Exporting a Test

Last Modified on 09/09/2022 4:18 pm EDT

Norton Testmaker allows exports to DOCX format and ZIP format (which can be imported to learning management systems). Exported tests will be downloaded to your Web browser's default download location.

Exported DOCX files contain both the test and its answer key.

In addition to Microsoft Word, DOCX files that have been exported from Testmaker can be uploaded to Google Drive and opened in Google Docs.

Exported ZIP files have been tested in the following learning management systems (LMS):

- Blackboard
- Canvas
- D2L/Brightspace
- Moodle
- Schoology

For help importing ZIP files into your LMS, see here.

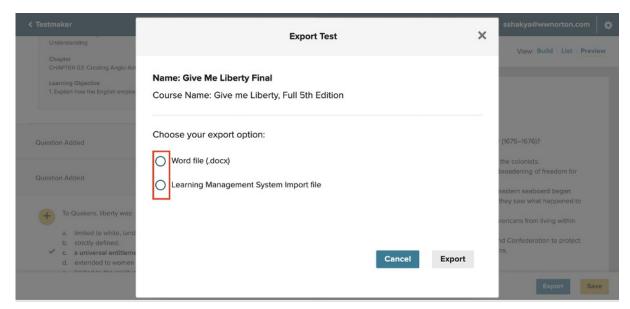
Note: The following special characters should not be used in the Test Name and Course Name when importing a test through a Learning Management System: $# \& - - / \setminus () : ; @$

EXPORT FROM THE "BUILD TEST" SCREEN

1. Click the "Export" button at the bottom of the "Build Test" screen.

| < Testmaker | Build Te | st sshakya@wwnorton.com |
|--|----------|--|
| Understanding 10258 Chapter | ~ | View: Build List Preview |
| CHAPTER 03: Creating Anglo-America, 1660-1750 Learning Objective 1. Explain how the English empire in America expanded in the mid-seventeenth century. | | Give Me Liberty Final Give Me Liberty, Full 5th Edition |
| Question Added | Undo | 1. What was the impact of King Philip's War (1675–1676)? |
| Question Added | Undo | a. New England's tribes united against the colonists. b. In the long run, the war produced a broadening of freedom for whites in New England. c. Native Americans up and down the eastern seaboard began |
| To Quakers, liberty was: a. limited to white, landowning men. b. strictly defined. c. a universal entitlement. d. extended to women but not to blacks. | • | charter anticipations op an other the construction of body and the construction of body and the construction of the c |
| a - United ba Alex an laboration United | | Export Save |

2. Select either of the options in the modal.



3. Click the "Export" button in the modal.

| < Testmaker | Export Test | × | sshakya@wwnorton.com |
|--|---|---|---|
| Chapter CHAPTER 03: Creating Anglo-America Learning Objective 1. Explain how the English empire in Ar | Name: Give Me Liberty Final Course Name: Give me Liberty, Full 5th Edition | | View: Build List Preview |
| Question Added | Choose your export option: Word file (.docx) Learning Management System Import file Matching Questions and Document-Based Questions are NOT supported for this export. | | s War (1675–1676)? ainst the colonists. ed a broadening of freedom for the eastern seaboard began |
| To Quakers, liberty was: a. limited to white, landowni b. strictly defined. ✓ c. a universal entitlement. d. extended to women but r | This export may take a few minutes and will be automatically downloaded to your computer. For more information please visit the W. W. Norton Support. Cancel Export | | the eastern season's began then they saw what happened to t. re Americans from living within ngland Confederation to protect dations. Export Save |

EXPORT FROM THE "YOUR TESTS" SCREEN

1. Choose "Export" from the "Actions" drop-down menu.

| Testmaker sst | nakya@wwnorton.com | • |
|--|---------------------|---|
| Test Bank Give Me Liberty! An American History Full Fifth Edition, One-Volume by Eric Foner | | |
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| Sort by: Last Modified Give Me Liberty Final Give Me Liberty, Full 5th Edition Last Modified: 01/4/2020 at 09:19 AM | Actions A Export | |
| | Copy _ Delete | |

