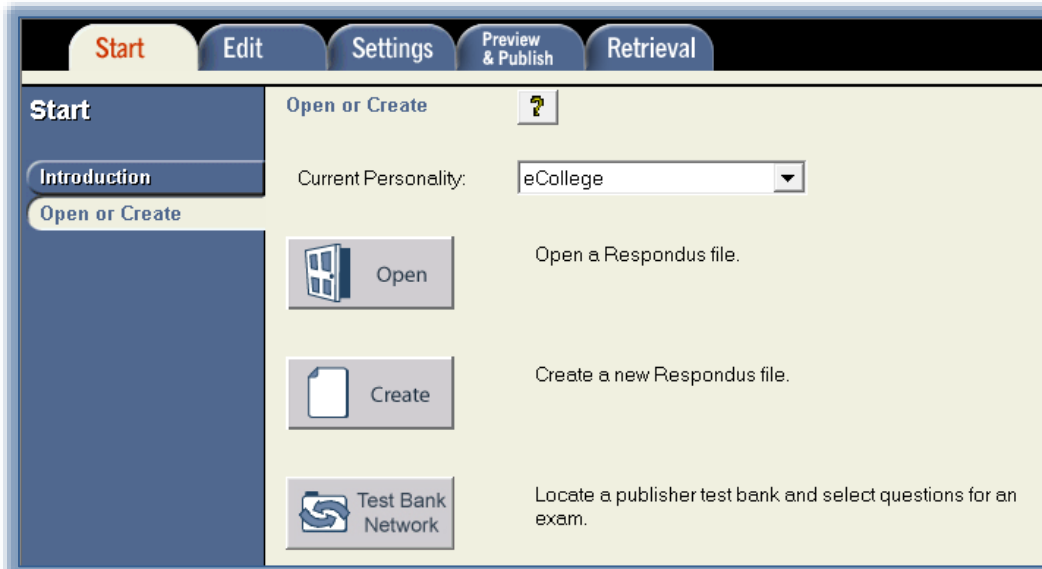


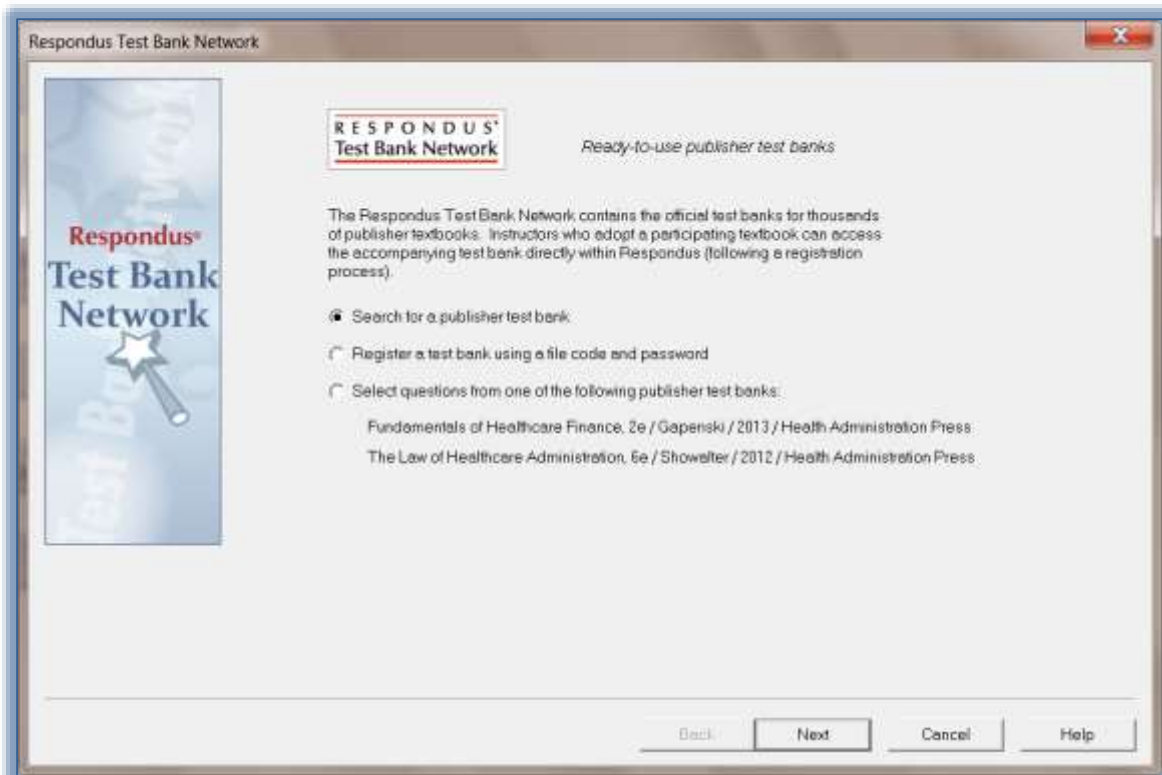
TEST BANK NETWORK

This area contains Test Banks for thousands of publisher textbooks. The instructor can access the Test Bank for an adopted textbook within Respondus by selecting the Test Bank Network button. All interactions with this network require access to the Internet. The instructor will be able to open a browser window allowing the