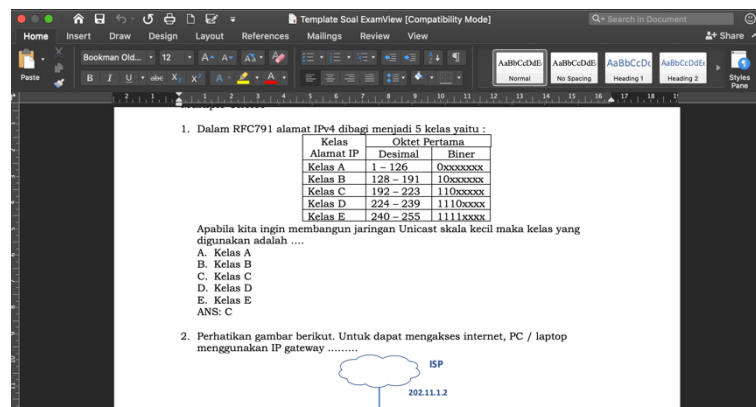


PANDUAN MEMBUAT QUIZ DENGAN EXAMVIEW

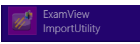
Sekilas

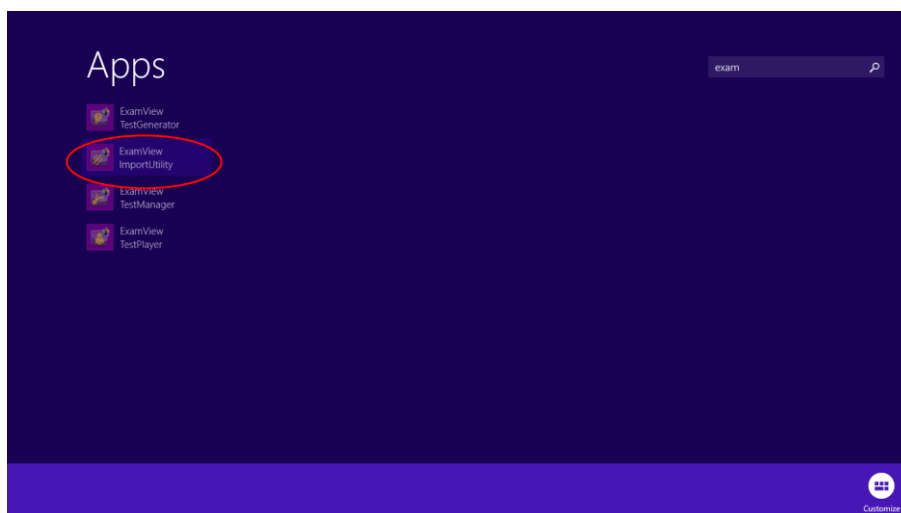
Untuk mengukur pengetahuan mahasiswa tentang materi dapat melalui pre-test, post-test maupun ujian dengan model pilihan ganda salah satunya. Quiz adalah salah satu pilihan yang dapat digunakan oleh dosen jika dosen memiliki telah memiliki bank soal.

Untuk membuat quiz satu per satu silahkan lihat di buku panduan elearning bagian **Mengelola Aktivitas Quiz** (D.4). Jika telah memiliki bank soal untuk mempercepat proses dapat menggunakan aplikasi Examview versi 8.1 (bias di download pada http://www.phschool.com/examview_download_ctr/installers/ver8.1/ExamView_Windows.exe). Pastikan bank soal dibuat dengan **Template Soal ExamView.rtf** (dapat didownload pada laman <http://lpp.ummgl.ac.id>).

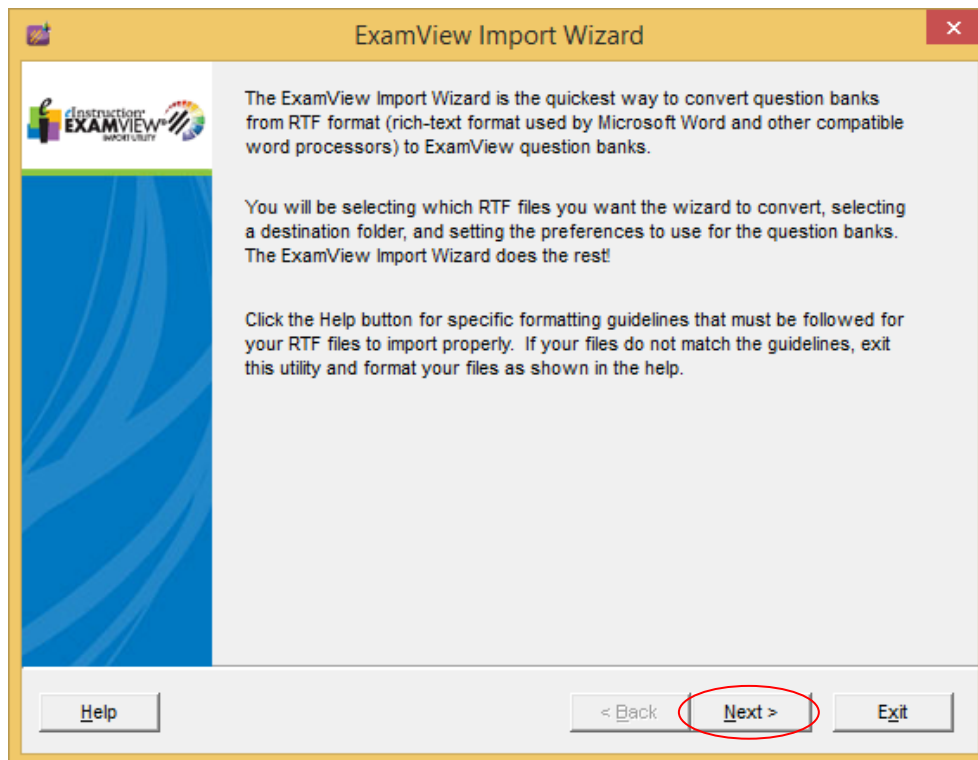


Import soal (.rtf) ke question banks (.bnk)

