



Health Library Instructor Resources on thePoint

Instructor Ancillary User Manual



Document revision: 1.1

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Chapter 1: Welcome to your resources on thePoint!

Chapter Overview

In this chapter The table below lists the sections and topics in this chapter.

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Section A: thePoint Basics

Section Overview

In this section The table below lists the topics in this section.

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What is thePoint?

What is thePoint?

ThePoint is a site comprised of all of Wolters Kluwer Health's **educational** titles. The site provides access to various study and classroom resources for students and instructors such as:

- question banks
- power point presentations
- test generators
- videos
- assessments

Information: The resources available vary by title.

The **student** ancillaries (i.e. videos, assessments, etc.) are already integrated into Health Library. The **instructor** ancillary materials will now be available to you via thePoint!

Benefits

Accessing instructor ancillaries on thePoint saves you time! You no longer need to create your own PowerPoint Presentations, find appropriate images, create Lab Materials from scratch, or come up with test questions for your exams!

Gaining Access

As part of your facility's subscription to Health Library, we have set your facility up with a faculty account on thePoint so that you can access various instructor materials for the titles in the subscribed collections.

Collections with instructor resources include:

- Sciences Collections: Anatomical, Basic, Integrated Basic, Premium Basic
 - Pharmacy Collections: Clinical, Integrated, Premium
 - Speech, Language, and Hearing
 - Physical Therapy
 - Occupational Therapy
 - Physician Assistants: Core Education Only
-

Accessing Resources on thePoint

Site URL <http://thePoint.lww.com>

Home Page



Selecting one of the options above will determine the ad experience that you will see throughout your time on the site. This selection also affects the **Training and Support** materials that will be available.

Information: If you select “Student” by mistake, it will not affect your account. **You can correct the choice by deleting the cookies and cache on your computer and accessing it again.**

Logging in

Select the **Return User** button in the upper-right corner of the page. You will then be asked to login using the username and password that was supplied by your Facility Administrator.

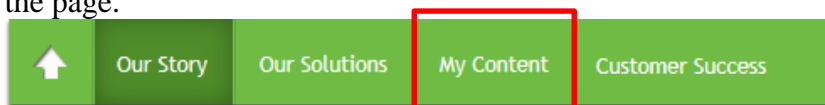
My Content

What is this?

As a subscriber to a Health Library collection that includes educational titles, you are automatically provided access to the instructor content for those titles. When you login to thePoint, you will be taken to a **My Content** page that will reflect all of the titles to which your facility has subscribed.

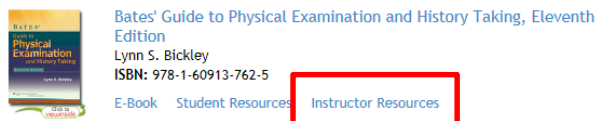
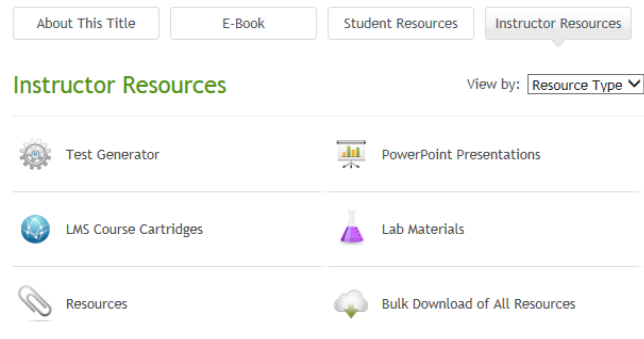
Note: This list will only include titles that contain instructor ancillary materials. If a title does not offer instructor ancillaries, it will not be added to your account on thePoint. All **student** ancillary materials are integrated and available directly via <http://lwwhealthlibrary.com>.

As you begin to navigate throughout the site, you can always return to this page by selecting the **My Content** option on the green toolbar at the top of the page.



Viewing Available Resources

Follow the steps below to locate the instructor ancillaries for a specific title.

Step	Action
1	Locate the title whose ancillaries you would like to view in the list.
2	<p>Locate and select the Instructor Resources link below the title of the product.</p> <p><u>Example:</u></p>  <p><u>Result:</u> You will be transported to the list of instructor ancillaries.</p> 

Resources Available

What is available to you?

The instructor ancillaries available will vary by title. In many cases, you will find resources such as:

- PowerPoint Presentations
 - Image Banks
 - Test Generators
 - LMS Course Cartridges
-

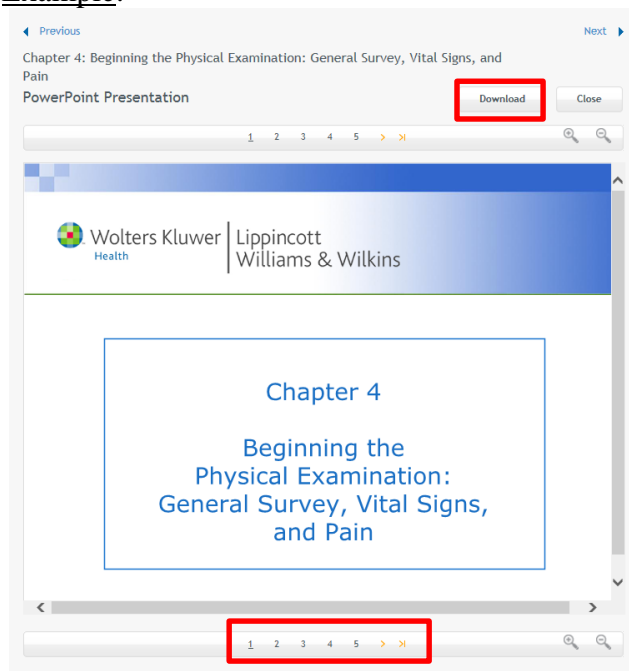
PowerPoint Presentations

If you wish to use or edit the PowerPoint Presentations, simply select the **PowerPoint Presentations** option from the ancillaries list.

Result: You will be presented with a list of Chapters that offer PowerPoint Presentations.

Select the Chapter that you wish to access, and you will be able to view the presentation or choose to download the file.

Example:



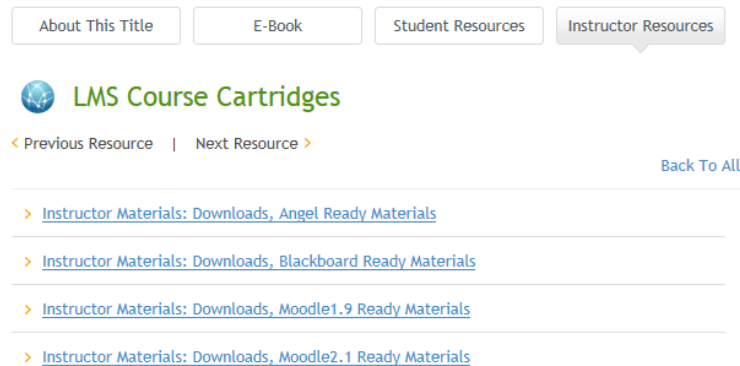
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Resources Available, Continued

LMS Course Cartridges

The **LMS Course Cartridge** option will allow you to download all of the available instructor ancillaries in a Blackboard, Angel, or Moodle compatible format so that you can easily import the materials into your Learning Management System.

