

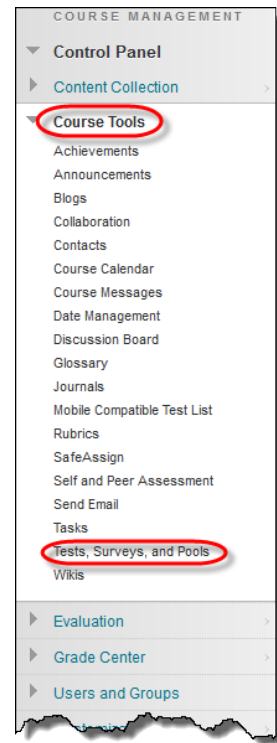
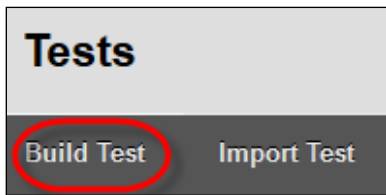
CREATING A TEST

Use the following steps to create a test and begin adding questions to it.

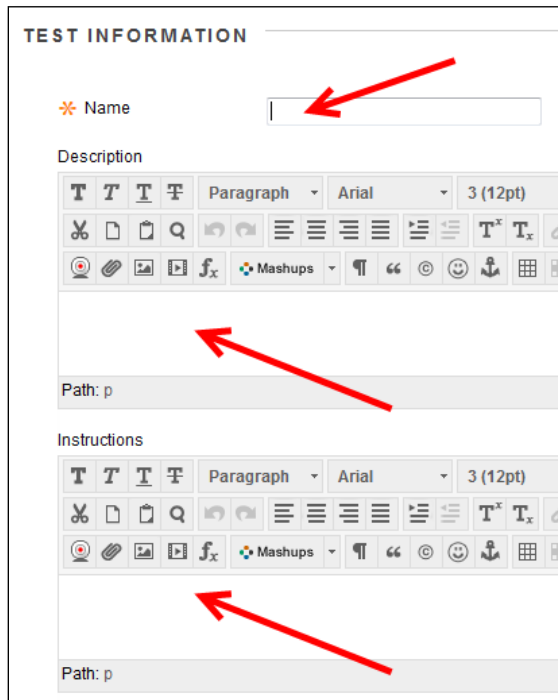
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.