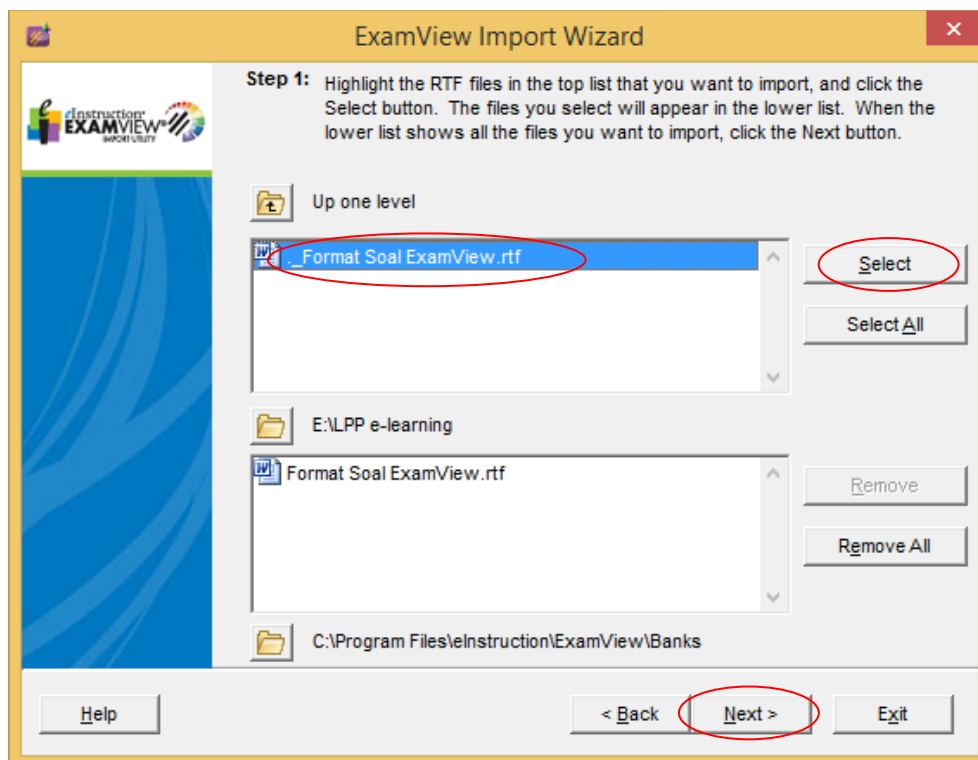
1. Jalankan aplikasi  **ExamView ImportUtility** (klik *search* ketik *examview* pilih *ExamView ImportUtility*)



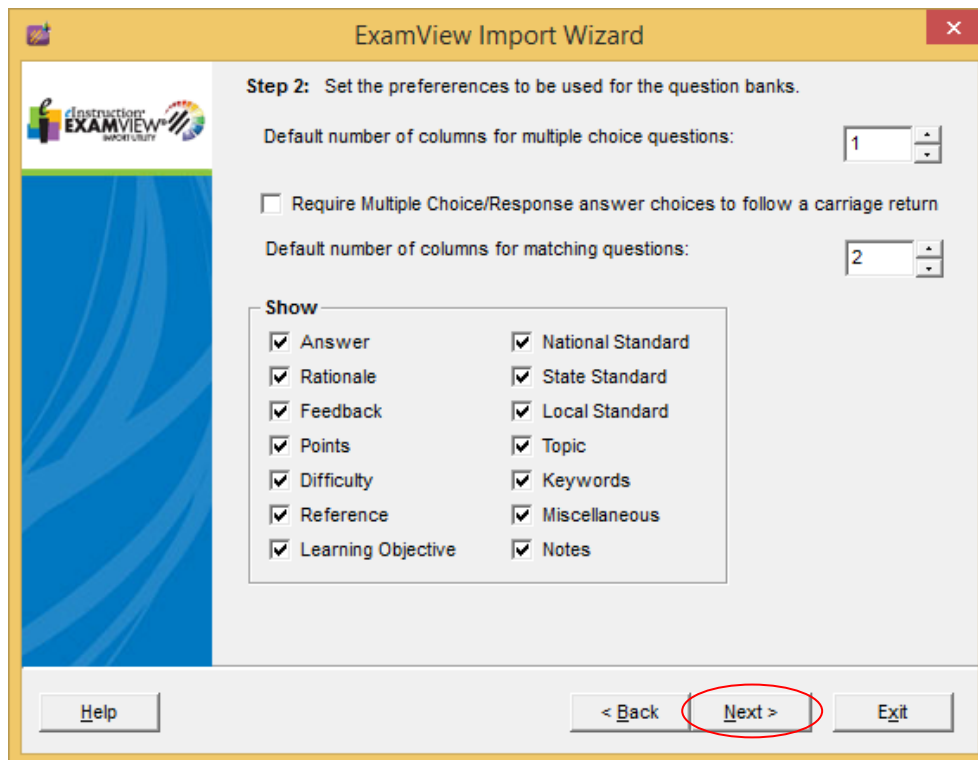
2. Akan muncul **ExamView Import Wizard**, lalu klik tombol **Next**



3. Pada **Step 1**, klik tombol **Select** lalu arahkan ke file soal yang telah dibuat (.rtf) dapat memilih banyak file. Klik file soal yang akan diimport, lalu klik tombol **Next**. File hasil import (.bnk), secara default akan tersimpan pada folder **C:\Program Files\ellInstruction\ExamView\Banks**

