

**Louisiana: Our History, Our Home  
Technology Guide  
Clairmont Press 8<sup>th</sup> Grade Textbook**

**I. USING THE [clairmontpress.com](http://clairmontpress.com) TEACHER TECH WEBSITE**

A. Log on to [clairmontpress.com](http://clairmontpress.com). Select Louisiana. Scroll down until you see *Louisiana: Our History, Our Home* (Teacher Tech). Click on the Login box. On the next page enter:

\* Teacher Login:     **XXXXXXXX**

\* Teacher Password: **XXXXXXXX**

**Students will login in to *Louisiana: Our History, Our Home (Print Edition) Student Website*.**

**The online book (pdf version) and mystatehistory activities are accessed here.**

Students do not register. Teachers give them their login and password:

\*Student Login:     **XXXXXXXX**

\*Student Password: **XXXXXXXX**

**\*If you do not have the login and password information, click the orange box and register. You will receive your password by email.**

**Posting these passwords on your teacher website is a violation of copyright.**

B. On the Welcome page, the left column has links to the **Authors page, Tool Kit, Exam View, Inservice Notes, Scavenger Hunt, and Chapter Materials**.

1. **Tool Kit** contains the following contents:

- Building Skills
- Celebrating African American History (Full Version)
- Correlation to Louisiana Standards
- Graphic Organizers
- Hyperlinks (General)
- Louisiana Bibliography
- Louisiana Parish Histories
- Louisiana Resources
- Louisiana Timeline
- Outline Maps
- Pacing Chart
- Primary Source Documents
- Rubrics
- Puzzles and Puzzle Answers
- Scavenger Hunt
- Smart Reading (Full Version)
- Smart Skills
- Strategies for U.S. History Test Preparation
- Substitute Teacher Folder
- Visual Aids
- Workbook
- Workbook Answers

2. **ExamView** (will be covered later in the in-service)
3. **Scavenger Hunt and Answers** (introduces students to the textbook arrangement)
  
4. **Chapter Materials** Click on a specific chapter to access a number of teaching materials including:
  - Teacher Wraparound Edition
  - Assessment
    - ✓ Additional ExamView Text Bank
    - ✓ Additional ExamView Open Ended Item Bank
    - ✓ Premade Chapter Test
  - Grade Level Expectations Visual Aids by Sections
  - Graphic Organizers
  - Guided Reading
  - Hyperlinks
  - Internet Activity
  - Internet Activity Plan and Answers
  - Lesson Plans by Section
  - Louisiana Academic Standards
  - Outline Maps
  - PowerPoint Presentation
  - PowerPoint Quick Notes
  - Puzzles and Answers
  - Smart Reading
  - Smart Skills
  - Visual Aids
  - Work Book and Answers
  - Wrap Up Game

## II. ACCESSING THE “MY STATE HISTORY” WEBSITE

To access the website,

- On clairmontpress.com’s home page, choose Louisiana. On the next page either “Register for the password” or “Login” with your password.
- A page entitled **mystatehistory** will open.
  - Each chapter contains:
    - Book
    - Guided Reading
    - Quick Notes (provides a document on which to record notes from the chapter PowerPoint Study Guide Presentation)
    - PowerPoint Study Guide Presentation
    - PDF Puzzles for Print
    - Puzzles (interactive puzzles for students)
    - Internet Activity
    - Self-Check Quiz (This quiz may be taken online. It is self-checking and provides immediate feedback.)
    - Audio Chapters by Section

## Using ExamView

### A. To install ExamView on your Computer

1. Click on ExamView.
2. Click on **To install ExamView for Windows, click on Exam View Setup.exe**. It is suggested that you save it to the desktop.
3. Minimize the website
4. Open ExamView Test Generator by double-clicking the icon on your desktop.
5. You may register later, so click **Close** on the registration box.