3. On the **Tests** page, click **Build Test** on the action bar.

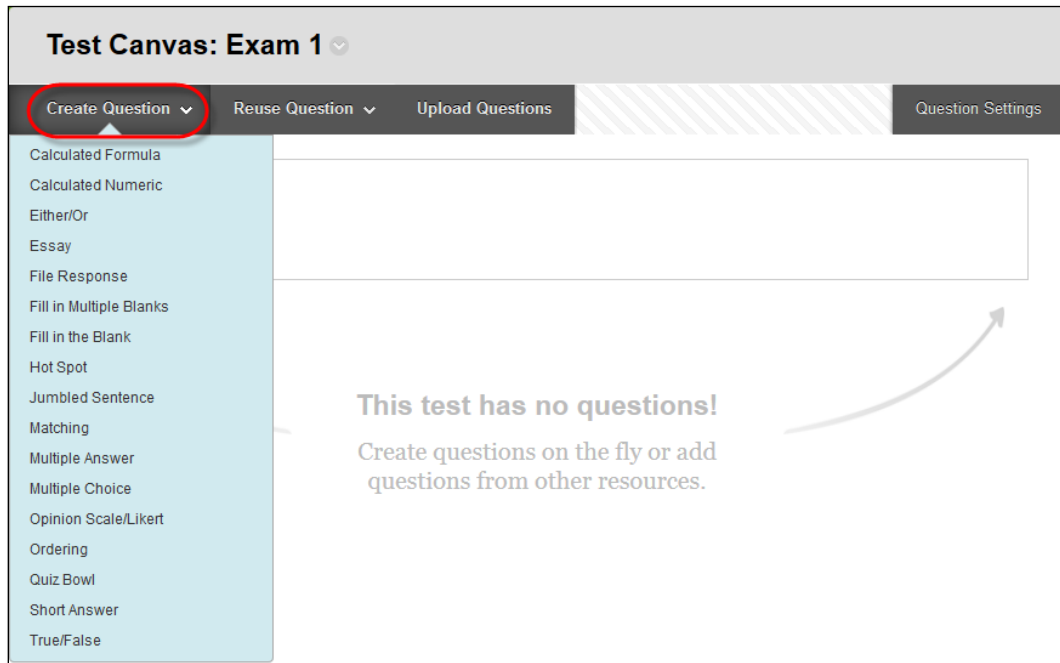


4. On the **Test Information** page, type a name, and optional description and instructions.



A screenshot of the 'TEST INFORMATION' form. The form has a title 'TEST INFORMATION'. It has three main sections: 'Name', 'Description', and 'Instructions'. Each section has a text input field and a 'Path: p' label below it. Red arrows point to the input fields for 'Name', 'Description', and 'Instructions'. The 'Name' field has a red asterisk next to it. The 'Description' and 'Instructions' fields have rich text editors with various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert code, insert table, insert table of contents, and insert table of contents. The 'Description' and 'Instructions' fields also have a 'Mashups' dropdown menu.

5. Click **Submit**.
6. On the **Test Canvas**, point to **Create Question** on the action bar to access the drop-down list.



7. Select a question type.
 8. On the **Create/Edit** page, provide the necessary information to create a question.
 9. Click **Submit**.
- OR-
- Click **Submit and Create Another** to add an additional question of the same type.
10. Repeat Step 6 through Step 9 to add more questions.
 11. Click **OK**. The test is added to the list on the **Tests** page and is ready to deploy in a course area.

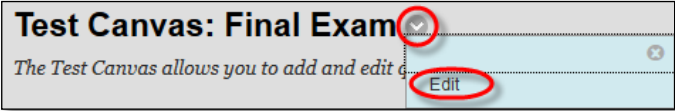
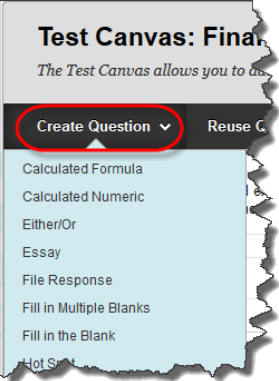
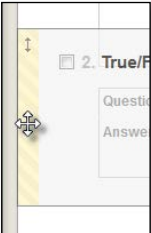
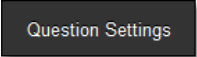
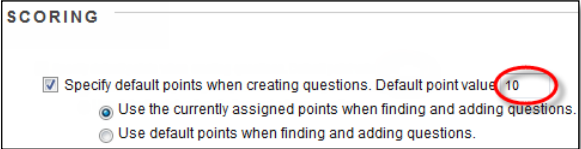
See the **Question Types** documentation on how to add individual questions types.

USING THE TEST CANVAS

A test canvas allows you to edit the name and instructions, create and edit questions, and change question settings. You can use the check boxes to select any or all questions and then delete them or change their point values.

After you deploy a test and students have submitted results, you can edit, delete, and reorder existing questions. For tests, you can also change the point values of existing questions even after students submit attempts. Any submissions affected by test changes are regraded.

The following table describes tasks you can perform from the Test Canvas.