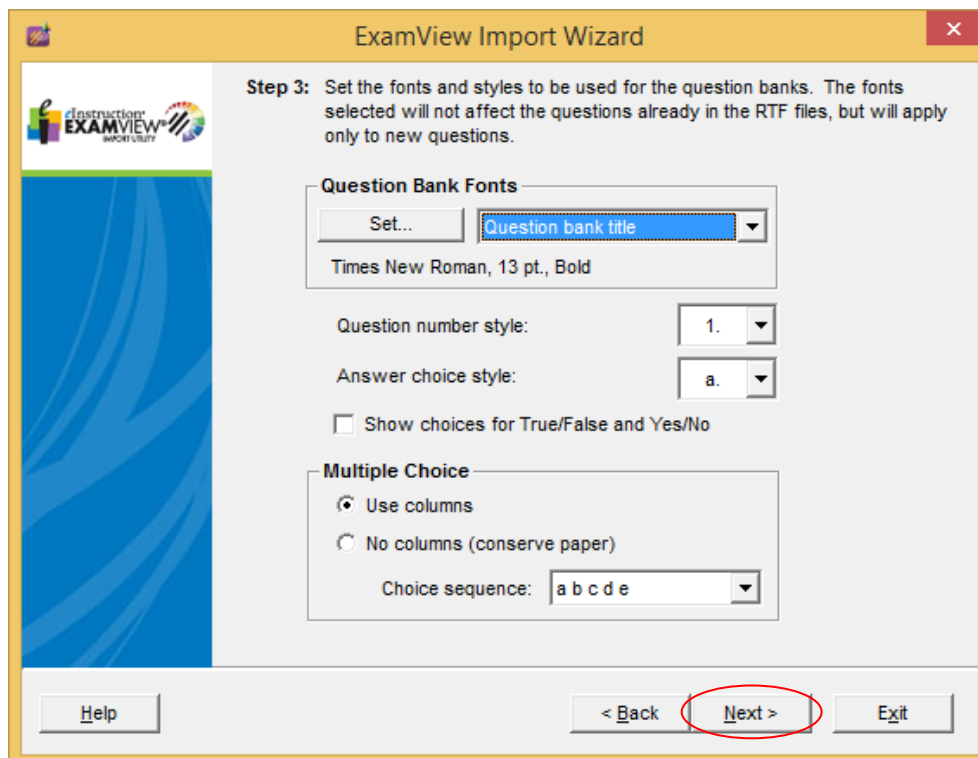


4. Pada **Step 2**, sebaiknya biarkan default seperti itu lalu klik tombol **Next**



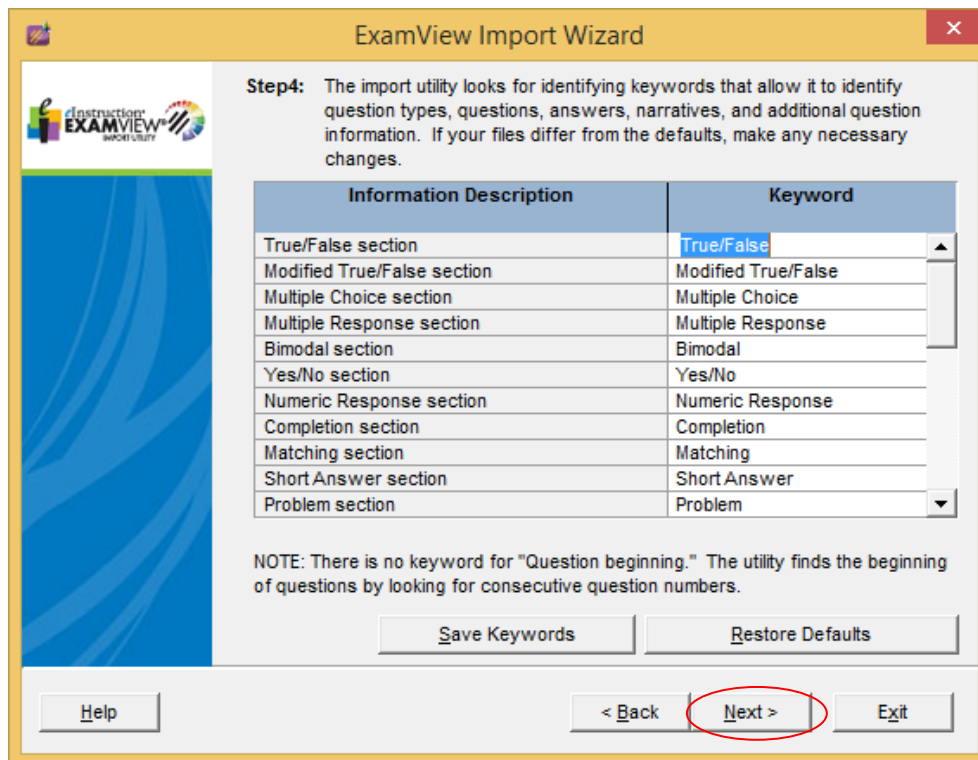
The screenshot shows the 'ExamView Import Wizard' window at Step 2. The title bar reads 'ExamView Import Wizard'. The main content area is titled 'Step 2: Set the preferences to be used for the question banks.' It contains several settings: 'Default number of columns for multiple choice questions:' with a dropdown set to '1'; a checkbox for 'Require Multiple Choice/Response answer choices to follow a carriage return' which is unchecked; 'Default number of columns for matching questions:' with a dropdown set to '2'; and a 'Show' section with a list of checkboxes, all of which are checked: Answer, Rationale, Feedback, Points, Difficulty, Reference, Learning Objective, National Standard, State Standard, Local Standard, Topic, Keywords, Miscellaneous, and Notes. At the bottom, there are three buttons: 'Help', '< Back', and 'Next >', with the 'Next >' button circled in red. An 'Exit' button is also present to the right of 'Next >'.

