INSTRUCTOR'S
TESTING AND RESOURCE CD-ROM

McGraw-Hill's *Instructor's Testing and Resource CD-ROM* is a powerful tool designed to help instructors easily access text-specific tests and resources for classroom use. Organized by textbook, this easy-to-use cross-platform CD-ROM contains testing software and a collection of instructor resources.

The assets contained on this CD are presented at the chapter level and may be available as a Word or PDF document, or both.

One feature of this CD is the Computerized Test Bank featuring McGraw-Hill's **EZ Test** testing software, the most flexible and easy-to-use electronic testing program available in higher education. This cross-platform software allows instructors to create tests from book-specific items. It accommodates a wide range of question types and instructors may add their own questions. Multiple versions of the test can be created and any test can be exported for use with course management systems, such as WebCT, BlackBoard, PageOut or EZ Test Online.

For further information on how to install and use **EZ Test**, please see the following pages of this guide.

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System Requirements

Windows	Mac OS X
Windows 2000 or better	Mac OS X 10.3.9 or better
Minimum 256 MB main memory; 512 MB recommended	Minimum 256 MB main memory; 512 MB recommended
100 MB or better free hard disk space	100 MB or better free hard disk space
Microsoft Word 2000 or better	Microsoft Word X or better
	Safari 1.3 or better

Starting the Program

If the CD doesn't launch automatically:

Windows	Mac OS X
1. Click on the **Start** button on the taskbar. Scroll down and select *Run*.	1. Double-click on the file named **Start_Here** on the CD.
2. Type the letter of your CD-ROM drive followed by :\Start_Here.exe For example, if your CD-ROM drive is named D, you would type *D:\Start_Here.exe*	
3. Click **OK** or press [Enter].	

EZ TEST

A guide to help you quickly build your first test

Install and Launch EZ Test

Install the program . . . .

1. Insert the **EZ Test** CD into your computer's CD drive.

Windows	Mac OS X
2. Click Windows' **Start** button, and then select the **Run** option.	2. Open the CD.
3. Click **Browse**. Select your CD drive from the *Look in* drop-down list.	3. Click **EZ Test.pkg** to begin installation.
4. Select **InstallEZ.exe**, then click **Open** to begin installation.	4. Follow the steps on the screen. When the installation is completed, the program will install **EZ Test** in your *Applications* folder.
5. Follow the steps on the screen. When the installation is completed, the program will create a desktop icon to start the **EZ Test** application.	

Install and Launch EZ Test

Launch the program . . . .

Windows	Mac OS X
1. Click the **EZ Test icon**. It is located on your Desktop and labeled, **Start EZ Test 6.2**.	1. Click the file, **Start EZ Test**. It is located in the **/Applications/EZ Test** *folder*.

2. Create a unique user name and password. When **EZ Test** opens the first time, you will need to create a user name and password.

- Read the instructions on screen.
- Enter **OK** and click **Continue**.
- Enter your username and click **Continue**.
- Enter your password and click **Continue**.
- Record your user name and password in a safe place.
- Enter **OK** and click **Save & Start EZ Test**.

Application Control Bar
When *EZ Test* opens, a browser and application control bar appear.

- The control bar **must remain open** during use, but you can minimize it.
- If you accidentally close your browser, use the control bar to quickly restart EZ Test.

Minimize button

EZ Test Controller

Access http://127.0.0.1:3620/index.html to use EZTest.

Restart EZ Test	Help	Stop EZ Test

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Install and Launch EZ Test

EZ Test Resource Center . . . .

Once launched, the Resource Center window provides quick links to the program itself, as well as the McGraw Hill web site, help index, user manual, tutorials, and frequently asked questions.

To start using EZ Test, click the **EZ Test Home** link.

- Click on the underlined text to go directly to the resource.
- You will need to download Adobe Acrobat in order to open the User Manual or FAQ's. To do so, click on the underlined text, **download**.
- You can minimize or close the window while you work in **EZ Test**.

Create Your New Test – Start to Finish

Name the test . . . .

1. To create a new test, click on the **New Test** button.
2. Enter a descriptive name for your test. Click **Create**.

Set your preferences . . . .

1. Choose your screen layout. Click the **icon** in the top navigation bar to select the layout.

   You can view the source questions and your selected test questions in a horizontal (top/bottom) or vertical (side/side) layout.

   Horizontal icon

   Vertical icon

   Select Questions

   | ⌂ EZ Test Home ❷ Help

   ☰ List   Format/Print

   ☑ show full question

   Show full question box

2. Choose your question view. Click the **show full question** box in the upper right to show the question with its answers, pictures, formulae, and embedded computations.

