Wizard™

Test Maker

User Manual
version 11.1

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"TEACHERS HELPING TEACHERS"

Thank you for purchasing the **Wizard Test Maker™.** We at **EDUWARE** hope that our program will help the education of your students. We're a company that was formed by a fellow teacher. Our wish is to create computer programs that make the work of a teacher easier, more productive, and more professional. We desire to free some of your time so that you can go about doing what you do best - **Teaching**!

EDUWARE is a company composed of teachers, high school students, and college students. We believe this organization will best understand your needs and will produce products that benefit both educators and students. **EDUWARE** is not a computer company created primarily for financial gain. We thank you for your support because it enables us in our efforts to create professional products for students and teachers. We welcome any comments and suggestions for new features and programs. Please e-mail us at **wizard@eduware.com,** or visit our web-site at **http://www.eduware.com.**

CONTACT INFORMATION

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Mailing Address:
EDUWARE Inc.
24 Bellemeade Avenue, Suite D
Smithtown, NY 11787

Local Phone Number: **631-421-9783**

Long Distance (Toll Free) Number: **1-888-EDUWARE** (1-888-338-9273)

Fax: **631-421-9245**

YOUR SATISFACTION IS GUARANTEED

If for any reason within 60 days of registering you are not completely satisfied with our Wizard Test Maker™ we will refund your money. Just call our toll free number (1-888-EDUWARE) while you have your Wizard program running. An EDUWARE representative will unregister your computer and refund your money upon receiving the merchandise.

GETTING STARTED

REQUIREMENTS
In order to run the **Wizard Test Maker™** software you will need the following:

System Minimum Requirements	
Operating System:	Windows Vista, Windows XP
Ram:	32 MB or more
Hard Disc Space:	Program - 20 MB Subject Libraries (Each) - 20 MB (Avg.)
Processor:	400 MHz or higher
Display:	800 x 600 16-bit Color

NETWORK INSTALLATION INSTRUCTIONS
(purchase of a Magical Site License includes the ability to install the software on the school buildings network – please read your license agreement)

(FOR **WIZARD TEST MAKER** VERSION 8.0 OR HIGHER & **EDUGAME!** VERSION 4.0 OR HIGHER)

The network installation for Wizard 8.0 and EduGame! 4.0 has two parts: the **server-side databases, executables and other files** which must be installed once to a common server location that all client machines can access, and the **client-side system files**, which must be installed and registered on each client machine. Eduware provides an MSI on your CD which you may use for deploying these client system files to all of your clients, or if your school ghosts a common client image, you can let the installer put the files onto the ghost source machine for you.

If you are installing Eduware software for the first time: Create a folder named "Eduware" on your server. Ensure that the teacher users that will be using the software have **full Read, Write and Execute privileges to this folder**. You will be installing the databases, executables and other files to this folder.

If you have a Wizard version older than 8.0 or an EduGame! version older than 4.0 installed: (recommended only if teachers wish to preserve their user accounts, user-made questions and exams) Find the folder on your server where your Wizard 7.0/EduGame! 3.0 or earlier program files were installed during a previous year. You will be installing the databases, executables and other files to this folder.

Part I – Server Installation: **At any client workstation (NOT from the server)**, insert the Eduware CD and the installation will run. When prompted, choose Network Install. After selecting your programs and databases, browse to your server's Eduware folder to set the installation path. Start and finish this part of the installation. A video tutorial will run describing the activation process.

Note: Although we recommend a mapped drive (e.g. N:\Eduware), direct UNC network access (e.g. \\server\apps\Eduware) **will work** this year.

Part II – Client Installation: You now need to distribute the system files to each client. You have a few options:
Option 1: If your network uses .MSI files to push files to your clients, you may deploy the Eduware Client System Files MSI file available in the MSI folder on the CD. Inside the shared folder (Eduware) on your server, there are shortcuts to Wizard.exe and EduGame.exe. These shortcuts should be added to your teachers' desktops to allow them access to the software.
Option 2: If you are creating a client image that you will ghost to all of your client machines, Part I has installed the required client files onto the workstation used to install the software. If that was not your ghost source computer, you may manually run the .MSI file described in Option 1 to install the client system files into your client image.
Option 3: You may also manually install the client files to each client machine. On each client machine, log on as an administrator and manually run the .MSI file described in Option 1.

Once the two-part installation is complete, launch the Wizard Test Maker or EduGame! **from a workstation**. Click "Activate" on the file menu and call 1-888-EDUWARE (M-F 9:00 AM - 9:00 PM EST) to receive a unique activation code. This will activate all workstations on the server.

LAUNCHING THE PROGRAM

Installation will include a completion of a shortcut to the program on the desktop. Double-click the shortcut (image displayed to the right) and that will launch the Wizard Test Maker Program.

SIGNING ON FOR THE FIRST TIME

The **Wizard Test Maker™** is designed to let you preview all of the test banks before you activate for the test bank(s) you purchased. You can print a total of <u>40 pages</u> before you must register the software. This feature will be deactivated when you register.

The first time the **Wizard Test Maker™** is used, you will be asked if you would like to log in each time or skip the log in.

Skip Login
If you are the sole user of the program or do not wish to have extra security in accessing files, choose to skip the login. This will automatically bypass the sign-in screen and bring you directly into the program each time you open the program.

Sign-in Each Time
If you are sharing a computer with other users, you can choose this option.
Choosing to have accounts with logins allows you to create multiple user-names and passwords. This helps keep your Gradebook and saved exams secure.
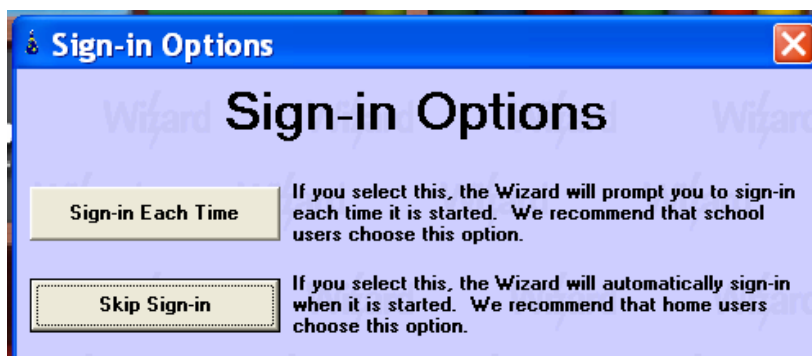
Note – The Wizard Test Maker™ will share the same user profiles (username and password combinations) as your EduGame! software if you choose to "Sign-in Each Time."

ACTIVATING YOUR COMPUTER

After successfully installing your software you will be prompted to watch a short tutorial video that explains to you how to activate your software. (*NOTE: make sure the sound on your computer is on during the tutorial*)

To activate test banks within the Wizard Test Maker that you/your school have purchased, you will navigate to the Bookshelf of the program and select the subject area (i.e. Science is a subject area) that you would like to activate.

Once at the Bookshelf, you will see a menu to the top left that says "Activate." Select Activate. A screen similar to the example shown will be presented. At this point you must call us at 1-888-EDUWARE to speak with a representative. You will be asked to read off the computer id number and the code entry number. Then you will be given a unique activation code which will register all test banks that have been purchased within that subject area. It is very important that you leave this screen open when calling. If closed, the code entry number will change, thus invalidating the activation code given.

