

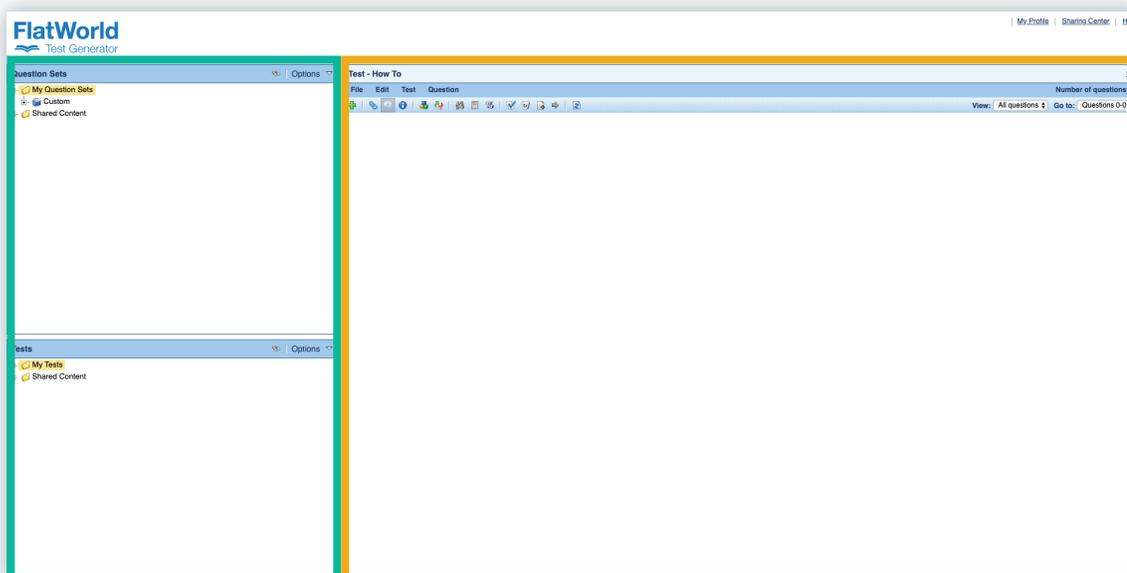
# FlatWorld Test Generator Quick Start Guide

WELCOME TO THE FLATWORLD TEST GENERATOR.

To get you started on building tests for your course, we have compiled some key information for you. If at anytime you have more questions not answered here, you can access additional information in the comprehensive help guide at [FlatWorld.com](https://FlatWorld.com).

## Home Screen Overview

There are three main sections of the FlatWorld Test Generator home screen. On the left side are the Question Sets pane and Tests pane (outlined in green). The larger area to the right of the screen is the Editor pane (outlined in yellow).



### QUESTION SETS PANE

- Displays all available questions in a folder structure.
- Question sets are organized by textbook chapters.

### TESTS PANE

- Displays tests you have created or are working on.
- These are subsets of the question sets.

## EDITOR PANE

- Open a question sets folder or open a test in the Editor pane on the right to view/select a question or to make changes to a test. You can edit existing questions, add or delete questions, change formatting, select questions to add to a test/set, and print from the Editor pane.

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## Working With Questions

There are a variety of ways to preview and interact with questions in question sets. In this section we will explain how to preview questions, how to search for questions, how to add your own questions, and how to sort selected questions.

### PREVIEW QUESTIONS

To preview a question in the Question Sets pane, hover over a question with your mouse or right click a question and select [Preview Question](#).

To preview all available questions in a Question Sets folder, drag desired folder to the Editor pane.

Note: To see the full list of available questions in the Editor pane, select **All questions** from the **View** drop-down list.

To close a question set in the Editor pane, select the [Close](#) button.

Example:

Chapter 1 - Introduction to the Science of Psychology: History and Research Methods X