   Click the box again to show only the question stem.

Create Your New Test – Start to Finish

Select questions from a test bank . . . .

1. Click **Test Banks** to view the questions supplied by the publisher.

2. Click on the **book title** to open the test bank.

3. To view the chapter questions, click the **chapter title**.

4. To view the available questions, click the **Open** button next to the folder icon. The available questions for selection appear in the *source frame*.

5. To add a question, click **Select** next to the left of the question. The selection appears in the *test frame*.

6. Continue adding questions until you have the number you need. Click **Close** to return to see other question types you may want.

Create Your New Test – Start to Finish

Organizing and editing questions . . . .

Once you've added your questions, use the icons in the *test frame* to reorder, edit, preview, and delete test questions.

Moves the question to the first position in the list.

Moves the question up one position in the list.

Moves the question to arbitrary position in the list.

Moves the question down one position in the list.

Moves the question to the last position in the list.

Deletes the question from this test.

Creates a copy of the test question.

Previews the selected question in a new window.

Edits or formats the selected question.

Create Your New Test – Start to Finish

Add instructions . . . .

1. Click the **Edit Instructions or Test Title icon** at the top of the *test frame*. The Test Editing screen appears.
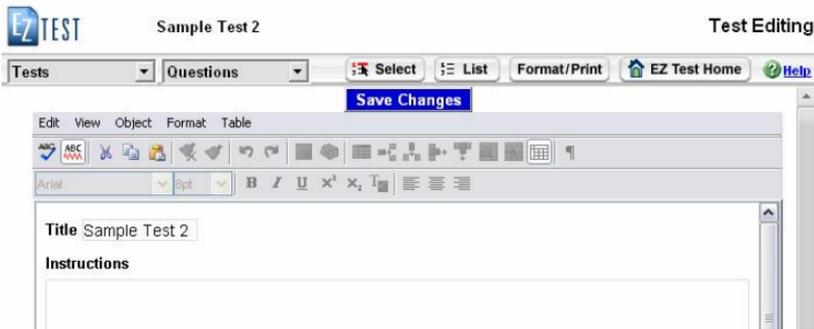
2. Enter or edit the student instructions for the entire test in the *Instructions* box.
3. Click **Save Changes**.

Change the title (optional) . . . .

1. From the *Test Editing* screen, edit the test name in the *Title* box.
2. Click **Save Changes**.

   NOTE: Font changes made in the boxes on this screen apply only to the text in these boxes (and override - for this text only - the test's default selection). To change the global font, go to the Publishing Options screen by clicking on the Format/Print button, and then make your selections from the drop-down list.

Create Your New Test – Start to Finish

Preview your test . . . .

1. Click the **Format/Print** button.
2. The *Publishing Options* screen opens. Click **Preview**.

Publishing Options

🔍 **Preview**
in a new window

Title / Instructions

Font Family: Times New Roman ▾

Stem Size: 12 ▾

Response Size: 12 ▾

Title Size: 20 ▾

individual question
font and style settings
override defaults

Name: ☐ suppress student name line

Labels: ☐ insert type labels

Key: with questions and answers ▾

Numbering: start at 1

The test and answer key open in a new window. When you are finished
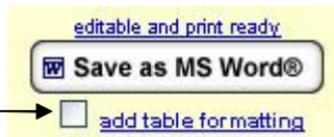reviewing the test, click the **Close box** in the upper right.

*NOTE: Windows users running the Opera browser (included with EZ Test 6.1 Win)
can print tests that are paginated properly from within EZ Test using the PRINT
button in the Preview window.*

Create Your New Test – Start to Finish

Save your test as a Word document . . . .
Note to Mac users: The file will automatically be downloaded to your desktop. You will not be prompted with the dialogue boxes mentioned below.

1. On the Publishing Options screen, click **Save as MS Word**.
2. Click **Save**.
3. In the Save As dialog box, enter the file name and click **Save**.
4. Optionally, check the box next to "add table formatting" if you want the test to be output with extra tables to indent the test numbers, questions and answers. The Word document will be more difficult to edit your due to the nested tables used when this option is selected.

editable and print ready

W Save as MS Word®

☐ add table formatting

Save your test as a PDF document . . . .
1. Click **Save as PDF**.
2. When prompted, click **Save**.
3. In the *Save As* dialog box, enter the file name and click **Save**.

Create Your New Test – Start to Finish

Print your test . . . .

1. First save your test.
2. Open the saved test and use the commands in the MS Word or Adobe Acrobat application to print.

