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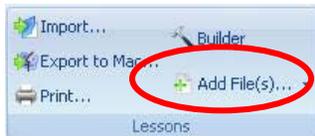
Add ExamView Files into CPS
1. Click *Prepare>Lessons and Assessments*.
2. Select the folder or lesson in your CPS Database under which you would like to import the ExamView lesson.
3. Click **Add Files** in the Lessons Group.

4. Navigate your computer to select the desired ExamView File.
5. Click **Open**.
6. The ExamView file appears in the folder or lesson you selected.

ExamView Settings in CPS
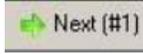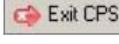1. From the **Settings** menu, choose **ExamView Settings**.
2. Change the options in the ExamView Options window that appears:
   a. **Question Types**: Any question types with checkmarks will be available in CPS; CPS will filter out unchecked question types.
   b. **Restore Default**: Click this button to restore the default question types.
   c. **Standards**: Choose your state from the State pull-down menu.
   d. **Zoom**: Set the magnification level of the question in the CPS Content Delivery window.
3. Click **OK** to save your changes and return to CPS.

Engage an ExamView Test – Teacher Led Mode
1. Click *Engage>Lessons and Assessments*
2. Select the lesson to be engaged by placing a checkmark in the box to the left of the name.
3. Type a **title**, choose a **session type** and select a **class** in the Engage Options group.

4. Click **Engage** in the **Teach** group - The CPS Engage toolbar appears.

5. Click **Next**

6. Click **Start** to begin the response session.
7. Click **End** to end the responses session and tally the responses.
   a. The **correct answer** is indicated by a green check mark.
   b. The **answer distribution** is located in the charting window

8. Click the green **Forward Arrow** button to advance to the next question.

9. Click **Close** to return to the Engage toolbar.

10. Click **Close** on the Engage toolbar to end the delivery session and return to the main CPS window or click **Exit CPS** to save your results up to this point and shut down CPS entirely.

ExamView Buttons
There are three special ExamView buttons in the CPS Feedback Grid. *(Note: Not all buttons will be available on all the questions.)*

Zoom Button: Change the magnification of your question in the CPS Content Delivery window.

Narrative Button: Hide or show an associated Narrative on the CPS Content Delivery window.

Recalculate Button: Change the answer to a question and deliver that one question multiple times. This button works with Preview mode.

Engage an ExamView Test – Student Paced Mode
1. Click *Engage>Lessons and Assessments*
2. Select the lesson to be engaged by placing a checkmark in the box to the left of the name.
3. Type a **title**, choose a **session type** and select a **class** in the Engage Options group.

4. Click on **Assessment Setup** and click on **Student Paced** delivery mode.

5. Click **Engage** in the **Assessment** group. The CPS Feedback window appears.
6. Click **Start** and the students can enter the answers from their paper copy of the ExamView Test.
7. Click **End** to end the response cycle.
8. Click **Yes** to save the data and end the session.