MyTest Instructor Quick Start Guide

Contents

Getting Help

There are four ways to get help on using MyTest:

- Click **Help** in the top right corner of any MyTest page and open the relevant topic.

- Search the Pearson Knowledge Base for answers to frequently asked questions. To do so, go to http://247pearsoned.custhelp.com/, click the **Find Answers** tab, enter **MyTest** followed by the specific topic you want to know about in the box at the top of the page, and click **Search**. Click a topic to view the question and answer.

- Submit a question online. To do so, go to http://247pearsoned.custhelp.com/, click the **Send an Email** tab, fill out the form, and click **Continue** at the bottom of the page when you're done. Remember, the more information you can provide about your question, the more quickly we can assist you.

- Communicate in real time with a customer support representative. Go to http://247pearsoned.custhelp.com/, click **Chat**, fill out the form, and click **Submit Request**.

- Call Customer Support at 1-888-433-8435 between 8 a.m. and 8 p.m. ET on any business weekday.

Accessing MyTest

Before you can adopt and use a testbank, you must get an access code, register for MyTest, and log in to MyTest.

Requesting an Access Code

1. Go to http://www.pearsonmytest.com/.
2. Click **Request access**.
3. Click your location.
4. Select your country in the list and click **Go**.
5. Click the relevant type of institution or professional type.
6. Enter your email address twice.
7. Review the terms and click **Yes, Agree to Terms**.
8. Click **Submit**.

You will receive an email message with a digital access code that you can use to register for MyTest.

Registering for MyTest

1. Go to http://www.pearsonmytest.com/.
2. Click **Register**.
3. Review the privacy statement and license agreement, and then click **I Accept**.
4. Indicate whether you already have a Pearson Education account.

   - Click **Yes** to enter your **Login Name** and **Password**.
   - Click **No** to create a **Login Name** and **Password**.
   - Click **Not Sure** to enter your **Email Address** so the system can see whether it can identify you.

5. Enter your instructor access code by typing one word in each box. Do *not* type the dashes.
6. Click **Next**.

   Note: Do not enter spaces in either your login name or password. Once you are registered, you will receive a confirmation email. You will need your login and password every time you access MyTest.

7. Indicate whether you want to be contacted about educational texts or online products.
8. Click **Next**.

   Note: If the login name or password you specified is already in use, you will be asked to enter another one. Login name and password combinations must be unique.

Logging In to MyTest

1. Go to http://www.pearsonmytest.com/.
2. Enter your login name and password.
3. Click **Log In**.

   *Note: Logging out is important for security reasons. To do so, click **Logout** in the top-right corner of the screen.*

Adopting a Testbank

Selecting and Downloading a Testbank

1. Go to http://www.pearsonmytest.com/ and log in to MyTest .

2. Under Search Catalog, click **Search by Textbook, Author, Title or ISBN** and enter your criteria, or click **Browse by Discipline** and select your discipline from the list that appears.

3. Click **Search**.

4. Find the correct edition of your book and click **Select Testbank**.

5. Enter a name (which may be the same as the textbook's) and description for your testbank.

6. Click **Create Testbank**. The new testbank will appear in alphabetical order under **My Courses and Testbanks**.

Viewing Question Details

Question details (also called metadata) can help you select the most appropriate questions for your test.

1. Click the appropriate folder name or the ⊞ expand icon.

3. Navigate to the questions in a folder.

4. Click **Show Question Details** in the top-right corner of the **Testbank** area. Details appear below each question. When you add a question to the test, the details do not appear on the test.

> *Notes:*
>
> - *If no question details are available for your course,* ***Show Question Details*** *does not appear.*
> - *Question details do not appear on a test.*
> - *When you are done viewing the question details, click* ***Hide Question Details*** *in the top-right corner of the* ***Testbank*** *area.*

Filtering Questions

You can use a filter to see only certain types of questions in the testbank. For example, you might want to structure a test based on a certain level of difficulty or type of skill.

1. Open a folder in the **Testbank** area and click **Show Question Details** in the top-right corner to review the available filter options.

2. Click **Filter Testbank** in the top-left corner of the **Testbank** area.

3. Click the ▼ next to the **Filter By** box and select a criterion, such as Difficulty or Objective.

4. Type a keyword in **Enter term to filter by** box. For example, you would enter **3** if you want to see only those questions that are classified as most difficult.