Eduware Database Activation

Science Network Installation Course Name:	Installed Question Year:	Activated up to Question Year:	
		Wizard	EduGame!
Earth Science	2008	2008	2008
Biology	2008	2008	2008
Chemistry	1999	2008	2008
Physics	2008	2008	2008
Physical Science	2005	2005	2005
Life Science	2005	2005	2005
AP Biology	2006	2006	2006
AP Chemistry	2005	2005	2005
AP Physics BC	2005	2005	2005
AP Environmental Science	2005	2005	2005
Intermediate Science	2006	2006	2006
Honors SAT II Chemistry	2005	2005	2005
Science 5-6	2006	2006	2006
Science 3-4	2007	2007	2007
Science K-2	(none)		

Installed Program Versions:

Wizard Version:
11.01.0014 (1/28/2009)

EduGame! Version:
7.01.0001 (2/26/2009)

Trial Periods Remaining (for unactivated databases):

Wizard Trial:
40 Pages Remaining

EduGame! Trial:
Trial expired

The Wizard Test Maker

MANAGING USER ACCOUNTS

By clicking the "User Accounts" option in the Bookshelf, the <u>administrator</u> can add, modify, and delete user accounts. If you are not the only user of a subject database on the computer, it is recommended that you add your own personal user name and password. Then only your saved exams will appear in *FILED EXAMS* when you sign on.
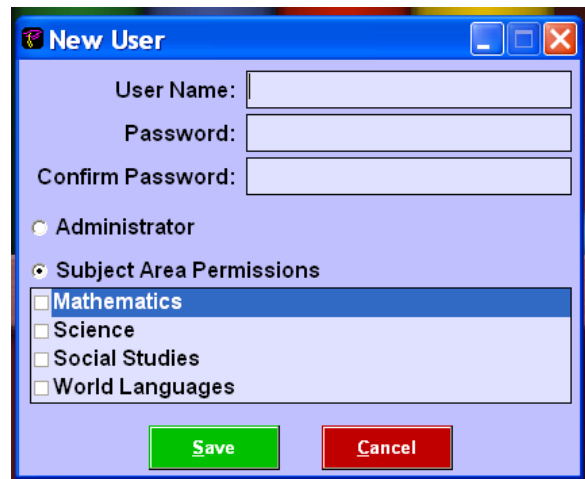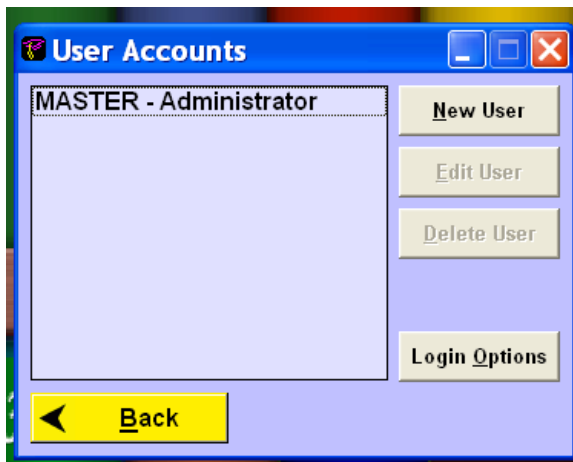

ADMINISTRATIVE ACCOUNT

The Administrative Account is the ONLY account allowed to add, modify, and delete user accounts. If you are not the administrator you will not have access to managing the accounts.

ADDING A USER ACCOUNT

1. Click on "User Accounts" located in **Wizard Test Maker ™ -** *the Library.*

2. Click on "New User."

To create a new user, you will click "New User" and be presented with the screen above. Here you can assign the user a username and password and give that user specific permission to certain Subject Areas. Once completed, click "Save."

Note – the usernames and passwords are secured. If a user has forgotten his/her username and/or password there is no way of recovering them –to create a new account for the user, the administrator must log in and create an account.

MODIFYING A USER ACCOUNT

1. Click the account you would like to change. Then click on "Edit User."
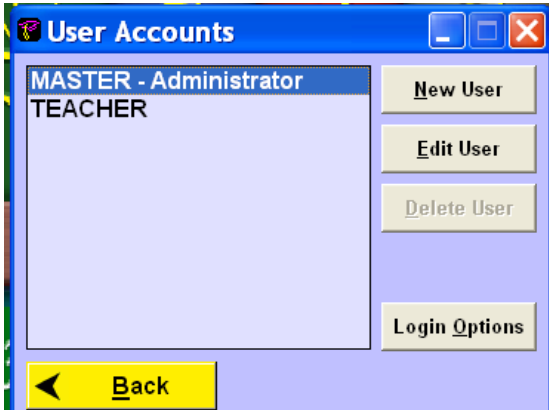
2. Now you can edit the account by changing the user name, password, subject area permissions etc. After the administrator is completed with all changes, select "Save."
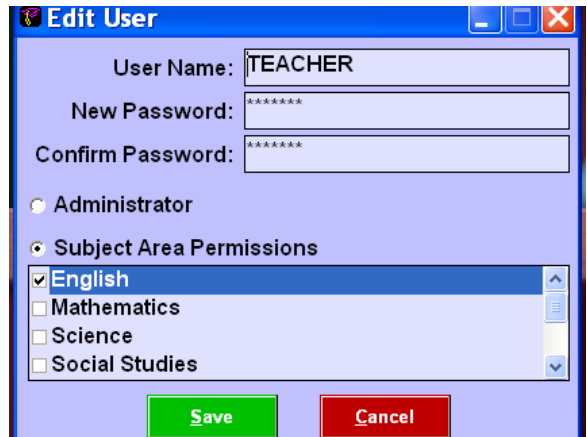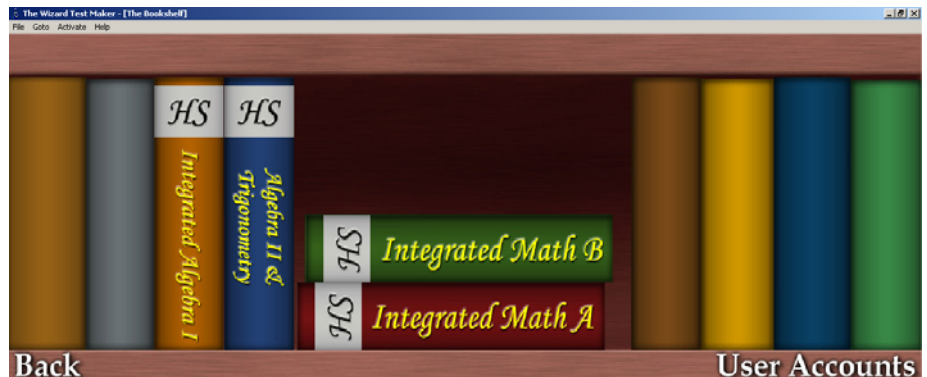
DELETING A USER ACCOUNT

Click the account you would like to delete. Then click on "Delete User." Then you will be asked if you are sure you would like to delete the user selected. Click on "Yes." This will permanently delete the user account selected.
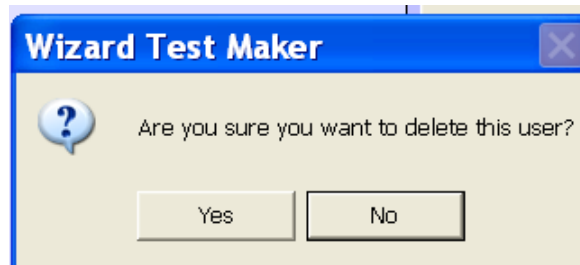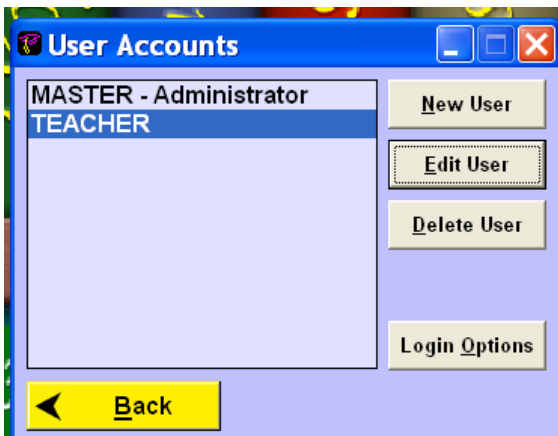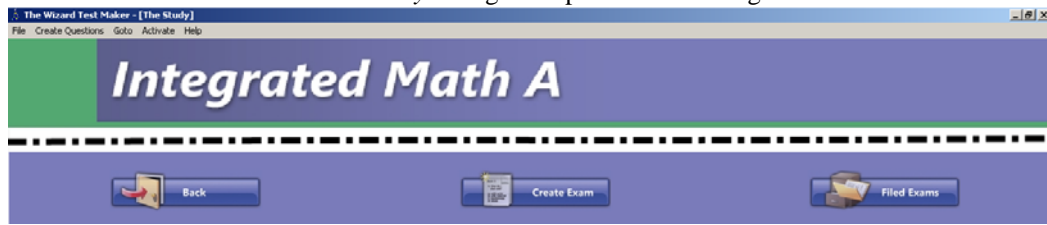
The Wizard Test Maker
THE SELECT QUESTIONS SUITE

Click on a book within *The Bookshelf* section of the **Wizard Test Maker ™**.

