ExamView - Creating a Test with TurningPoint Classic Desktop App
(Mac OS 10.15 Catalina or newer)

Because Apple no longer supports 32-bit applications, ExamView is unavailable for Mac computers using OS 10.14 or Newer. For those users, the TurningPoint Classic Desktop App is available for creating paper tests.

In TurningPoint Classic, a question list is a group of questions. Once lists are created, they can be used as paper tests or exams.

Creating a new Question List
1. Open TurningPoint and sign into your account.
2. Select the Content tab.

4. Enter a name and a brief description for the question list. The description is optional.
5. Select **New List.**

![New List Wizard](image)

6. Enter the Content information:
   - Total Questions
   - Question Type
   - Bullet Format
   - Question Font
   - Answer Font
   - Number of Answers
   - Correct Point Value
   - Incorrect Point Value
   - Question Font Size
   - Answer Font Size

7. Under Polling, select **Show Results.**
8. Click **Save**.
Create a Question List from Existing Content

1. Open TurningPoint and sign in to your account.
2. Select the Content tab.
4. Enter a name and a brief description for the question list. The description is optional.
5. Select From Existing Question Lists to create a question list using an existing test.
6. Select the content for the new question list.
7. Select an option to select questions:

- **Add Question Information** allows you to filter questions before adding them to your list.
• **Add While Viewing** allows you to select exactly which questions to add. Click **Save** to continue.

![Question List Editor](image1.png)

• **Add Randomly** allows you to randomize the questions added. Click **Save** to continue.

![Randomly](image2.png)

8. The Question List Editor is displayed if you need to edit. Click **Save and Close** to save the Question List.

![Question List](image3.png)
Convert an ExamView Bank of Test 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 bank (.bnk) or test (.tst) to be converted, select it and click Open. TurningPoint imports the file and places it under the Content tab.

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

Applications/eInstruction/ExamView Pro/Banks
or
Applications/eInstruction/ExamView Pro/Tests
Add a Question

1. Click the **question mark icon** on the **Question List Editor** toolbar.
2. Select **Add**.
3. Select the **question type** from the drop-down menu.
4. Click the **Edit** icon to the right to enter questions and answers.
5. Use the HTML Editor toolbar to enhance the question or answer text. Click **Close** in the lower-right corner to return to the Question List.
Delete a Question
1. Right-click the question you would like to delete.
2. Select Delete.

Duplicate a Question
1. Right-click the question you would like to duplicate.
2. Select Duplicate.

Edit Existing Questions and/or Answers
1. Click the Edit button to the right of the question. The HTML Editor opens.
2. Select the question or answer text and enter the new text. Use the HTML Editor toolbar to enhance the question or answer text.
3. Click the left or right arrows at the bottom of the window to navigate to another question for editing.
4. Repeat steps 1 - 3 for the remaining questions you want to edit.
5. Click Close to return to the question list.
Rearrange Questions

1. To rearrange the order of the questions, click the area to the left of the question number and drag the question to the new location.

Print a Question List

1. Open TurningPoint and sign in to your account.
2. Select the Content tab.
3. Double-click the Question List name in the left column.
4. In the lower-right corner, 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.
   - **Student Copy** – The student copy contains question and answer choices.
   - **Teacher Copy** – The teacher copy contains all question and answer choices along with the correct answers and standards (if applicable).
   - **Answer Key** – The answer key contains the correct answers.

7. 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.

8. Close the Question List Print Options window.

9. Click Save and Close to return to the Question List Overview screen.

---

ExamView® is © copyright Turning Technologies, LLC. All rights reserved.

Mac is a service mark of Apple Inc.

END OF GUIDE