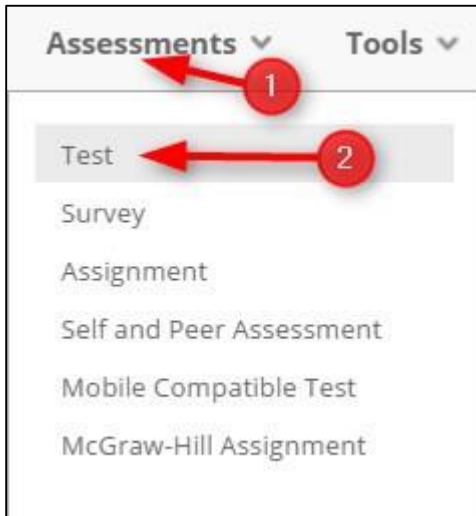


Adding a Test

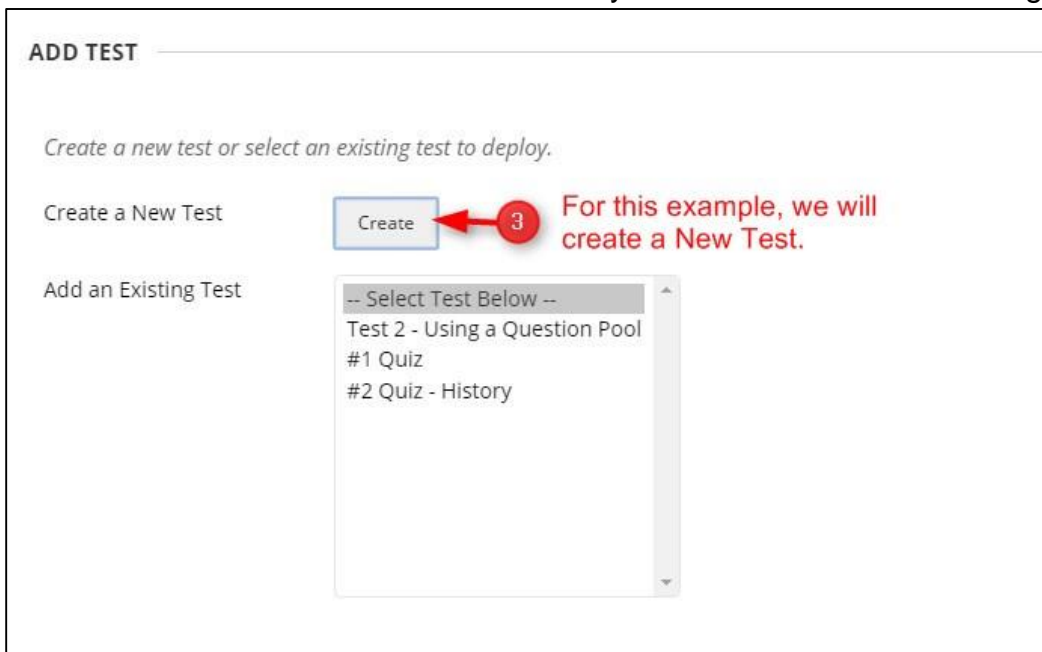
You can use tests and surveys to measure student knowledge, gauge progress, and gather information from students. You can create tests in content areas, learning modules, lesson plans, and folders. **NOTE: When you create a test, a Grade Center column is created automatically.**

Directions:

1. Click **Assessments**
2. Click **Test**



3. Click **Create** to create a New Test. **NOTE:** you can also link to an existing test.



4. Type the **name** of the test, add the **description** and **instructions**.

* Indicates a required field.