File Edit Set Question Number of questions: 115

View: All questions Go to: Questions 1-115

1. In the definition of psychology discussed in the textbook, which of the following key terms does not appear?

- a. science
- b. research
- c. mind
- d. behavior

*ANSWER:* b

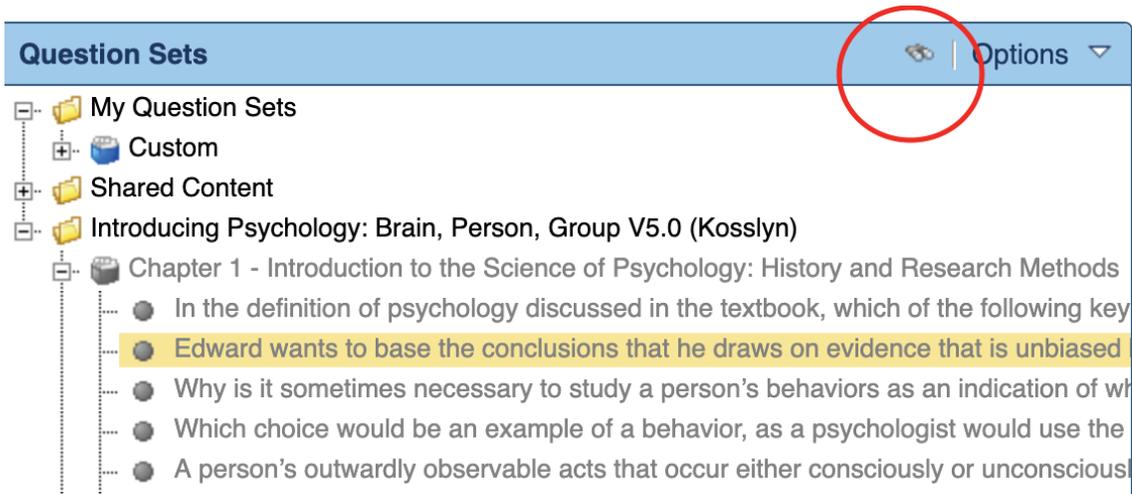
2. Edward wants to base the conclusions that he draws on evidence that is unbiased by his own feelings and opinions. "It is important that my findings reflect what is really happening, and not what I *think* is going to happen," he says. Edward is most interest in obtaining \_\_\_\_\_ data in

### SEARCH FOR QUESTIONS

To help you find the right questions to add, you can search for questions in the [Question Sets](#) pane. With our powerful search tools, you can filter questions based on metadata to find the exact questions you need.

Select the [Search](#) button, choose your criteria, and filter questions in the Question Sets pane.

Example:



## ADD YOUR OWN QUESTIONS

Occasionally you may want to add your own custom questions. To write and add questions to a question set or to an open test, select [New Question](#) from the [Question](#) menu in Editor pane.

## SORT SELECTED QUESTIONS

To sort selected questions by question type in the Editor pane, select [Organize by Question Type](#) from the [Set](#) menu.

For expanded sort functionality, select [Sort](#) from the [Set](#) menu to see a full list of available sort categories.

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## How to Build a Test

We make it easy for you to create a new test. When creating your test, you can select questions in the following ways: drag and drop, multi-select, or random selection. Regardless of how you initially create a test, you can always add other questions later, whether they match the original criteria or not.

Note: Once you have added a question to a test, the question will appear as *grey* in the Question Sets pane.

Questions that are still available to add to your test will appear as *green* in the Question Sets pane.

## BUILD A NEW EMPTY TEST

1. Select [New Test](#) from the [Options](#) menu in the Tests pane.
2. Click [Build an empty test](#) in the [New Test Wizard](#) menu in the Editor pane and click [Finish](#). The new test is added to the Tests pane and opens in the Editor pane, allowing you to drag and drop questions from other question sets or tests into the open test.

## DRAG AND DROP FROM QUESTION SETS PANE

If you have a test open in the Editor pane, you can drag questions from the Question Sets pane or the Tests pane into the open test. This method allows you to view your test as you build it.

1. Open your test in the Editor pane.
2. Drag a question from the Question Sets pane to the Editor pane to add it to your test. Alternately, you can right-click a question in the Question Sets pane and choose the **Add to Current** menu option.

Note: Hold down the **Control** key while dragging to prevent the Editor pane from scrolling while you drag and drop.

## DRAG AND DROP FROM EDITOR PANE

You can drag questions from the question set you are viewing in the Editor pane. This method allows you to see the full text of your questions before adding them to your test.

1. Open a question set in the Editor pane.
2. Drag a question from the Editor pane to a test in the Tests pane to add it to the test.

Note: Hold down the **Control** key while dragging to prevent the right pane from scrolling while you drag and drop.

## MULTI-SELECT QUESTIONS

Here we will review how to add multiple questions from a question set or an open test in the Editor pane.

1. Open a test or question set by dragging it to the Editor pane.
2. Select **All questions** from the **View** drop-down list.
3. Click **Enable Multi-Select** from the **Set** or **Test** menu. Check boxes will appear next to the questions.

Caution: All other functions are disabled when you are in multi-select mode.

4. Select **checkboxes** to the left of the questions you would like to add.
5. Click **Add to Existing Set** or **Test** from the **Set** or **Test** menu.
6. Click to select a set or test from the tree.
7. Click the **OK** button. The target set or test will open and you can make edits in this pane.