Task	Action
<p>Change the test name, description, or instructions</p>	<p>Access the Canvas title's contextual menu and select Edit.</p> 
<p>Create a new question</p>	<p>On the action bar, click Create Question and select a type of question from the drop-down list.</p>  <p><i>NOTE:</i> This option is not available for tests with submissions.</p>
<p>Change the order of the questions</p>	<p>Press the double arrows to the left of the question title and drag the question to a new position. When you reorder or randomize questions, the numbers update. For this reason, use caution when referring to specific question numbers.</p> 
<p>Change the settings for the questions</p>	<p>On the action bar, click Question Settings to adjust the default point value and options for scoring, question feedback, the inclusion of images, question display, and metadata.</p> 
<p>Change the default point value for all questions in the test</p>	<p>On the action bar, click Question Settings and enter a number in the Default point value box.</p> 

Task**Action**

Change the point value for an individual question

Click the **Points** box next to a question title and enter a new value in the **Update Points** pop-up box. Click **Submit**.

If the test has submissions, select **Submit and Regrade**.

Change the point value for several questions at once

Select the check boxes for questions and type a new value in the **Points** pop-up box at the top of the question list. Click **Update**.

If the test has submissions, select **Update and Regrade**.

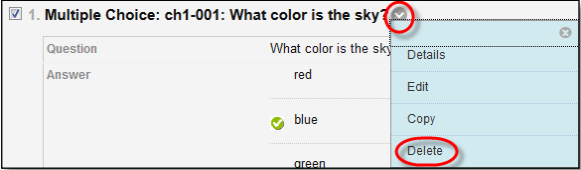
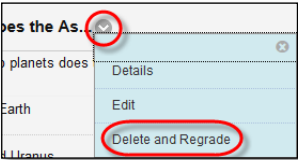
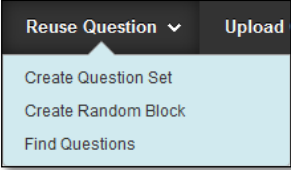
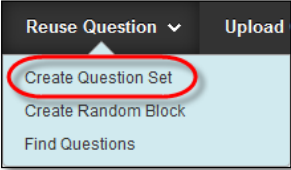
Copy a question

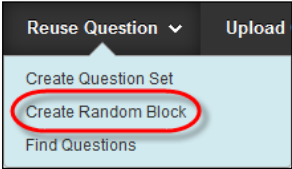
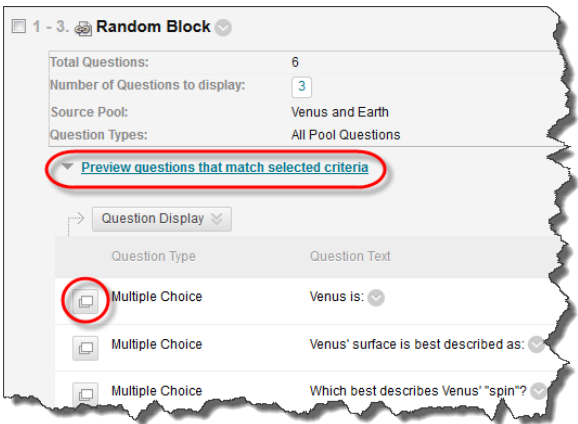
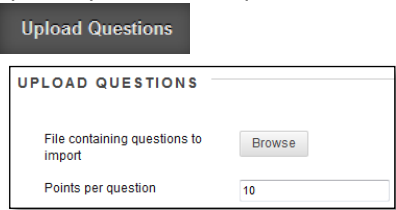
Access a question's contextual menu and select **Copy**. The **Create/ Edit Question** page appears, and you can modify the copied question. Copied questions retain all of the settings of the original question.

NOTE: This option is not available for tests with submissions.

Edit a question

Access a question's contextual menu and select **Edit**. Changes made to linked questions are reflected in all tests that contain a link to that question. Tests that are in progress do not display changes to a linked question.