instructor to search for a publisher Test Bank. The instructor can then submit a request for the Test Bank, register a Test Bank using a registration code and password sent by the publisher, and select questions from the Test Bank for an exam.

✚ Click the **Test Bank Network** button on the **Start Menu**.



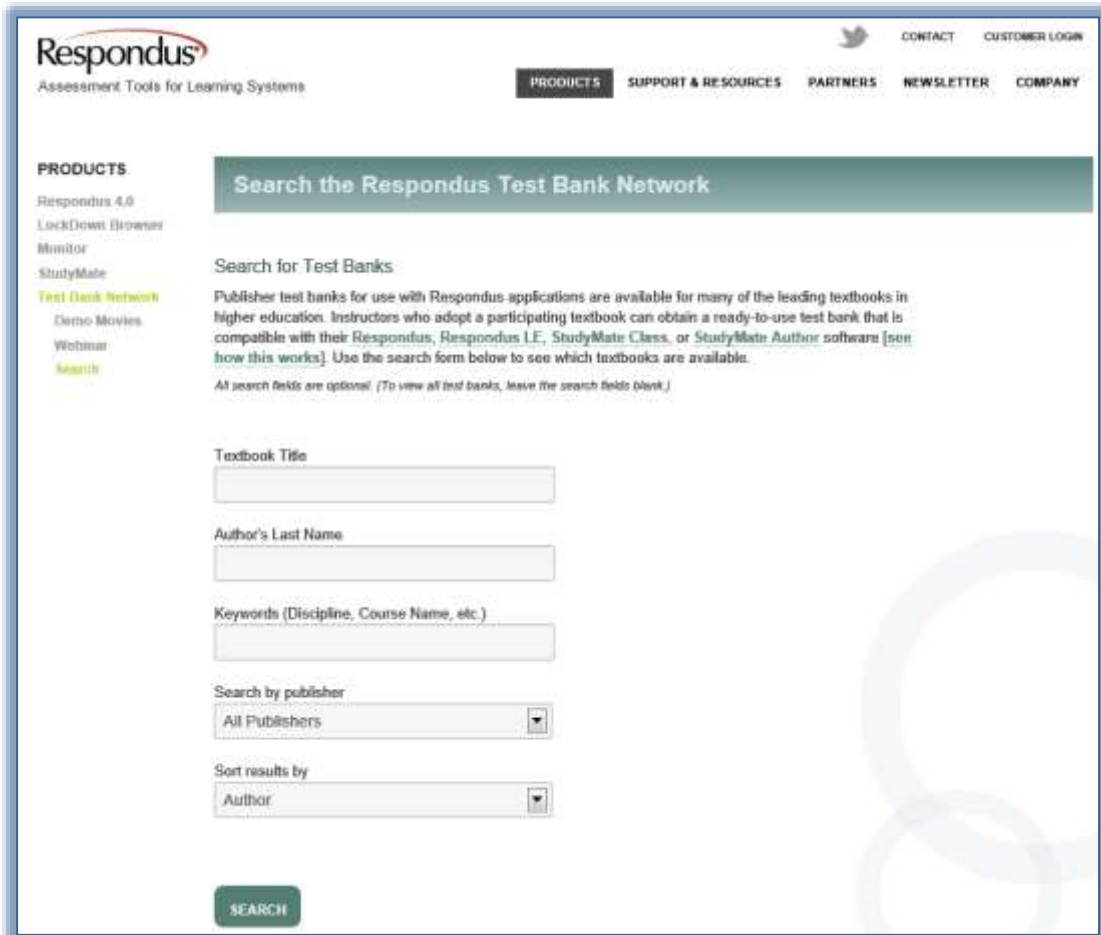
✚ The **Test Bank Network Wizard** window will display (see illustration below).



