

WEST TEXAS A&M UNIVERSITY

Academic Technology

WTClass Training Manual

Tests, Surveys, and Pools

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WTClass

Blackboard 9.1

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TESTS, SURVEYS, AND POOLS

Tests and surveys are used to measure student knowledge, gauge progress, and gather information from students. You can create tests and surveys and then deploy them in a course area. You assign points to test questions for grading evaluation, but survey questions are not scored.

BEFORE YOU BEGIN

When you create an assessment, consider:

- Is this to be a test or survey?
- Are special instructions needed?
- How many questions?
- What type of questions?
- For tests, what is the point value associated with each question?
- Will partial credit be acceptable for some or all test questions?
- Are some test questions very difficult and may count as extra credit?

ABOUT CREATING TESTS AND SURVEYS

Once added to a content area, test and survey properties such as availability and presentation options are managed there. After a test or survey is added to a content area, the Test Options or Survey Options page appears.

NOTE: You can view and grade tests submitted by students in the Grade Center. Tests and surveys submitted by students may not be viewed or graded from the content area where they are deployed.

SPECIFYING QUESTION SETTINGS

Before you begin adding questions, you may want to change the test or survey's question settings. Question settings include options to change default point values for a test, add images, files, or web links to feedback and answers, and designate questions as extra credit.

DELETING A DEPLOYED TEST OR SURVEY FROM A CONTENT AREA WITHOUT STUDENT ATTEMPTS

When you delete a test or survey from a content area, the assessment itself is not deleted. It is still available on the Tests or Surveys page, and you can edit, redeploy, or delete it from the system.

If students have not attempted to take the assessment, it may be safely deleted from the content area without any loss of data.

If you deploy an assessment again, it is presented as a new assessment. There is no connection or shared data between the first and second deployments and the Grade Center will treat each deployment as separate Grade Center Items.

NOTE: Always delete deployed tests or surveys before attempting to delete a test or survey from the Tests, Surveys, and Pools area.

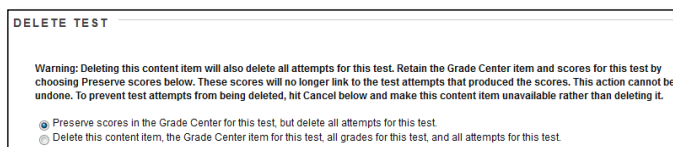
DELETING A DEPLOYED TEST OR SURVEY FROM A CONTENT AREA WITH STUDENT ATTEMPTS

If students have already taken an assessment, be cautious and consider the consequences before deleting it.

Tip: You can make an assessment unavailable before actually deleting it.

Deleting an assessment with attempts has consequences. After selecting delete, a warning appears with options to consider.

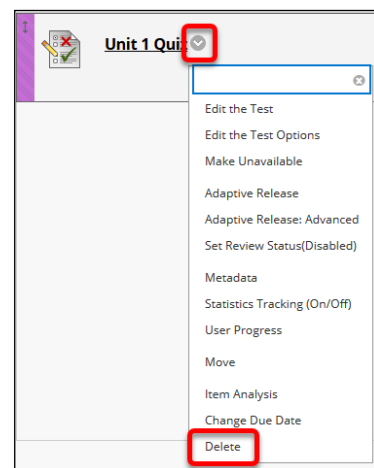
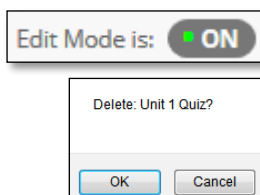
- **Preserve scores in the Grade Center for this test, but all attempts for this test will be deleted.** This option deletes the assessment from the content area. Any grades in the Grade Center related to this assessment will remain but the attempt itself will be deleted. In this instance, the grade stays but the assessment and any attempts are deleted. It will not be possible to view any of the student's responses to questions. This can have serious consequences, for example, if an essay question still needs to be graded, it will not be possible to do so after deleting the assessment because the details of the attempt were deleted.
- **Remove this content item, the Grade Center item for this test, all grades for this test, and all attempts for this test.** This option deletes the assessment from the content area and erases any record of the assessment from the Grade Center. This will destroy all record of student performance on the assessment.