5. **Step 3**, untuk mengatur jenis font, nomor soal & pilihan jawaban, klik tombol **Next**

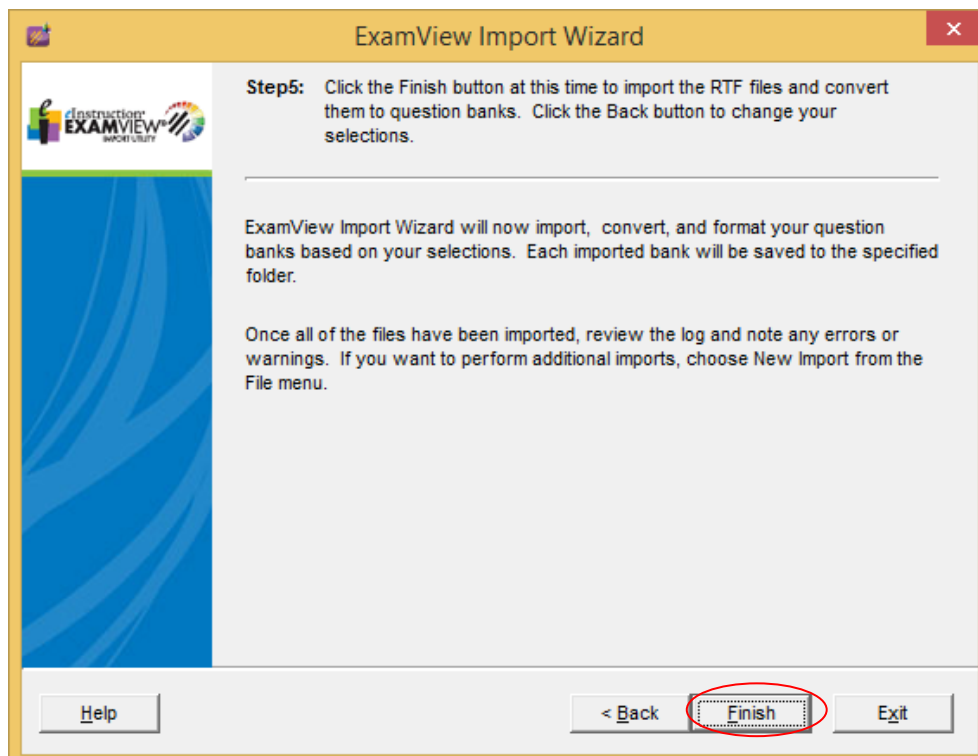


The screenshot shows the 'ExamView Import Wizard' window at Step 3. The title bar reads 'ExamView Import Wizard'. The main content area is titled 'Step 3: Set the fonts and styles to be used for the question banks. The fonts selected will not affect the questions already in the RTF files, but will apply only to new questions.' It contains several settings: 'Question Bank Fonts' with a 'Set...' button and a dropdown menu showing 'Question bank title' and 'Times New Roman, 13 pt., Bold'; 'Question number style:' with a dropdown set to '1.'; 'Answer choice style:' with a dropdown set to 'a.'; a checkbox for 'Show choices for True/False and Yes/No' which is unchecked; and a 'Multiple Choice' section with two radio buttons: 'Use columns' (selected) and 'No columns (conserve paper)'. Below this is a 'Choice sequence:' dropdown set to 'a b c d e'. At the bottom, there are three buttons: 'Help', '< Back', and 'Next >', with the 'Next >' button circled in red. An 'Exit' button is also present to the right of 'Next >'.

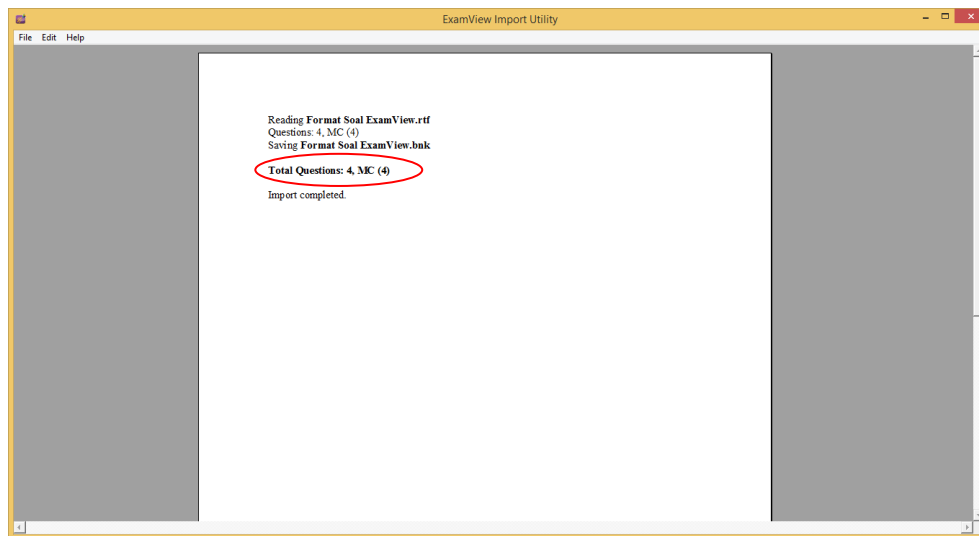
6. Pada **Step 4** sebaiknya biarkan default saja lalu klik tombol **Next**



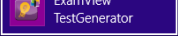
7. **Step 5** merupakan proses terakhir, klik tombol **Finish** untuk proses import