Then click on "Create Exam" at the bottom of *The Study* to begin the process of making an exam.

USING THE SELECT QUESTIONS SUITE

Add Questions by
Catalogue ID

Question ID
Number

Switch the
Classification
Tree to state
standards.

Classification
of questions by
topics

Go back to
The Study

Summary
of topics
on exam

Amount of
questions selected
for exam

Number of questions
in topic

Go print exam

Brings you to the
previous question in the
topic

Brings you to the next
question in the topic

These buttons select and deselect questions

The Select Questions Suite is where you preview questions. Here you can add and delete questions from your test.
You can also fine-tune questions by taking them into the *Editing Suite* and change multiple-choice questions into
short answer format.

There are three ways to choose questions for your test:
1. Entering the Question IDs from the Eduware Catalogue
2. Having the Wizard select Random Questions
3. Browsing the Classification
All three methods are explained on the following pages.

ENTERING QUESTION NUMBERS FROM THE CATALOGUE

The most popular and simplest way to make an exam is by using the Classified Question Catalogue (hard-copy catalogue which contains all of the questions within a specific test bank.)

To use this option, after selecting "Create Exam," select "Add by ID."
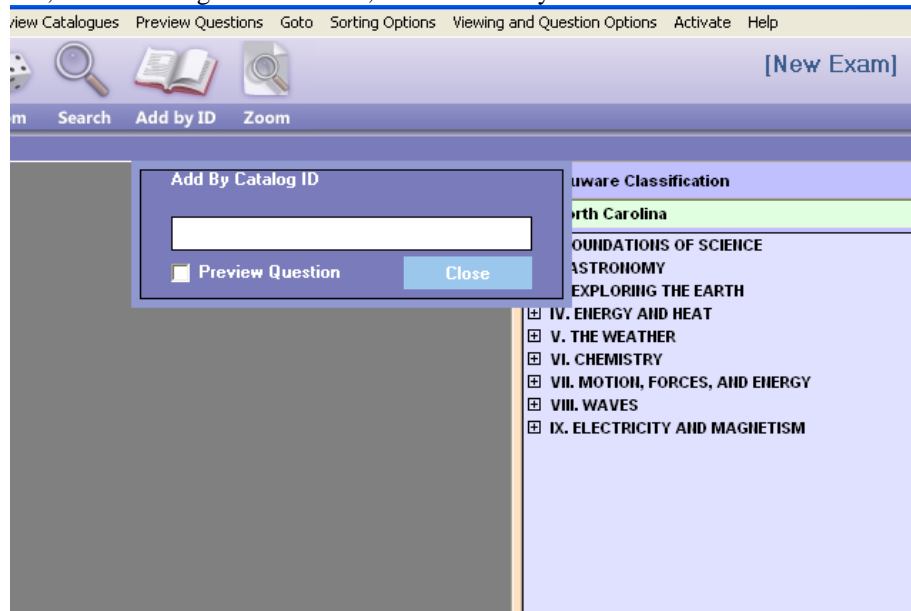
Now you will pick all of the Question ID numbers (printed next to the each question in the catalogue) and enter them into the Add by Catalog IDs form.

Note: to quickly add ID numbers press enter after each ID number you would like on the exam

Preview Question – Click this option if you wish to view the question you enter, *but note* that it will take longer to add questions with the option selected, as it takes longer to load the screen with the new question.

Alternate Method
From the Add/Remove menu you can bring up the old version of the Add Questions by ID form. Select Add/Remove by Question ID.
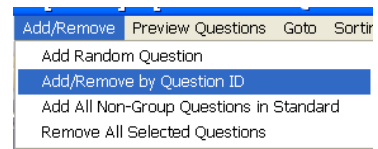
Enter the question ID that you wish to add here.

Add the entered question.

Removes selected question

Previews the selected question

Returns to Selection Suite

Opens Printing Suite for the current exam

Imports a test into your test

Saves your test

Returns to Selection Suite

BY USING RANDOM SELECTION

The Random Selection option for making a test allows you to choose the topics and amount of questions you would like on your exam. The program will then randomly choose questions fitting your criteria. This option would be good to use for a short quiz.

1. Use the Classification Tree on the left side of the screen to choose a topic area and check it off by clicking in the blank white box.
2. Using the options under Category Properties, select the preferences you would like for this category, including the number of random questions to select.
3. Repeat the process for all topics you wish to add questions for
4. Click **Close** to have the computer generate an exam based on your selections.

BY BROWSING THE TOPICS

This option allows you to browse all of the topics and questions on screen then select the questions you would like on your exam. This option comes in handy when you do not have the hard-copy catalogue to view.

When making a test by browsing the topics, you will be brought to *The Select Questions Suite*. Here, there are several different ways to make your exam. First, you can select the topic you would like to select questions from. Then, by clicking "Next," you will be able to scroll through each question. When faced with a question you would like to use, click on "Select." There is also a "Search" feature with which you can search for a particular word and/or type of question to narrow down your search for questions. When done selecting questions you can go directly to *The Printing Suite* to print out your exam or you can use the advanced features of *The Select Questions Suite* to edit or add additional questions to your exam.

THE SELECT QUESTIONS SUITE MENU BAR

FILE MENU:

Save Exam – Select this option to save the current exam.
Start Over – Select to re-start the program.
Exit – Select to close out of the program.
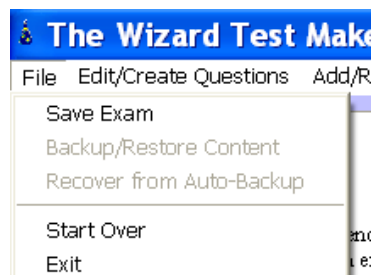
EDIT/CREATE QUESTIONS MENU:

Edit Question Below – This will bring you to the Editing Suite
so that you may edit/modify the question you selected.
Create New Question – This will bring you to the Editing Suite
which will be blank so that you may create a new question.
Create New Question to Group With Below - This will bring
you to the Editing Suite where you can create a new question
that will become a group question with the question viewed in *The Select Questions Suite*.
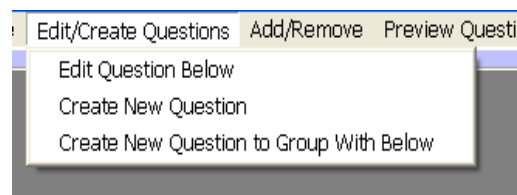
ADD/REMOVE MENU:

Add Random Questions – This will bring you to the Random
Selection option so that you may add additional random
questions to your exam.
Add/Remove by Question ID – Allows you to add or remove
questions by the Catalogue ID number.
Add All Non-Group Questions in Standard – This will add
the non-group questions in a particular topic to your exam.
Remove All Selected Questions - This option will clear all selected questions from your exam.
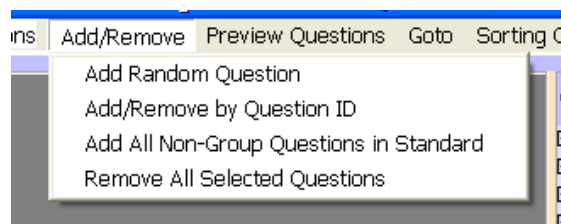
PREVIEW QUESTIONS MENU:

Preview User-Made Questions – Allows you to view all the
user made questions added to the test bank.
Preview Current Subtopic – Allows you to view a print
preview of the entire subtopic selected.
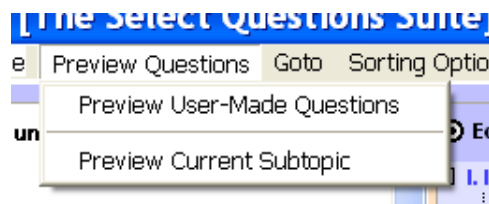
GOTO MENU:

This menu lists all of the possible suites in the Wizard Test
Maker - you can click on one and the program will bring you
there.