SEARCH FOR A PUBLISHER TEST BANK

This option will open a browser window allowing the instructor to search for textbooks that have been adopted for the course. The instructor will be required to fill out and submit a form. This information will be sent directly to the publisher for confirmation.

- ✚ Click the **Next** button.
- ✚ Another **Test Bank Network** window will display.
- ✚ Read the instructions and then click **Next**.



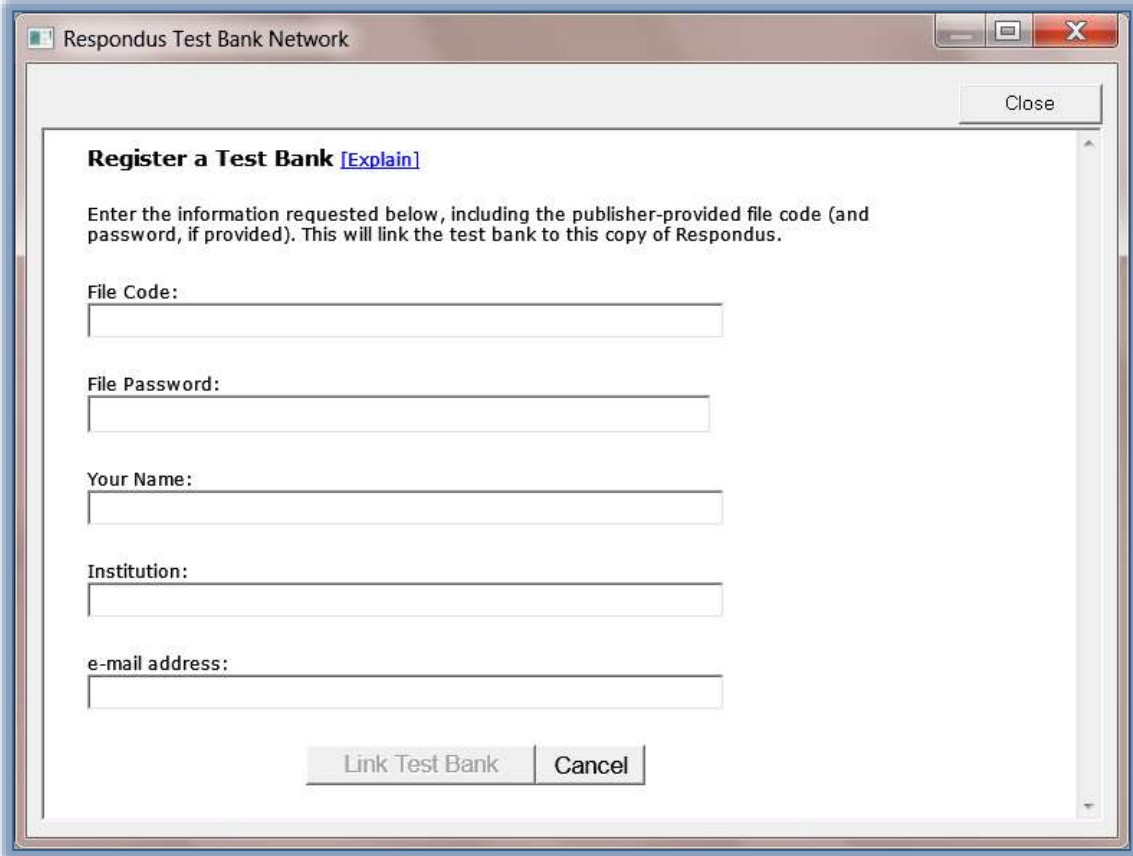
The screenshot shows the Respondus Test Bank Network search interface. At the top left is the Respondus logo with the tagline "Assessment Tools for Learning Systems". To the right are navigation links for CONTACT and CUSTOMER LOGIN. Below these are menu items: PRODUCTS, SUPPORT & RESOURCES, PARTNERS, NEWSLETTER, and COMPANY. On the left side, there is a "PRODUCTS" menu with items: Respondus 4.0, LockDown Browser, Monitor, StudyMate, Test Bank Network (highlighted), Demo Movies, Webinar, and Search. The main content area has a green header "Search the Respondus Test Bank Network". Below this is the "Search for Test Banks" section, which includes a paragraph of instructions and a note: "All search fields are optional. (To view all test banks, leave the search fields blank.)". The search form contains the following fields: "Textbook Title", "Author's Last Name", "Keywords (Discipline, Course Name, etc.)", "Search by publisher" (a dropdown menu currently set to "All Publishers"), and "Sort results by" (a dropdown menu currently set to "Author"). A green "SEARCH" button is located at the bottom of the form.

