

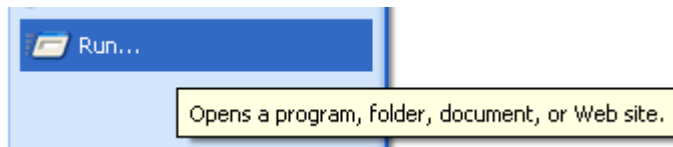
How to import existing tests into the ParTest system via ASCII File

1. Copy and past the test into notepad

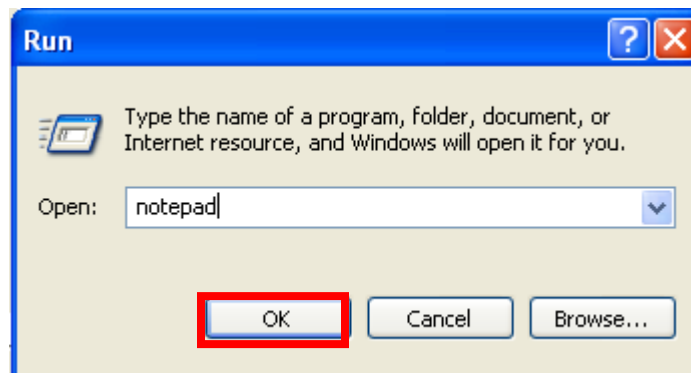
- a. Choose "start"



- b. Choose "run"



- c. Type in "notepad" and hit "ok"



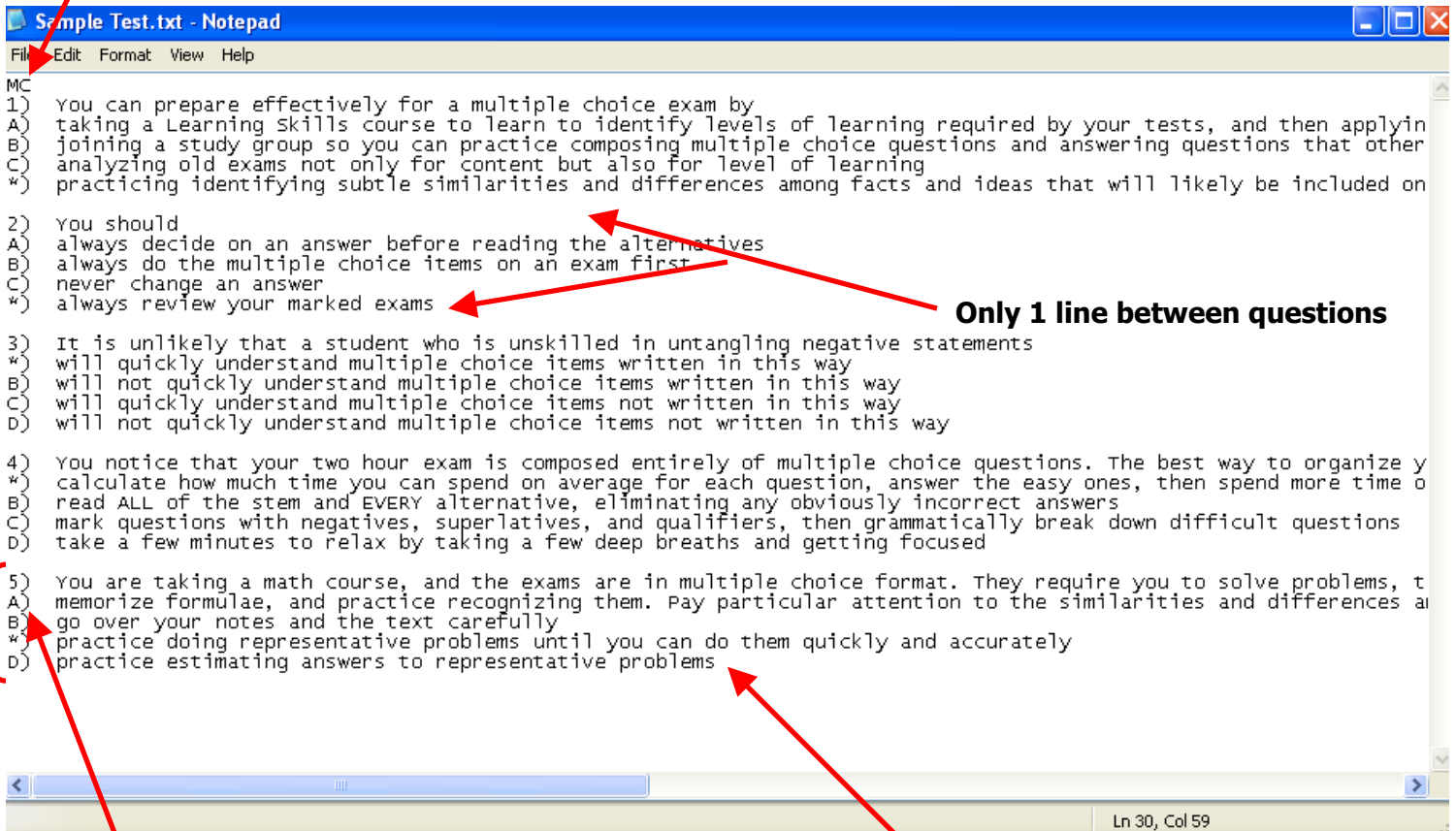
- d. Notepad will open allowing you to paste
- Either "edit" and "paste" or
 - Ctrl "V"

