

TEST BUILDER: Export to Microsoft Word (New Experience)

Video: CLICK TO VIEW

Test Builder allows you to export your test builder exam to a Microsoft Word file so that you can print it to administer to students or share it with a colleague. To **export your exam to a Microsoft Word file**, on the Settings page, under Test Preferences, select the option to Export as "**DOCX**."

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< Title: Exam 1	
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Content	Settings
Test Preferences	
Export As:	O D2L/Blackboard/Canvas (Classic Quiz Only)/Moodle
	Use Blackboard Ultra or D2L as the content type for importing "Classic Quizzes" into Canvas
	O Canvas QTI (New Quiz Only)
	O DOCX

After selecting the DOCX, you will have several **formatting settings** available for your file.

Scramble	
Don't scramble questions	
O Scramble questions only	
O Scramble answers only	
O Scramble questions and answer options	
# of versions (max 20):	
Algorithmic questions - print same iteration for all students	
Appearance	
Layout	Spacing between questions
🛞 🔳 One Column	Imarrow (2 Rows)
O 🖬 Two Column	C Im Wide (3 Rows)
Display Page numbering starts at	
First page header (MO out of MO characters remaining)	

The "Scramble" option provides 4 choices. The default is "**Don't scramble questions**." while other options available are "Scramble questions only," "Scramble answers only," and "Scramble questions and answer options." Note that when you select any of the scramble options, up to 20 versions of the test can be created. If there are algorithmic questions in the test, the check box for 'Algorithmic questions – print same iteration for all students' will be enabled.

The **appearance** of your test can be displayed using one column or two column layouts. You can also control how much space is added between each question by selecting **narrow** or **wide**. You can choose to display **page numbers** and **page headers**. Note that the text entered in the 'First page header' will display on all pages of the test unless two different headers are desired. Then the "Other page headers" field will display on all pages of the test, except the first page. The **"instructions"** field will default to student name. However, this field is fully editable if you would like to write instructions for the test. Other **question detail options** are available to format if desired.

Instructions			
Student canar			
Display question type			
B fort by question type			
Customize headers and Oxfor >			
Guestion number starts at:			
Show answer Marks for True/Table, Multiple Choice and Choice All This	Apply Question types		
Show Guestion Detail Sk. Learning Objectives, Difficulty, Guestion Source			
TrueFalse	Multiple Choice / Check All	Short America / Easily	
Evice vertical	Delevented	O Lines	
O Below-testauntal	O Below-horizontal	Daria	
Cancel Sees and Est			Submit

If you would like these settings to be applied to any future tests, click "Save these settings as default." and hit "Submit."

You will see a **confirmation** screen where you choose to receive an email notifying you when the file is available for download. Click "**OK**" to close the confirmation box and you will automatically be returned to the My Tests page, where you will see a "**pending**" status in the format column for your export request.

Commi	
Your requ	uest has been submitted.
	o click on the refresh icon on the upper right corner of the page the availability of your file(s).
Review	d an email when test becomes available.
Email:	katie.instructor@mh.com
ок	

Click on the "**Refresh List**" button on the upper right corner to see if the file is available. When the file is ready, the pending indicator will change to a link labeled DOCX. Click the **DOCX link** to download it as a zip file to your computer. With this file, you can share it with a colleague or print it to administer to students.

My Tests			P Search by	Test Title	Refresh List	Create Test 👒
≡0 Test Title	≡≎ Date modified	≡¢ Product Title	≡0 Author	≣\$ Edition	≡¢ Format	
Exem 1	Mey 11, 2023, 9:40:38 AM	Essentials of Economics	Brue	Se	OTI DOCX	1

Check out our other test builder how-to videos for more information on: Test Builder Overview, Selecting Questions, Editing Questions, Export to Learning Management System (QTI), and Import and Export Test Builder Files for Collaboration.