Example:



Answers

If a textbook offers questions throughout the text or offers a workbook, you will often find an answer key in the instructor ancillary area as well.

Test Generator

The **Test Generator** files will allow you to download the Wimba Diploma Test Generator for the textbook. The next Chapter will review how to download, install, and utilize the Test Generator.

Chapter 2: Test Generator Access

Chapter Overview

In this chapter The table below lists the sections and topics in this chapter.

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Section A: Installing the Test Generator

Section Overview

In this section The table below lists the topics in this section.

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Downloading the Test Generator – Mac	16
Locating the Test Generator – Mac	20
IT Changed the Question Bank Location	21

Downloading the Test Generator – Windows

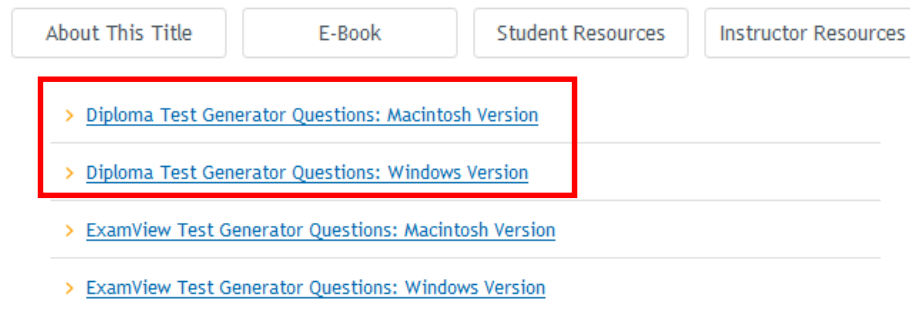
What is a Test Generator?

One of the most sought after pieces of instructor content is the “Diploma Test Generator”. You can download the Diploma Test Generator and the content (all in one download) for the textbook you are using for your course. You are then provided with the ability to easily create tests/exams for your students.

Where is it located?


The Diploma Test Generator is available for download via links on thePoint under each book’s **Instructor Resources** area.

Example:



How to Install

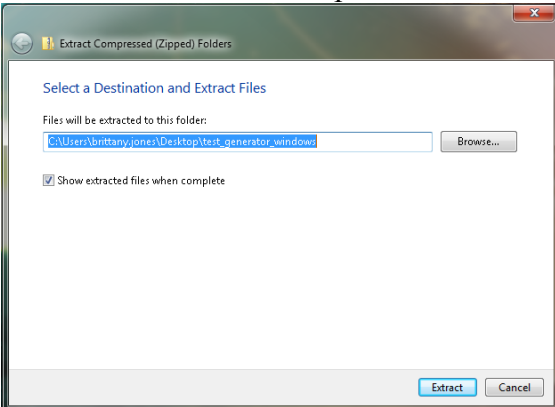

Follow the steps below to download and install the Test Generator on a Windows Operating System.

Step	Action
1	Select Diploma Test Generator Question: Windows Version from the Instructor Resources section of thePoint.
2	Select Save .
3	Save the file to your desktop. <u>Result:</u> The file will save as a .zip file on the desktop. 
4	Right-click the icon.

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Downloading the Test Generator – Windows, Continued

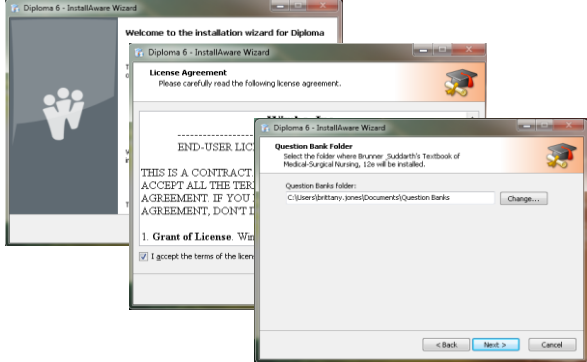
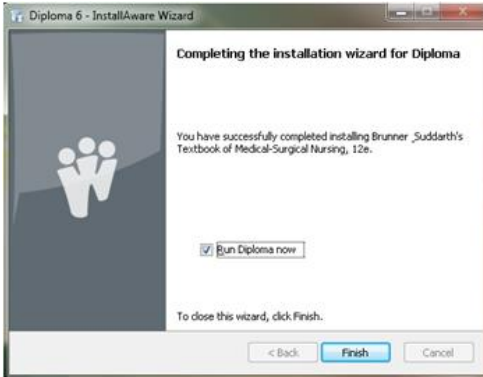
How to Install, (continued)

Step	Action												
5	<p>Select Extract All.</p> <p><u>Result:</u> The “Extract Compressed” window will open.</p> 												
6	Select the Browse button.												
7	Select Desktop from the folders provided on the left of the next pop-up window.												
8	<p>Select Extract.</p> <p><u>Result:</u> The .exe file for the test generator will now appear on the desktop.</p> 												
9	Right-click the .exe file.												
10	<p>Use the table below to determine the next step.</p> <table><tr><th>IF the option to “Run as Administrator”...</th><th>AND it is a ...</th><th>THEN...</th></tr><tr><td>appears</td><td>n/a</td><td>move on to Step 11.</td></tr><tr><td>does not appear</td><td>personal computer</td><td>Verify that you have administrative user privileges on the computer, as this is a requirement of the program.</td></tr><tr><td>does not appear</td><td>Work computer</td><td>Your will need to contact the company IT department to gain administrative privileges to install the software. The administrative privileges are only</td></tr></table>	IF the option to “Run as Administrator”...	AND it is a ...	THEN...	appears	n/a	move on to Step 11.	does not appear	personal computer	Verify that you have administrative user privileges on the computer, as this is a requirement of the program.	does not appear	Work computer	Your will need to contact the company IT department to gain administrative privileges to install the software. The administrative privileges are only
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Downloading the Test Generator – Windows, Continued

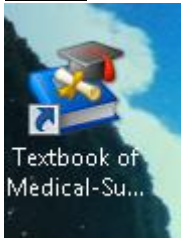
How to Install, (continued)

Step	Action
11	<p>Select Run as Administrator.</p> <p><u>Result:</u> The installation wizard will appear.</p> 
12	Agree to the terms and conditions page.
13	Select Next .
14	<p>When the Question Bank Folder box appears, do not change the location listed.</p> <p><u>Note:</u> If this location is changed, the test generator will not open properly.</p>
15	Select Next .
16	<p>When the Select Program Folder box appears, do not change the location listed.</p> <p><u>Note:</u> If this location is changed, the test generator will not open properly.</p>
17	Select Next through the remaining screens.
18	<p>Select No when prompted to register.</p> <p><u>Result:</u> The completion box will appear.</p> 

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Downloading the Test Generator – Windows, Continued

How to Install, (continued)

Step	Action
19	Uncheck the box next to Run Diploma now .
20	<p>Select Finish.</p> <p><u>Result:</u> An icon for the title will now appear on the desktop.</p> 

Users with Multiple Titles

If you have multiple titles and are using the test generators for each, you may not want to have an icon for each title on your desktop.

Delete the individual title icons from the desktop. You can open the program by following the path below:

- Start
- All Programs
- Diploma 6 folder
- Select **Diploma** from the list that appears

Result: You will then be prompted with a list of all of the test generators that are installed. You can select the content that you wish to view from there.