2. Select either of the options in the modal.

| Testmaker Test Bank | Export Test | × | sshakya@wwnorton.com | ۵ |
|---|--|---|------------------------------|---|
| Give Me Liberty! An American History Full Fifth Edition, One-Volt by Eric Foner | Name: Give Me Liberty Final Course Name: Give me Liberty, Full 5th Edition | | | |
| Your Tests Sort by: Last Modified Give Me Liberty Final Give Me Liberty, Full 5th Edit Last Modified: 01/14/2020 at | Choose your export option: Word file (.docx) Learning Management System Import file Cancel Export | 1 | Create New Test Actions ~ | |

3. Click the "Export" button in the modal.

| Testmaker | Export Test | × | sshakya@wwnorton.com |
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| Your Tests Sort by: Last Modified Give Me Liberty Final Give Me Liberty, Full 5th Edit Last Modified: 01/14/2020 at | Choose your export option: Word file (.docx) Versioning Options If you choose to create versions, questions will be randomized and grouped by question type in the exported file. Create Versions Learning Management System Import file | | Create New Test Actions ~ |
| | Cancel Export | | |

EXPORT FROM THE "MADE BY NORTON" SCREEN

If premade "Made by Norton" assignments are available for your title, follow these instructions to export these files.

1. Start by locating the "Made by Norton" link on the login screen. Then click the "Actions" dropdown and

| select "Ex | port." | | | | |
|------------------|---|------|----------------|--------|----|
| Norton Te | estmaker | | jsingh@wwnortc | on.com | \$ |
| EARTH SCIENCE | Laboratory Manual for Earth Science by Jessica Olney, Allan Ludman, Stephen Marshak, Robert Rauber | | | | |
| | My Tests Made by Norton These ready-to-export assessments contain unique questions not found in the test bank. You can customize them after exporting. | | Export All | | |
| | Name | | | | |
| | Chapter 1: Setting the Stage for Learning about the Earth | | Actions A | | |
| | Chapter 2: The Way the Earth Works: Examining Plate Tectonics | View | | | |
| | Chapter 3: Minerals | | Actions 🗸 | | - |
| | Chapter 4: Rocks and the Rock Cycle | | Actions v | | |
| | Chapter 5: Volcanoes and Volcanic Hazards | | Actions ~ | | |
| | Chapter 6: Interpreting Geologic Structures on Block Diagrams, | | Actions ~ | | |

2. Select either of the options in the modal.

| 🙆 Norton Testmaker | jsingh@wwnorton.com |
|---|------------------------|
| Laboratory Manual for Earth Science by Jessica Olney, Allan Ludman, Stephen Marshak, Robert Rauber Export X | |
| My Tests Made by Norton These ready-to-export assessm Choose your export option: Name | Export All |
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| Chapter 3: Minerals Cancel Export | Actions ~ |
| Chapter 4: Rocks and the Roc Chapter 5: Volcanoes and Volcanic Hazards | Actions ~ |
| Chapter 6: Interpreting Geologic Structures on Block Diagrams | Actions v |

3. Click the "Export" button in the modal.

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| Laboratory Manual for Ear by Jessica Olney, Allan Luc | th Science Iman, Stephen Marshak, Robert Rauber Export | × | |
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| | | | A |

FORMATTING YOUR TEST AFTER EXPORTING TO DOCX

Here are some tips to help format your DOCX tests in Microsoft Word based on feedback from fellow instructors.

Format single column Multiple Answer choices into two columns

Some Multiple-Choice questions will have answer choices containing a single word or numbers in single column. That single column can be modified into two columns by using options in Microsoft Word, which will help to save space and make your file more print efficient. To do this:

- 1. Highlight all answer choices for a question requiring conversion into two columns.
- 2. Select the "Layout" tab at top of Microsoft Word.
- 3. Click "Columns" and select "Two".
- 4. The single column answer choices will be converted into two columns.

Adding space before Multiple Choice question number

Adding a space before Multiple Choice question numbers can provide students with a space to insert the letter of the correct answer choice. (Note that this will add space in front of all the question numbers in the test, so the formatting is best for tests containing Multiple Choice questions only.) To do this:

- 1. Click on the number of the first Multiple Choice question in your test. This should select all of the question numbers in the test.
- 2. Under the "Home" tab at the top of Microsoft Word, select the down arrow next to Numbering.
- 3. In the window that appears, select "Define New Number Format.." at the bottom.
- 4. Under the field below "Enter formatting for number:" add an underline before the number and click OK.

This should add an underline before the number for every Multiple-Choice question in your test.