Task	Action
Associate or manage a rubric	Access a question's contextual menu and select Edit . You can associate rubrics with essay questions, file response questions, or short answer questions.
Delete a question	<p>Access a question's contextual menu and select Delete. A confirmation box appears. Deleting a question is irreversible. You cannot delete a question for a test that is in progress.</p>  <p>If the test has submissions, select Delete and Regrade.</p> 
Reuse a question from another test	<p>On the action bar, point to Reuse Question and select Find Questions from the drop-down list.</p>  <p><i>NOTE:</i> This option is not available for tests with submissions.</p>
Create a question set	<p>On the action bar, point to Reuse Question and select Create Question Set from the drop-down list. A question set is a group of explicitly chosen questions that can be presented in a random fashion determined by the instructor.</p>  <p><i>NOTE:</i> This option is not available for tests with submissions.</p>

Task	Action
<p>Create a random block</p>	<p>On the action bar, point to Reuse Question and select Create Random Block from the drop-down list. A random block is a group of questions retrieved from a question pool. You select how many questions are drawn from the pool and used in the test.</p>  <p><i>NOTE:</i> This option is not available for tests with submissions.</p>
<p>Preview the questions within the random block</p>	<p>Click Preview questions that match selected criteria to view the list of questions. Click the preview function next to the question you want to view.</p> 
<p>Upload questions</p>	<p>On the action bar, click Upload Questions and Browse for a file containing specially formatted questions to import.</p>  <p><i>NOTE:</i> This option is not available for tests with submissions.</p>

QUESTION SETTINGS

On the **Test Canvas**, click **Question Settings** on the action bar to change settings for different aspects of a test. The Question Settings area sets up default settings for each question you create for that particular test. Each setting provides additional features for each question. Question settings include options for the following:

- Enabling the feedback option for questions.
- Adding images, files, or web links to questions and answers.

- Adding metadata to questions.
- Determining default point values for questions in tests.
- Designating questions as extra credit, and enabling negative and partial credit scoring.
- Specifying display options, such as numbering options for answers.

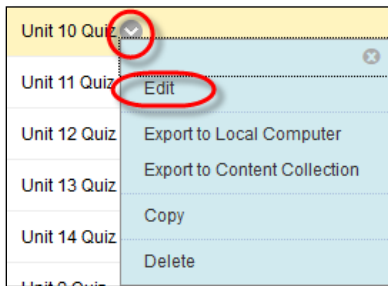
HOW TO CHANGE QUESTION SETTINGS

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.

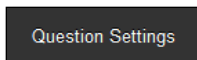
2. On the **Tests, Surveys, and Pools** page, click **Tests**.



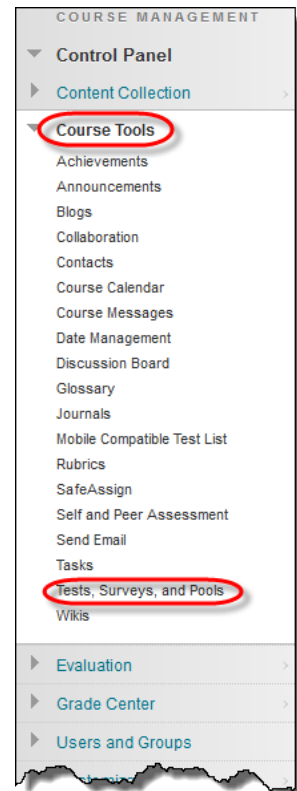
3. On the **Tests** page, access the test's contextual menu and select **Edit**.



4. On the **Test Canvas**, click **Question Settings** on the action bar.



5. On the **Test Question Settings** page, make your changes to the following options.



Option**Description****Provide feedback for individual answers**

Select this option to allow response feedback boxes for individual answers rather than just one set of feedback boxes for correct or incorrect answers. You cannot provide individual feedback for answers to True/False, Ordering, and Matching questions.