8. Jika proses import sukses akan muncul jumlah soal yang berhasil di import

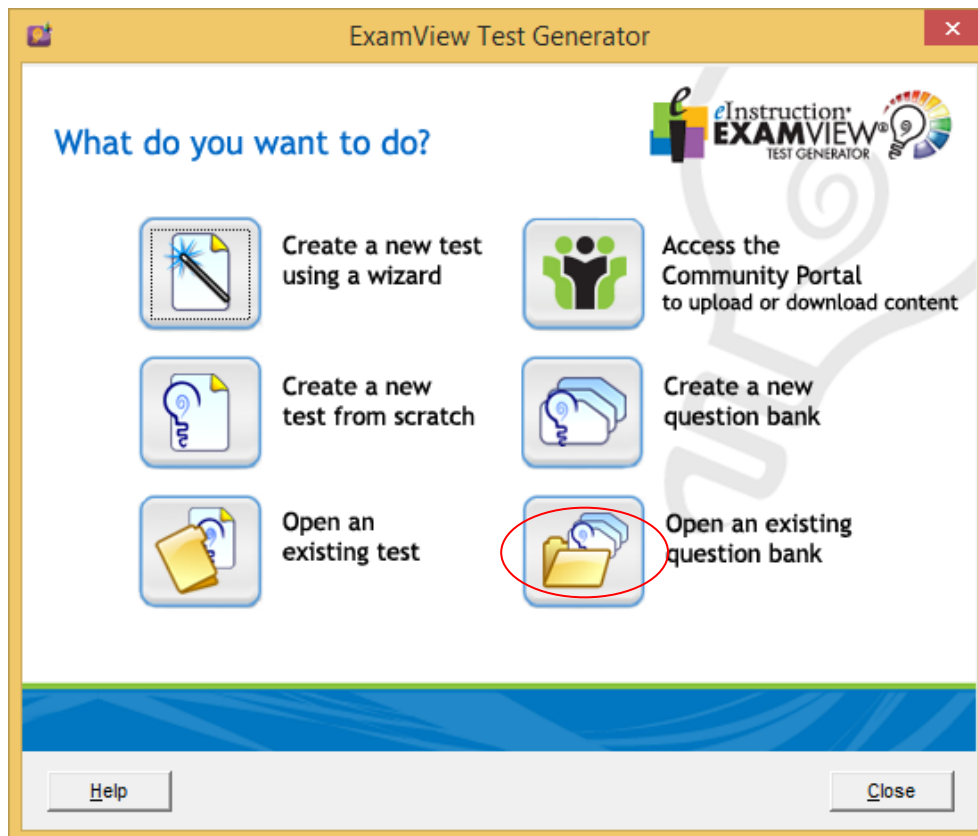


Export question banks (.bnk) ke blackboard (.zip)

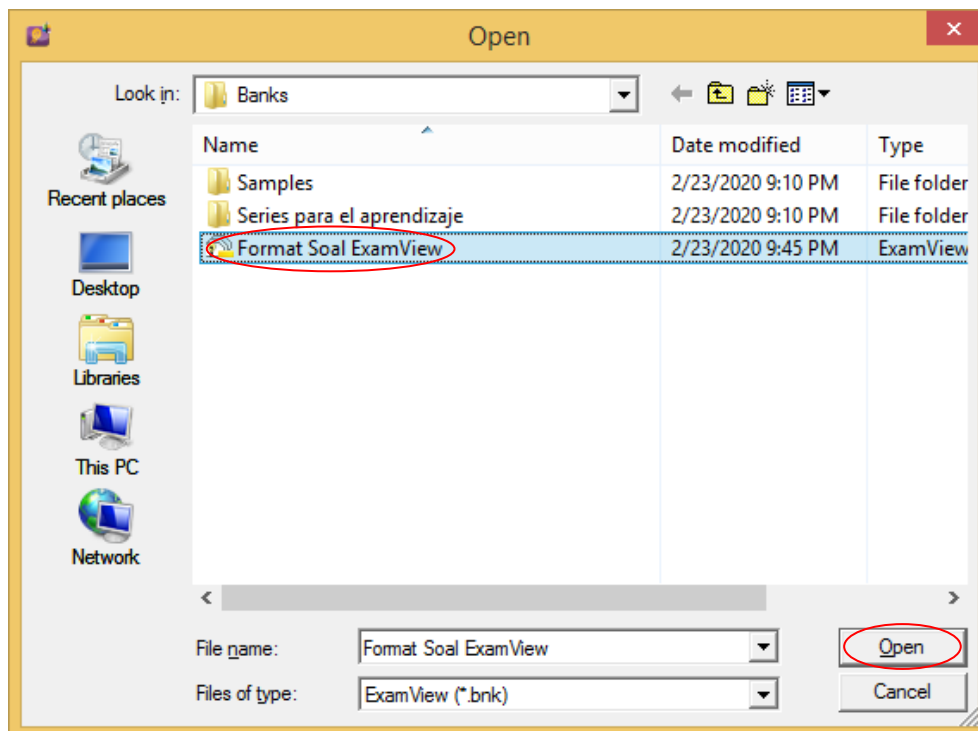
1. Jalankan aplikasi  **ExamView TestGenerator** (*klik search ketik examview pilih ExamView TestGenerator*)



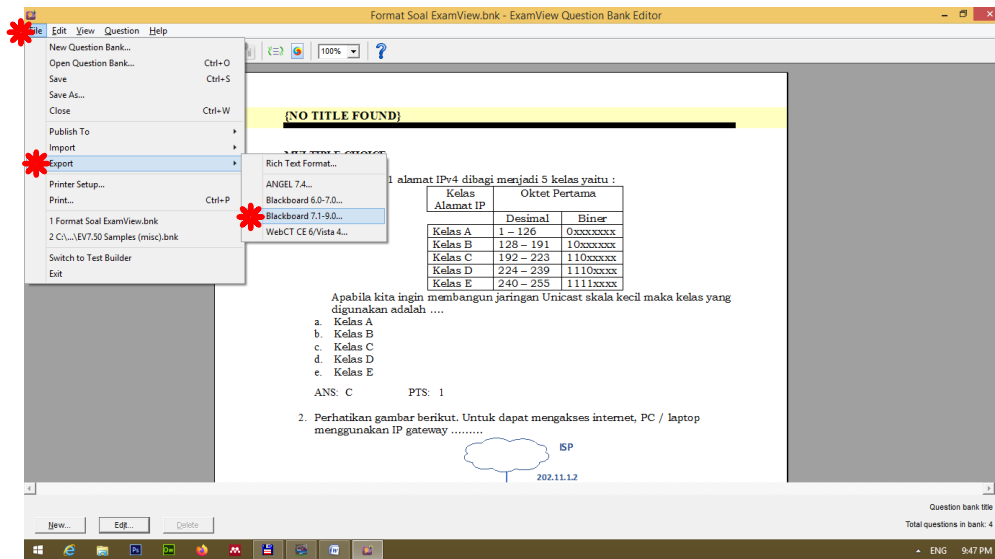
2. Pilih menu **Open an Existing question bank**