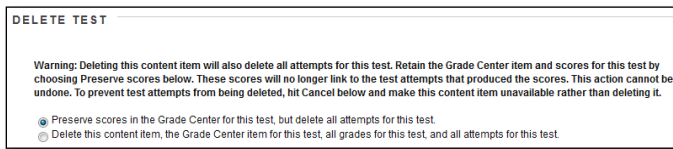
NOTE: Always delete deployed tests or surveys before attempting to delete a test or survey from the Tests, Surveys, and Pools area.

Use the following steps to delete an assessment from a content area:

1. Navigate to the content area where the assessment is located.
2. Change **Edit Mode** to **ON**.
3. Access the assessment's contextual menu.
4. Select **Delete**.
5. Click **OK** on the dialog box.



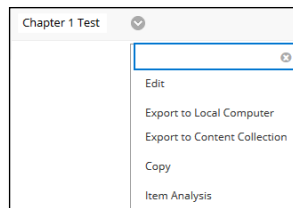
6. Select **Preserve scores in the Grade Center for this test, but delete all attempts for this test** or **Delete this content item, the Grade Center item for this test, all grades for this test, and all attempts for this test.** (See previous explanations.)



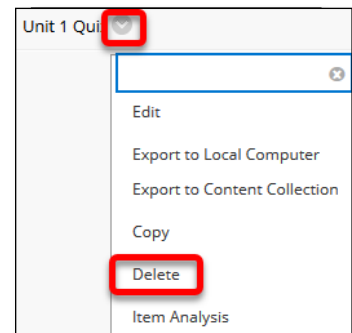
7. Click **Submit**.

DELETING AN ASSESSMENT FROM THE TESTS OR SURVEYS PAGES

On the **Tests** or **Surveys** page, you delete tests and surveys by selecting the Delete option from the assessment's contextual menu.



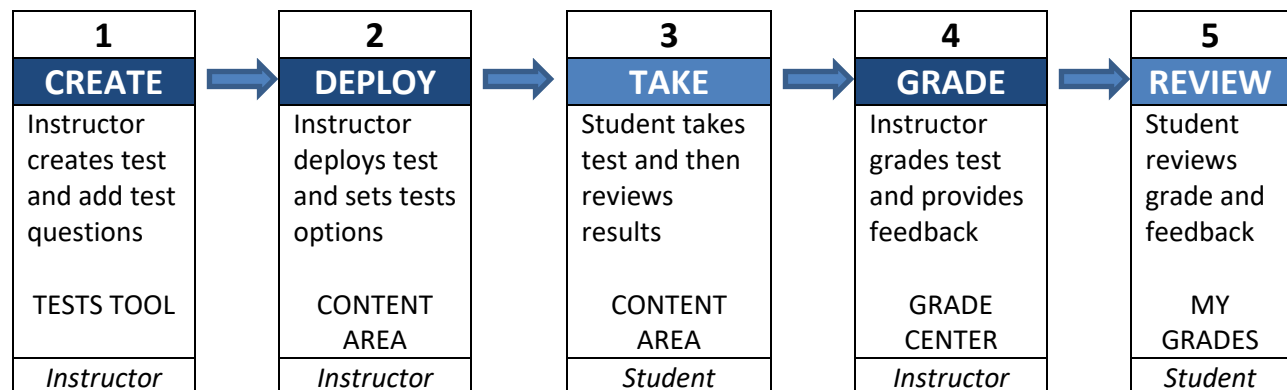
If the Delete function does not appear for an assessment, you have deployed it in a content area. Follow the instructions for deleting a deployed assessment before trying to delete the assessment from the Tests or Surveys page.



Removing an assessment deletes the assessment, but does not have any impact on the Grade Center.

CREATING A TEST OR SURVEY

When creating a test or survey the basic process is:



1. CREATING AND EDITING TESTS AND SURVEYS

You begin by building a test or survey, and then you create questions or add existing questions from tests, surveys, and pools. Lastly, you deploy the test or survey in a course area, such as a content area, learning module, lesson plan, or folder for students to be able to access.