Downloading the Test Generator – Mac

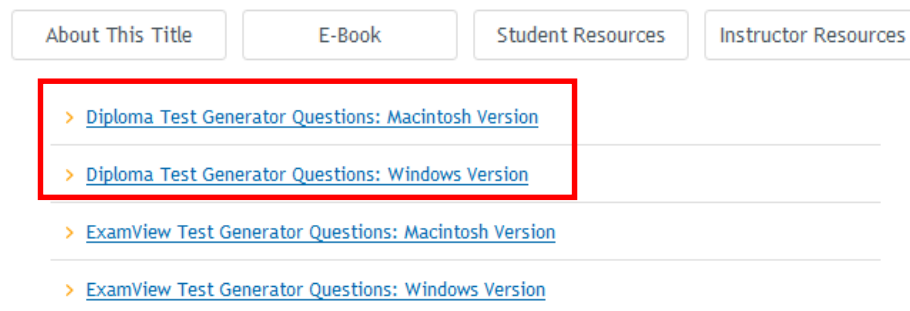
What is a Test Generator?

One of the most sought after pieces of instructor content is the “Diploma Test Generator”. You can download the Diploma Test Generator and the content (all in one download) for the textbook you are using for your course. You are then provided with the ability to easily create tests/exams for your students.

Where is it located?

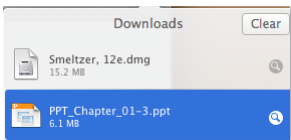
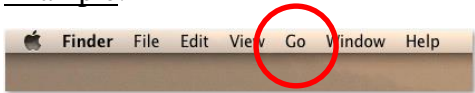
The Diploma Test Generator is available for download via links on thePoint under each book’s **Instructor Resources** area.

Example:



How to install

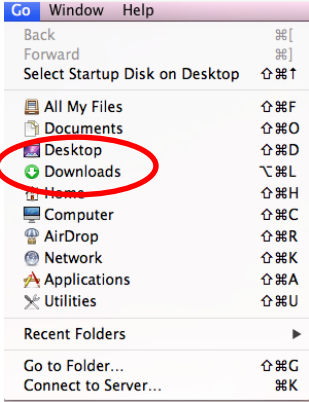
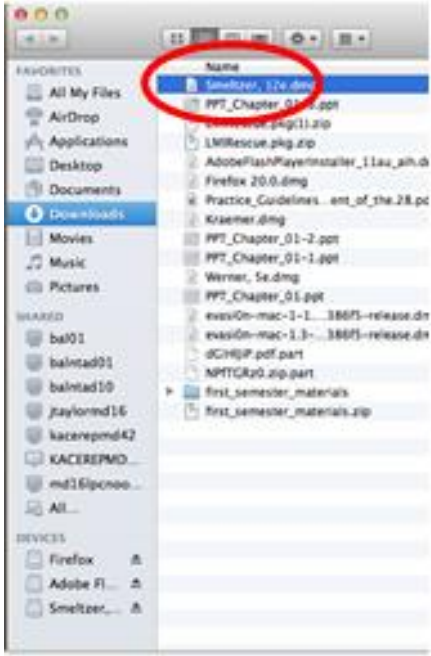
Follow the steps below to download and install the Test Generator on a MAC Operating System.

Step	Action
1	<p>Select Diploma Test Generator Question: Macintosh Version from the Instructor Resources section of thePoint.</p> <p><u>Result:</u> The file will automatically go into the “Downloads” area of the Safari browser.</p> 
2	<p>Once the download is complete, select the Go option from the Finder Menu Bar at the top of the page.</p> <p><u>Example:</u></p> 

Continued on next page

Downloading the Test Generator – Mac, Continued

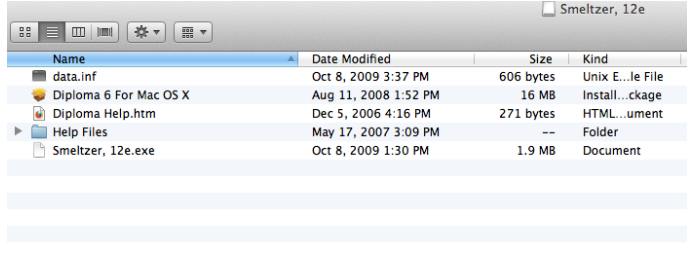
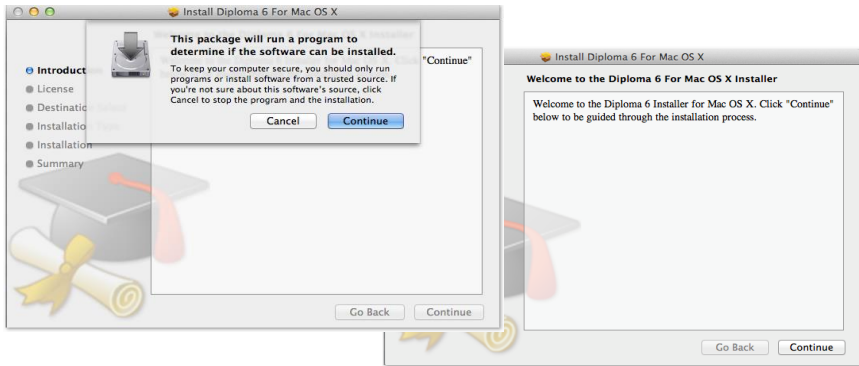

How to install, (continued)

Step	Action
3	<p>Select Downloads from the drop down menu that appears.</p> <p><u>Screen Shot:</u></p>  <p><u>Result:</u> The file will appear in the list to the right.</p> 
4	<p>Double-click the file name from the list.</p> <p><u>Result:</u> It will appear under Devices in the lower left corner of the window.</p>

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Downloading the Test Generator – Mac, Continued

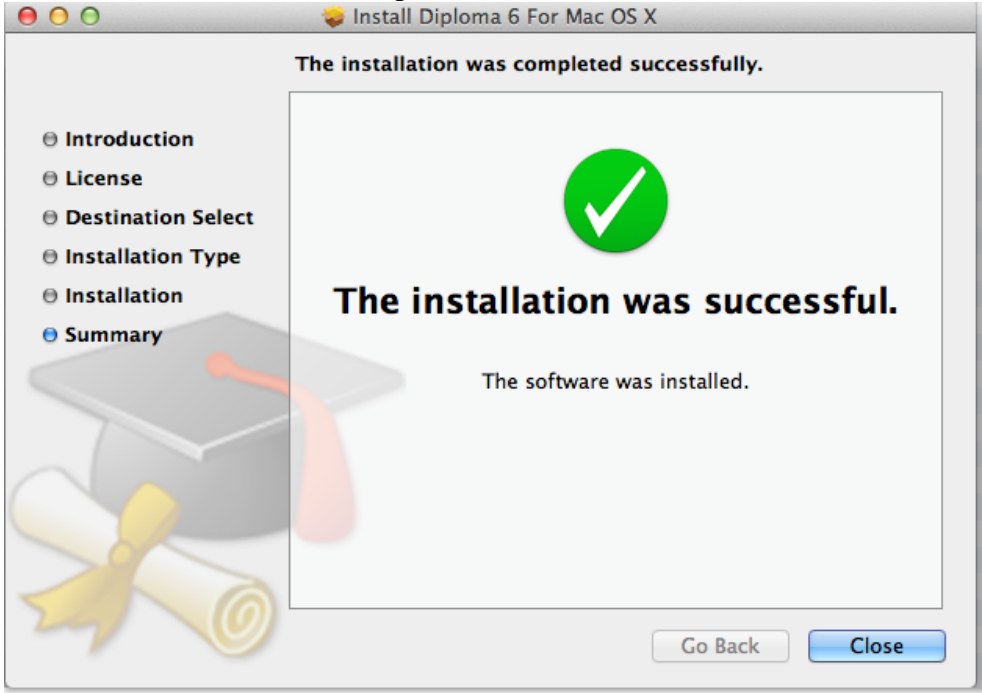
How to install, (continued)