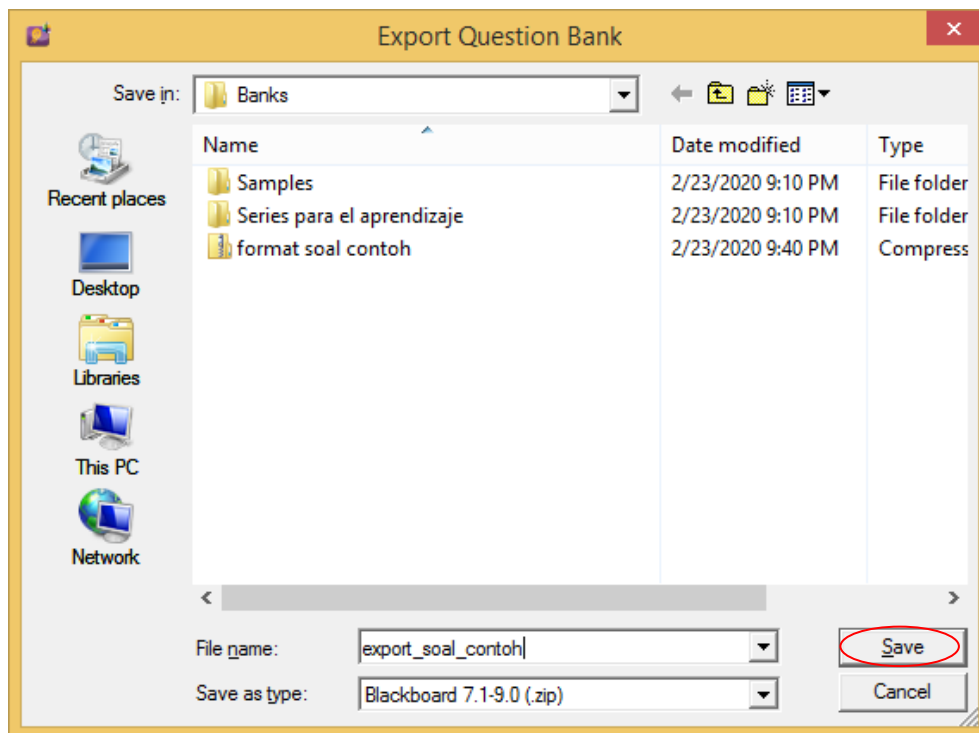
3. Arahkan ke lokasi penyimpanan *question banks* proses sebelumnya (default C:\Program Files\elInstruction\ExamView\Banks), klik file yang akan di export, lalu klik tombol **Open**



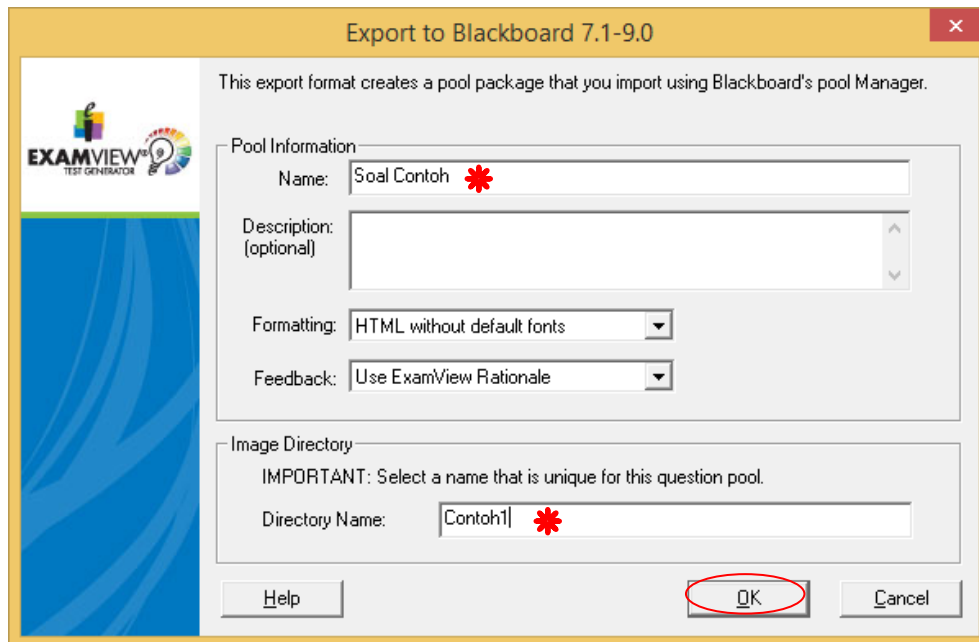
4. Akan muncul **Examview Question Bank Editor**, klik **File**→**Export**→**Blackboard**
7.1-9.0...