Exile Exam Questions – Hides the questions in use on this
test from use in subsequent tests. Useful in avoiding repeating
the same questions in the future.
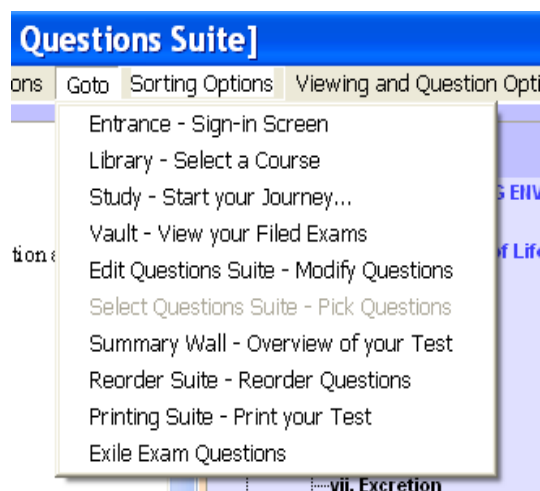
SORTING OPTIONS MENU:

Sort – You can sort the questions from oldest to newest or newest to oldest.
Display Level – You can view questions from a particular difficulty level.
Preview Only Text – This option allows you to view all question text only; will take out all images for preview.
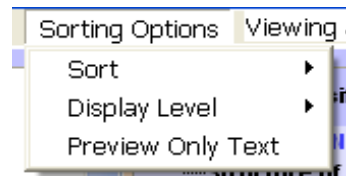
VIEWING AND QUESTION OPTIONS MENU:

View Selected Questions – This will bring you to a view where you can see each question and the classification for that question.
Show grid – View all question selected on your exam in a grid format.
Expand Screen – If you have resized your screen this option will bring the screen back to full screen size for better viewing
Go to Reorder Suite – This will bring you to a list of the questions in grid format. Here you can add instructions above questions that need them and also reorder the questions on your exam if needed.
Single Column Format - This will format all of your questions to be within a single column.
Change to Short Answer – This will change a multiple choice question to a short answer question.
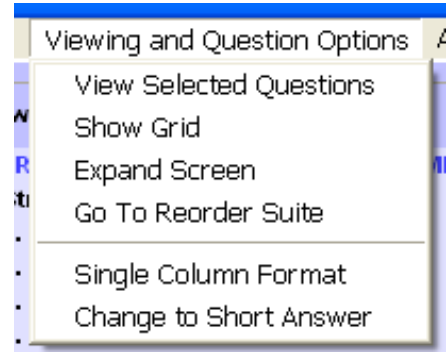
ACTIVATE

Click here to activate the software that you or your school has purchased.

HELP
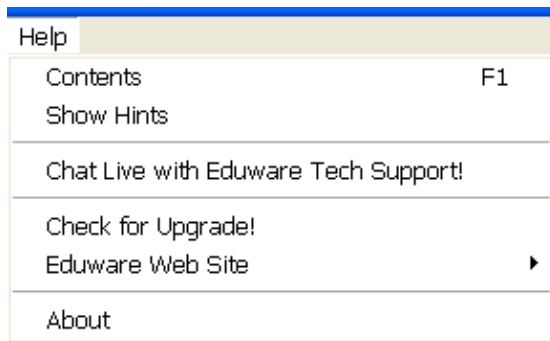
Further helpful information on the Wizard Test Maker can be viewed here including tutorials, FREE upgrades to the latest software, and Live Chat for Technical Support help!

EXAM INFO AND REORDER QUESTIONS

EXAM INFO
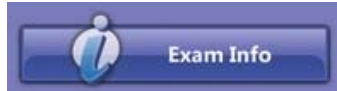
The Exam Info screen displays a list of all the categories your selected questions belong to. To open the Exam Info window, click the *Exam Info* button from the Selection Suite.
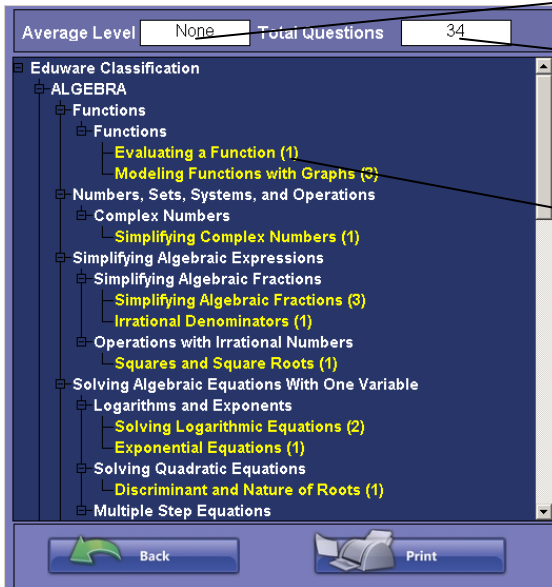
The average difficulty level of the questions.

The total number of questions displayed.

The Eduware classification tree is shown, and for each subtopic, the numbers of questions that fall within it are displayed in parentheses.

REORDER QUESTIONS

If you have a question on your exam that you would like to have in a different place on your exam you will use the *Manually Reorder Suite* which is located in the *Printing Suite*.
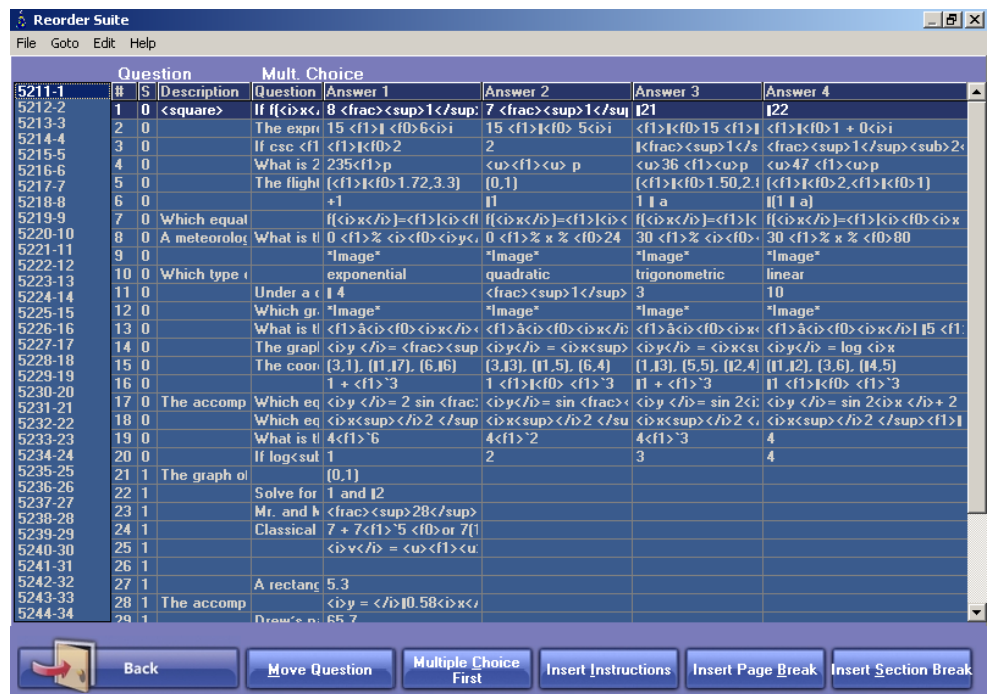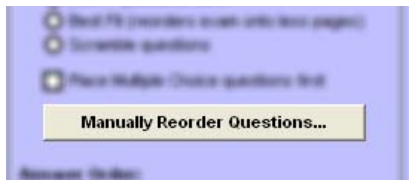
To move a question, you can either click and drag it, or select the question and click move question. You will be prompted for where to place it. Multiple Choice First orders your questions in this fashion. A section Break separates one half of the test from another, such as multiple choice questions from free response.