Step	Action
5	<p>Double-click the line listed under “Devices” for the product.</p> <p>Result: The “Device” screen will open.</p> 
6	Select the Diploma 6 for Mac OS X option.
7	<p>Select Continue on the next two screens that appear.</p> <p>Screen Shot:</p> 
8	Select Continue and then Agree when the License Agreement appears.
9	<p>Select Macintosh HD when asked to Select a Destination.</p> <p>Screen Shot:</p> 

Continued on next page

Downloading the Test Generator – Mac, Continued

How to install, (continued)

Step	Action
10	Select Continue .
11	<p>Select Install on the next page that appears.</p> <p><u>Information:</u> You will sometimes be asked to enter in the login credentials for the computer.</p> <p><u>Result:</u> The installation is complete.</p> 

Locating the Test Generator – Mac

Why do I need this?

The Mac installation does not add an icon to the desktop automatically. The instructions below will allow you to locate the program.

How to locate

Follow the steps below to location the Test Generator on Mac Operating Systems.

Step	Action						
1	Select Go from the Finder Menu Bar at the top of the page.						
2	Select Applications from the drop down menu.						
3	Locate and select Wimba Diploma 6 from the bottom of the drop down menu that appears. <u>Result:</u> Use the table below to determine the result.						
<table> <tr> <th>IF there...</th><th>THEN...</th></tr> <tr> <td>are multiple books installed</td><td>Diploma will open to a list of the titles to choose from.</td></tr> <tr> <td>is only one book installed</td><td>Diploma will open directly to the test generator for that book as well as an empty exam.</td></tr> </table>		IF there...	THEN...	are multiple books installed	Diploma will open to a list of the titles to choose from.	is only one book installed	Diploma will open directly to the test generator for that book as well as an empty exam.
IF there...	THEN...						
are multiple books installed	Diploma will open to a list of the titles to choose from.						
is only one book installed	Diploma will open directly to the test generator for that book as well as an empty exam.						

IT Changed the Question Bank Location

Problem Sometimes, IT personnel will alter the installation to save the Question Bank folder into a different location than where the installation intended.

Reference: Steps 14 and 16 of “Downloading the Test Generator – Windows”

Changing this location will force the program to open without any questions because Diploma is looking in a specific location.

Resolution In order to fix this issue, you must find the location of the Question Bank folder that was installed and re-map the Diploma platform to look in that location.

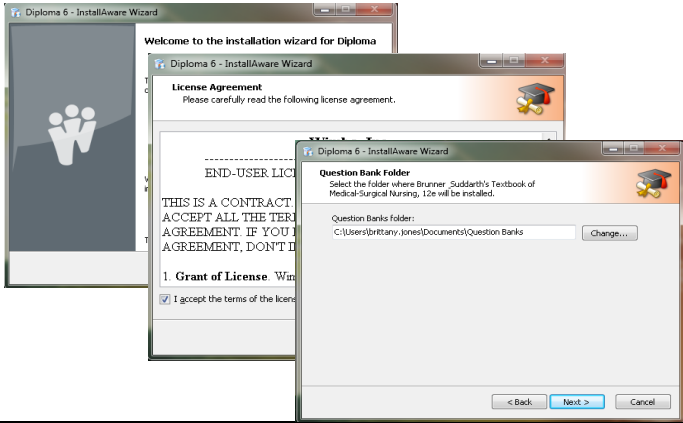
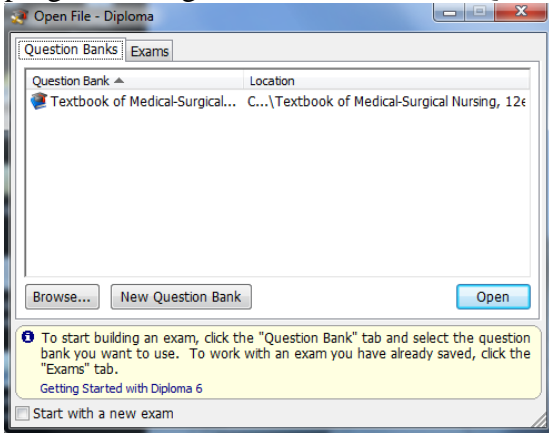
How to fix it Follow the steps below to correct the issue detail above.

Step	Action		
1	Locate the .exe file that was extracted in Step 8 of the “Downloading the Test Generator – Windows” topic.		
2	Right-click the .exe file.		
3	Use the table below to determine the next step.		
	IF the option to “Run as Administrator”...	AND it is a ...	THEN...
	appears	n/a	move on to Step 11.
	does not appear	personal computer	Verify that you have administrative user privileges on the computer, as this is a requirement of the program.
	does not appear	Work computer	Your will need to contact the company IT department to gain administrative privileges to install the software. The administrative privileges are only

Continued on next page

IT Changed the Question Bank Location, Continued

How to fix it, (continued)

Step	Action
4	<p>Select Run as Administrator.</p> <p><u>Result:</u> The installation wizard will appear.</p> 
5	Agree to the terms and conditions page.
6	Select Next .
7	When the Question Bank Folder box appears, write down the location that is listed.
8	Select Cancel to stop the installation.
9	Select the Start button on your computer.
10	Select All Programs .
11	Locate and select the Diploma 6 folder in your programs list.
12	<p>Select the Diploma option that appears.</p> <p><u>Result:</u> A pop-up window will appear with a listing of any titles that are currently installed to the test generator. Generally, if the IT personnel that installed the program changed the location of the Question Bank file, this window will be empty.</p> 

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IT Changed the Question Bank Location, Continued

How to fix it, (continued)

Step	Action
13	Select Browse .
14	Go to the location that you wrote down in Step 7. <u>Note:</u> Many times, you can simply type the location into the location bar at the top of the window and select <enter>. This will transport you exactly where you need to be.
15	Select the Question Bank.
16	Select Open . <u>Result:</u> The Question Bank will be added to the window that opened in Step 12.
17	Select the Question Bank title from the window. <u>Information:</u> The Question Bank title will match the title of the book.
18	Select Open . <u>Result:</u> The test generator will open with all of the questions.

