

**Step 1:** This is the Norton Testmaker homepage. Any test that you create will be saved on this page and can be downloaded or exported at any time. If you plan on using our test bank throughout the semester, it may be a good idea to bookmark this page.

**Step 2:** Click "Create New Test" to get started on your first test.

**Step 3:** Give your test a name and input your course name and then click "Create Test."

**Step 4:** Narrow down the pool of questions by selecting "Add Filters." You can also search for specific questions if you know exactly what you are looking for.

**Step 5:** Click the downward facing arrow on the right side of a filter category to select specific filters.

**Step 6:** Check the box to the left of any filters you would like to apply.

**Step 7:** Click "Apply" when you are done selecting filters.

**Step 8:** Click the yellow circle with a plus symbol inside it to add a question to your quiz. Once selected, a question will move over to the right side of your screen within the test that you are creating.

**Step 9:** Once you have selected all of the questions you want, you then have the option to edit the question if you want to change the wording at all.

**Step 10:** Click "Save" when you are completely satisfied with your new test.

**Step 11:** To save the test onto your computer for the purpose of importing the test to your LMS or saving it as a Microsoft Word file, select "Export."

**Step 12:** Select whether you would like to save the file as a Word Document or an LMS import file.

**Step 13:** Click "Export" and this will save the file to your computer wherever you house your downloads.

**Step 14:** Please select the intended destination for your test to continue on to next steps...

[Canvas](#)

[Blackboard](#)

[Blackboard Ultra](#)

[D2L/Brightspace](#)

[Moodle](#)

[Microsoft Word](#)