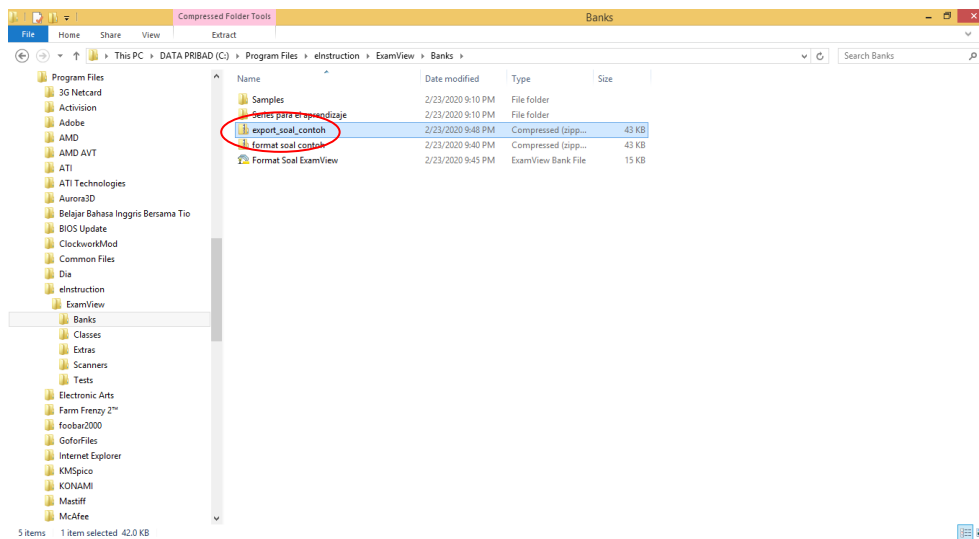
5. Pada *window* **Export Question Bank** silahkan arahkan ke lokasi yg diinginkan misalnya ke flashdisk (default C:\Program Files\elInstruction\ExamView\Banks), lalu klik tombol **Save**



6. Akan muncul konfirmasi penyimpanan file hasil **Export to Blackboard 7.1-9.0**, isikan *Name & Directory Name*, lalu klik tombol **OK**

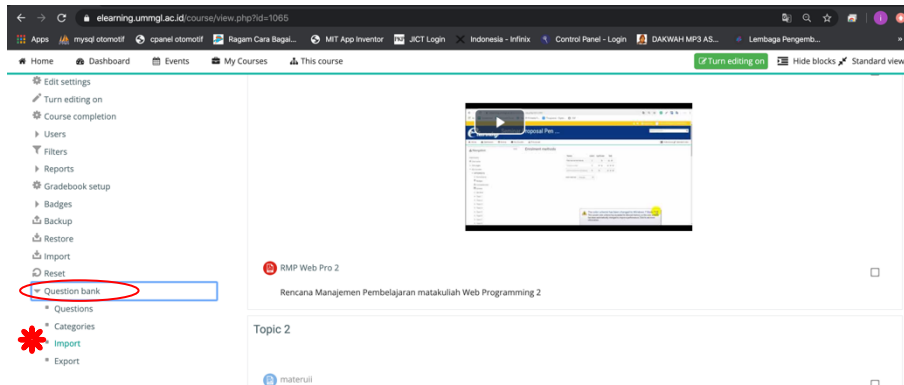


7. Untuk memastikan proses export berhasil gunakan *Windows Explorer* atau *File Explorer* lain

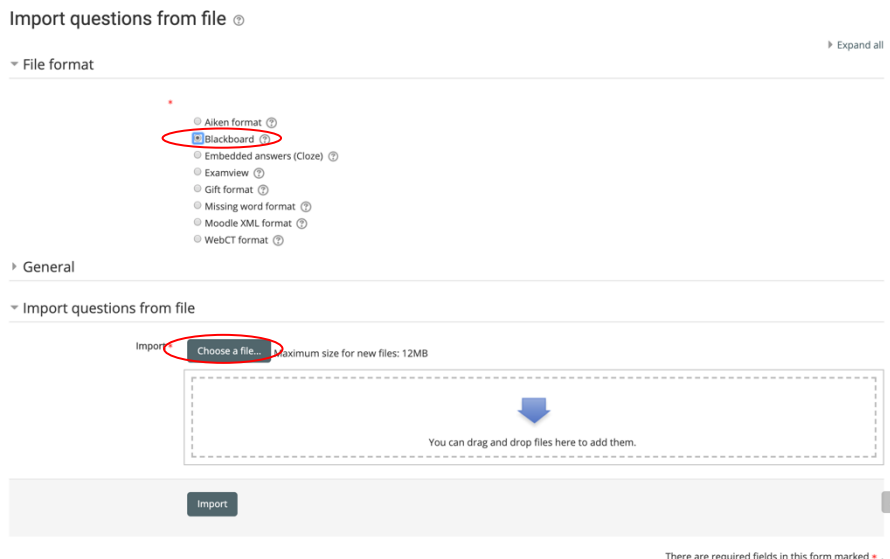


Import blackboard (.zip) ke elearning.ummgl.ac.id

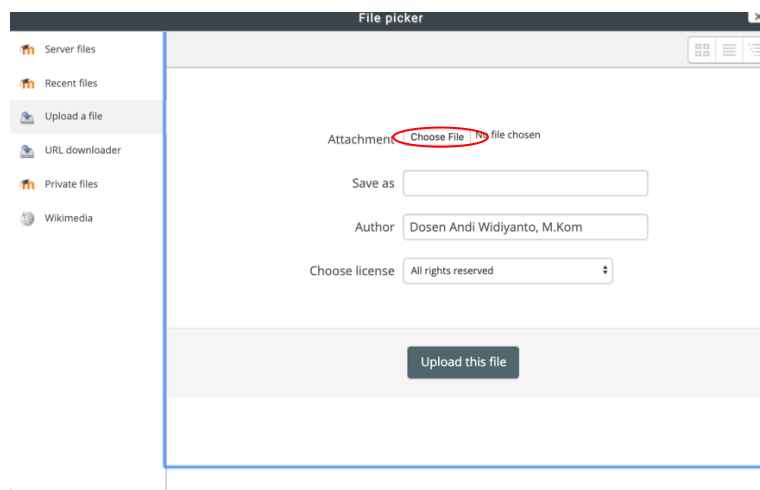
1. Pastikan anda telah login ke <http://elearning.ummgl.ac.id>, lalu klik matakuliah (klik menu *My Courses* → *matakuliah*) yang akan ditambahkan bank soalnya. Klik **Course administration** → **Question bank** → **Import**