## RANDOM SELECTION

To build a test based on one or more question types:

1. Click the **Create a new test** link in the Editor pane or select **New Test** from the **Options** drop-down menu in the Tests pane.
2. Enter a **Test Title**.
3. Click to select a location for the test from the **Folder location** list. You can choose an existing

folder or create a new one by clicking the [New Folder](#) button.

4. Choose the [Build a test with questions selected by question type](#) option from the [Build Options](#) group and click the [Next](#) button.
  5. Click the check boxes next to the question sets/tests from which you would like to pull questions from, and then click [Next](#). Depending on how many question sets/tests you choose, it may take a while to populate the list.
  6. If necessary, select one or more question languages and click the [Next](#) button.
  7. Select the number of questions to include on the test based on the question type and click the [Next](#) button.  
Note: The wizard allows for a maximum of 300 questions per test.
  8. Click the [Finish](#) button to build your test and open it in the Editor pane, or click the [Back](#) button to change your selections.
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## Print and Share Test

The FlatWorld Test Generator enables you to create professional-quality printed tests from your web browser. You can easily print multiple versions of your test to reduce the likelihood of cheating.

When you are ready to print and share a completed test with your class you can export to a PDF, Word document, or Learning Management System (LMS).

Note: We recommend exporting to a PDF, which gives you the most options and editing controls. If you need help exporting to a Word doc or to an LMS, you can access more information in the comprehensive help document.

### PRINT A SINGLE VERSION OF A TEST TO PDF

1. Open your test in the Editor pane.
2. Choose [Print to PDF - Single Version](#) from the [File](#) menu.
3. Select the [Print answer key](#) option if you want to include an answer key at the end of your test.
4. Select the [Include answer lines](#) option to include lines for students to answer questions directly on the printed test.
5. Select the [Add \\_\\_\\_ inches of extra space between questions](#) to add additional space after each question on the test. This space is in addition to the answer lines and may be useful for giving students space to show their work. You may add up to 3 inches of extra space after each question.
6. Select [Add space for open-response questions](#) only to allow extra space for open response question types such as short answer and essay, but not for choice-based question types such as multiple choice and true/false.
7. Click the [OK](#) button and a PDF version of your test will be exported. Click the [Open](#) or [Save](#) option in your browser to open or save your test.

## PRINT MULTIPLE VERSIONS OF A TEST TO PDF

1. Open your test in the Editor pane.
2. Choose **Print to PDF - Multiple Versions** from the **File** menu.
3. Select the **Print answer key** option if you want to include an answer key at the end of your test.
4. Select the **Include answer lines** option to include lines for students to answer questions directly on the printed test.
5. Select **Add \_\_ inches of extra space between questions** to add additional space after each question on the test. This space is in addition to the answer lines and may be useful for giving students room to show their work. You may add up to 3 inches of extra space after each question.
6. Select the **Add space for open-response questions only** to allow extra space for open response question types such as short answer and essay, but not for choice-based question types such as multiple choice and true/false.
7. Select the **Scramble question sections** option to scramble the order of the question type sections (e.g., true/false, multiple choice, etc.) for each version of the test.  
Note: This option is only available if the **Organize** option is enabled and there is more than one type of question on the test.
8. Select the **Scramble questions** option to scramble the question order. If the **Organize by Question Type** option is enabled, questions will be scrambled within their question type groups.
9. Select the **Scramble answer choices** option to scramble the answer choices for these multiple choice and multiple-response questions. Answer choices will be scrambled based on each individual multiple choice and multiple-response question's **Scramble capable** setting.  
Note: This option is only available if the test contains multiple choice, multi-mode, and/or multiple-response questions.
10. Select the **Recalculate algorithm variables** option to recalculate variables for all algorithmic questions in the test. This option is only available if the test contains algorithmic questions.
11. Click the **Print New Version** button and a PDF version of your test will be exported. Click the **Open** or **Save** option in your browser to open or save your test.
12. Repeat step 11 to create as many versions as desired. The version number is automatically incremented and included on each test and answer key. When you are finished, click the **Done** button.

## NOTES

- You do not need to wait for one version of a test to print before printing another.
- When you choose to print a test, the FlatWorld Test Generator creates a PDF version of your test that you may print to your printer. If this test does not appear, check to see if you have a pop-up blocker enabled on your browser.
- When you choose to print a question set, none of the print options listed above are available. The FlatWorld Test Generator will simply create a PDF version of the question set as you see

it on the screen.

- Choose the **Page Setup** option from the **File** menu to set paper size, page orientation, margins, and other print options.