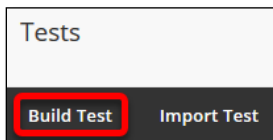
HOW TO BUILD A TEST OR SURVEY AND ADD NEW QUESTIONS

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

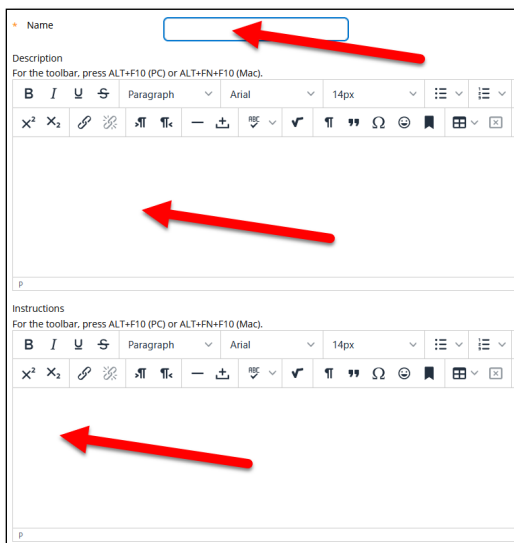
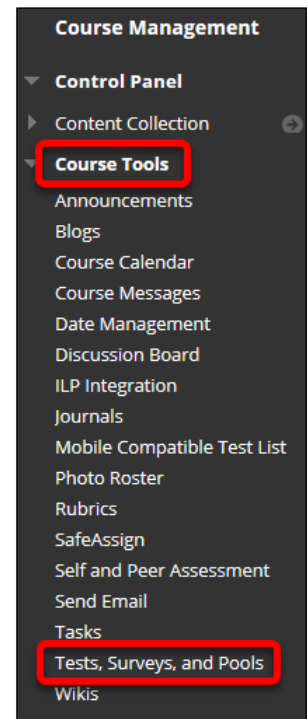
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.



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' page. The page has three main sections: 'Name', 'Description', and 'Instructions'. Each section has a text input field. Red arrows point to each of these input fields. The 'Name' field is at the top, followed by the 'Description' field, and then the 'Instructions' field. Each field has a rich text editor toolbar above it.

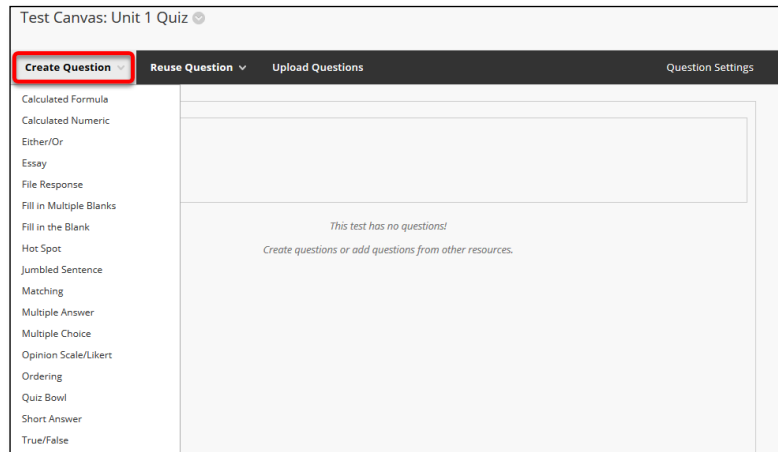
- Click **Submit**.
- On the **Test Canvas**, point to **Create Question** on the action bar to access the drop-down list.
- Select a question type.

- On the **Create/Edit** page, provide the necessary information to create a question.

- Click **Submit**.

-OR-

Click **Submit and Create Another** to add an additional question of the same type.



- Repeat Step 6 through Step 9 to add more questions.

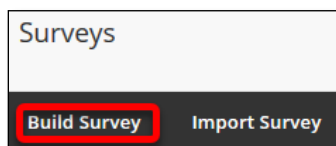
- Click **OK**. The test is added to the list on the **Tests** page and is ready to deploy in a course area.

You create surveys in the same way. Points are not assigned to survey questions.