The Wizard Test Maker
THE PRINTING SUITE

USING THE PRINTING SUITE

GENERAL TAB:

Size of paper to be printed on

List of printers

Options for exam printing

Teacher copy with bolded answers

Options for teacher answer key

Print References Tables

Question ids numerically or test order

Genealogy by question or by category

Printing Suite

| General | Header / Footer | Questions / Answers | Fonts |

Printer: \\EDUSERVER\HP LaserJet 4100   Paper Size: Letter (8½" × 11")

Print what
- ☑ Exam
  - ◉ Leave columns as is
  - ○ Force all questions to full width
  - ○ Right column blank (worksheet)
  - ☐ Bold correct answers (teacher copy)
  - ◉ Leave language as is
  - ○ Switch language to …
- ☐ Student Answer Sheet
- ☑ Teacher Answer Key
  - ○ 1 column
  - ○ 2 column
  - ◉ 4 column
- ☐ Reference Tables

Question ID List: **Question Genealogy:**
- ☐ Numerical order   ☐ By question
- ☐ Test order   ☐ By category

Versions
Number of versions: 1
Copies of each version: 1
Begin with question number: 1
Begin with page number: 1

Question Order:
- ◉ Leave questions as is
- ○ Best Fit (reorders exam onto less pages)
- ○ Scramble questions
- ☐ Place Multiple Choice questions first

Manually Reorder Questions...

Answer Order:
- ◉ Leave answers as is
- ○ Scramble answers

Printing Scheme: (Shared Printer Scheme)   **Save Scheme As...**   Delete Scheme

**« Back**   **Preview »**   **Print »**

How many different versions?

How many copies of each version do you need?

Begin the exam with question # …

Begin the exam with page # …

What order do you want the questions printed?

Change question position on exam

Would you like to scramble the answer choices for each exam?

You can save difference printing preferences

HEADERS / FOOTERS TAB:

Set-up the header for the exam

Set-up the footer for the exam

When printing multiple versions of an exam

Printing Suite

| General | Header / Footer | Questions / Answers | Fonts |

Header

Left:
Name: _____
Period 5

Center:
Science Exam

Right:
Date: _____
Mr. Wizard

Headers to print after first page (full headers are always printed on first page):
○ Full headers   ● Top center header only

☑ Display Header / Footer Border Lines

Footer

Left:

Center:

Right:
Exam # 1

☐ Display Page Number   ☐ Display Page Number   ☐ Display Page Number
☐ Display Version Number   ☐ Display Version Number   ☐ Display Version Number

Version Labels:
● Version A, B, C...
○ Version 1, 2, 3...

Printing Scheme: (Current Scheme) ▾   Save Scheme As...   Delete Scheme

« Back   Preview »   Print »

QUESTIONS / ANSWERS TAB:

Formatting Question Numbering

Formatting spacing between questions/answers

Formatting additional spacing options

Formatting how answer choices will display

Printing Suite

| General | Header / Footer | Questions / Answers | Fonts |

Question Numbers

Format:
○ 1   ○ 1)   ○ ❶
● 1.   ○ (1)   ○ ①

Show:
☐ Answer blanks left of question (__ 1.)
☐ Question ID #'s (for example, 3845)

Question / Answer Choice Spacing

Between Questions:
○ No spacing
○ Half-line spacing
● 1-line spacing
○ 2-line spacing
○ 3-line spacing

Between Choices:
● No spacing
○ Half-line spacing
○ 1-line spacing
○ 1.5-line spacing
○ 2-line spacing

Answer Choices

Choices:
○ 1. A B C D E
   2. A B C D E

○ 1. A B C D E
   2. F G H J K

○ 1. A B C D E
   2. F G H I J

● 1. 1 2 3 4 5
   2. 1 2 3 4 5

Layout:
○ 1. A B
   C D
   E

● 1. A D
   B E
   C

○ 1. A
   B
   C
   D
   E

Format:
○ A   ○ A)
○ A.   ● (A)

Work Areas / Answer Space

Multiple Choice Work Areas:
Leave [0]   ○ line(s) for work
       ● blank(s) for work

Free Response Answer Spaces:
Leave [1]   ○ line(s) for answering
       ● blank(s) for answering

Put Work/Answer Spaces on:
☐ Test   ☐ Answer Sheet

Printing Scheme: (Shared Printer Scheme) ▾   Save Scheme As...   Delete Scheme

« Back   Preview »   Print »

16

FONTS TAB:

Use one font for entire exam

Use different fonts depending on text

Fonts for the header and footer

Printing Scheme:

A printing scheme is a saved file containing all the printing options you have selected. The default is **(Shared Printer Scheme)**, and once you configure your own options it will change to **(Current Scheme)**.
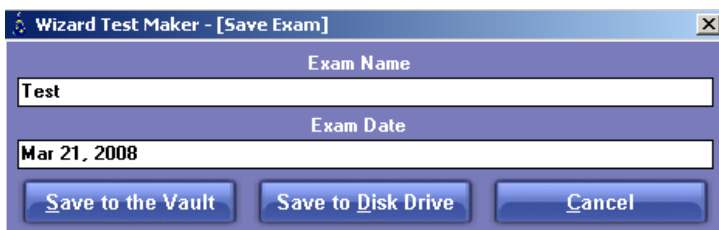
If you wish to save the current options you have selected, click **Save Scheme As…**. You will be prompted for the name of your scheme. After saving, your printing scheme will appear in the dropdown list.

If you wish to delete a scheme from the dropdown list, select the scheme and press **Delete Scheme**.
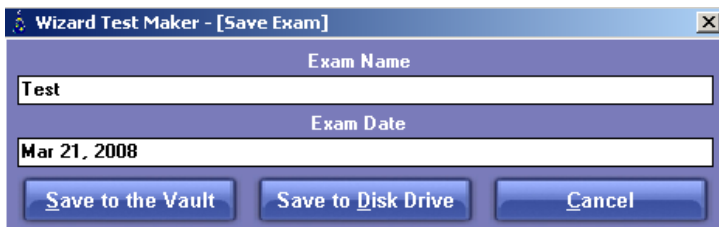
SAVING EXAMS & THE VAULT

SAVING YOUR EXAM TO THE VAULT
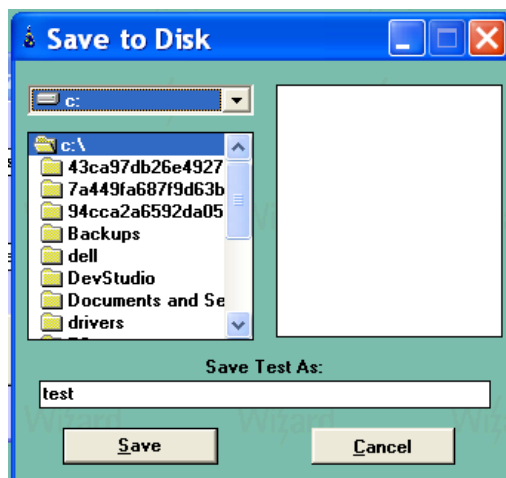

1. Give the exam a name.
2. Click on "Save to the Vault."
3. Click OK.

SAVING YOUR EXAM TO DISK/DRIVE

1. Give the exam a name.
2. Click on "Save to Disk Drive."

3. Browse to the location you would like to save the exam.
4. When you have selected the location to save your test click on "Save". This will save your exam as an .edu file which can only be opened by Eduware software.

THE VAULT

The Vault is accessed by selecting Filed Exams in *The Study* or under the Goto option on the Menu Bar. In the Vault, tests can be printed, renamed, edited, or deleted. If you're interested in entering your own questions into the database or adding them to past tests, this is one gateway to the *Editing Suite* for that purpose.

To access a test for printing or editing:
1) Click on the test you want
2) Select **Print** or **Edit**
(If you wish to add more questions to your exam, go to *Review*.)

To access a test from disk/drive:
1) Click on "Load From Disk"
2) Browse to where you saved the test
3) Click Open

RENAMING A TEST
To rename an existing test:
1) Select the test from the list
2) Click the **Rename** button
3) Type in the desired name for your test
4) Type in the date, and hit enter.

ADDING A TEST
To make up your own test from scratch:
1) Press **New** at the top of the screen
2) Type the name and date for your test
3) Click **Save** and then go to the *Editing Suite* to enter your questions

DELETING A TEST
To delete a test:
1) Select the test you would like to delete
2) Click on the **Delete** button

The Wizard Test Maker
THE EDITING SUITE

The *Editing Suite* is the most powerful feature of the **Wizard Test Maker™**. It sets the Wizard above and beyond all other test generators on the market. This is where you can edit existing questions or add your own, including free response questions, group questions and graphics! The *Editing Suite* offers you the creativity of customizing your questions and developing your classification system.