   NOTE: Windows users running the Opera browser (included with EZ Test Windows) can print tests that are paginated properly from within EZ Test using the PRINT button when viewing a Preview of the test. However, you have more control of the formatting and pagination in the saved MS Word file.

   The Adobe Acrobat file "locks" the formatting, so the document is ready for printing. You cannot make any changes to the formatting or pagination.

Print question type labels (optional) . . . .

You may choose to add labels above the question types. For instance, you can print *Multiple Choice Questions* above that question type on the test.

1. From the *Publishing Options* screen, click the **Labels** box.
   * To remove the labels, click the box again to remove the check.
   * See the User Manual for complete instructions on using this feature.

Print a condensed answer key (optional) . . . .

You can print a shorter key with the test question number and correct answer.

1. On the *Publishing Options* screen, click the drop-down arrow next to **Key**.
2. Select **with ONLY answers** from the list.
   * To print the full answer key, click the drop-down arrow again and select **with questions and answers**. Select **none** if you do not want the answer key to be printed.

Create Your New Test – Start to Finish

Create multiple versions . . . .

These steps are performed from the *Publishing Options* screen.

1. Select **scramble question by type** from the drop-down menu shown below*.*

2. Under the *Scrambled Output Order*, click on the **drop-down menu** next to the numbered position and select the order for the question types to appear on the test.

3. To scramble all the multiple choice question distractors, check the box next to **scramble *ALL* multiple choice distractors**.

4. Next, select the number of versions of the scrambled test you wish to create using the *Versions to create* drop down select box.

5. Save your test(s) as either MS Word or PDF.

Edit and Author Questions

Edit your questions . . . .

1. To edit an individual question, click the **Edit question** icon next to the question.

   NOTE: If you enter changes in the source frame, the edits are permanently applied to your source questions (i.e., your test bank or previously saved test). If you enter changes in the test frame, the edits are applied only to the selected question in this specific test.

   The question editing screen opens for the question type selected.
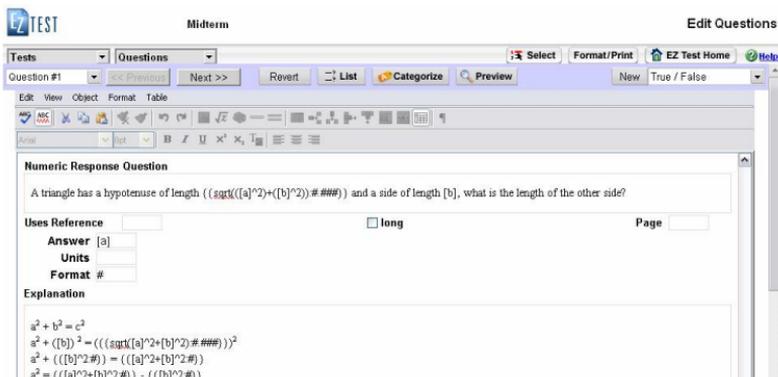
2. When you have finished editing the question, click any of the active navigation buttons at the top of the screen to save your work except for the Revert button. The **Revert** button will undo your recent changes to revert the question to its original state.

Edit and Author Questions

Author a new question . . . .

There are two methods to create a new question. Both methods allow you to author new questions. However, one is only available while you are in the Question Editing mode. The first method is the Questions Menu Method. The second method is the Question Editing Mode Method and is only available while you are editing questions.

Method 1 - Questions Menu Method

1. From the *Questions* menu, select **New**.
    The *Choose New Question Type* screen appears.
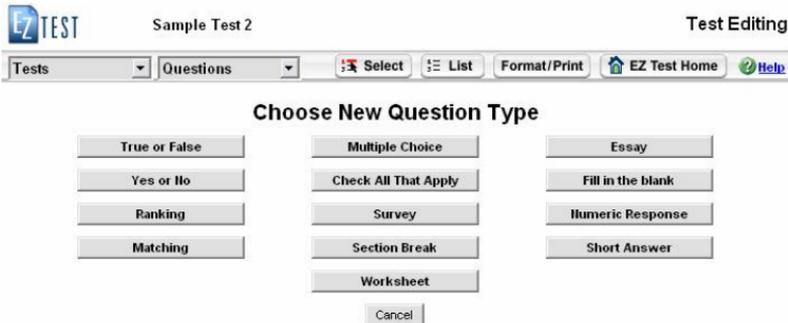
2. Select the type of question you want to author from the menu list. The question editing screen opens for the question type selected. This new question is inserted as the last question in your test.