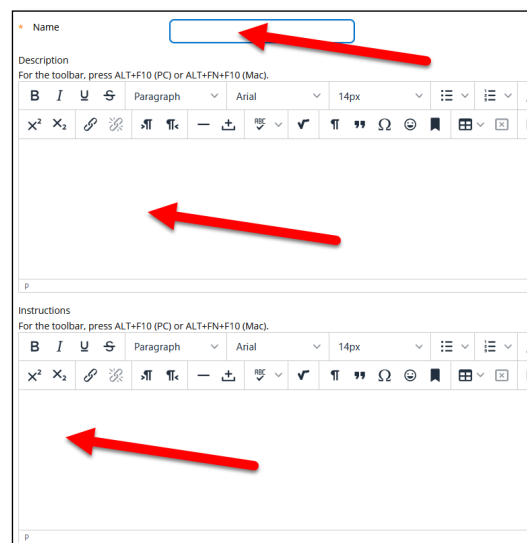
- On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
- On the **Tests, Surveys, and Pools** page, select **Surveys**.



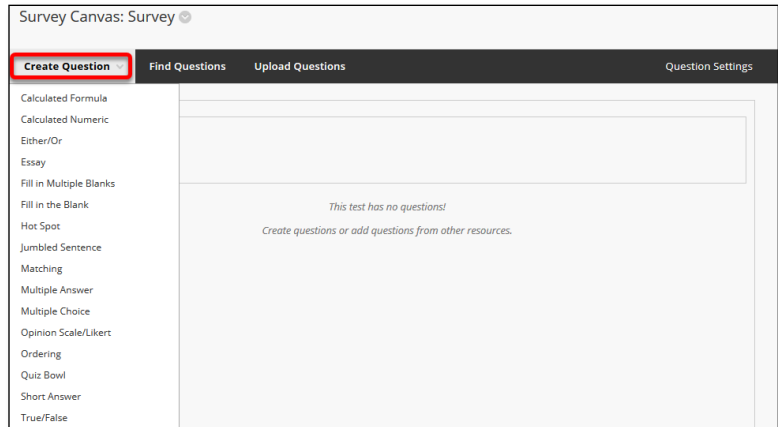
- On the **Surveys** page, click **Build Survey** on the action bar.



- On the **Survey Information** page, type a name, and optional description and instructions.
- Click **Submit**.



6. On the **Survey 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 survey question.
9. Click **Submit**.
10. Repeat Step 7 through Step 10 to add more questions.
11. Click **OK**. The survey is added to the list on the **Surveys** page and is ready to deploy in a course area.



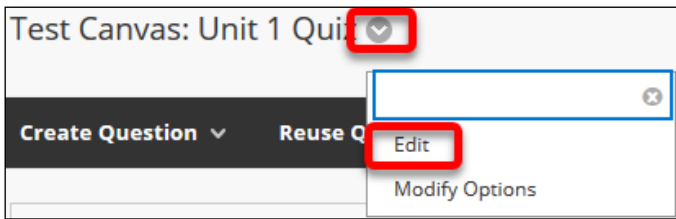
USING THE TEST AND SURVEY CANVAS

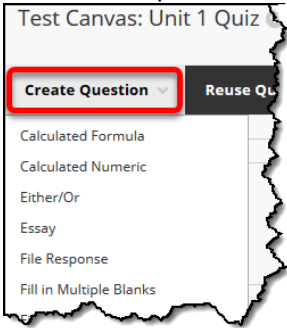
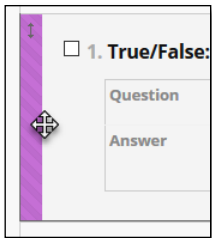
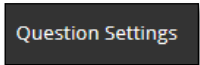
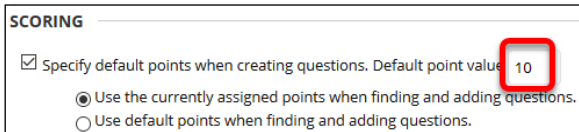
A test or survey's canvas allows you to edit the name and instructions, create and edit questions, and change question settings. You can use the check boxes to select any or all questions and then delete them or change their point values.