USING THE EDITING SUITE

There are two gateways to the *Editing Suite*, either by entering with a question from the *Select Questions Suite* or by entering with a new or existing test from the *Vault*.
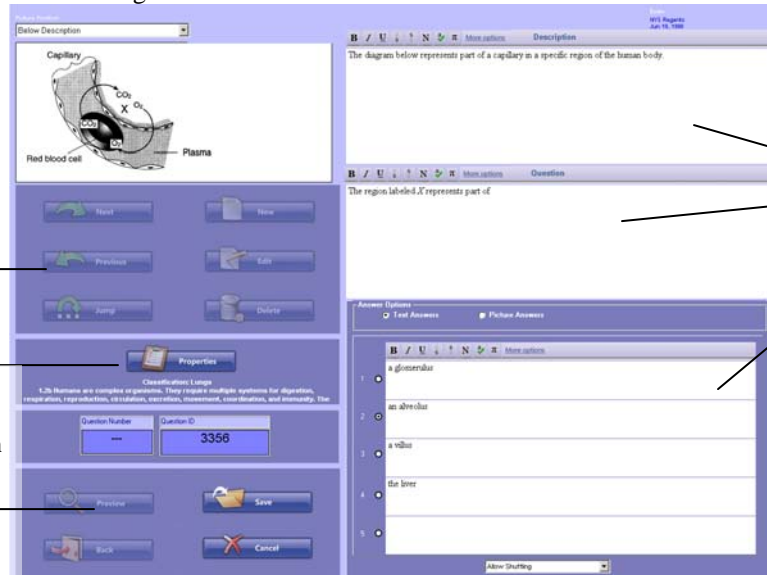
Use the **Next**, **Previous**, and **Jump** buttons to navigate between questions on your exam.

The Properties button allows you to change the classification and other question properties.

The **Preview** button displays how the question will appear on your exam. Use **Save** to make your changes permanent. **Back** will return you to the previous screen.

The right side of the screen displays the description, question, and answers

(More information on page 24)

STEPS TO EDITING OR ADDING TEXT TO A QUESTION

1) To *edit* an existing question, click on **Edit**. To *add* a new question, click **Add**.

2) Click in any text box and add or change the text. If this is a *free response* question then type in the correct answer in the Answer 1 text box.

3) Designate the correct answer by clicking on the circle next to the correct answer.

4) To prevent answers from being shuffled select from the drop down menu "Never Shuffle" at the bottom of the screen under the choices.

* A special feature of **Wizard Test Maker™** allows the teacher to shuffle a question's answer order. Please note that some questions are programmed **NOT** to allow this feature. For certain questions it might be confusing to the student if the answers are shuffled.
a) Answers such as...
  "1) decrease 2) increase 3) remain the same" ...or... "1) less 2) greater 3) the same"...or... "1) shorter 2) longer 3) the same". These remain consistently in the same order.

5) To change or add a classification of any question, click on the **Properties** button.
Note: All added questions must be classified

6) Click on **Save.** You will be asked if you would like to **OVERWRITE** or **SAVE AS NEW**. If you overwrite then the question which was there will now be overwritten with your new question. If you select save as new this will create a new question in the test bank.
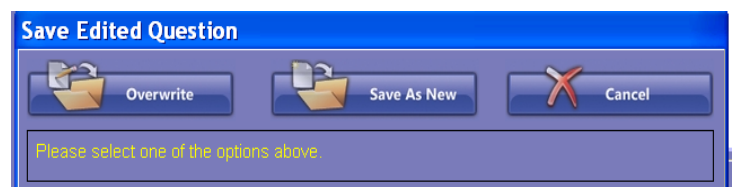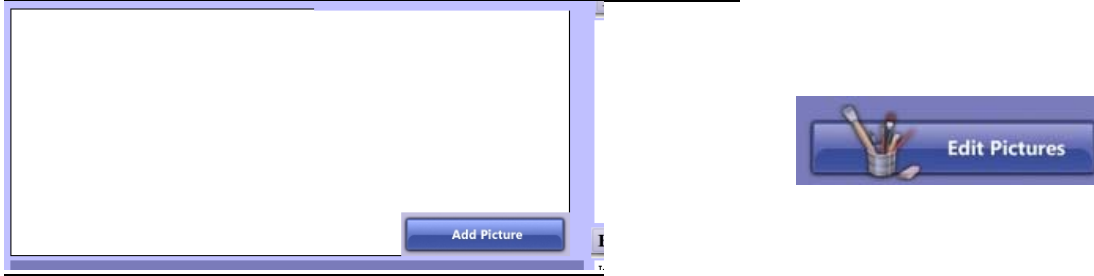
7) Click **Preview** to view your question. If you want to make further changes, select **Edit** again.

8) When you are finished adding or editing your question(s), click on **Back**.

9) Select **Cancel** to undo changes.

ADDING PICTURES USING THE EDITING SUITE

1) Mouse over the image to click on **Add Picture** to add an image to a question or switch to **Picture Answers** and click **Edit Pictures** add images as an answer. Either action will reveal a similar screen (The *Answer Image Selection* screen is shown below).

2) Pictures may be imported in any of the following two ways:
a) Load New Image: From disk/drive (The following image file types are supported: .BMP, .PCX, .GIF, and most .JPG)
b) Copied directly from the Windows Clipboard
Note: Any scanned images should be 300 dpi.

3) Use click and drag to select the area of the image you wish to use in the area on the left. The preview area shows you the area you have selected.

4) After you have "framed" your image, click on **Paste to Description** or **Paste to Answer**.
Note: if you have a single image that you wish to separate as answers, simply move and resize the box that already exists on the screen.

5) When you have added all your images, click **Save and Exit**. To exit without changes, click **Cancel**. To remove all of the pictures, click **Delete**.
Special notes for Description Pictures:
The default setting places the picture below the text description for the question, but this can be changed by changing the option in the editing suite above the description image.
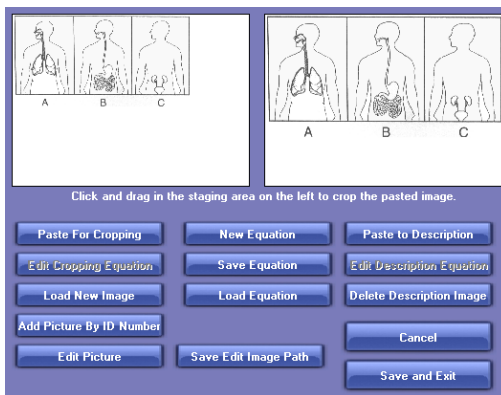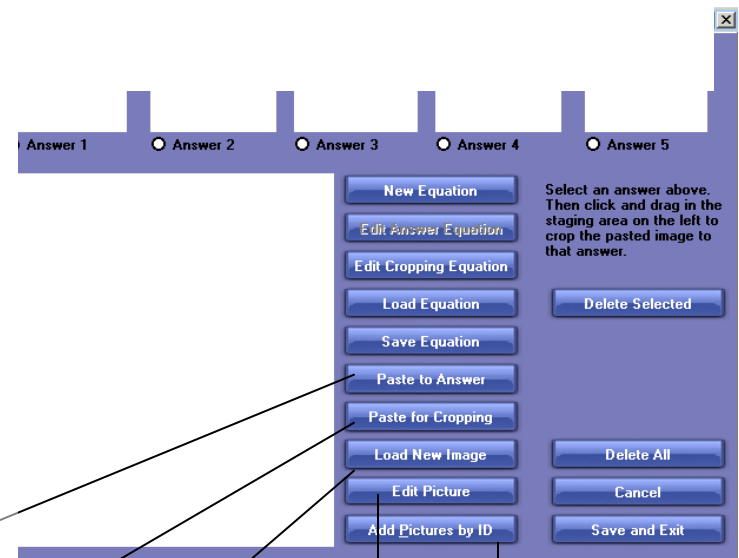
Paste image from clipboard directly to the answer choice selected.