TEST INFORMATION

* Name **A**

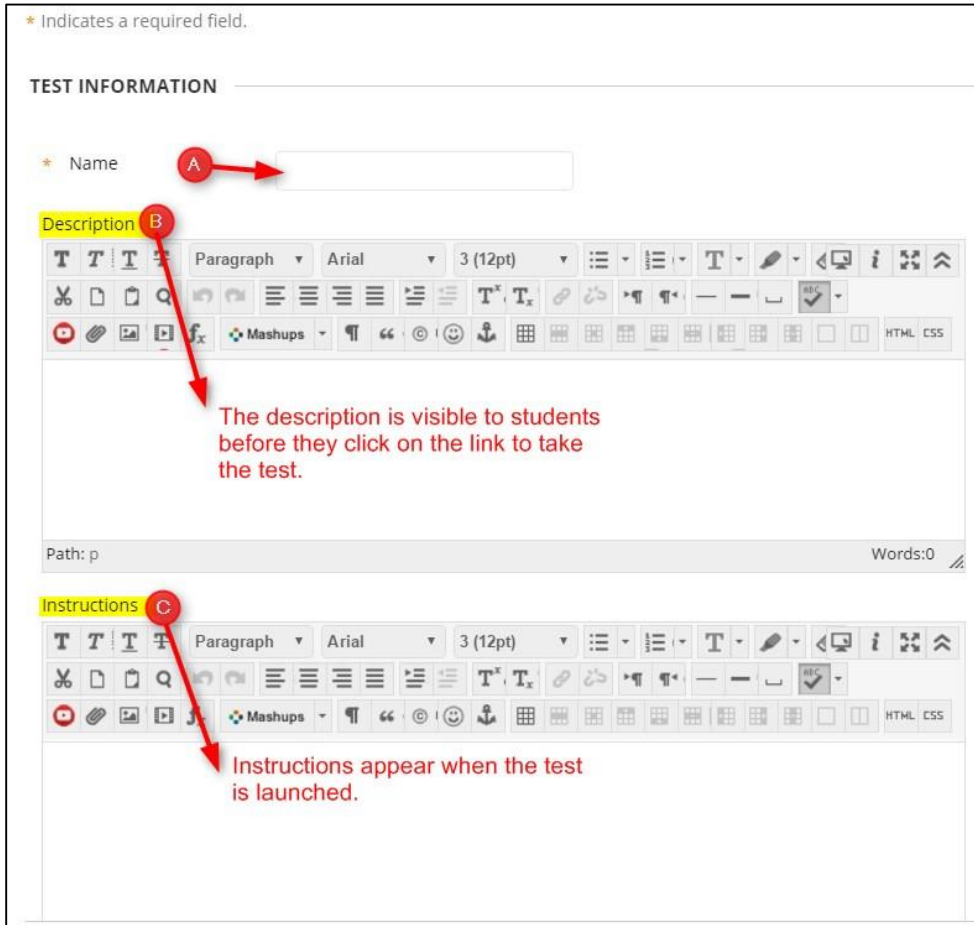
Description **B**

The description is visible to students before they click on the link to take the test.

Path: p Words:0

Instructions **C**

Instructions appear when the test is launched.

A screenshot of a web-based test creation interface. At the top, there is a note: "* Indicates a required field." Below this is a section titled "TEST INFORMATION". The first field is "Name", which is marked with a red circle containing the letter "A" and a red arrow pointing to the text input box. Below the "Name" field is the "Description" field, marked with a red circle containing the letter "B" and a red arrow pointing to the rich text editor. A red text box below the description field states: "The description is visible to students before they click on the link to take the test." Below the description field is a "Path" field with the value "p" and a "Words:0" counter. Below the path field is the "Instructions" field, marked with a red circle containing the letter "C" and a red arrow pointing to the rich text editor. A red text box below the instructions field states: "Instructions appear when the test is launched." Each rich text editor has a toolbar with various formatting options like bold, italic, underline, and font color.

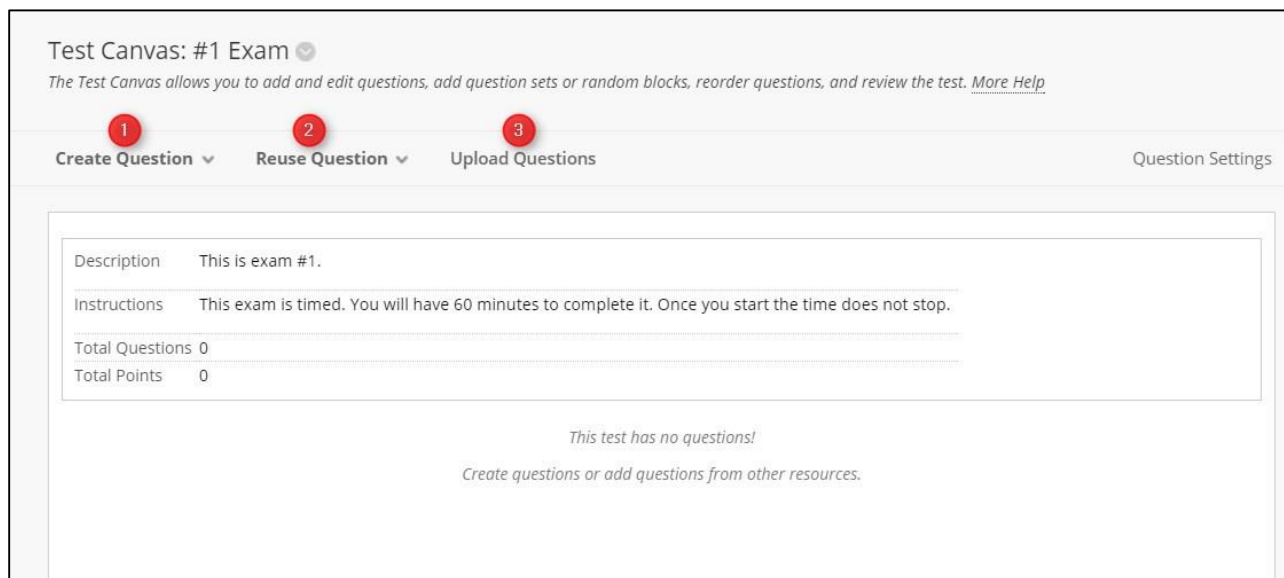
5. Click the **Submit** button.