Section B: Using the Diploma Test Generator

Section Overview

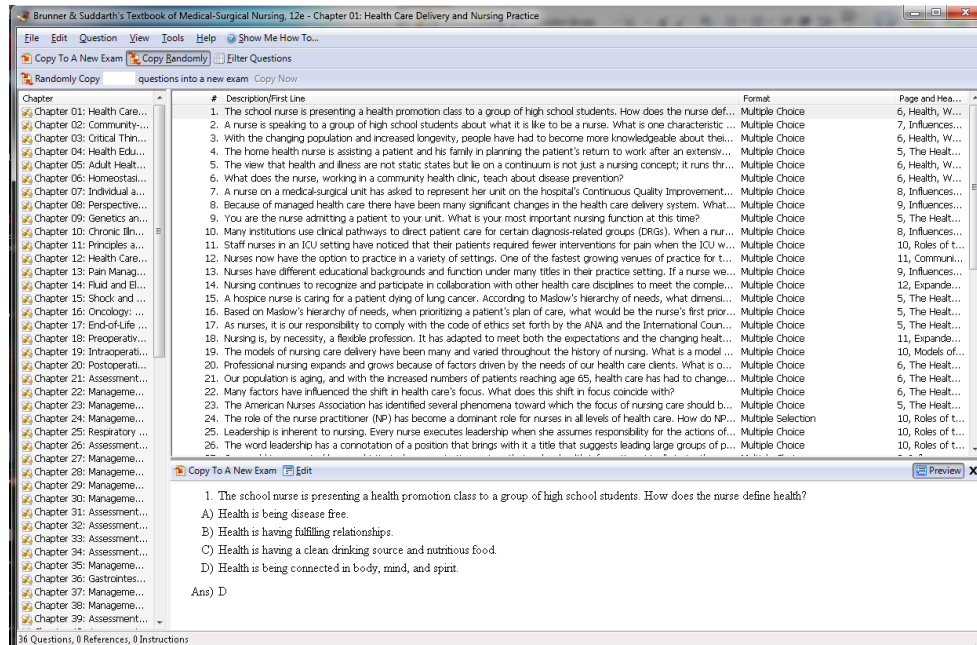
In this section The table below lists the topics in this section.

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Saving the Exam	35
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Platform Overview

Screen Shot

Below is a screen shot of the Diploma Test Generator once it has been opened.



Chapter List

The left side of the page provides a listing of each chapter in the book. Selecting any of these chapters will allow you to toggle between chapters and select questions from throughout.

Caution: You will not be able to copy questions from multiple chapters at a time. You can put questions from multiple chapters in the same exam; however, you will have to copy them from each chapter separately.

Question List

The top-center of the page shows a listing of all of the questions that are available for the particular chapter that has been selected from the Chapter List.

Individual Questions

The bottom-center of the page shows the specific question details for any question that has been selected from the Question List. This information includes:

- Full question
- Answer Choices
- Correct Answer

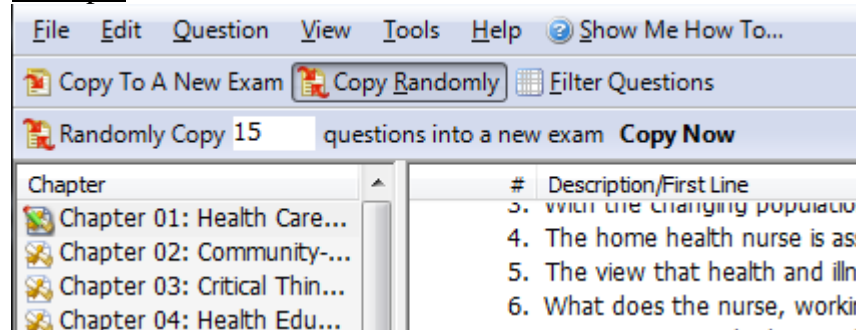
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Platform Overview, Continued

Copying Randomly

At the top of the Diploma platform, there is an option to **Copy Randomly**. Upon selecting this button, you will be prompted to enter in the number of questions that you would like to copy to a new exam.

Example:

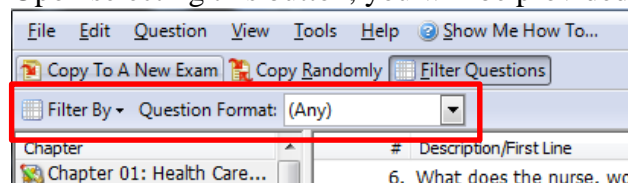


When you are ready to copy the questions, select **Copy Now**.

Result: The Diploma system will randomly select that number of questions (15 when using the above example) to an exam. The questions will be selected from whatever chapter you have clicked on in the Chapter List pane.

Filter Questions

At the top of the Diploma platform, there is an option to **Filter Questions**. Upon selecting this button, you will be provided the following options:



Filter By

Filter By will allow you to filter using the following parameters:

- Question Format
- Chapter
- Client Needs
- Cognitive Level
- Difficulty
- Integrated Process
- Objective
- Page and Header

Once you have chosen a parameter, the selection box will open to select from the options within that parameter.

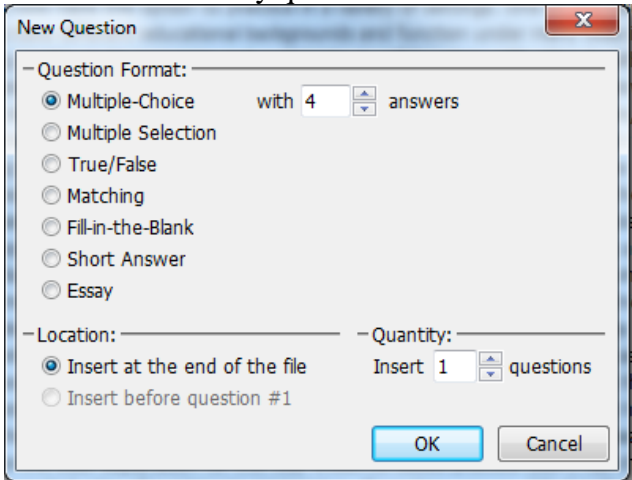
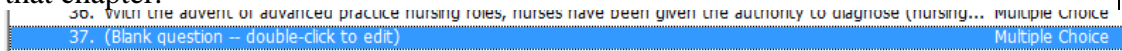
Adding Questions

Why do I need this?

The option to add questions to the test generator is a great way to customize the program to fit your class needs.

How to do it

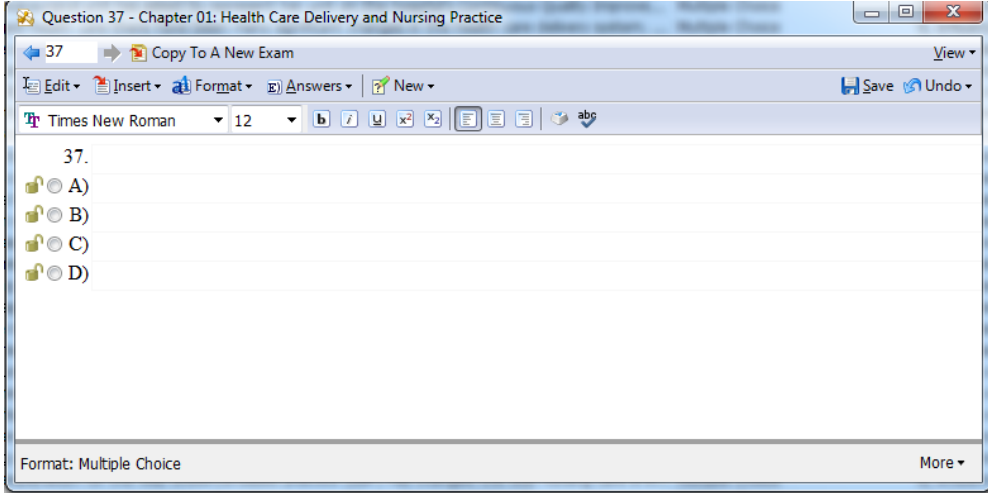
Follow the steps below to add questions to the test generator.