- ✚ The **Test Bank Network Browser** window will then display (see illustration below).
- ✚ Fill out the information for the textbook.
- ✚ When all the options have been specified, click the **Search** button.
- ✚ A window will appear with the results of the search.
 - ★ Select the textbook from the list.
 - ★ Click the **More Information and Test Bank Request** link.
 - ★ The **Request Form** will appear at the bottom of the page.
 - ★ Complete the form and then click the **Submit** button.
 - ★ The request will be sent to the publisher for verification and acceptance.

REGISTER A TEST BANK

Once a Test Bank is registered, an email message will be sent to the instructor with the file code and password for the Test Bank. This information is needed to register the Test Bank using the Respondus software.

- ✦ Click the **Register a Test Bank using a file code and password** option button.
- ✦ Click the **Next** button.
- ✦ The **Register a Test Bank** window will display (see illustration below).



The screenshot shows a window titled "Respondus Test Bank Network" with a "Close" button in the top right corner. The main content area is titled "Register a Test Bank" with a blue "[Explain]" link. Below the title is a paragraph: "Enter the information requested below, including the publisher-provided file code (and password, if provided). This will link the test bank to this copy of Respondus." There are five input fields: "File Code:", "File Password:", "Your Name:", "Institution:", and "e-mail address:". At the bottom of the form are two buttons: "Link Test Bank" and "Cancel".

- ✦ Enter the information for the **Test Bank** in the appropriate fields.
- ✦ Click the **Link Test Bank** button.
- ✦ Click the **Close** button to return to the previous window.

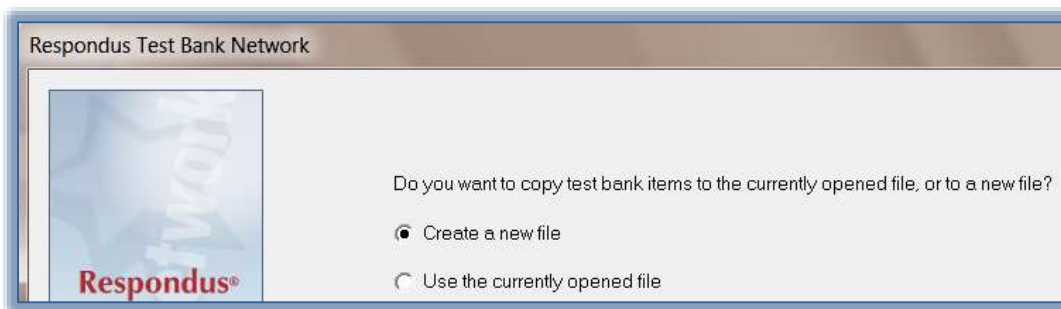
SELECT QUESTIONS

This step is used to select the questions from the Test Bank that are to be included in the exam. Once a Test Bank has been registered, it will appear in the list under the next option button.

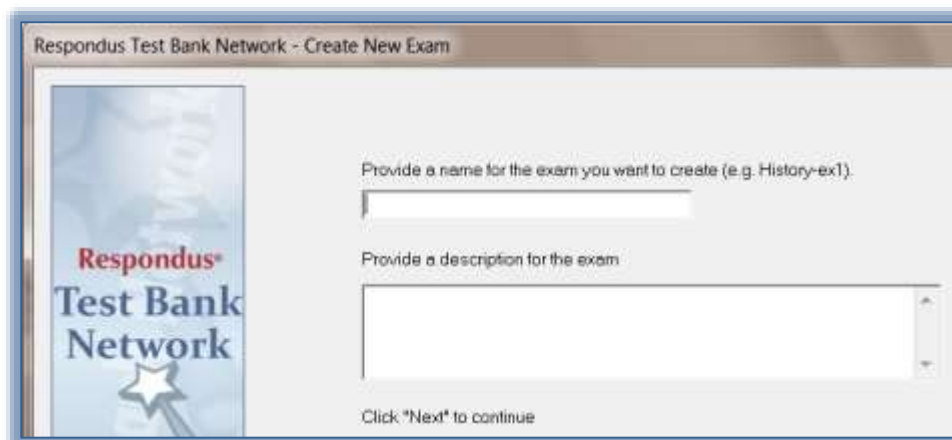
Create New File

- ✦ Click the **Select questions from one of the following publisher test banks** option button.