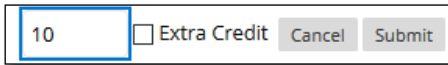
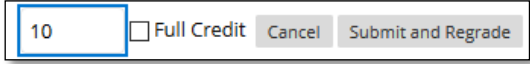

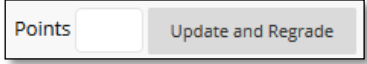
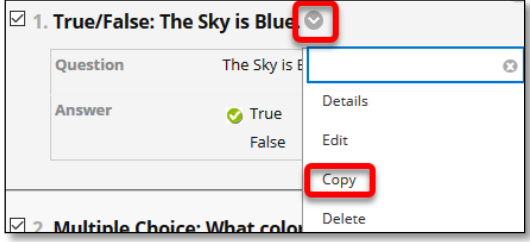
After you deploy a test or survey and students have submitted results, you can edit, delete, and reorder existing questions. For tests, you can also change the point values of existing questions even after students submit attempts. Any submissions affected by test changes are reggraded.

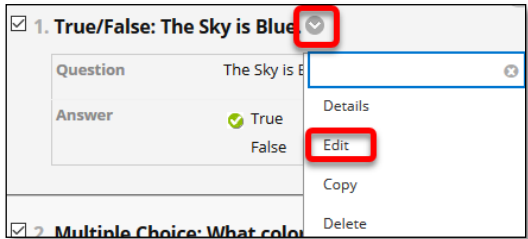
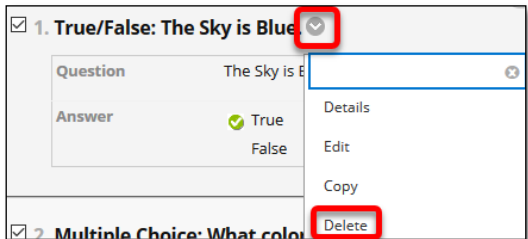
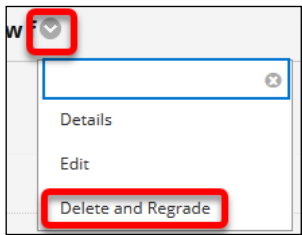
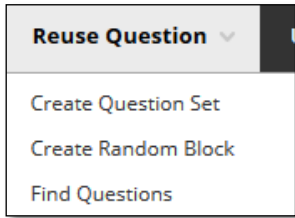
PERFORMING TASKS ON THE CANVAS PAGE

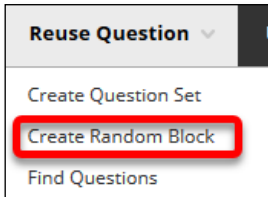
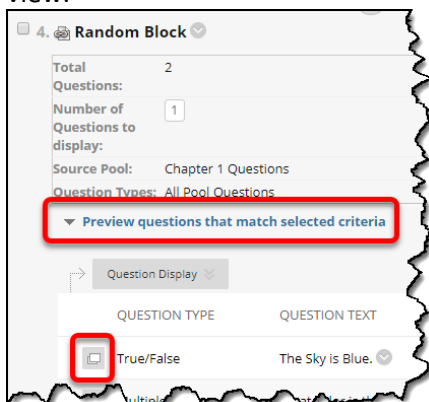
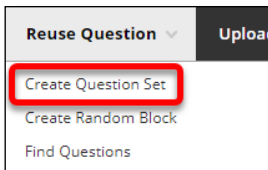
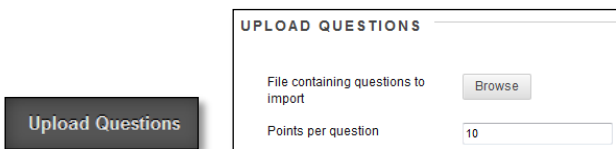
The following table describes tasks you can perform from the Test or Survey Canvas.