Step	Action
1	Select the chapter to which you would like to add the question from the Chapter List on the left side of the page.
2	Scroll to the bottom of the Question List pane. <u>Note:</u> There will be blank space at the bottom of each question list for exactly this purpose.
3	Click anywhere in the white space at the bottom of the Question List pane. <u>Result:</u> A line will highlight.
4	Right-Click on the highlighted line.
5	Select New Question . <u>Result:</u> You will be prompted to select the type of question you would like to create as well as how many questions. 
6	Select the parameters for your question.
7	Select OK . <u>Result:</u> A blank question will be added to the bottom of the Question List pane for that chapter. 

Continued on next page

Adding Questions, Continued

How to do it, (continued)

Step	Action
8	<p>Double-click the blank question line.</p> <p>Result: A blank question box will appear.</p> 
9	Enter in the question.
10	Enter in the answer choices.
11	<p>Select the radio button for the correct answer.</p> <p>Result: The lock icon next to the correct answer will change to reflect “locked”.</p>
12	<p>Select the X in the upper-right corner to save the question.</p> <p>Caution: Do NOT select the Save option. This will save the question as a file on your computer.</p>

Insert

The “Insert” option on the tool bar allows you to insert any of the following into your question:

- Table
- Image
- Equation
- Plots
- Ole Objects
- Hyperlinks

Continued on next page

Adding Questions, Continued

Format

The “Format” option on the tool bar allows you to format the question differently, such as:

- Characters
 - Paragraphs
 - Borders
 - Spelling
-

Answers

The “Answers” option on the tool bar allows you to:

- Add another answer choice
 - Insert an answer choice wherever your mouse/cursor is selected currently
 - Remove an answer choice wherever your mouse/cursor is selected currently
 - Change the correct answer
 - Lock/Unlock the answers
-

New

The “New” option on the tool bar allows you to add new:

- Questions
 - Instructions
 - References
-

More Button

The “More” button in the lower-right corner of the window will open to the following options:

- Properties – allows you to alter the question format, references, and add a description.
 - Information Fields – allows you to set the Chapter, Client Need, etc. to which the question is associated.
 - Feedback – allows you to enter feedback regarding each answer and the overall question. This can appear on the answer key.
 - Hints – allows you to associate a hint with the question.
-

Editing Questions

How to Edit

At any time, a question can be double-clicked and edited in the same ways that are detailed throughout the “Adding Question” topic.

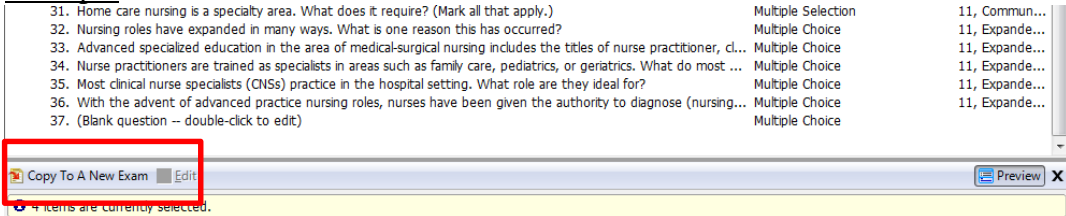
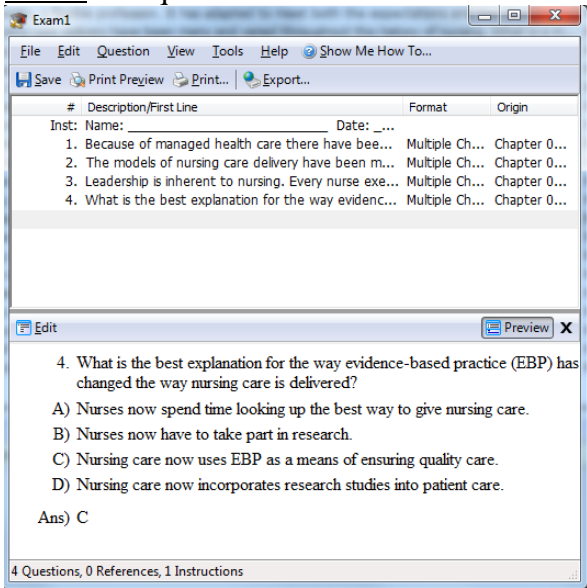
Creating an Exam

Why do I need this?

This topic will provide you with details regarding creating an exam for the first time and some of the features available to customize the exam.

How to do it

Follow the steps below to create a new exam.

Step	Action
1	<p>Select one or more questions that you would like to add to the exam.</p> <p><u>Information:</u> You can select multiple questions from a chapter by holding down the <CTRL> key while selecting.</p>
2	<p>Select Copy to new Exam from the bottom/center of the page.</p> <p><u>Example:</u></p>  <p><u>Result:</u> All questions will be added to an exam window:</p> 

Continued on next page

Creating an Exam, Continued

Adding Questions to the exam

To add additional questions to the exam from Diploma, simply go back to the test generator, select the next question/set of questions and select **Copy to Exam 1** from the bottom/center of the page.

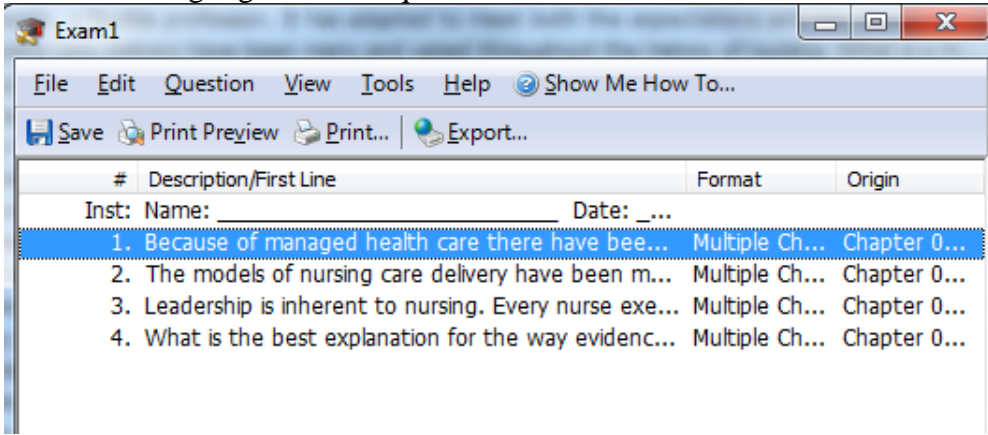
Result: The questions will be added to the bottom of the existing exam.

To add your own question to the exam, simply right click in the open space below the questions you have added and select “New Question.”

Reference: Additional instructions/information can be found in the “Adding Questions” topic.