    See the User Manual for question type details.
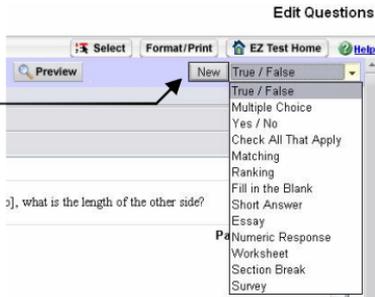
Edit and Author Questions

Author a new question continued. . . . .

3. Complete the new question fields in the Rich Text editor. To save this question, click any of the active navigation buttons at the top of the screen except for the Revert button. The Revert button will reset the question to an empty new question.

*   To return to the list of questions in your test, click the **List** button.

Method 2 - Question Edit Mode Method

The second method is only available while you are editing/authoring a question. This method makes it easy to add a new question without having to leave the question editing screen.

1. While in the Question Edit Mode, select a question type from the *New* drop down list on the right side of the question editing navigation bar.

2. Click **New**.

3. The current question will be saved and a new blank question of the type you selected will appear. This new question will be inserted into the test directly after the previous question you were editing.

Edit and Author Questions

4. Complete the new question fields in the Rich Text editor. To save this question, click any of the active navigation buttons at the top of the screen except for the Revert button. The Revert button will reset the question to an empty new question.

*   To return to the list of questions in your test, click the **List** button.
*   While editing a question, Method 1 - Questions Menu Method of creating a new question to author will not be available. You will be prompted to use the Question Editing navigation bar method instead.

EZ Test Navigation

Tests and Questions menus . . . .

These menus are located on the upper left of each screen.

Tests menu - This menu contains test management activities.
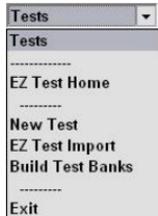
- **EZ Test Home** opens a page listing existing tests
- **New Test** opens a page so you can build a new test
- **EZ Test Import** allows you to bring someone else's test that has been exported as a .zip file into the application so you can use it or edit it yourself. See User Manual for details
- **Build Test Banks** bundles your tests into banks, so you can create a new test bank or add your test to an existing bank
- **Exit** leaves the application

Question menu - This menu lists question creation activities.

- **New** creates a new question (13 types)
- **Select** adds questions from a test bank or your previously saved tests
- **Import** brings in questions from a text file
- **List** returns to the list of questions selected in the current test
- **Sort** reorders the sequence of the questions
- **Categorize** applies a category type to a question
- **Multimedia** manages graphics, audio files and formulae allowing you to add, preview or delete
- **Title/Instructions** opens *Title/Instructions* edit screen
- **Format/Print** opens the *Publishing Options* screen

EZ Test Navigation

Test Management icons
Use the icons on the *Test Management* screen to manage your saved tests.

Create a .zip file that you can share with others.

Delete a test permanently from the list of saved tests.

Create a copy of a saved test. You can permanently apply the changes, or create a new version.
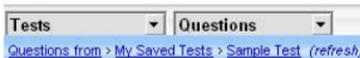
Open the *Publishing Options* screen for the test.

Edit this test to apply formatting and wording changes.

Bread crumbs
Some screens provide "bread crumbs" or hot links that allow you to quickly navigate between screens. This listing shows progression through screens.

Each screen is separated by the > arrow.

To move to any screen in the list, click on the underlined screen title.

Bread crumbs ⟶

EZ TEST Sample Test 2

Tests   ▾ Questions   ▾
Questions from > My Saved Tests > Sample Test *(refresh)*

EZ Test Help

Screen sensitive help . . . .

To access help within **EZ Test,** click on the Help icon [🔵 **Help**] in the upper right corner of the screen.

This level of help provides you with procedures to complete the tasks on that particular screen.

Field sensitive help . . . .

Hot links provide explanations to help you enter correctly the information required in the text box.

If the field name is underlined in blue, click the hot link for more information.

Random Variables

Info
f **1** over the range -15 to 15
f **1** over the range -15 to 15
f **1** over the range -15 to 15

User Guide help . . . .

You can access this guide from anywhere within **EZ Test** by clicking on the **Help** icon, then the **Topics button**.

EZ Test Help	Topics	Support Site		Back	☒ Close

EZ Test Help Index

EZ TEST FOR WINDOWS AND MACINTOSH

Quick Index

Here's a listing of directions contained in this guide.

. . . .

McGraw-Hill Higher Education

If you are experiencing difficulties with this product, visit McGraw-Hill Higher Education Technical Support http://www.mhhe.com/support

You can also call the Help Desk at (800) 331-5094.

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