Task	Action
Change the test or survey's name, description, or instructions	<p>Access the Canvas title's contextual menu and select Edit.</p> 

Task	Action
Create a new question	<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 and surveys with submissions.</p>
Change the order of the questions	<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> 
Change the settings for the questions	<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> 
Change the default point value for all questions in the test	<p>On the action bar, click Question Settings and enter a number in the Default point value box.</p>  <p><i>NOTE:</i> This option is not available for surveys.</p>

Task	Action
Change the point value for an individual question	<p>Click the Points box next to a question title and enter a new value in the Update Points pop-up box. Click Submit.</p>  <p>If the test has submissions, select Submit and Regrade.</p> 
Change the point value for several questions at once	<p>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.</p>  <p>If the test has submissions, select Update and Regrade.</p> 
Copy a question	<p>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.</p>  <p><i>NOTE:</i> This option is not available for tests and surveys with submissions.</p>

Task	Action
Edit a question	<p>Access a question's contextual menu and select Edit. Changes made to linked questions are reflected in all tests or surveys that contain a link to that question. Tests that are in progress do not display changes to a linked question.</p>  <p>The screenshot shows a list of questions. The first question, '1. True/False: The Sky is Blue', has a dropdown arrow highlighted with a red box. The dropdown menu is open, showing options: Details, Edit (highlighted with a red box), Copy, and Delete. Below it, the second question '2. Multiple Choice: What color...' is partially visible.</p>
Associate or manage a rubric	<p>Access a question's contextual menu and select Edit. You can associate rubrics with essay questions, file response questions, or short answer questions.</p>
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>The screenshot shows the same list of questions. The dropdown arrow for the first question is highlighted with a red box. The dropdown menu is open, showing options: Details, Edit, Copy, and Delete (highlighted with a red box).</p> <p>If the test has submissions, select Delete and Regrade. (Not recommended)</p>  <p>The screenshot shows a partial view of the question list. The dropdown arrow for a question is highlighted with a red box. The dropdown menu is open, showing options: Details, Edit, and Delete and Regrade (highlighted with a red box).</p>
Reuse a question from another test or survey	<p>On the action bar, point to Reuse Question and select Find Questions from the drop-down list.</p>  <p>The screenshot shows a dropdown menu with the title 'Reuse Question'. The menu is open, showing three options: Create Question Set, Create Random Block, and Find Questions (highlighted with a red box).</p> <p><i>NOTE:</i> This option is not available for tests and surveys with submissions.</p>

Task	Action
Create a random block	<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> 
Preview the questions within the random block	<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> 
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 and surveys with submissions.</p>
Upload questions	<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 and surveys with submissions.</p>

QUESTION SETTINGS

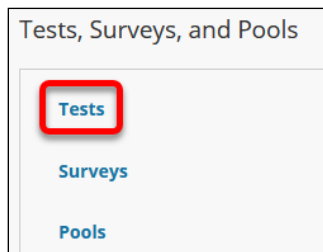
On the **Test Canvas**, click **Question Settings** on the action bar to change settings for different aspects of a test or survey. The Question Settings area sets up default settings for each question you create for that particular test. Each setting provides additional features for each question. Question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

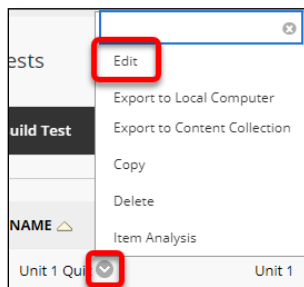
HOW TO CHANGE QUESTION SETTINGS

In this example, a test is accessed. Use the same steps to access surveys and pools.

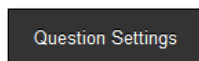
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Tests**.



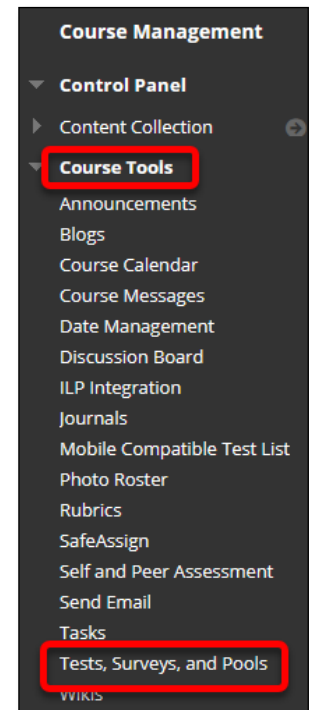
3. On the **Tests** page, access the test's contextual menu and select **Edit**.