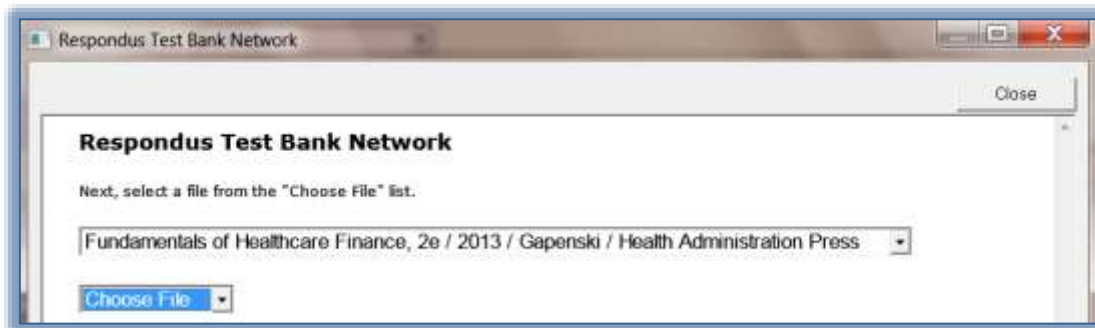
- ✦ Click the **Next** button to move to the second step in the wizard.
- ✦ Select the **Create a New File** option as shown in the illustration below.



- ✦ Click **Next** to move to the third step in the wizard.
- ✦ Input a **Name** and **Description** for the exam (see illustration below).

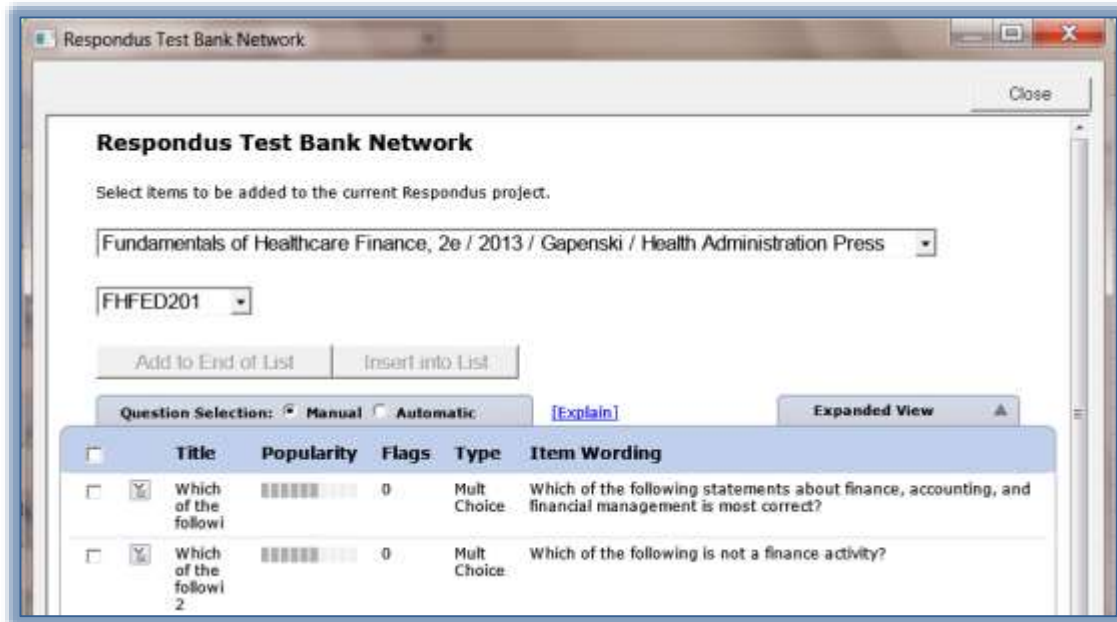


- ✦ Click **Next** to move to the fourth step in the wizard.
- ✦ The **Choose File** window will display (see illustration below).