2. Important Notes:

- All items must be of the same question type
- An * (asterisk) is placed in the parenthesis indicating the correct answer
- There are 2 spaces after each (") parenthesis
- A separate file needs to be created for each question type
- The questions must begin with number 1 and then stay in sequence
- You can import up to 99 questions total
- You can create up to 5 answer choices (A,B,C,D,E)

The first line must identify the question type

- MC = Multiple Choice
- TF = True/False
- MT = Matching
- FI = Fill-in
- ES = Essay/Problem

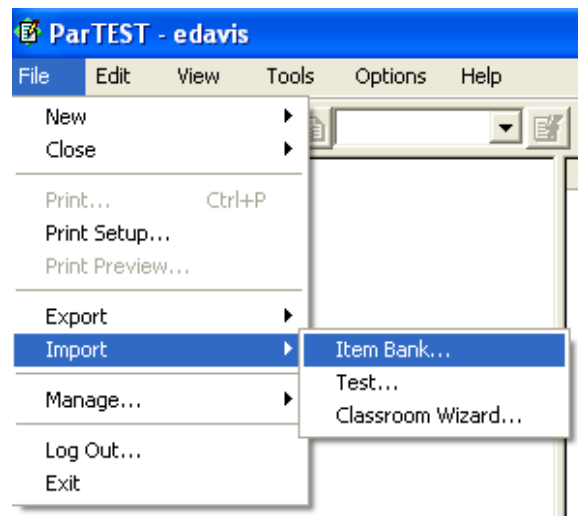


Only 1 line between questions

No lines in between the question and the answers

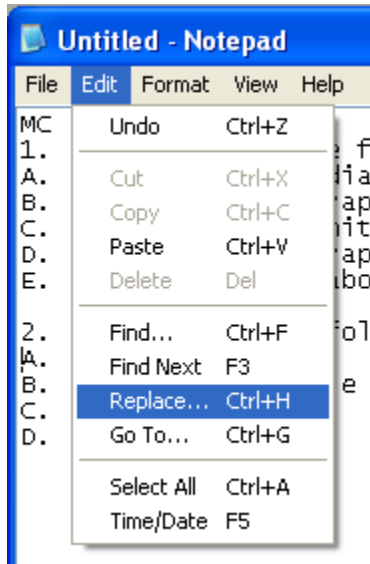
Ensure there are **no returns** after the last character

1. Save the notepad file on your desktop with a .txt ending
2. Open ParTest
3. Choose "file"
4. Choose "import"
5. Choose "item bank"



