

MyTest Quick Start Guide

Program Access:

Go to www.pearsonmytest.com

Educator access to MyTest is now automatically included with all Instructor Resource Center (IRC) accounts, as well as with many other Pearson online products.

- If you have a pre-existing account, simply Sign In as a Returning Instructor.
- If you need to request access, click "**Request access**" to submit your information and receive a digital access code through email.
- If you have an instructor access code but have not set up your account, click "**Register**" and follow the prompts.



Adopt Your Testbank Content:

1. Log into www.pearsonmytest.com (or your MyLab website *powered by Pegasus*)
2. 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. Scroll down to browse all results: Look for the **MyTest** listing for the correct edition of your book. Then click "**Select Testbank**."
5. Enter the **name** for your testbank and the calendar **dates**. Click "**Create Testbank**" on the MyTest toolbar.
6. Your MyTest is now added to your personal account! While your content is being "prepared" (this should just take a minute or so if you refresh your browser), you may:
 1. Add another MyTest testbank or a MyLab to your gallery (simply repeat steps)
 2. Log out and come back later!

Create a Test:

1. Log into www.pearsonmytest.com (or any MyLab website *powered by Pegasus*)
2. Under "MyCourses and Testbanks," click the **link for the name of your testbank**.
3. On the right side of your screen, click "**Create New Test**" and name it.
4. On the left side of the screen, you will see the available testbank content; simply click the + to expand and view the assessments for each chapter / topic.
5. To **add a question** to your test, click and drag it from the left to the right.
6. To **add multiple questions** at one time, click the checkbox for each question you want, and then click the "**Add**" button in the center of the screen.
7. Click "**Show Question Details**" (in the blue bar) to show/hide any question data such as level of difficulty or page reference.
8. Click "**Create Test**" on the MyTest Toolbar to save your work so far. This test will be kept online in your account.

Edit and Format:

1. To delete a question from the test, click the  icon next to the question and click "**Delete**."
2. To edit a question in the test, click the  icon and select "**Edit**." Use the editing tools to modify the question, then click "**Save and Close**" at the bottom.
3. Using the MyTest toolbar, you can easily **create** your own question, **scramble** the test, or click "**Edit Header**" to add a header, footer, or page numbers.

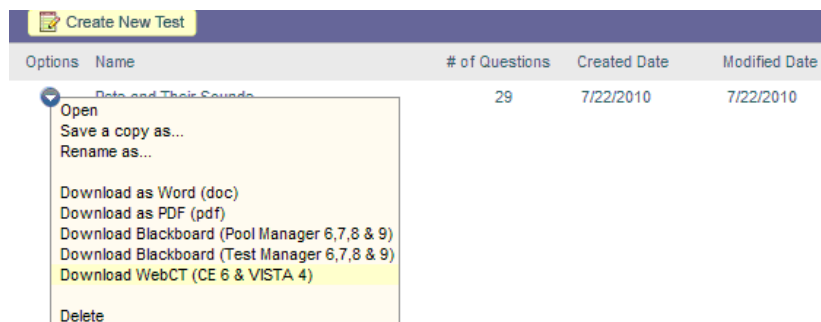
4. To change the **font** or font size, or margins, click the “**Preferences**” tab under the MyTest logo (be sure to click “**Save**” to save font changes).
5. To go back to your test from Preferences, click “**MyTest**” on the top left navigation and then click the name of the test you have saved test (on the right).

Tip: Please remember – after completing your MyTest, save your test before moving on to any other activity so you don't lose any work.

Download a Test:

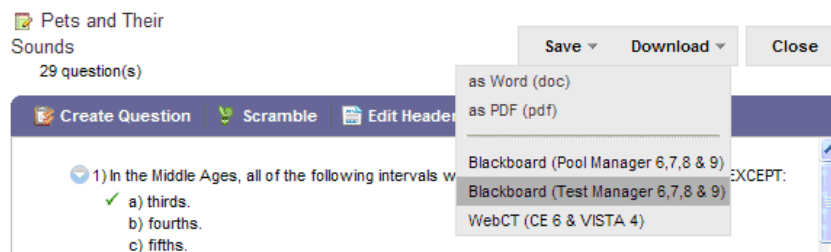
Tests may be downloaded and saved to the following formats: **Word, PDF, Blackboard or WebCT.**

1. To download a test that you do not have open, from **Manage Your Tests** on the right of the **MyTest** page, select the appropriate option from the options menu:
 - Download **as Word (doc)**: You can edit and print the test from Microsoft Word.
 - Download **as PDF (pdf)**: You can send the test via an email message. Users will need Adobe® Acrobat® Reader to view the test.
 - **Download Blackboard (Pool Manager 6, 7, 8 & 9)**: You can import the test questions into Blackboard Pool Manager Version 6, 7, 8, and 9.
 - **Download Blackboard (Test manager 6, 7, 8 & 9)**: You can import the test questions into Blackboard Test Manager Versions 6, 7, 8, and 9.
 - **Download WebCT (CE 6 & VISTA 4)**: You can import the test questions into WebCT Campus Edition 6 and VISTA 4.



- OR -

To download an open test, click **Download** and select the appropriate option.



Next steps in the process will depend on you initial selection:

- Word or PDF - look at the **Completing the download process for Word and PDF.**
- Blackboard or WebCT - look at the **Completing the download process for Blackboard and WebCT.**

Completing the download process for Word and PDF:

2. If you selected Word or PDF you then have a popup box with selection choices of things and options you can do with your file, such as **Multiple Versions** of the test, adding **an area for Student Responses**, or **Including Answer Key**. Make your selections, then click **“Download”** at the bottom of the window.
3. In the Download window, click the **“Download”** button for item you want to download.
 - If you chose to download the answer key as a separate file, there are two columns of download buttons: one for **Test** files and one for **Answer Key** files.
 - If you created multiple versions of the same test, there is a separate file for each test version. You need to download each version.
 - You can click **“Download all (zip)”** to download all of the listed files at once.
4. You are prompted to open or save the file. Select **“Save.”**

You can select a destination for the file, rename the file, and click **“Save.”**

Completing the download process for Blackboard and WebCT:

2. You are prompted to open or save the file. Select **Save**.

You can select a destination for the file, rename the file, and click **“Save.”** By default the ZIP file name includes the test name, file type (BBpoolmgr, BBtestmgr, or WebCT), date it was created, and unique identifier.

Printing a Test

After you download tests to Word or PDF you can print or distribute them in paper or electronic format.

1. Open your downloaded test.
2. Print as you normally would.

When you download to Word the text is formatted in tables. To make editing easier in Word, you should ensure that you have table gridlines displayed. If you do not make any edits to the test, you do not need to save your test in Microsoft Word because your test is always available in MyTest, and you can access it from any computer. However, you may want to save a copy to share with others or to do further formatting. For details on how to edit your test in Word, go to <http://media.pearsoncmg.com/pegasus/Help/TipsforMyTest.html>

Help & Technical Support

At any point in the MyTest program, you may click **“HELP”** (on the top right) for details and more info about building tests.

For technical concerns:

- **Chat** with a live representative 24/7, 365 days a year at <http://247pearsoned.custhelp.com> (click **“Chat”** on the top navigation).
- Search the [Knowledge Base](#) for answers to frequently asked questions, or [submit a question online](#).
- Contact our Educator Support at **1-888-433-8435** during the following hours:
Monday - Friday: 08:00 AM - 08:00 PM EDT.