

EZ Test walk through – the basics!

More information can be found using the Online Help function once you have installed EZ Test, or at www.mcgraw-hill.co.uk/he/eztest

Insert the CD and go to Start > Run and browse for your CD drive – chose the InstallEZ.exe file.

Once installed, click on the icon on your desktop



Start EZ Test.lnk

The first time you use EZ Test, you will need to have the CD in your computer so the testbanks can download to your computer.

** If you have previously loaded a testbank to support another book, you may have to manually copy the testbank files for subsequent books. This is very easy – see notes at the bottom of this page.*

The first time you log into EZ Test you will be asked to create your own username and password for security purposes. (Enter them here to remind yourself, you'll need to enter them whenever you access EZ Test)

Username:

Password:

A splash page will appear – click on **EZ Test Home**

A screen like the one below will appear. Click the **New Test** button on the right:



It will ask you to enter a name for your test.

Once you have done this a screen like this will appear:





You will see Two Folders in the upper window: **My Saved Tests** and **Test Banks**.

To access any of the Test folders that you have imported and built into your Testbank, click on **Test Banks** folder.



A list of folders will appear, and the TestBank you imported should appear in the list. Open that folder and you'll see it broken down into the different chapter question sets. **You are now ready to create your own EZ test!**



Firstly, decide if you want to view in horizontal  or **vertical**  mode (I recommend vertical – it's easier to view which questions you have chosen)

Pick a testbank from uploaded CD

Eg. Begg, Economics 8th edition chapter 8

All Questions shows how many questions there are in that chapter of the testbank

You can see how many of each type of question is available.


To **select questions at random**, enter a number in the box and click Go


Or


Click on **Open** to view the questions – eg. MCQs




1 questions

 **Multiple Choice Questions**
7 questions

 **True / False Questions**
2 questions

select questions at random. 

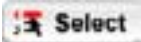
select questions at random. 

Click on the **show full** check box to chose whether or not to show the question and answers

To add a question to the test you are creating, click **Select**. The question will be copied across to the other window. Copy a few questions across.

Create your own questions - go to the Question drop down menu at the top and pick New.

Pick a type of question and enter your Q and answers. Click on Save Changes.

Once you have entered all your own questions, c lick on the **Select** icon to go back to choosing questions for your test. 



You can change the **order** of them by using the arrow buttons.

Click on the dustbin icon to **delete** a question from the test.

Click on the icon with the magnifying glass to **preview** the question.

Click on the **duplicate** icon (pencil, two pages) to create another version of the test – then click on the **edit** icon (pencil, one page) to alter it – eg. change words, add/remove answers. You can also add an explanation of you want to give students feedback. Once you have edited your question, click on the **Save Changes** button.

Click on the **Select** icon to go back to creating your test.

Delete the original version of the question after you have created an edited version. (It's safer to do it this way as you still have the original Q to hand if you need it!)



Click on the **Format/Print** button to format your test.

Click on **produce** to create a scrambled version then click the **Rescramble** button as often as you want to create multiple versions of the test

You can save these as Word or pdf files, or export them into Blackboard or WebCT format zip files.

You can also save them as **EZ-Test Online** files if you wish to give your quizzes out online – www.eztestonline.com

Click on the **EZ Test Home** icon to get back to the home page - from here you can view the tests you have created.

If you have previously loaded a testbank to support another book, you may have to manually copy the testbank files for subsequent books.

- Close EZ test completely
- Put the Instructor's CD in the computer
- Go to start, run and type in the letter of the CD drive only (ex. d:)
- Double click on the EZ test folder
- Double click on the banks folder
- There should be a folder with the author's name on it. Right click on the author's folder and left click on "copy."
- Minimize the window
- Double click on My Computer
- Double click on the C drive
- Double click on Program Files
- Double click on EZ test
- Double click on webapps
- Double click on banks
- Right click anywhere on the white screen and left click on "paste." If asked to overwrite the previous folder, say yes.
- Close the window
- Start EZ test
- When you click on the "EZ test home" link it should say Loading # chapters remaining.