Adding Instructions

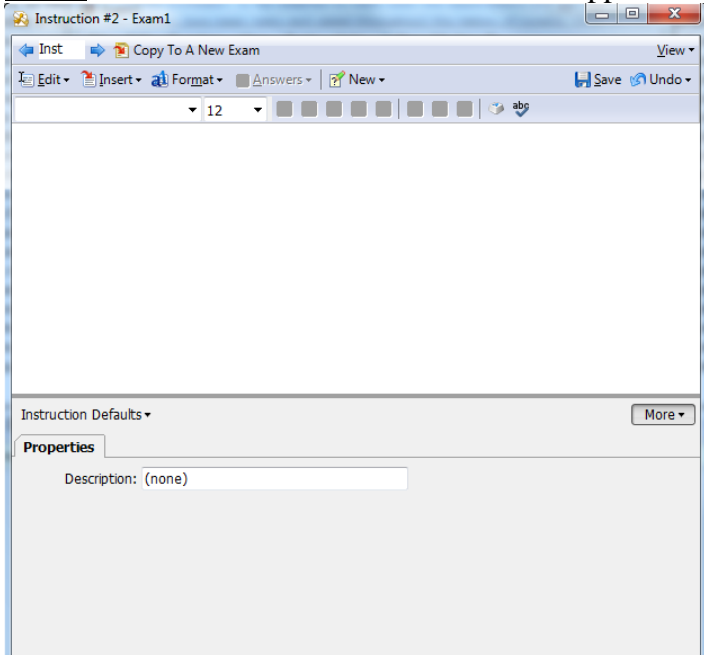
Follow the steps below to add instructions to the exam.

Step	Action
1	<p>Highlight the line of the exam below where you would like the instructions to appear.</p> <p><u>Example:</u> If you would like the instructions to fall directly below the Name line, you will need to highlight the first question.</p>  <p>The screenshot shows the 'Exam1' application window. It has a menu bar with 'File', 'Edit', 'Question', 'View', 'Tools', 'Help', and 'Show Me How To...'. Below the menu bar is a toolbar with 'Save', 'Print Preview', 'Print...', and 'Export...'. The main area contains a table with columns: '#', 'Description/First Line', 'Format', and 'Origin'. The first row is highlighted in blue and contains the text: '1. Because of managed health care there have bee... Multiple Ch... Chapter 0...'. Below this row are three more rows of questions, each starting with a number and followed by a description, format, and chapter reference.</p>
2	Right click your mouse.
3	<p>Select New Instruction.</p> <p><u>Result:</u> A blank instruction line will appear.</p>

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Creating an Exam, Continued

Adding Instructions, (continued)

Step	Action
4	<p>Double click the blank instruction line.</p> <p><u>Result:</u> An editable instruction window will appear.</p> 
5	Type the instructions in the open field.
6	<p>Select the X in the upper-right corner of the window.</p> <p><u>Caution:</u> You do not need to select the “Save” option. This will save the instruction as a file to your computer.</p> <p><u>Result:</u> The instructions will be added to the exam.</p>

Scrambling Questions

You have the ability to scramble questions once they have been added to the exam. To do so, select **Question** from the tool bar. At the bottom of the drop down menu, there will be an option to **Scramble Questions**.

Information: Additional scrambling options are available by selecting the bottom option in the drop down menu.

Customizing the Exam Layout

Why do I need this?

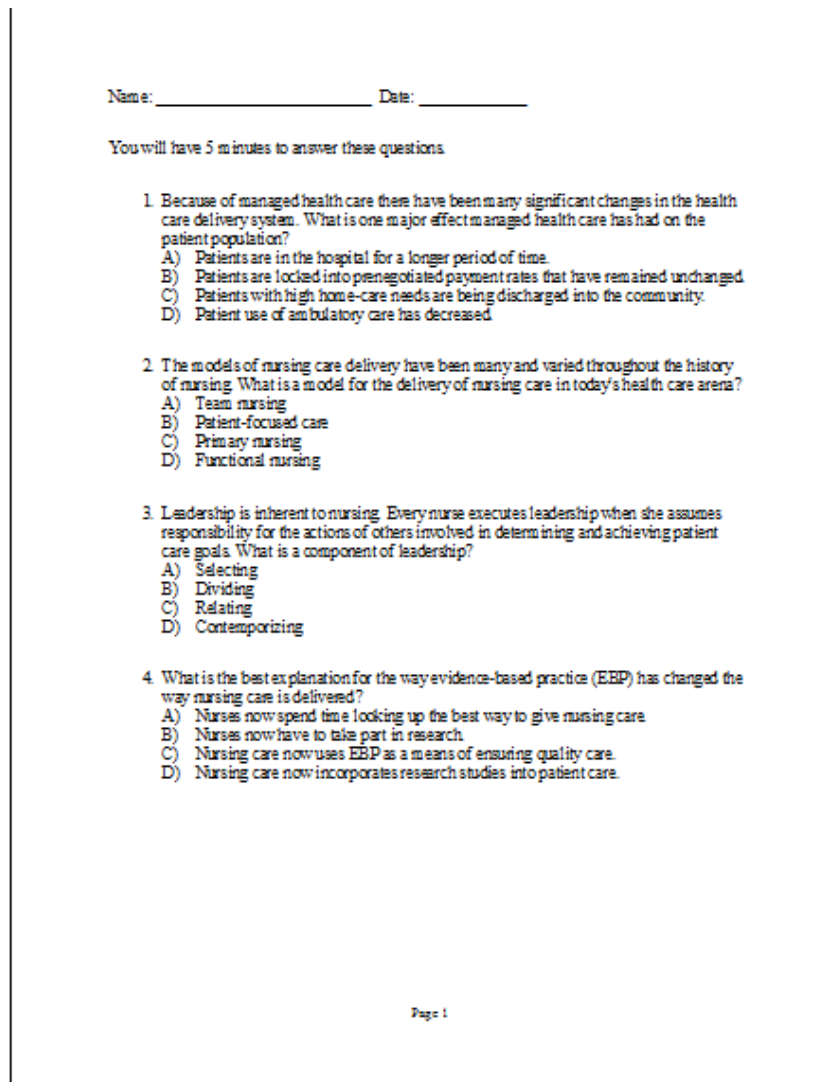
You may want to alter the exam layout to include additional information, such as:

- Feedback on the Answer Key
- Text of the correct answer on the Answer Key
- The Exam Name at the top of the exam
- Page Numbers

Note: This list is not all-inclusive.

Standard Exam

Below is a screen shot of a standard exam with no customizations.



The screenshot shows a standard exam interface. At the top, there are fields for 'Name: _____' and 'Date: _____'. Below these fields, a message states 'You will have 5 minutes to answer these questions'. The exam consists of four multiple-choice questions. Each question is numbered and followed by four options labeled A, B, C, and D. The questions cover topics such as managed health care, nursing care delivery models, leadership in nursing, and evidence-based practice (EBP). At the bottom of the screen, it says 'Page 1'.

Name: _____ Date: _____

You will have 5 minutes to answer these questions

1. Because of managed health care there have been many significant changes in the health care delivery system. What is one major effect managed health care has had on the patient population?
A) Patients are in the hospital for a longer period of time.
B) Patients are locked into prenegotiated payment rates that have remained unchanged.
C) Patients with high home-care needs are being discharged into the community.
D) Patient use of ambulatory care has decreased.
2. The models of nursing care delivery have been many and varied throughout the history of nursing. What is a model for the delivery of nursing care in today's health care arena?
A) Team nursing
B) Patient-focused care
C) Primary nursing
D) Functional nursing
3. Leadership is inherent to nursing. Every nurse executes leadership when she assumes responsibility for the actions of others involved in determining and achieving patient care goals. What is a component of leadership?
A) Selecting
B) Dividing
C) Relating
D) Contemporizing
4. What is the best explanation for the way evidence-based practice (EBP) has changed the way nursing care is delivered?
A) Nurses now spend time looking up the best way to give nursing care.
B) Nurses now have to take part in research.
C) Nursing care now uses EBP as a means of ensuring quality care.
D) Nursing care now incorporates research studies into patient care.