6. Add questions

a. You have three options

i. Create Question, Reuse Question, or Upload Questions



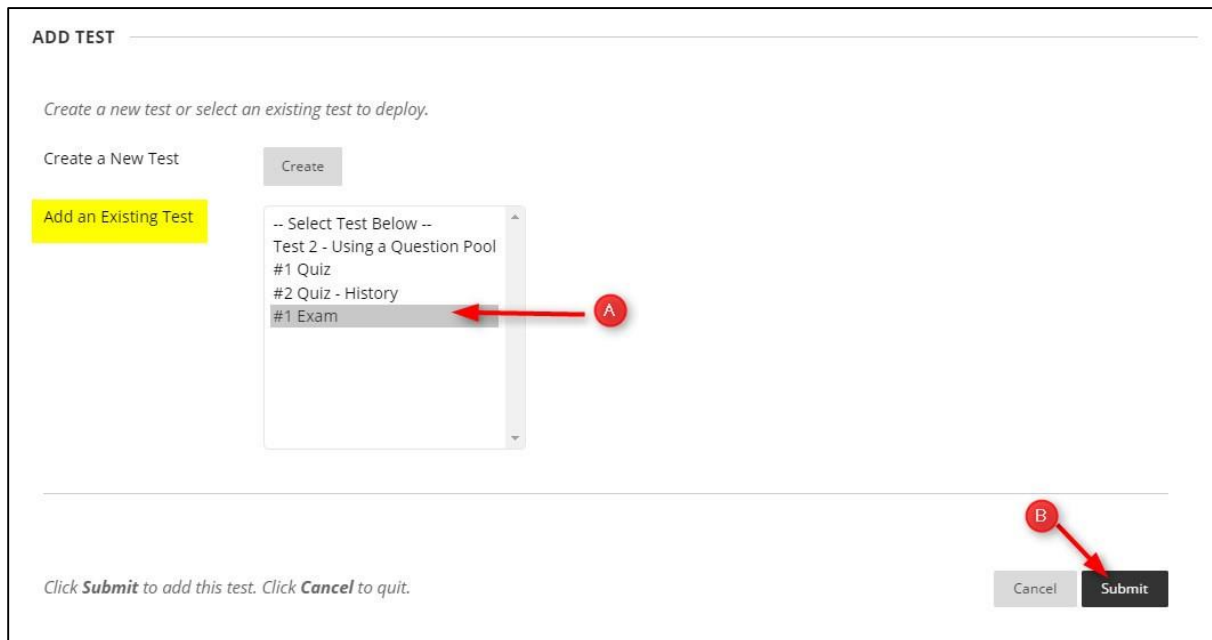
- 1) **Create question** - New questions can be created by using the Create Question drop-down list.
- 2) **Reuse Question** – You can create a question set, random blocks or find questions
- 3) **Upload Questions** - Questions can also be added to the test from a local file by clicking the Upload Questions button.

7. Click **OK** once you have added questions. You can add more questions later.



Once you create a test, you need to **Add an Existing Test** to the course.