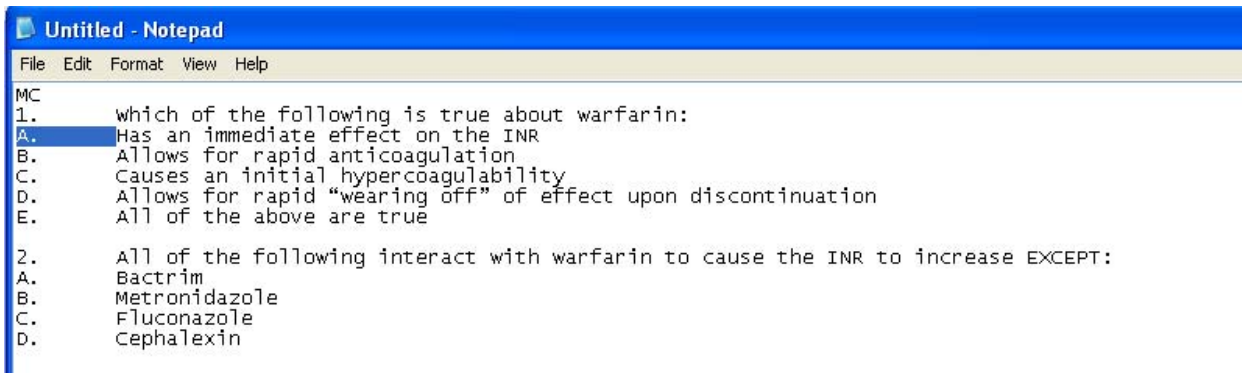
****QUICK TIME SAVING TIP for formatting ****

You can use the "Replace" option in Notepad allowing you to quickly format your answers and questions

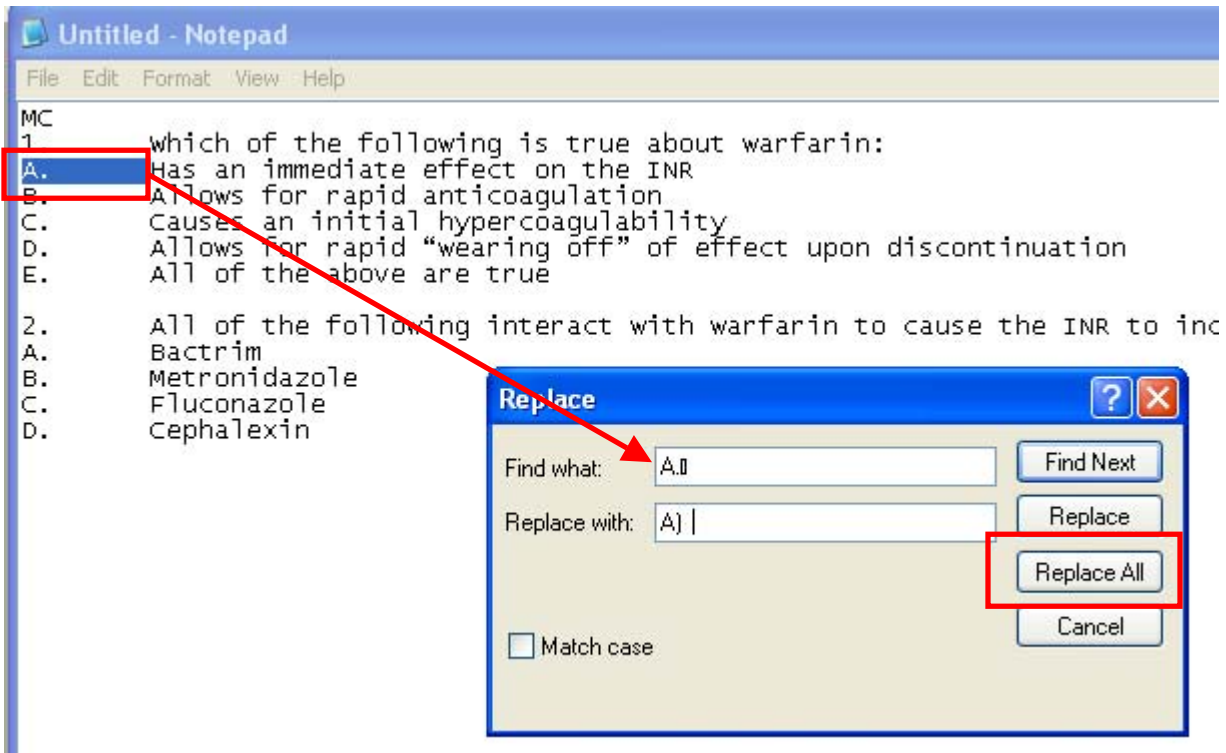


Note: File MUST HAVE consistent formatting for this Quick Time Saving Tip to work throughout the entire file

1st Highlight the changes to be made - example we want the highlighted section to be changed to **A) 2 spaces** then start of the sentence



