that all of your tests are in the GA CRCT format:
 - (a) Click on the Test tab at the top of the screen
 - (b) Select Style Gallery
 - (c) Choose Georgia: CRCT

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.

F. 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.
 - e. When you save the test, it will save your question on the test, but will not save it on the ExamView Program.
 - f. If you want to save your new questions on the ExamView Program, you must follow the directions in 2, below.
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.
 - f. Continue doing this and then save your question bank.
3. If you want to import questions you have already created, follow instructions in the next section.

G. Publish Interactive Test to You Website

When you have completed your test and it is in the correct format. Click File/Export/HTML Then check the circle that says "Export as Study Guide". Select any of the boxes you wish in that field. Click OK. Save it on your computer. You can then place it on your website for the students to access.

H. To Import Your Own Questions Into ExamView

Questions must be in a rich text format and you will need to use the EVImport Utility which downloaded when you installed the program. Specific instructions are at the end of this document.

IV. Using Quiz Show

- A. To install MindPoint Quiz Show on your Computer
 1. Open Teacher DVD
 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 DVD
 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. Select Race Against the Clock, or Challenge the Computer and click **Next**.
5. Open the folder where your question banks. Select the bank you want. Double click or click **Next**.
6. Select the chapter you want to use. Double click or click **Next**.
7. 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.

V. Using PuzzleView

A. To install PuzzleView on your computer

1. Open Teacher DVE
2. Click on PuzzleView
3. Click to **Install PuzzleView for Windows, click here**. Save it to your desktop.
4. Open PuzzleView by double-clicking the icon.

C. Making a Puzzle

1. Double click the PuzzleView icon to open the program.
2. Click on Create a new puzzle.
3. Name the puzzle.
4. Select the type puzzle you want to make (Crossword, Word Search with Words, Word Search with Clues, Cryptogram and Jumble).
5. Select the grid size (number of words).
6. Click Next
7. Select your Word List (Georgia Its Heritage and Its Promise).
8. Select the language
9. Click Next
10. Select the chapter or chapters.
11. Click Next
12. Select the words you want to use from the list.
13. Select Finish
14. At this point you can print, save, or web export it. Save it wherever you want.

VI. Accessing the www.mystatehistory.com web site

- A. Type www.mystatehistory.com in the address box of your web browser.
- B. Select Georgia

In the fall of 2011 you will be required to register for new password. You will be given both the teacher password and the student password. All sections of the form must be completed in order to successfully register. This is done to insure that students are not registering. The selling year password is "gasample".

1. Enter the password. A page entitled **Chapter Resources** will open. If you want to open the Teacher Activity, you have to type in the teacher password. It is the same activity the students have except that it has the answers.
2. Browse through the Menu on Side Bar.
3. Clicking on Scavenger Hunt will give you a great activity for the beginning of the school year to acquaint your students with their new book.
4. Clicking on Audio Book will give you a downloadable version of the audio reading of the pupil edition.
5. Click on the **book cover** in the upper right hand corner **or** the title, *Georgia Its Heritage and Its Promise* to access the online book.
6. 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. **Guided Reading** is a great activity for students who need extra help with reading. It helps students grasp the concepts in the book.
 - d. **Guided Reading Answers**
You will need to use your teacher password to access the answers.
 - 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 **Quick Notes**. The teacher or students can print out these sheets which show the slides from the Power Presentations, with lines for taking notes.
 - g. Click on **Self Check Quiz**. This is an interactive online quiz made from ExamView which he or she can take as many times as necessary. It is also self checking.
 - h. Click on **Teacher Guide and Answers**. This is a manual for the Chapter Activity and the Power Point Presentations And Quick Notes
 - i. Click on **Internet Links** for links pertinent to this particular chapter.
 - j. Under **PuzzleView** there are ten interactive self-checking vocabulary puzzles for the student. Five are for English students and five are for Spanish students. The Spanish puzzles give the clues in Spanish, but the student must enter answers in English. This should help them bridge the gap between Spanish and English as they are learning the language.

Using the EVImport Utility to Import your .RTF

You will find the ExamView Import Utility is located in the ExamView folder (evimport.exe).

You can place the rtf files in the Banks folder, also located in the ExamView folder or create a folder on your desktop.

Double click evimport.exe to launch the **ExamView Import Utility** or you can create a shortcut for your desktop. Click **Next**.

Step 1

- A dialog box will appear containing two boxes. In the top box you will want to search for the files to be converted. Once you have selected the rtf documents by using either the **Select** or **Select All** button, you will see all the banks you would like to convert in the lower box.
- Please note: You will notice 3 folder icons in this dialog box.
- Top folder: Navigates to the top level of the ExamView folder.
- Middle folder: Allows you to navigate to the folder housing your RTF files if they are not located in the ExamView banks folder.
- Bottom folder: Allows you to navigate to another folder if you want to store your new ExamView question bank in a location other than the ExamView banks folder.
- Click **Next**.

Step 2

- The next screen will show formatting preferences.
- The default number of columns for Multiple Choice questions and Matching questions is **2** columns. If necessary, you can adjust the number of columns in the Question Bank Editor (Question | Adjust Choices/Columns) after the import is complete.
- Show Options is also in this screen. Verify that all Show Options are selected. If needed, you can change the Show Options in the Question Bank Editor (Edit | Preferences | Layout) after the import is complete.
- Click **Next**.

Step 3

- If you have not already set your fonts, this next screen allows you to do so.
- Click the **Question Bank Fonts** to view a drop-down list of the question bank elements that you can change.
- Select **New Question** and click **Set**.
- The Default is set to Times New Roman, Regular, 11 pt.
- *Note:* Setting the Question Bank Fonts affects only new questions that are added to the question bank once the import is complete; these settings do not affect the questions from the RTF files.
- Click **Cancel**.
- Verify that Question Number style is set to the default **1**.
- Verify that Answer Choice style is set to the default **a**.
- Verify that Show Choices for True/False and Yes/No is deselected.
- Verify that Use Columns is selected.
- Verify that Choice Sequence is set to the default **abcde**.
- The above items can be changed if necessary in the Question Bank Editor (Edit | Preferences | Style) after the import is complete.
- Click **Next**.

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 located in the **ExamView** folder 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 (:).

2. Using ExamView you can create up to 25 different versions of the same test; and you can automatically scramble the questions and the multiple choice options.

ANS: T

3. Using ExamView you can create up to 25 different versions of the same test; and you can automatically scramble the questions and the multiple choice options.

ANS: T

Multiple Choice <----- This label marks the beginning of the next section.

4. 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

5. ExamView lets you create paper tests, computerized (LAN-based) test, and ____.

- a. Internet tests
- b. driving tests

- c. eye tests
- d. none of these

ANS: A

6. In addition to the QuickTest Wizard, you can select questions for a test using which of following five selection methods?

- a. randomly
- b. from a list
- c. while viewing
- d. by criteria
- e! all of these options <----- Use the exclamation instead of a period to lock an option.

ANS: E

Essay

7. 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.

You can import the following question types. You must identify each question type using the corresponding label exactly as shown below. Also, questions 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
- Multiple Response
- Bimodal
- Yes/No
- Completion
- Matching
- Numeric Response
- Short Answer
- Problem
- Essay
- Case
- Other