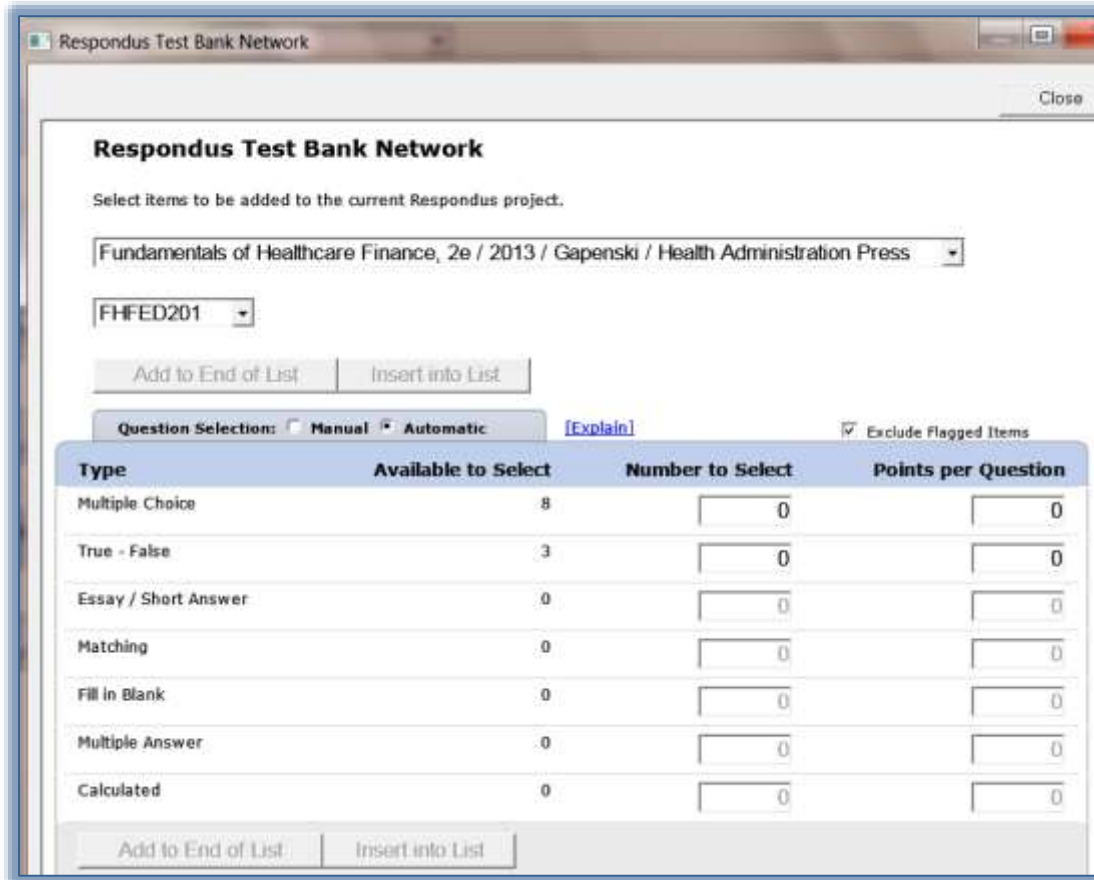
- ✦ Select the **Textbook** from the first list.
- ✦ Select the **Test Bank Exam File** from the second list.

- ✦ The **Questions** from the selected **Test Bank** will appear at the bottom of the window (see illustration below).

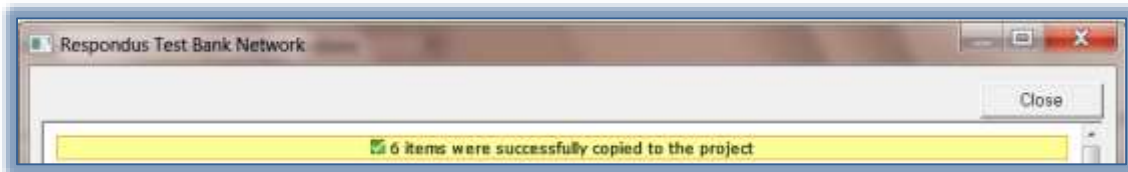


- ✦ Select the **Manual** option to select the questions to add to the exam.
 - ✦ Place a check mark beside each question that is to be included in the exam.
 - ✦ This allows the instructor to select each question individually.
 - ✦ This option should be chosen only if all the questions are not to be included.
- ✦ Click the **Automatic** option if all the questions are to be included in the exam.
 - ✦ This option allows the instructor to specify how many of each type of question is to be included (see illustration below).