Option:

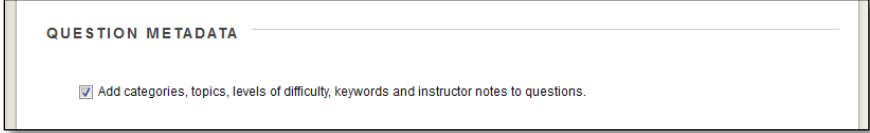
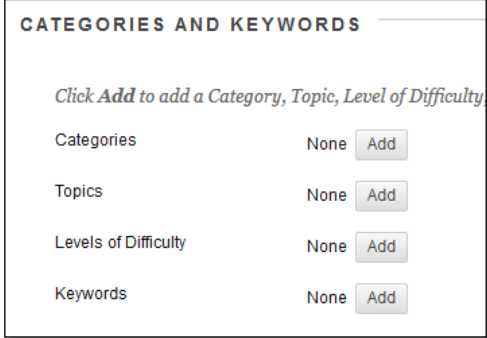
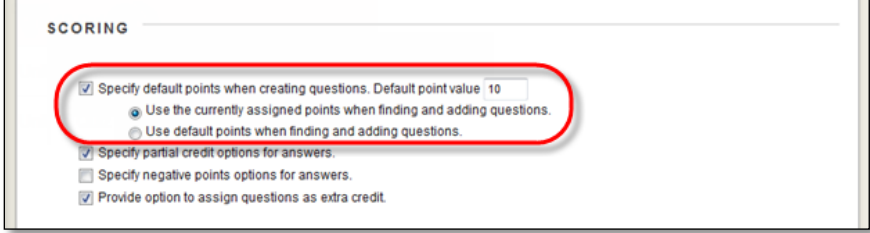
Appearance:

Add images, files, and web links to individual feedback and answers

Select these options to allow adding images, files, and web links to individual feedback and answers.

Option:

Appearance:

Option	Description
<p>Add categories, topics, levels of difficulty, keywords and instructor notes to questions</p>	<p>Select this option to allow adding categories, topics, levels of difficulty, and keywords metadata to questions. When searching for questions from a pool or other tests, you may search for questions by these criteria.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p> 
<p>Specify default points when creating questions</p>	<p>Select this option to automatically assign all questions in the test the same default point value. Type the value in the Default point value box. To be effective, you must set the default point value before creating questions. If you change the default point value, only new questions will have the new value. Questions you created before the modification have the old point value.</p> <p><i>Option:</i></p>  <p>NOTE: You cannot specify a default point value for questions in pools.</p>

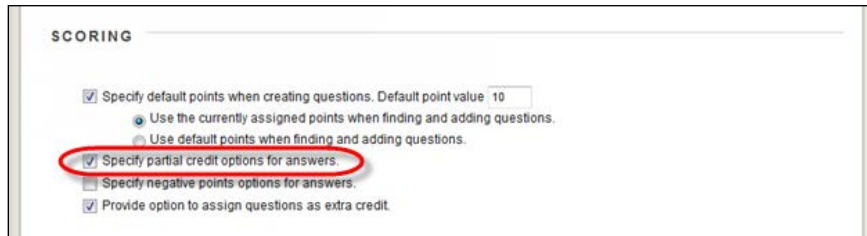
Option

Description

Specify partial credit options for answers

Select this option to make partial credit available for questions included in the test. If selected, an option to give partial credit appears when you create or edit questions.

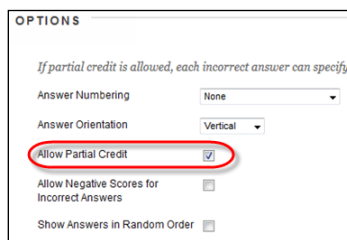
Option:



SCORING

- Specify default points when creating questions. Default point value: 10
- Use the currently assigned points when finding and adding questions.
- Use default points when finding and adding questions.
- Specify partial credit options for answers.
- Specify negative points options for answers.
- Provide option to assign questions as extra credit.