8. Click the test you just created. In our example, it is #1 Exam and click **Submit**.



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test Create

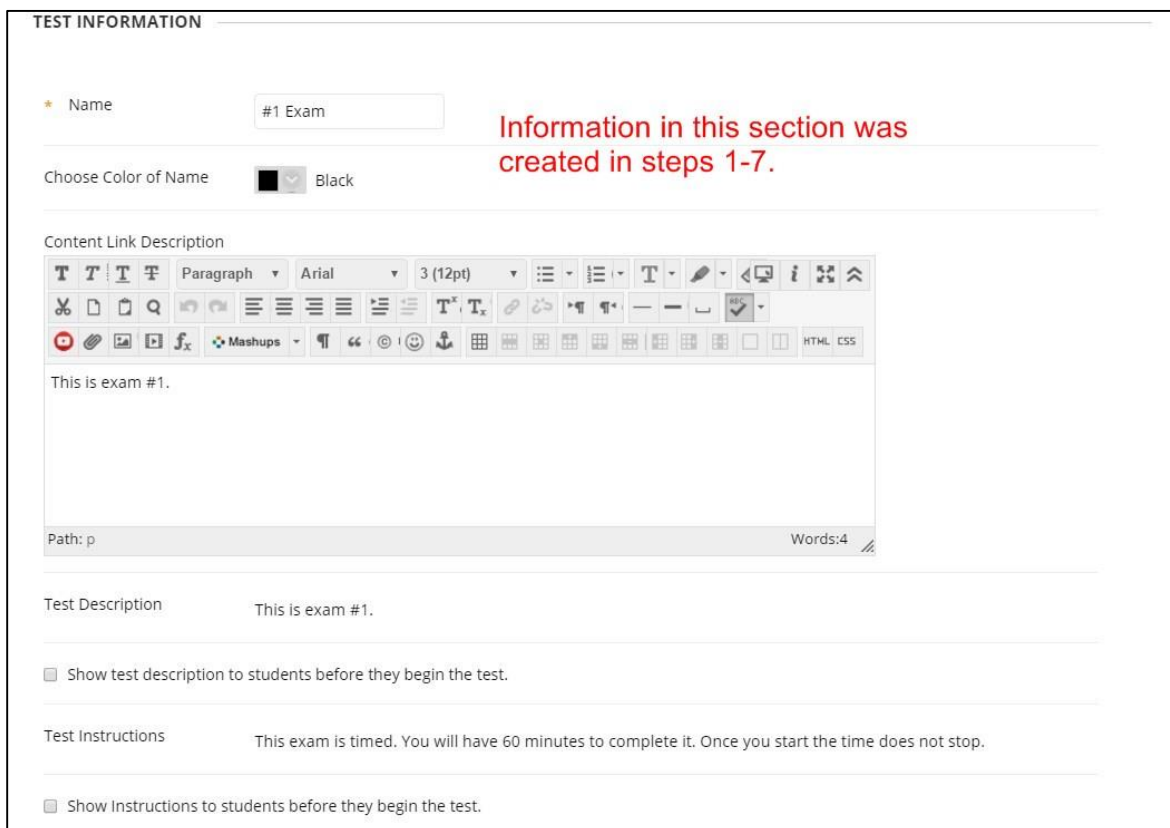
Add an Existing Test

-- Select Test Below --
Test 2 - Using a Question Pool
#1 Quiz
#2 Quiz - History
#1 Exam

Click **Submit** to add this test. Click **Cancel** to quit.

Cancel Submit

9. Preview the Test information – This information was created in steps 1-7.



TEST INFORMATION

* Name

Choose Color of Name Black

Content Link Description

This is exam #1.

Path: p Words:4

Test Description

Show test description to students before they begin the test.

Test Instructions

Show Instructions to students before they begin the test.

10. Set the **Test Availability** options

TEST AVAILABILITY

This section controls the availability of the test.

Make the link available Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

11. Set the **Test Availability (Part Two) – Timer and display dates.**

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit OFF ON

Test Availability (Part Two) - Set timer and Display dates

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this test.

12. Set up Test Availability Exceptions

TEST AVAILABILITY EXCEPTIONS

This is where you can add special settings for student(s) who need more time to take a test.

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

13. Set Due Date

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.

Students will be unable to start the Test if this option is selected.

14. Set Self-Assessment Options

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

15. You can Show Test Results and Feedback to Students

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted <input type="checkbox"/>	<input type="checkbox"/>	
----Choose---- ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted <input type="checkbox"/>	<input type="checkbox"/>	

16. Set Test Presentation options

TEST PRESENTATION

All at Once
Present the entire test on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each test attempt.

17. Click Submit