### B. Creating a Test

1. When you open the Test Generator, you will have 5 choices:
  - a. Create a new test using a wizard. (not recommended because the program will randomly select your questions and you can't see the questions before they are chosen)
  - b. Create a new test from scratch. (recommended because you can choose the questions you want while viewing them)
  - c. Access the Community Portal to upload or download content.(ignore this one unless you are just curious. It does not have Louisiana material on it.
  - d. Open an existing test.
  - e. Create a new question bank.
  - f. Open an existing question bank.
2. Double-click on the icon "Create a new test from scratch".
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. The next screen is for information only. Click OK.
5. The next screen shows you the blank test that you have named. Now you want to put questions on your test from the question bank. From the top menu, choose "Select" and from the drop-down box choose "While Viewing". (\*\*Below these directions, see an explanation of the other choices for making a test.)
6. The next screen shows all the question banks you have. Choose the one you need and double-click it. You will see that the one you selected has moved to the bottom window. Click "Next".
7. The next screen is the opened Question Bank. If you want to use all the questions from the question bank on your test, you click the top box and when you scroll down the page, you will see that all the boxes beside the questions are "checked" so all of them will be put on the test. If you want to choose specific questions, you just click beside the specific question you want. (To "uncheck" a question, just click on the check and it will disappear).
8. A running total of the questions you have selected is listed in the lower right hand corner.
9. When you have checked all the questions you want on this particular test, click "Finish" at the bottom of the page and your test will appear.
10. Save your test by going to "File", "Save as", give the test a title and save it.

\*\*Back to 5 above, here are explanations for all the choices under "Select":

- 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.

**C. 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. Or you may just double click the question and it will do the same thing.
  - a. In either case, what you will see on the 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. 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. You can also change the number of choices for the entire test by pressing **Ctrl J** and follow the screen.

**D. 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. If you increase the number of test versions to print, you may scramble the questions by checking the boxes.
4. You also have the option to print a strip answer sheet.
5. To print a bubble answer sheet, go to "File" "Print Bubble Form" (bubble sheets print 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.

**E. 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.

**F. Publish Interactive Test to Your Website**

When you have completed your test and it is in the correct format, click File/Export/HTML. Then check the circle that reads "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.

## G. Importing and Opening Questions You Have Created into ExamView

### 1. Preparing Your Questions for Importing

- a. Your questions must be saved in **Rich Text**. 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**.

#### b. Question Type Labels

- 1) True/False
- 2) Multiple Choice
- 3) Bimodal (This is where a question can be either Multiple Choice or Short Answer)
- 4) Yes/No
- 5) Completion
- 6) Matching
- 7) Numeric Response
- 8) Short Answer
- 9) Problem
- 10) Essay
- 11) Case
- 12) 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.

- c. Save your questions in **Rich Text**
2. Next: Open ExamView Import Utility. It is in the ExamView folder that was created when you installed ExamView on your computer. It will be on your hard drive, possibly in your programs folder.
    - a. Click **Next**.
    - b. Near the top of the ExamView Import Wizard, find the Rich Text bank you created.  
If you do not see your bank, click on the **Up One Level** folder until you see the folder where you saved your test questions.
    - c. Double click on the Rich Text Bank that you created. It will appear in the bottom box.
    - d. Click **Next**.
    - e. Choose the options you want. Click **Next**.
    - f. Set the fonts you want and select the other options. Click **Next**.
    - g. Click Finish. It will save your bank in the ExamView Folder
  3. Open ExamView
    - a. Create new test.
    - b. Name the test and click **OK**.
    - c. Click **OK** on the information box.
    - d. Go to **Select** at the top of the screen and choose your method.
    - e. Find the bank you created. You may have to click the **Up One Level** folder until you find the folder or the file where your bank was saved.

**-Highlight the question bank.**

- g. Click Select. The bank will appear in the bottom box
- h. Click **Next**.
- i. Select the questions you want.
- j. Click Finish.

#### **H. 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