2nd Got to
Edit\Replace\ ***"As shown in the above screen shot"***

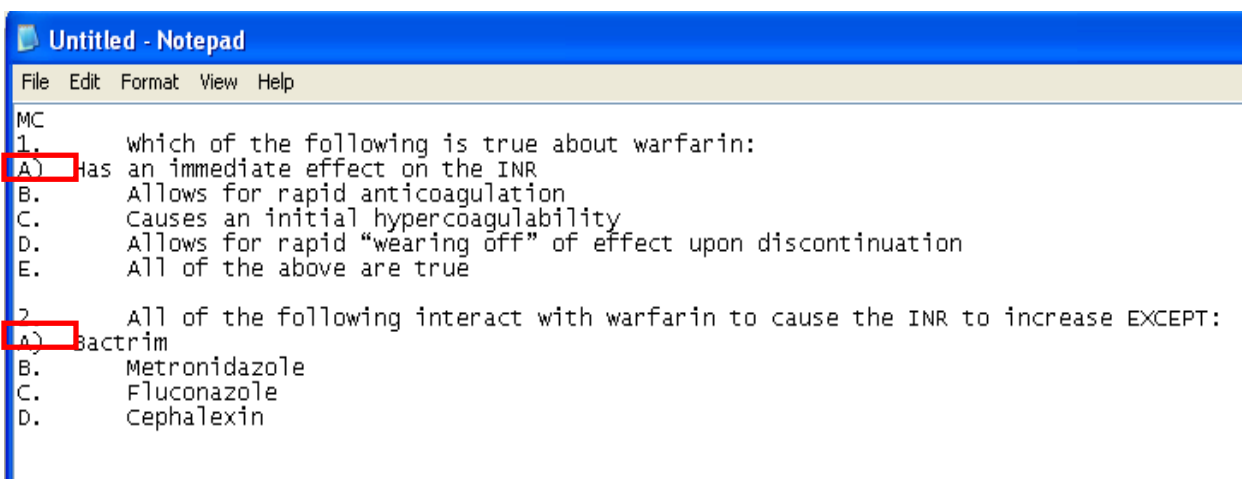


1st Copy and paste what you would like to change

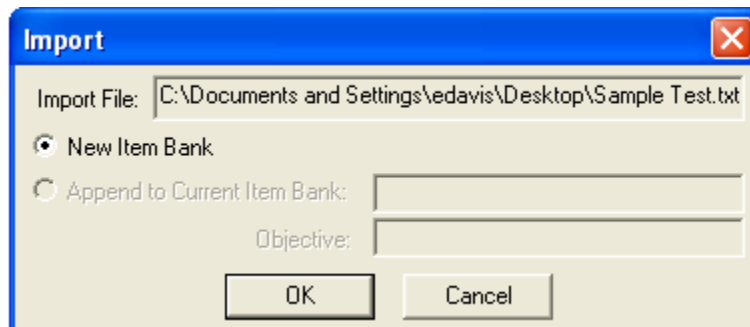
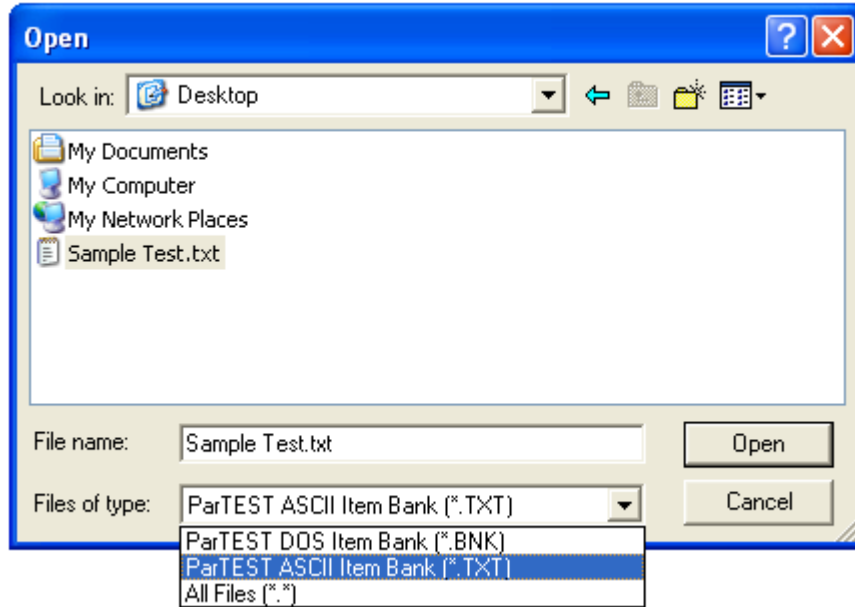
2nd Enter what you want it changed to (A) w/ 2 spaces before the sentence start"

