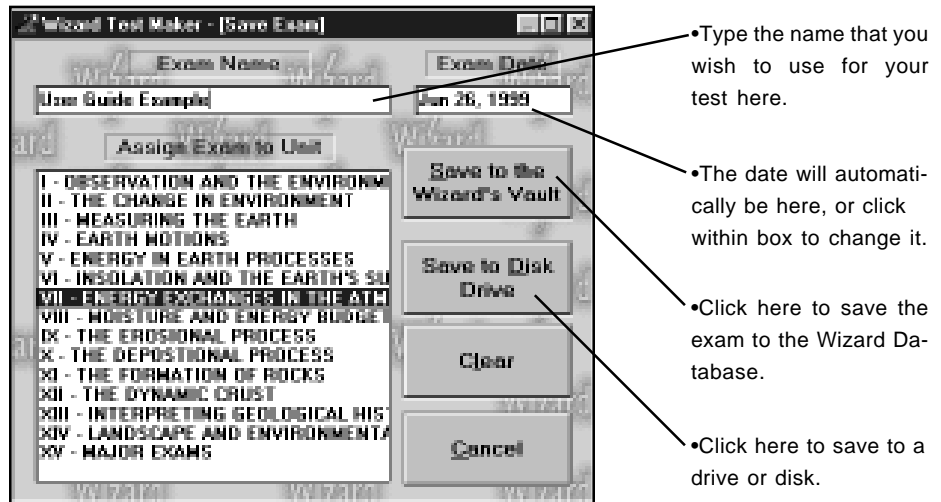# 7 Saving Exams and the Vault

To save a test, go to File in the menu bar and click the Save option. The Save Exam window (seen below) will pop up offering you several options.

SAVING YOUR EXAM TO THE VAULT

1. Enter a name for your test, and a date.
2. Click on the Unit you wish to assign it to.
3. When finished, click **Save to the Wizard's Vault**.

•Type the name that you wish to use for your test here.

•The date will automatically be here, or click within box to change it.

•Click here to save the exam to the Wizard Database.

•Click here to save to a drive or disk.

SAVING YOUR EXAM TO DISK/DRIVE

The **Wizard Test Maker™** allows you to save your test to a drive on your computer or a 3½ floppy disk.
1. Follow the directions for **Saving You Exam to the Vault** (above), but this time, click on the **Save Test to Disk Drive** button.
2. In the form that appears, select the drive or disk you would like to save your exam to.
3. Name your test and then click **Save**.
This will save your test as an .edu file which you can recall at any time.
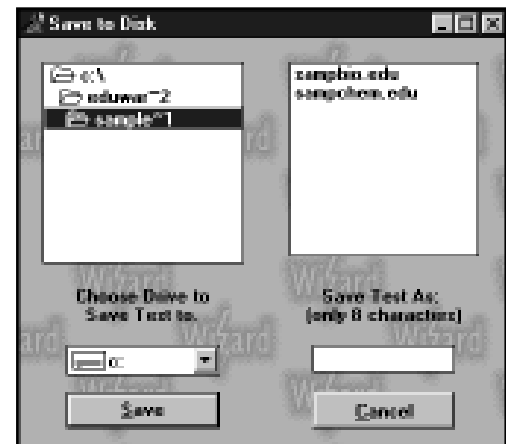
THE VAULT

The *Vault* is accessed by a click on **Filed Exams** in the *Study*. Here you can access every test saved in the database and print, rename or delete it. You also can create a new one. If you're interested in entering your own questions into the database or adding them to past tests this is one gateway to the *Editing Suite* for that purpose.

To access a test for printing or editing:
1. Click on the test you want
2. Select **Print** or **Editing Suite** on the left of screen.
If you wish to add more questions to your exam, you may also enter the *Select Questions Suite*.

ADDING A TEST

To make up your own test from scratch:

1. Click the **New** book inside the chest.
2. Type the name for your test.
3. Click **Save**. The Wizard will bring you to the *Editing Suite*.

RENAMING A TEST

To rename a test:
1. Click on the test you want.
2. Click the **Edit** book.
3. Rename the test.
4. Click the **Save** book.

DELETING A TEST

To delete a test:
1. Click on the test you want.
2. Click on the **Delete** book.

RETRIEVING A SAVED EXAM FROM THE VAULT

Exam	Date
NYS Regents	Aug 13, 1998
NYS Regents	Jun 19, 1998

There are TWO WAYS of retrieving exams saved in this way:

1) Clicking on **Filed Exams** in the *Study* will take you to the *Vault* where a list of all your saved exams will appear. Click and highlight your exam there, then click **Select Question Suite** or **Print** or **Editing Suite.** (See Chapter 5 for more about *The Vault.*)

2) To view only exams saved of a particular Unit: In the *Study* click **Create Test**, then click **By Browsing the Topics**. When you select a Unit, any exams saved in that Unit will appear. Then do the following:

      1. Click on the exam you wish to retrieve.

      2. Click **View Exam**. The exam will be taken to the *Select Question Suite*.

Note: For Finals, Midterms, and past NYS Regents exams, select the Unit *Major Exams.*

RETRIEVING A SAVED EXAM FROM DISK/DRIVE

The Wizard can retrieve tests saved to your hard drive or a floppy via the *Question Catalogue* in the *Study*. Another route to get there is **Retrieve a Test from Disk** in *The Vault*.

1. Once in the Question Catalogue, click on **Retrieve a Test from Disk**.

2. The *Retrieving Exam* screen will appear, enabling you to choose the drive or disk where your saved exam is located.

3. Click on the exam you wish to load then click **Retrieve**.