Appearance:



OPTIONS

If partial credit is allowed, each incorrect answer can specify

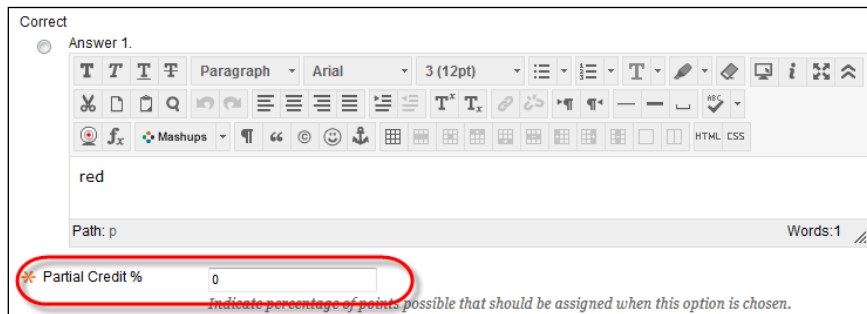
Answer Numbering: None

Answer Orientation: Vertical

Allow Partial Credit

Allow Negative Scores for Incorrect Answers

Show Answers in Random Order



Correct

Answer 1.

red

Path: p Words: 1

* Partial Credit %: 0

Indicate percentage of points possible that should be assigned when this option is chosen.

The partial credit option does not appear for pools.

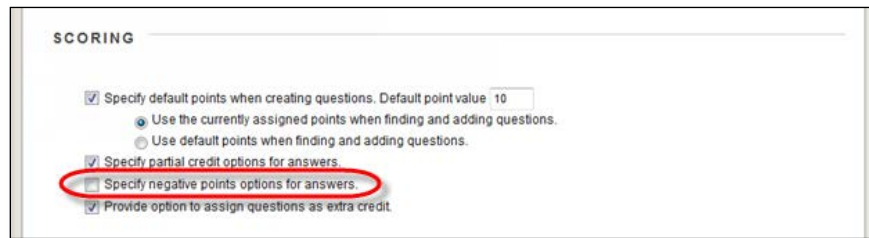
Option

Description

Specify negative points options for answers

Select this option to make negative points available for questions included in the test. The partial credit option must be enabled before the negative points option will appear. Negative points, used to penalize wrong answers or guesses, are typed as a negative percentage value in the partial credit box for each incorrect answer. If selected, an option to allow for negative scoring for answers appears when you create or edit questions.

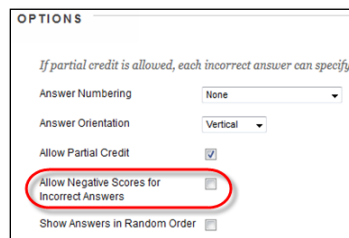
Option:



SCORING

- Specify default points when creating questions. Default point value: 10
 - Use the currently assigned points when finding and adding questions.
 - Use default points when finding and adding questions.
- Specify partial credit options for answers.
- Specify negative points options for answers.
- Provide option to assign questions as extra credit.

Appearance:



OPTIONS

If partial credit is allowed, each incorrect answer can specify

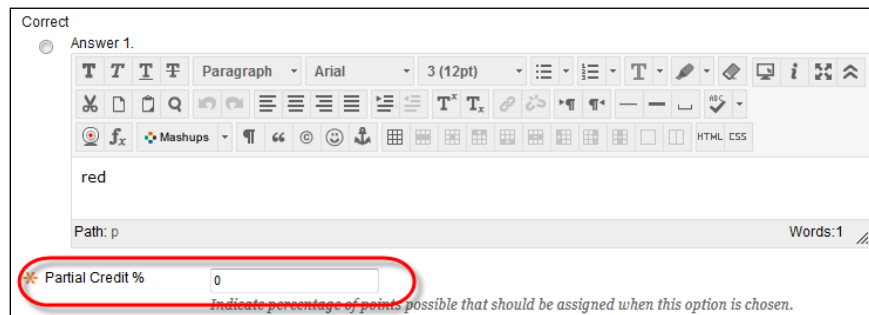
Answer Numbering: None

Answer Orientation: Vertical

Allow Partial Credit:

Allow Negative Scores for Incorrect Answers

Show Answers in Random Order:



Correct

Answer 1.