5. Click **GO** to see the questions that match your criterion.

> **Note***: To remove the filter, click* ***Filter Testbank*** *again and click* ***CLEAR FILTER****.*

Creating a Test

1. Under **MyCourses and Testbanks**, click the name of your testbank.

2. Under **Manage Your Tests**, click **Create New Test**.

3. Enter a name for the test and click **Create Test.**

> *Note: Instructors have report that errors—sometimes fatal ones—occur when trying to export tests that contain problematic characters such as ampersand (&), double quotation marks ("), forward slash (/), pound (#), greater and less than symbols (> or <), and symbols (for example, ¢ and ©). HTML tables, images, formatted text, and templates can also cause difficulties.*

The tests that you create appear in a list on the right-side of the **MyTest** page with the following details: the test's name, the number of questions, the date you originally created the test, and the date you last modified the test.

To open a test, click the test's name under **Manage Your Tests**. To close a test, click **View all tests** at the top of the page in the middle or click **Close** in the top-right corner of the page.

When a test is open, the **MyTest** page has three tabs:

- **Testbank and test** – Use this tab to add questions from the testbank to your open test.

- **Testbank only** – Use this tab to the testbank but not the test.

- **Test only** – Use this tab to preview the test but not the testbank.

Adding Questions

The questions in a testbank are typically organized in a series of folders that each correspond to a chapter in the textbook. You can add questions to your test by:

- Using the Add button

- Dragging and dropping

- Using random selection

- Creating your own questions

Using the Add Button

You can select one or more individual questions or you can select a folder of questions to add to a test. If you select a folder, all the questions in it (but not those in any subfolders) are added to the test. To add questions in subfolders to the test, you must select each subfolder.

1. Browse the testbank on the left to view the questions. To open a folder, click the folder name.

2. Click the folders that contain the questions want to add.

3. Click **Add** in the middle of the screen to copy the questions to your test on the right. Click **OK** if a confirmation prompt appears.

Dragging and Dropping

You can drag individual questions or you can drag a folder to your test. If you drag a folder, all the questions in the folder are added to the test. If a folder contains subfolders, you must drag each subfolder to the test.

1. Locate the question, folder, or subfolder that you want to add to your test.

2. Point to the item until the cursor changes into a hand.

3. Drag the item to your test on the right.

Using Random Selection

You can have MyTest randomly select a specified number of questions from one or more folders to include in a test.

> **Note**: *If you plan to export the test to Blackboard, do **not** use this technique in MyTest. Instead, randomize the questions after you import them into Blackboard.*

1. Create a new test.
2. Click the boxes to the left of the folders from which you want MyTest to randomly select questions.
2. Enter the number of questions MyTest should add in the **Number of random questions to add** box at the bottom of the **Filter TestBank** area.

> **Note:** *If the number you enter exceeds the number of questions in the folders you selected, questions will be repeated.*

3. Click **Add**. MyTest adds the number of questions you specified to the test.

Creating New Questions

1. Click **Create Question** at the top of your test on the right of the screen.
2. Select the type of question you want to add: Essay, Fill in the blank, Matching, Multiple choice, Multiple response, or True/False.
3. Enter a title for the question in the **Question Title** box.
4. Type the question in the blank area in the middle of the screen and apply any formatting you want using the toolbar.
5. Click **Save and Close** in the top-right corner of the screen.

> **Note**: *Your question is automatically stored in the **My Questions Folder** at the top of the testbank on the left. By default, the question appears at the end of the test in the area on the right. You can change the question's position by pointing to it until the cursor changes into a hand and then dragging the question to its new location.*

Saving a Test

After you make changes to a test, click **Save** and select one of the following options:

- **Save** to save the test and continue working on it.
- **Save a copy as** to save the test with a new name and continue working on it.
- **Save and Close** to save and close the test in one step.

Formatting a Test

You can add a header and/or footer to your test. You can also add page numbers.

Adding a Header and Footer

1. If necessary, open the test by clicking its title in the **Manage Your Tests** area on the right of the screen.
2. Click **Edit Header** in the toolbar at the top of the **Manage Your Tests** area.
3. Enter the header and footer text in their respective boxes. Use the toolbar to format the text.
4. Click **Save and Close**.

Adding Page Numbers

1. If necessary, open the test by clicking its title in the **Manage Your Tests** area on the right of the screen.
2. Click **Edit Header** in the toolbar at the top of the **Manage Your Tests** area.
3. To add page numbers in the header or footer, select **Include page number** under the Header or Footer box.
4. Select the alignment of the page number: **Left**, **Center**, or **Right**.
5. Click **Save and Close**.