3rd Choose "Replace All" and the system will change every item that is the same format as you have put into "Find what"

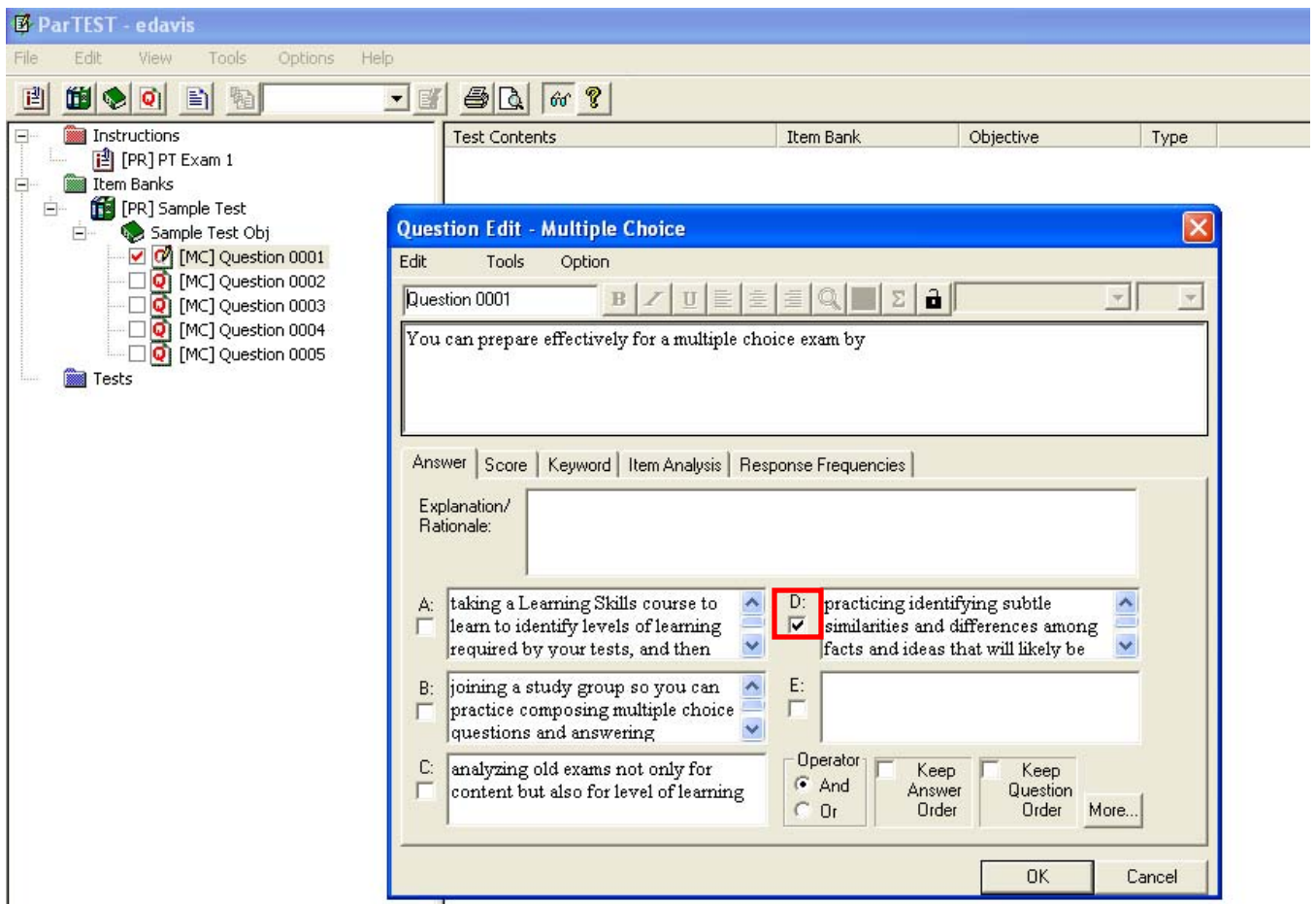
Notice where it has changed "ALL" the formatting as specified



Open your .txt file you saved to the desktop
Remember to change the file type to (*.TXT)



Import as a "New Item Bank"
Click on "OK"



You will see your imported file under the Test Bank you chose and the questions will be in their correct format with the answer checked as needed.

The questions can now be used on any test.