- * The instructor can chose to include only one type of question or more than one type.



- ✦ Once all the selections have been made, click the **Add to End of List** option. This option is the only one available when this option is chosen.
- ✦ A message will appear at the top of the window stating that the questions were successfully added (see illustration below).

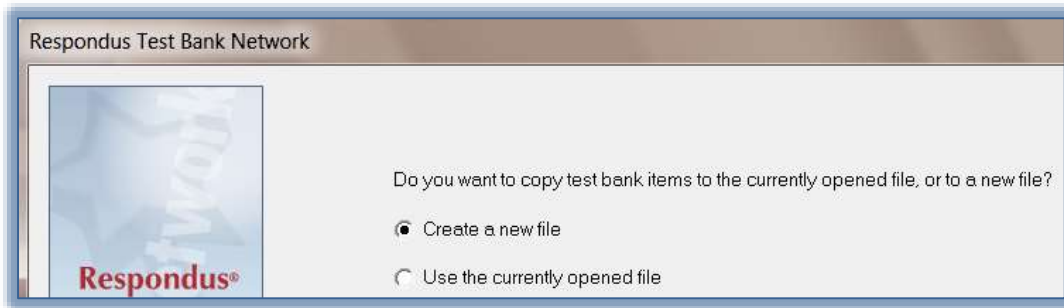


- ✦ Click the **Close** button.
- ✦ A window with a list of questions will appear.
- ✦ Click the **Add More Test Bank Questions** button to insert additional questions from the Test Bank.
- ✦ Click the **Finish** button to save the exam and exit the wizard.

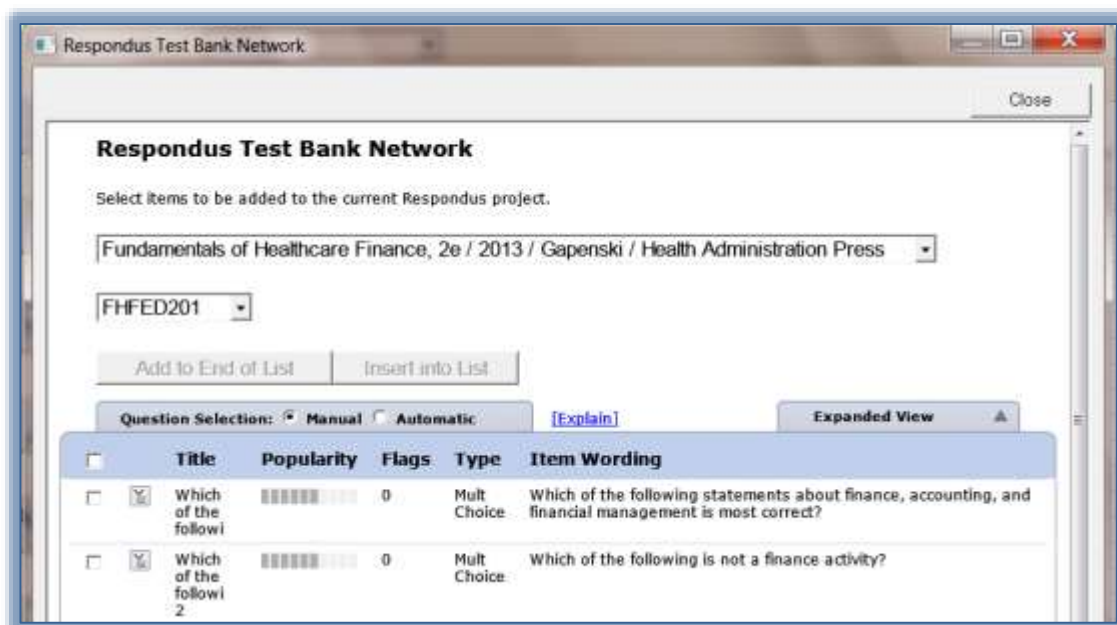
Use Currently Opened File

- ✦ Click the **Select questions from one of the following publisher test banks.**

- ✦ Click the **Next** button to move to the second step in the wizard.
- ✦ Select the **Use the currently opened file** option as shown in the illustration below.



- ✦ Click the **Next** button to move to the **Select Questions** window.
- ✦ The **Questions** from the **Test Bank** will appear at the bottom of the window (see illustration below).



- ✦ Follow the instructions in the previous section to add the questions to the exam.