Downloading and Printing a Test

To print a test, you must first download it as a Word document or a PDF.

1. Open the test and click **Download** above the test on the right.
2. Select a format for the downloaded test: **as Word (doc)** or **as PDF (pdf)**.
3. Select the appropriate options in the **Download** window.

Option	Select it to…
Create multiple versions	Specify the number of versions of the test you want to make. (You can create up to 25 versions.) If you create more than one version, each version contains the same questions, but you can specify whether the questions and answer choices should appear in a different order on each version of the test. • Select **Scramble question order** to change order of the questions only. • Select **Scramble answer order** to change order of the answers only. • Select **Scramble question and answer order** to change the order of the questions as well as the answers. *Note: If you created multiple versions of the same test you see a separate file for each test version. You need to download each version.*
Include area for student response	Display answer blanks in the test and to select the location of the answer blanks: • Select **As blank on left side of test** to let students write their answer to the left of the question. • Select **On last page of test (separate answer sheet)** to let students write their answers on a separate page at the end of the test.

Include answer key	• Display the correct response(s) for each question.
	
	    • Select **Separate file** for PDF files and if you plan to distribute or post the test electronically.
	
	    *Note: If you choose to download the answer key as a separate file, you will see two **Download** buttons: one for the test files and one for the answer key files.*
	
	    • Select **Same file** to display the answer key on the last page of the test.
	
	• Indicate whether you want to display hints and/or feedback.
	
	    • Select **Include answer feedback** to include any feedback provided for both correct and incorrect answers.
	
	    • Select **Include question hints** to display up to three hints per question.

Option	Select it to…
Save settings above as default	Use the same options automatically every time you download a test.

4. Click **Download**.

5. In the Download window, click the **Download** button for each file you want to download. Click **Download all (zip)** to download all of the files in the list at once.

6. Click **Open** to view the file in either Word or Adobe Acrobat, depending on the format you selected.

> *Notes: If you will be exporting a test to Blackboard:*
> - *Click **Save** to save the file with or without viewing it.*
> - *Only the original version is saved in MyTest. If you want to save each version of a test you created, you must save the files to your computer.*

7. Do one of the following to print the test:

    - In Microsoft Word, click the **Office button** in the top-left corner of the window, click **Print**, specify your printer, and click **OK**.

    - In Adobe Acrobat, click **File**, click **Print**, select your printer, and click **OK**.

8. When you are done, return to MyTest and click **Close** in the **Download** window.

Modifying Tests and Questions

Modifying a Test

To modify a test, open it by clicking its name in the **Manage Your Tests** area.

To...	Do This...
Copy a test	1. Click ⬇ under **Options** to the left of the test you want to copy. 2. Click **Save a copy as**. 3. Enter a name for the copy and click **Create Test**.
Rename a test	1. Click ⬇ under **Options** to the left of the test you want to rename. 2. Click **Rename as**. 3. Enter the new name and click **Create Test**.
Format a test for printing	1. Click **Preferences** in the gray bar under the MyTest logo. 2. Specify the page, header, and footer margins in the **Page Setup** area on the left. 3. Select the font face and size in the **Format** area on the right. 4. Click **Save**.

Scramble the order of the questions	1. Click **Scramble** in the banner above the test questions.
	
	    • Select **All questions** to scramble only the questions in each version of the test.
	    • Select **All questions and answer choices** to scramble both the questions and the answers in each version of the test.
	
	*Note: If you plan to export the test to Blackboard, do **not** select this option in MyTest. Instead, scramble the questions after you import them into Blackboard.*

Edit the header and/or footer	1. Click **Edit Header** in the banner above the test questions. 2. Follow the instructions in **Formatting a Test** on page 7 in this document.
Add page numbers	1. Click **Edit Header** in the banner above the test questions. 2. Follow the instructions in **Formatting a Test** on page 7 in this document.
Delete a test	1. Click ⬇ under **Options** to the left of the test you want to delete. 2. Click **Delete**.

Modifying Questions and Answers

Before you can modify questions, click the name of the test under **Manage Your Tests** that contains the questions to open it.