Click here to load an image for cropping from the clipboard

Click here to load an image from a file

Edit selected image – default paint program will open with image to edit

Enter images here using the Image Catalogue ID

EDITING A PICTURE

The Wizard Test Maker can export any picture stored in the Wizard's database into any imaging program for editing and then adding to your question.

1) If you click **Edit Picture,** the program will export the existing image to our default image editor, Microsoft Paint (typically installed with Windows.)

2) The image is then imported and available to edit.

3) When finished, copy the picture in your image program then return to *The Wizard's Picture Edit* screen. Click **Copy from Clipboard.** Your edited picture will now appear for you to copy as a description or answer image**.**

USING THE FAMILY TREE

The **Family Tree** is the classification system of the Wizard's database. There are four levels of classification: Units, Chapters, Topics and Sub Topics. You can rename, delete or add to any of them. Keep in mind that for the **Wizard Test Maker™** to properly store questions added to the database they need to be assigned a Family Tree or they become orphaned.
(Note: the Family Tree edits independently of the *Editing Suite,* so there is no need to click **Edit** or **Save** in the *Editing Suite* to access or make changes within the Family Tree).

CLASSIFYING A QUESTION

1. While in the *Editing Suite*, click the **Properties** button, and then **Classify**. This will display the following screen:

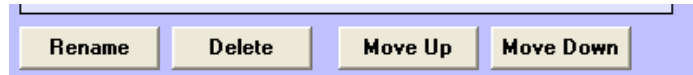Eduware Classification

State Standards

2. By browsing either tree (Eduware or State Classifications) you can select under which category the question belongs. Clicking in the white box will select that category with an orange check.
3. You can set the Difficulty at the bottom of this screen.

ADDING A CLASSIFICATION

At the end of each subtopic there is an option to "Create New Level # Category." Clicking on this option allows you to create a new classification under this subtopic.

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RENAMING / DELETING A CLASSIFICATION

| Rename | Delete | Move Up | Move Down |

Rename
Select the classification and click rename. Type the new name for the classification and press enter.

Delete
Select the classification and click Delete. *NOTE – When deleting a classification, be aware that this will unclassify all questions within that topic.*

Move Up/Down
Select a classification, and click Move Up or Move Down to move that subtopic in the classification tree.

TEXT FORMATTING AND SPECIAL CHARACTERS

For general text formatting options, use the bar at the top of the input screen.

| B | I | U | s | s | N | ä | π | More options |
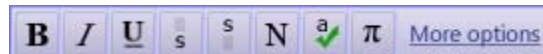
B — Bold **Text**
Before typing text, click "Bold" to make all text typed afterwards **bold** until it is pressed again. Clicking this button after highlighting text turns the highlighted text **bold**.

I — Italicize *Text*
Before typing text, click "Italicize" to make all text typed afterwards *italicized* until it is pressed again. Clicking this button after highlighting text *italicizes* the highlighted text.

U — Underline Text
Before typing text, click "Underline" to make all text typed afterwards underlined until it is pressed again. Pressing this button after highlighting text underlines the highlighted text.

s — Subscript $_{Text}$
Before typing text, click "Subscript" to make all text typed afterwards subscript until it is pressed again. Pressing this button after highlighting text makes the highlighted text subscript.

s — Superscript ^{Text}
Before typing text, press "Superscript" to make all text typed afterwards superscript until it is pressed again. Pressing this button after highlighting text makes the highlighted text superscript

N — Clear Formatting
When pressed, this button removes all formatting on the highlighted text.

ä — Spell Check
Displays a spell check window (shown below). It displays, one by one, the words not found in the Wizard's dictionary. It also displays a list of words that may be the word you are looking for.

**π** — Insert Symbols
Displays a window (shown below) that contains a list of all the special characters the wizard supports.

Clicking on a symbol places it in this box.

Clicking "Superscript" or "Subscript" performs that action on the highlighted symbols.

Clicking "Insert" places those characters into your question or answer.

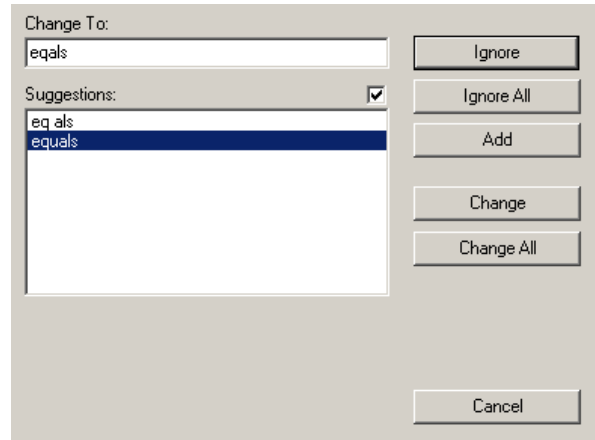Clicking "Cancel" returns to the editing suite without making any changes.
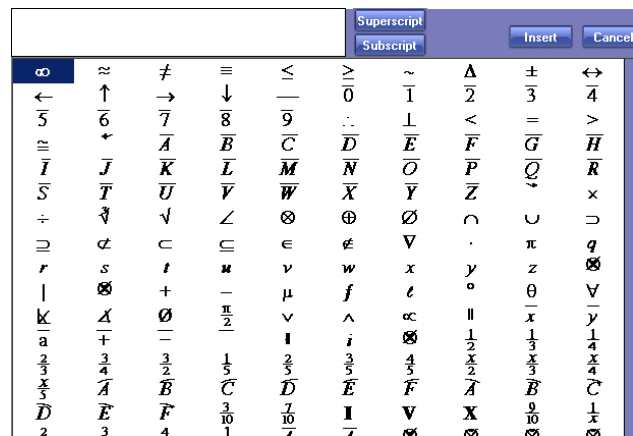
The "Change To:" option initially displays the misspelled word with a list of possible corrected spellings.

Selecting "Ignore" skips over the misspelling. Selecting "Ignore All" skips over all words misspelled in this way.

"Add" incorporates the current word (Change To) into the list of accepted words.

"Change" replaces the misspelled word with the highlighted suggestion. "Change All" replaces all cases of the misspelled word with the highlighted suggestion.

"Remove Hard Returns" will remove all manually entered line spaces from the selected text.

"Force One Column" causes the text to continue to the end of the page before wrapping to the next line.

"Keep Together" will keep the selected text as one, for use in equations.

"Speak" indicates that the teacher is to read this section of the text.

"Question Number" inserts the underlined question number for "slot completion" type questions.

"Clear Formatting" will erase all formatting from the text.

The Wizard Test Maker

OTHER HELPFUL INFORMATION

NYS REGENTS EXAMS

Databased Regents questions may have been altered slightly for the following reasons: a) We may have resized the pictures so as to fit in the two column format, or b) Questions may have been deliberately omitted because they were similar to questions of other exams, or c) We felt they were no longer appropriate for the course, or d) We have updated the symbols and language usage.

RECLASSIFYING QUESTIONS

If you wish to change the classification system of any of your questions we suggest either of these two methods:

METHOD A

1) If you have a large number of questions to reclassify: *Create a Test* by *Browsing The Topics*. Select all the questions you wish to change.

2) **Save** this test, name it "Reclassify," and assign it to any Unit.

3) Now go into *The Vault* and bring this test, "Reclassify," into the *Editing Suite* where you can reclassify each question in the *Family Tree*. Note: There is no need to click Edit in the *Editing Suite* to access the *Family Tree,* just click the **Family Tree** button. When you want to reclassify the next question, just click the **Next** arrow.

4) When finished with reclassifying all your questions, delete your test from *The Vault*.

METHOD B

1) To reclassify only a few questions, create a test *By Browsing The Topics.*

2) In the *Select Question Suite*, highlight the question that you wish to reclassify and click **Edit**.

3) In the *Editing Suite,* click **Family Tree** and enter your new classification.

4) Click Back and return to the *Select Questions Suite* for more questions and repeat the process.

HOW TO BACKUP AND RESTORE EDUWARE FILES

If you are using the Wizard, begin at Step 1.

STEP 1. Backing up your files using the Wizard:

Open any subject installed; click **File**, then **Backup/Restore Content**.
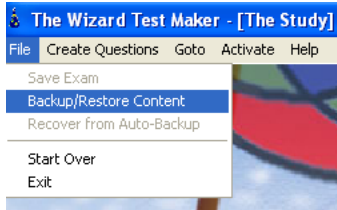
You should now continue on to step 3.