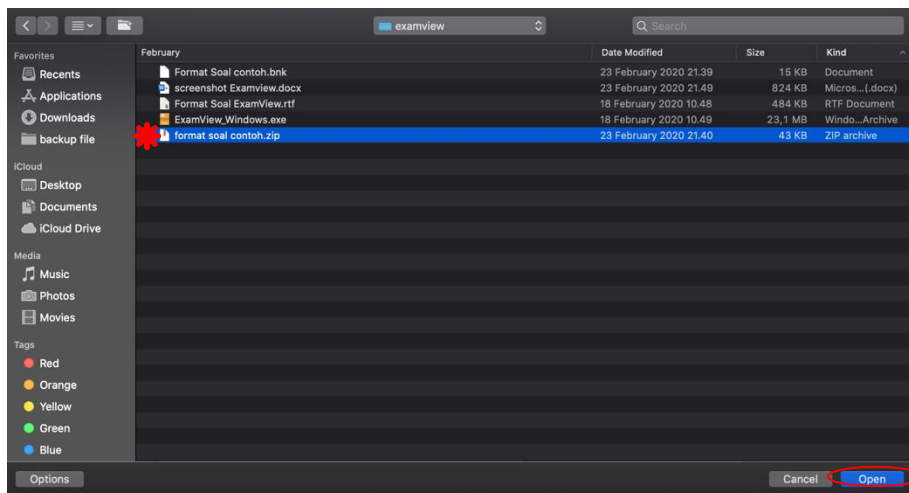
2. Pada **Import questions from file**, pilih **Blackboard**, lalu klik tombol **Choose a file...**



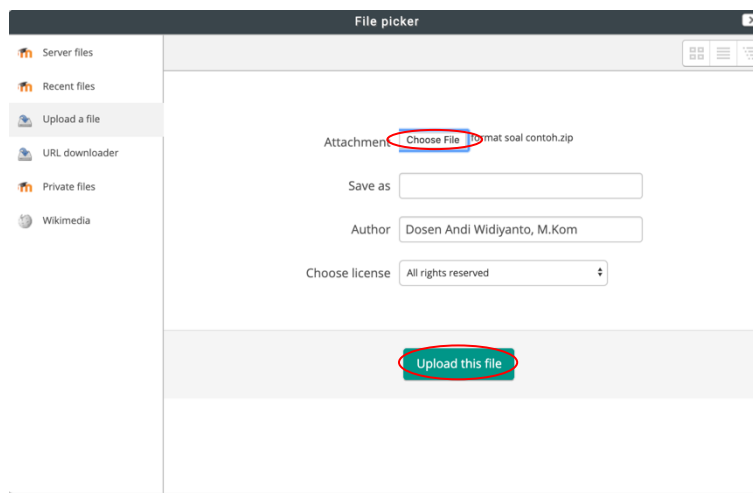
3. Pada **File picker** klik tombol **Choose File**



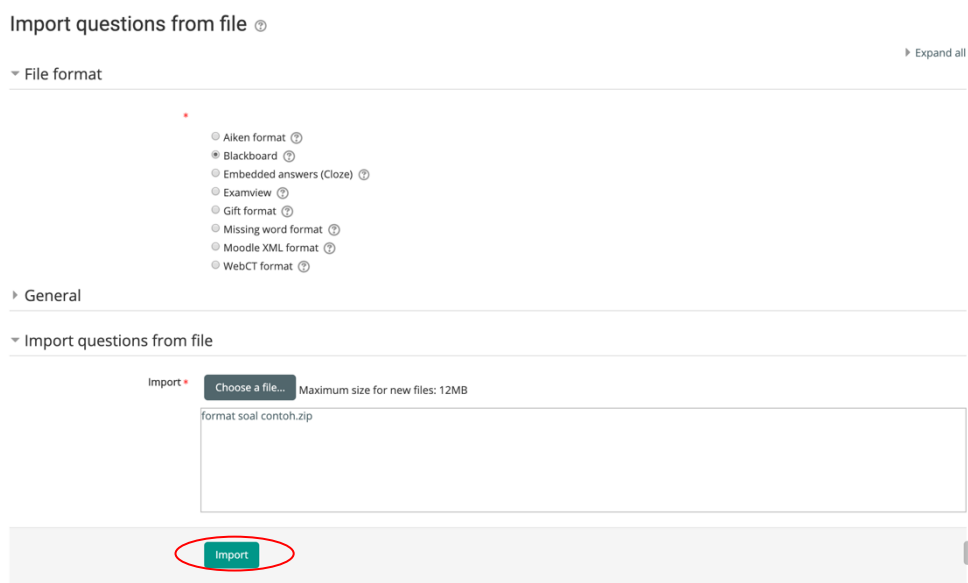
4. Arahkan ke lokasi file hasil export proses sebelumnya (.zip), lalu klik tombol **Open**



5. Tampilan akan kembali ke **File picker**, klik tombol **Upload this file**



6. Pada **Import questions from file** klik tombol **Import**



7. Akan muncul informasi *jumlah soal yang berhasil diimport*, lalu klik tombol **Continue**



8. Selanjutnya tinggal memindah ke quiz yang telah dibuat sebelumnya dengan **pilih nama quiz** , lalu klik tombol **Move to >>**



Bank soal sudah masuk ke system elearning, untuk pengaturan quiz misalnya pre-test & post-test silahkan membuka buku panduan elearning.