To...	Do This...
Edit a question	1. Click ⬇ to the left of a question and click **Edit**. 2. Rename the question, revise its wording, and/or use the toolbars to change the formatting. 3. Click **Save and Close**. **Note:** *The types of formatting changes you can make depend on the type of question you are editing.*
Move a question	1. Point to the question until the cursor changes into a hand. 2. Drag the question to its new location in the test.
Copy a question	1. Click the ⬇ button next to the question and click **Copy**. 2. Click **OK** at the confirmation prompt. 3. Edit the copy of the question, which appears below the original one.
Delete a question	1. Click the ⬇ button next to the question and click **Delete**. 2. Click **OK** at the confirmation prompt.
Edit an answer	1. Click ⬇ to the left of a question with which the answer is associated and click **Edit**. 2. Click **Add Answer** under the text of the question. 3. Click **Edit/Choose** to modify the answer's wording or formatting. 4. When you are done, click **Save and Close**.
Add an answer	1. Click ⬇ to the left of a question with which the answer is associated and click **Edit**. 2. Click **Add Answer** under the text of the question. 3. Click **+ Add** to insert an additional answer. 4. Scroll to the blank answer and insert the appropriate text. 5. Indicate whether the new answer is correct. 6. When you are done, click **Save and Close**.
Scramble the order of the answer choices	1. Click ⬇ to the left of a question 2. Click **Scramble answer choices**. **Note**: *If you plan to export the test to Blackboard, do **not** select this option in MyTest. Instead, scramble the questions after you import them into Blackboard.*
Delete an answer	1. Click ⬇ to the left of a question with which the answer is associated and click **Edit**. 2. Click **Add Answer** under the text of the question. 3. Select the box to the left of the answer you want to remove. 4. Click **Delete** in the top-right corner of the **Answer** area. 5. Click **OK** at the confirmation prompt. 6. Click **Save and Close** in the top-right corner of the screen.

Exporting and Importing Tests

Exporting a Test for Import into Blackboard Learn

1. In MyTest, open the test and click **Download** above test on the right.
2. Depending on the platform to which you want to export the test, click **Download Blackboard (Pool Manager 6, 7, 8 & 9)** or **Download Blackboard (Test manager 6, 7, 8 & 9)**.

   *Note: By default, MyTest creates a zip file whose name includes the name of the test, the file type (BBpoolmgr, BBtestmgr, or WebCT), the date it was created, and a unique identifier, for example, **Final Exam BBpoolmgr 03012012 001519.zip**.*

3. At the confirmation prompt at the bottom, click ▼ on the right of the **Save** button and click **Save as**.
4. In the **Save As** window, indicate where you want to save the zip file on your computer and then click **Save**.

   Note: If you are using Safari to access the course, the output file will be a folder. You will have to convert the folder to the zip-compressed format before importing the file into Blackboard.

5. Log in to **Blackboard**.
6. Open the course into which you want to import the test.
7. In the **Control Panel**, click **Packages and Utilities**.
8. Click **Import Package/View Logs**.
9. Click **Import Package**.
10. In the **Select a Package** section, click **Browse**, select the zip file you exported from MyTest, and then click **Open**.
11. In the **Select Course Materials** section, click **Tests, Surveys, and Pools** and then click **Submit**.
12. When prompted that the import is complete, click **OK** to return to the **Control Panel**.
13. Under Assessment, click **Assessment/Test Manager**, select the test you just imported, and click **Modify** to view its contents.

Exporting a Test for Import into Blackboard CE Vista

1. In MyTest, open the test and click **Download** above the test on the right.
2. Click **WebCT (CE 6 & VISTA 4)**.

   *Note: By default, MyTest creates a zip file whose name includes the name of the test, the file type (WebCT), the date it was created, and a unique identifier, for example, **Final Exam 1 WebCT 03012012 001519.zip**.*

3. At the confirmation prompt at the bottom, click ▼ on the right of the **Save** button and click **Save as**.
4. In the **Save As** window, indicate where you want to save the zip file on your computer and then click **Save**.

   Note: If you are using Safari to access the course, the output file will be a folder. You will have to convert the folder to the zip-compressed format before importing the file into Blackboard CE Vista.

5. Log in to **Blackboard CE Vista**.
6. Open the course into which you want to import the test.
7. In the **Control Panel**, click **Manage Course**.
8. Click **Import Content**.
9. Under **Import a Content Package**, enter the name for the test.
10. Click **Browse**, select the zip file you exported from MyTest, and then click **Open**.
11. Click **Add Selected**.

12. Select **WebCT** as the package type.

13. In the **On an *Organizer Page*** list, select the location where you want the test to appear.

14. Click **Link shows item title**.

15. Click **Import**.

16. Click **Done** at the confirmation prompt, or click **Import more content** to import another test.