Paragraph - Arial - 3 (12pt)

red

Path: p Words: 1

* Partial Credit %: 0

Indicate percentage of points possible that should be assigned when this option is chosen.

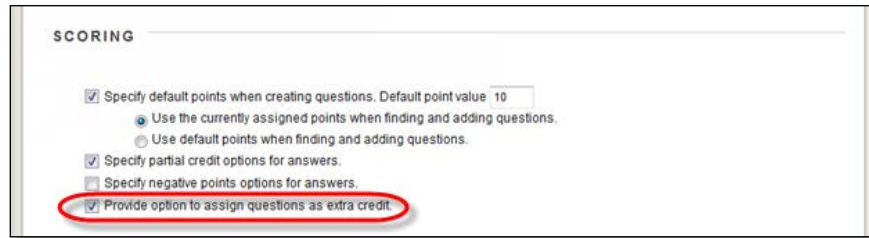
NOTE: The negative points option does not appear for pools .

Option**Description**

Provide option to assign questions as extra credit

Select this option to make extra credit available for questions included in the test. If selected, extra credit is assigned for each question individually after you create it.

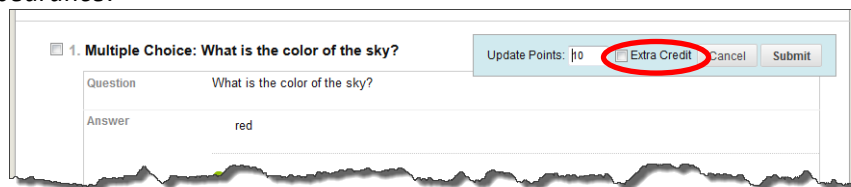
Option:



SCORING

- Specify default points when creating questions. Default point value: 10
- Use the currently assigned points when finding and adding questions.
- Use default points when finding and adding questions.
- Specify partial credit options for answers.
- Specify negative points options for answers.
- Provide option to assign questions as extra credit.

Appearance:



1. Multiple Choice: What is the color of the sky? Update Points: 10 Extra Credit Cancel Submit

Question: What is the color of the sky?

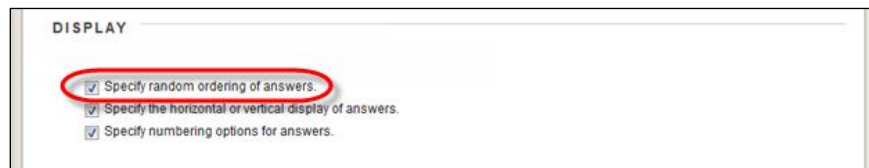
Answer: red

NOTE: The extra credit option does not appear for pools.

Specify random ordering of answers

Select this option to allow answers to appear in a random order. If selected, the option appears when you create or edit each question.

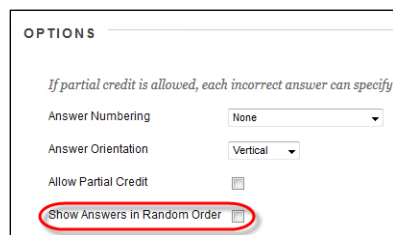
Option:



DISPLAY

- Specify random ordering of answers.
- Specify the horizontal or vertical display of answers.
- Specify numbering options for answers.

