Collab Quickstart Guide

1. Website address: http://uvacollab.virginia.edu
2. Click Other Login button at top right. (unless you have a UVA login)
3. Login with e-mail and password. (If you did not receive, or you have forgotten your password, click on the Lost Password link, and you can have it emailed to you.)
4. Click the *VSUP Test Bank* tab on the blue bar across the top.
5. To get the test items click the Resources link from the menu on the left. If it is not already open, click on the VSUP Test Bank Resources folder. Click on the Test Item Files folder to see the contents. (TEI Items are also in a folder here.)
6. Files are organized by year that the questions were written. (Currently, the Fall 2012 questions are only in PDF format, but previous years have Examview and Word) Click on the appropriate file to download. (You may need to right-click the file and choose to save it to your computer.)
7. If you have questions about any page you're on, click the question mark at the top right of the screen, and a help menu will pop up for you.
8. If you would prefer to download many files at one time, you may use something called a WebDAV connection, and there is an additional instruction sheet with that information.

Examview Quickstart Guide (if you are using this program)

1. Double-clicking the Examview test item bank file will open the bank in Examview. From here you can view the questions and details about the questions. You can also print the questions or export them to RTF, Blackboard, or WebCT format. You are able to make changes to the questions, but you may want to leave the bank as is and make changes if/when you put them in test format.
2. To make a test that only contains certain items, go to File and choose Switch to Test Builder. Choose to Create a new test from scratch and follow the prompts. On the Toolbar at the top, you can choose to select questions many ways – randomly, from a list, while viewing, by standard, by many criteria, or all.
3. You can change the look of the test to more match the look of the SOL test (as was done with the questions in the bank). From the menu bar choose Edit and Preferences. You can set many different preferences. For the test specifically, you'll want to be in the Layout and Style menus. In Layout, you can create more spacing between questions. In Style, you can choose the font, the type of numbering and lettering, etc.
4. From the test, you can also, print or export to different formats. With Examview Assessment Suite, you can administer the tests online as well.