

Get Started with TestGen

Contents:

Install TestGen	1
Get a testbank	2
Open testbank in TestGen	3
Create a test	3
To add questions to a test	4
To add questions randomly to a test	
Create new questions	4
Editing questions	5
Deleting questions	5
Print a test	
Use TestGen tests with a Learning Management System	

Install TestGen

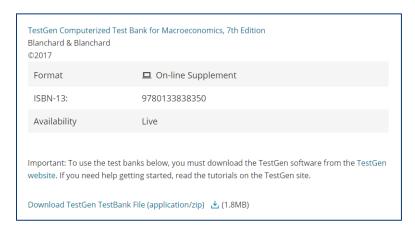
Download TestGen from http://wpslive.pearsoncmg.com/cmg instructor testgen 1/ by selecting Downloads and, if prompted, enter your Pearson username and password. Select TestGen desktop application. Select PC or MAC download depending on your computer.



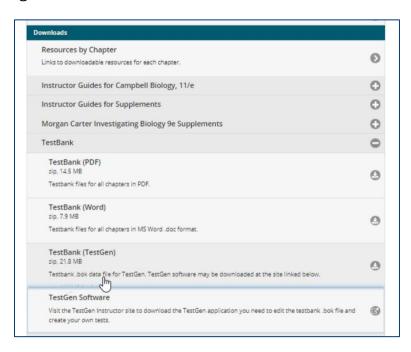
Once downloaded, open or run the file to install TestGen. Follow the installation instructions. If you encounter difficulties contact <u>Pearson Support</u>.

Get a testbank

Download a testbank from <u>pearson.com</u> by searching for your Pearson materials. TestGen testbanks will be listed under title Resources if available. Select **Download TestGen TestBank File (application/zip)**.



Mastering users can find downloadable TestGen testbank files in the Instructor Resources section of the Mastering course.



Once downloaded, **unzip the file**. <u>PC unzip folder instructions</u>. Mac instructions: Double select the .zip file to open and unzip it. TestGen testbanks are .bok files.



Open testbank in TestGen

Launch the TestGen application on your computer.

You may be asked of you want TestGen to search your computer for testbanks to populate the Testbank Library. Select no if you know where the testbank file is on your computer.

If the Testbank Library is empty, select **Add Testbank to Library** from the File menu and locate a TestGen testbank file, which usually is named with the abbreviation for a textbook and has a .bok extension. In the Testbank Library, select the plus (+) sign next to the testbank you want to use to display its chapter titles. Select the plus (+) sign next to the chapter you want to use to display its subsections or questions. If there are subsections, select the plus (+) sign next to a subsection title to display its questions.

There are two common types of <u>TestGen tests</u>, Paper tests to be printed and delivered to students and Web tests to be delivered in an online environment.

Create a test

Go to the File Menu and choose **New Test** or select the icon to the left of Paper Test or Web Test in the right pane.

If you select Web Test, select the web platform. Use the <u>LMS guides</u> to determine the correct option for your LMS.

Go to the Tools Menu. Select **Preferences**. Select **Test Options**. You can set the way the answers appear, the styles used, and the descriptors to be displayed.

Be careful to not check the correct answer descriptor when printing a test for students as the correct answer will then be displayed next to each question.

Correct answers are marked with a green circle with a checkmark inside. These will not show up on the printed test.

Save your test by going to the File menu, choose **Save Test As** and save with a name and location as you would any other data file.



To add questions to a test

Use the expand button by the testbank name in the left window to show list of chapters.

Expand the chapter of your choice.

Select a question, hold down on the left mouse button and drag the question over to the test. You can use the CTRL key to select multiple questions at once.

You can also drag over an entire chapter or other section heading, at once – do not expand the heading, just drag the heading name over onto the test.

To add questions randomly to a test

Select the chapters from which you want to have questions. You can multiple select by holding down the CTRL or SHIFT key.

Select the **Choose Multiple** button at the bottom of the left window.

A dialog screen will appear asking for a number of questions. The program will pull the same number of questions from each chapter.

Select **Add to test** and the questions will be transferred.

Create new questions

Select the question after which you wish to add a new question. Select the item number so that the entire question is highlighted.

From the Insert Menu choose **Question**. Then choose the question type. A blank question will appear. Select the box for the question or the answer and type in the text just as you would in a word processor.

Correct answers are marked with a green circle with a checkmark inside. These will not show up on the printed test.

Additional answer choices can be added to a multiple choice question by highlighting the entire question. Go to the Insert Menu and choose **Blank Answer**.



Editing questions

Select the text. A box becomes visible around the question. You can edit just as you would in a word processing program. The same applies for any answer choice.

Deleting questions

To delete a question, select the question, right select and choose delete. This is a permanent function – the program autosaves. If you want to undo a deletion, you must undo before performing other actions.

Print a test

Select **Print** from the File menu and enter "1" for the number of versions. When the print dialog appears, set the print or page range to "All" and select **OK**.

To export the test in a format that can be edited further in a word processor, select **Export** from the File menu and then select the **Easy Edit Test File (RTF)** option then select **OK**.

Use TestGen tests with a Learning Management System

TestGen testbanks can be exported in sections such as chapters or as a whole to create tests in these LMS.

- Blackboard instructions
- Canvas instructions
- Moodle instructions
- Brightspace by D2L instructions