Appearance:



OPTIONS


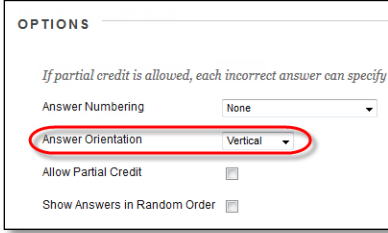

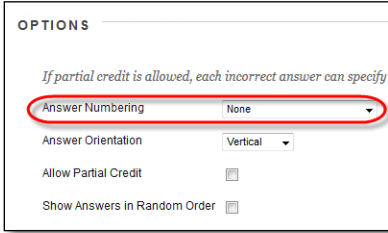
If partial credit is allowed, each incorrect answer can specify

Answer Numbering: None

Answer Orientation: Vertical

Allow Partial Credit:

Show Answers in Random Order

Option	Description
<p>Specify the horizontal or vertical display of answers</p>	<p>Select this option to be able to select whether answers appear vertically or horizontally. If selected, the option appears when you create or edit each question.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p> 
<p>Specify numbering options for answers</p>	<p>Select this option to determine the answer numbering, such as 1 2, 3 or A, B, C. If selected, the option appears when you create or edit each question.</p> <p>Tip: When the answer is a number, test takers can confuse numbers that denote the order of the answers as part of answer itself. To avoid confusion, use letters to denote the order of answers.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p> 

6. Click **Submit** to save any changes made.

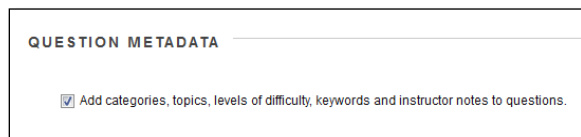
ADDING QUESTION METADATA

You can create metadata values for questions to help organize them for future use. The metadata values you create for one question can be used when you create other questions in the same course. On the **Find Questions** page, use these metadata values to help search for questions to reuse.

You can add the following metadata values to questions:

- Categories
- Topics
- Levels of Difficulty
- Keywords

The question metadata options are only available if **Add categories, topics, levels of difficulty, and keywords to questions** are selected in **Question Settings**.



Example: Question Using Metadata

You create the following True/False question: **The capital of Slovenia is Ljubljana.**

You apply the following metadata to the question:

- **Category:** Geography
- **Topic:** Former Yugoslavia
- **Levels of Difficulty:** Low
- **Keywords:** World Capitals

This question appears in the active filter on the **Find Questions** page when you select Geography, Former Yugoslavia, or Low.

HOW TO ADD METADATA TO A QUESTION

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. Create a new test, or pool -OR- select **Edit** from the contextual menu for an existing test, or pool.
3. On the action bar, point to **Create Question** to access the drop-down list and create a new question -OR- select **Edit** next to an existing question.
4. The **Categories and Keywords** section appears in different places depending on the type of question, but always just before **Instructor Notes**. To add a category, topic, level of difficulty, or

keyword, click **Add**.

CATEGORIES AND KEYWORDS

*Click **Add** to add a Category, Topic, Level of Difficulty*

Categories	None	Add
Topics	None	Add
Levels of Difficulty	None	Add
Keywords	None	Add

NOTE: If the **Categories and Keywords** section does not appear on the **Create/Edit** pages for a question, this usually means you did not select the check box for **Add categories, topics, levels of difficulty, and keywords to questions** in **Question Settings** for the assessment.

5. Type a new category, topic, level of difficulty, or keyword in the field and click **OK**. You can also type multiple items at once, separating each with a comma.

Keywords None Add Tag Student Interactio OK

6. Click **Choose from Existing** to select an existing category, topic, level of difficulty, or keyword. If there are no existing choices, this option will not appear.
7. Click **Submit**.

HOW TO MANAGE QUESTION METADATA

1. Access a question's contextual menu.
2. Select **Edit**.
3. To delete a category, topic, level of difficulty, or keyword, click the **X** next to the metadata element.

-OR-

4. Click **Add** and type a new category, topic, level of difficulty, or keyword in the field and click **OK**.
5. Click **Submit**.

CATEGORIES AND KEYWORDS

Categories	scientists X	Add Tag	OK	Choose from Existing
Topics	Hailey X	Add		
Levels of Difficulty	Easy X	Add		
Keywords	coment X Hailey X orbit X	Add		