STEP 2. Backup/Restore:
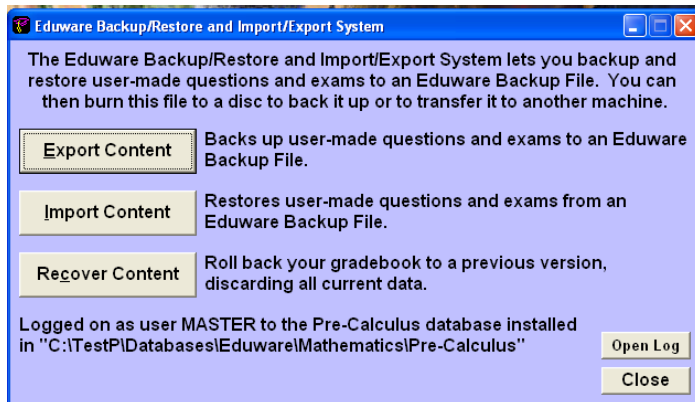
To backup your files, click **Export Content**

STEP 3. Complete Backup or a Custom Backup:
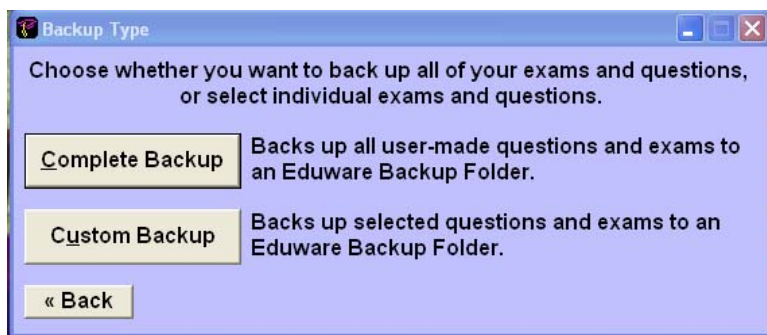
- A **complete backup** will save all of your work.
- A **custom backup** will allow you to select the information you wish to backup.

* if you are unsure, click complete backup.*

STEP 4. Save your Backup File:

If you selected **Complete Backup** it will now ask you the location you wish to save your backup file, and what you wish to name it. Once you have selected the drive location and named your file, click **Continue**.

After you click continue it may give you a progress bar, and then say "Eduware Backup File created" and the location of your file. Click **OK** and you are done!

STEP 6. Restoring Your Content:
From the backup/restore page click **Import Content**.

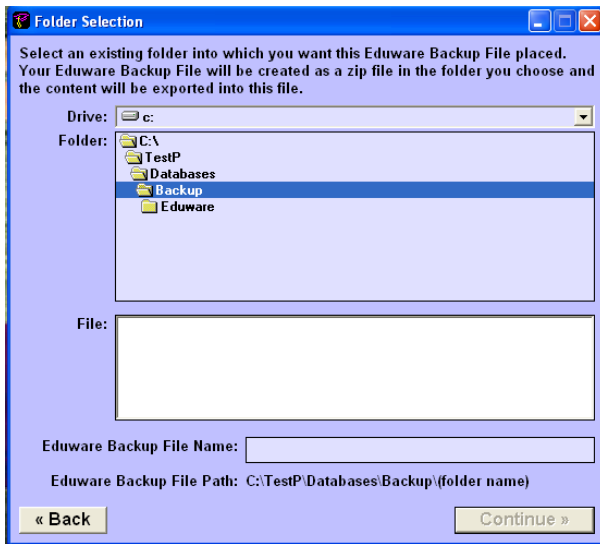You will then be asked to find the location and name of your backup file. Once you select this file, click **Continue**

It will then give you a progress bar, and when it is complete, it should say, "Eduware Backup Folder restored from" and the location of your file. Click **OK** to continue.
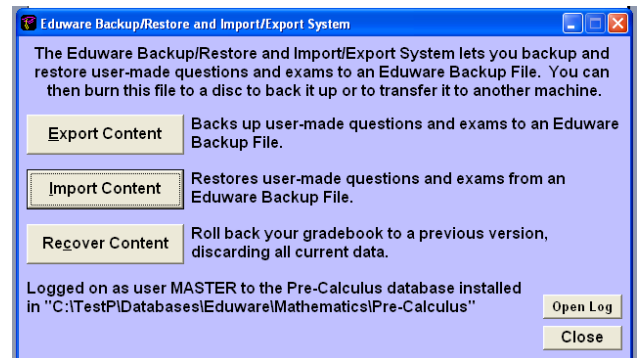
The Results page will show a list of the data that has been imported. It should look something like this:

Click **Continue** and you have successfully imported your saved work!

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The Wizard Test Maker
TROUBLE SHOOTING & FAQ's

I purchased the program, but I keep getting a message that I only have a certain number of pages to print and I should consider registering the program.
We have structured the Wizard Test Maker to function as a demo to allow users to view all test banks before registering for the subject(s) purchased. We have also done this so users can share the program with colleagues. If you are only demoing the software you will not need an activation/registration code. The program will run on a trial and when the program expired you will be prompted with a message to purchase the software or to activate if already purchased.

I get an "Out of Memory" error.
The Wizard Test Maker, like other programs, runs off the Random Access Memory of your computer. This is the memory used from the time the computer is turned on until the time it is shut down (not the memory on your hard-drive). To prevent this message, try not to run any other programs while you are using the Wizard. When you get the message "Out of Memory", it is best to re-start your computer so it can clear its Random Access Memory for further use.

What do I do if I get a message that my database is corrupted?
The Wizard Test Maker has an automatic backup system so that if this does happen, you can restore it. To do this:
1) In the program go to File and select Restore Database.
2) Select the most recent database.

Why are the images so large when I go to print my exam?
You must set-up the printer that you are going to be printing to as your default printer. Once that is set go back into the program and print your exam.

I receive a message that states, "Sorry, it appears that your windows login does not have sufficient permissions to run the program."
This message will appear if full-permissions are not granted to the folder where the program is installed to. Users need full permissions in order to use the software. Please contact your network administrator.

I think the program activated itself. The activation screen looked like it popped up and entered the codes. What happened?
The program did not activate itself. This process has to be done manually by you contacting us. You might have been watching the tutorial video with the volume off, which in turn might make the computer look like it is activating itself. Make sure to turn on the volume to listen to the tutorial video.

If I install the software locally on several different computers, do I need to activate each one?
Yes, the software will have to be activated separately on each machine. The reason for this is that since the software is installed locally each machine will have a different computer id number. If your school has purchased a site license, which allows for network installation, you will only have to activate once from one workstation.

When I received my package there were 2 software disks enclosed that look the same.
If your school has purchased a site license, this should be the case. Both disks are exactly the same. We send an additional copy just in case one is misplaced.

When I browse to my saved Eduware file and double click it does not open properly.
In order to open a saved .edu file you must first open the software (Wizard Test Maker or EduGame!), then from within the program you can retrieve your exam or activity.

When I try to select questions I receive a message telling me I can not use them on my exam or in an activity.
This message indicated that your software may not be activated for all the questions installed. If you or your school has purchased the updated test banks please contact us at 1-888-EDUWARE to activate.

How can I tell what software I have installed and what test banks are activated?
This you can view by clicking on activate. Below explains what each field represents:

(The color green – indicates the test bank is activated.)

INSTALLED

What year of questions you can use.

Eduware Database Activation

Science Network Installation Course Name:	Installed Question Year:	Activated up to Question Year:	
		Wizard	EduGame!
Earth Science	2006	2006	2006
Biology	2006	2006	2006
Chemistry	2006	2006	2006
Physics	2006	2006	2006
Physical Science	2005	2005	2005
Life Science	2005	2005	2005
AP Biology	2006	2006	2006
AP Chemistry	2005	2005	2005
AP Physics B/C	2005	2005	2005
AP Environmental Science	2005	2005	2005
Intermediate Science	2005	2005	2005
Honors/SAT II Chemistry	2005	2005	2005
Science 5-6	2005	2005	2005
Science 3-4	2005	2005	2005

Thank you for choosing

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