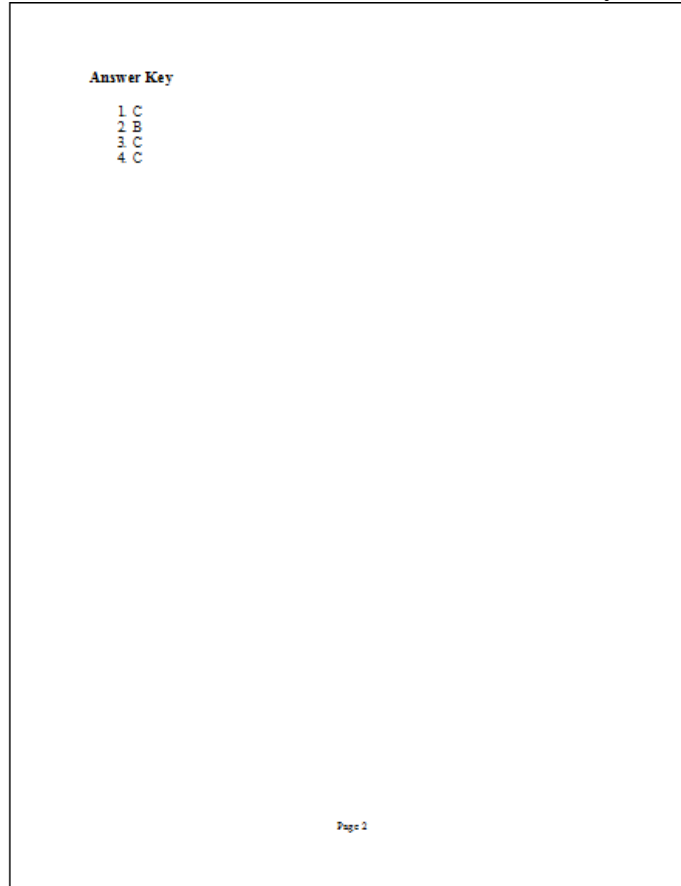
Page 1

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Customizing the Exam Layout, Continued

Standard Answer Key

Below is a screen shot of a standard answer key with no customizations.



Where can customizations be made?

To make customizations to the exam/answer key, select **Print Preview**. You will then need to select **Page Setup** from the menu bar.

Headers & Footers

One of the most common customizations is the Headers and Footers of the exam. Below are some of the options that other instructors have found most useful.

Include File Description: This will include the name of the exam at the top of the exam.

Include Page Number: This will include the page number of the document.

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Customizing the Exam Layout, Continued

Question Appearance

The **Question Appearance** area gives you control over how the questions appear on the exam, such as:

- Permitting page breaks within question text (defaults to not-checked)
- Blank line between the question and the answer choices
- Offering Multiple Choice questions in multiple columns, short answer style, etc.

Note: This list is not all-inclusive.

Answer Key

Another of the most common customizations is the Answer Key. Below are some of the options that other instructors have found most helpful.

Text of Multiple-Choice Correct Answers

Feedback: Includes any feedback that may be associated with the question or correct answer for this question.

Chapter Values: Gives the instructor the chapter from which the question was taken.

Saving the Exam

Naming Convention

Saving the exam is exactly like saving any file; however, whatever the file is saved as becomes the **Exam Name** or **File Description**. This will be what appears at the top of the exam if the File Description option is turned on during customization.

Exporting

Why do I need this?

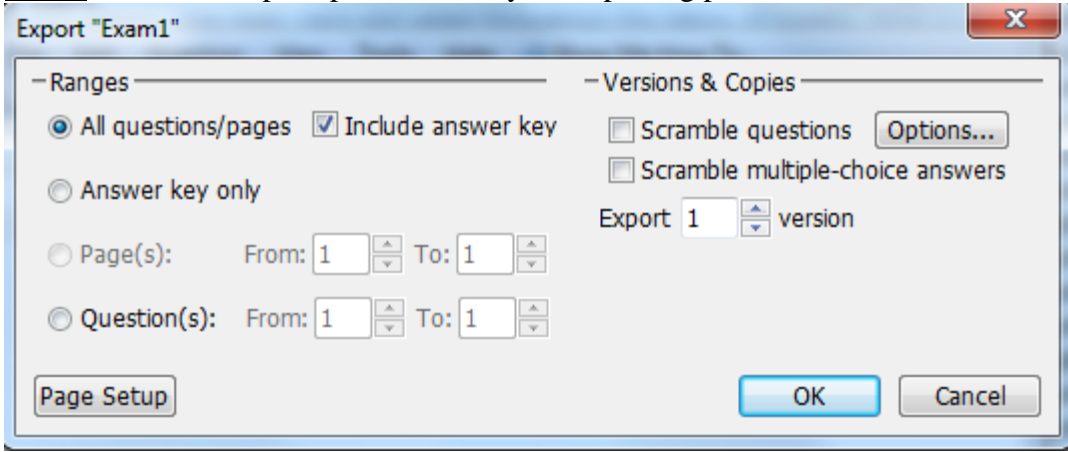
You may find that you need to export your exams to other formats depending on the intended use.

Example:

- Microsoft Word: This is helpful if you intend on emailing the exam to your students (take-home exams).
- Blackboard Format: This is used when you would like to import the exam into Blackboard to be taken directly from your facility's LMS.

How to do it

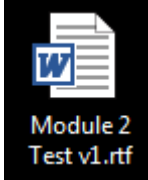
Follow the instructions below to export an exam from Diploma.

Step	Action
1	Select File from the menu bar within the exam.
2	Select Export . <u>Note:</u> Once an export method has been selected, it will automatically appear in a drop down menu when "Export" is selected in the future. <u>Result:</u> You will be presented with a list of possible formats.
3	Select the format that you wish to use. <u>Information:</u> RTF for word processors is used for exporting to Microsoft Word. (This is the option we will be using for this example.)
4	Select Next . <u>Result:</u> You will be prompted to select your exporting parameters. 
5	Select the parameters that you would like to use.

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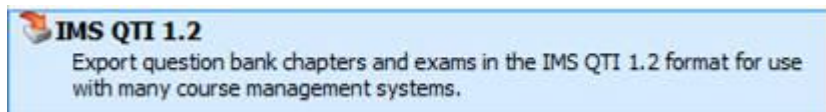
Exporting, Continued

How to do it, (continued)

Step	Action
6	Select OK . <u>Result:</u> You will be prompted to choose where the document will save.
7	Select the location to which you would like the document to save.
8	Select Save . <u>Result:</u> The exam will save to that location. 

Canvas

If your school uses the LMS, "Canvas", you can export your exams and questions banks from Diploma into Canvas using the export format IMS QTI.



If you have any problems with the export into Canvas, you should go to <http://support.blackboardcollaborate.com> and submit a ticket to the Diploma Support team for assistance.