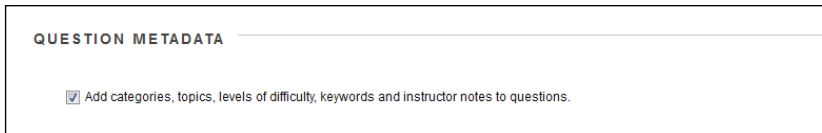
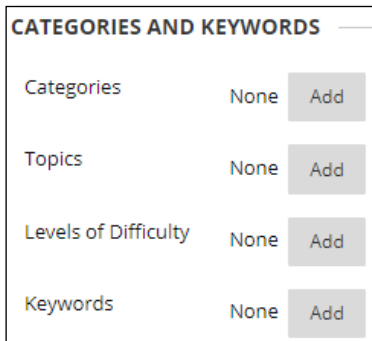
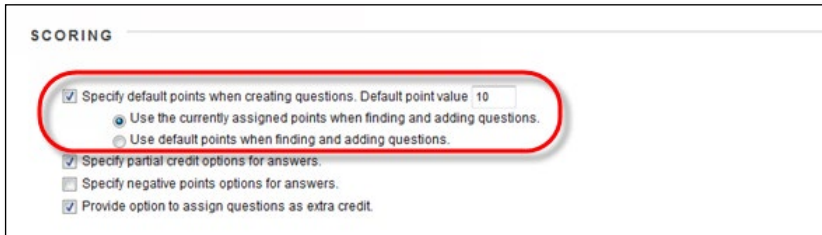


4. On the **Test Canvas**, click **Question Settings** on the action bar.



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



Option	Description
Add categories, topics, levels of difficulty, keywords and instructor notes to questions	<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 and surveys, you may search for questions by these criteria.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p>  <p>See Adding Question Metadata for more information.</p>
Specify default points when creating questions	<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 or surveys.</p>

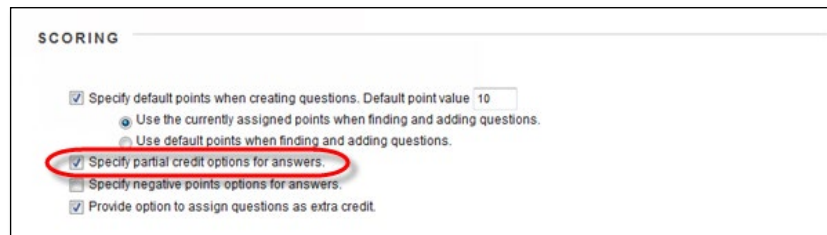
Option

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.

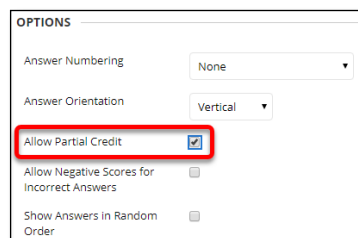
Option:



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

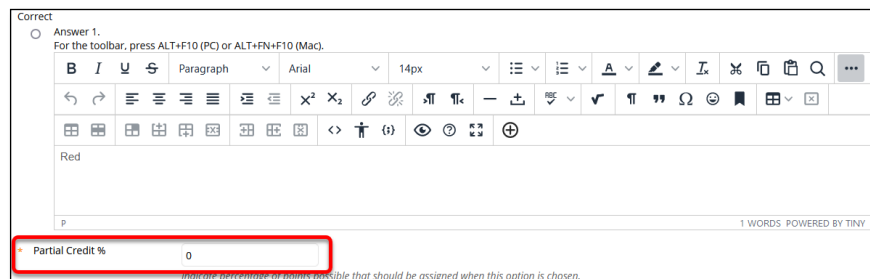
Answer Numbering: None

Answer Orientation: Vertical

☒ Allow Partial Credit

☐ Allow Negative Scores for Incorrect Answers

☐ Show Answers in Random Order



Correct

☐ Answer 1.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

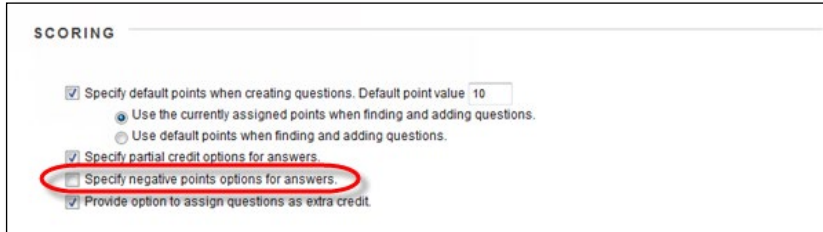
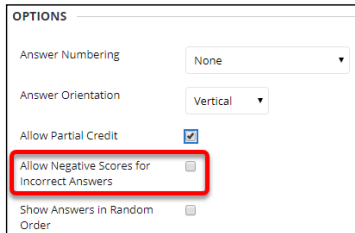
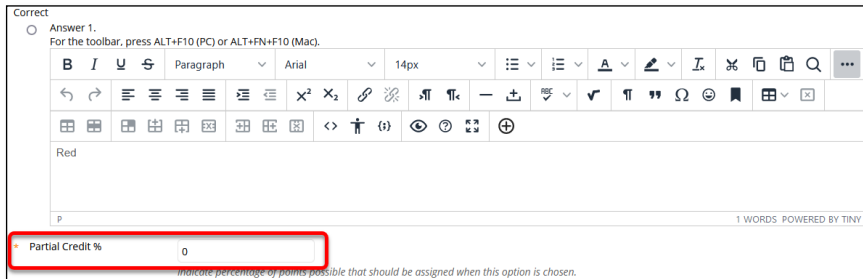
Rich text editor toolbar with various formatting options.

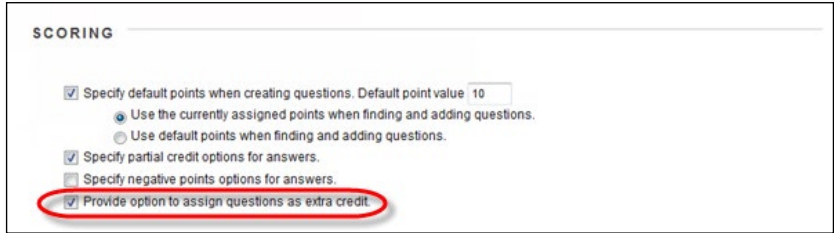
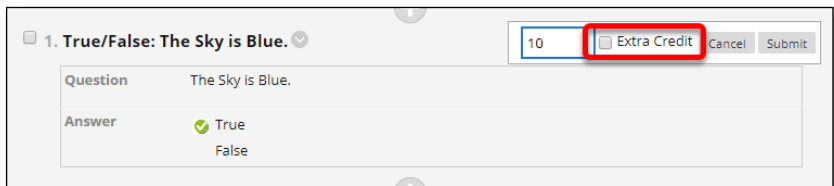
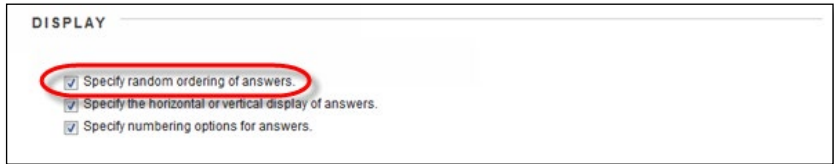
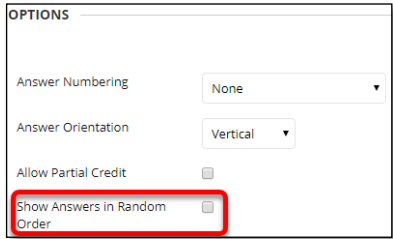
Partial Credit %: 0

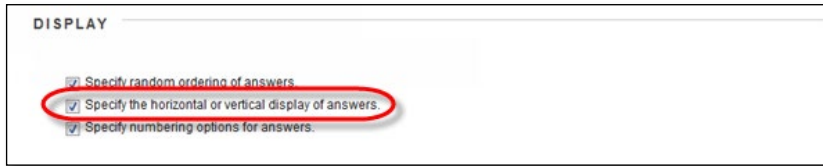
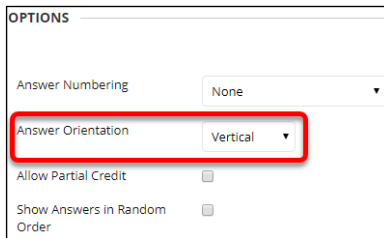
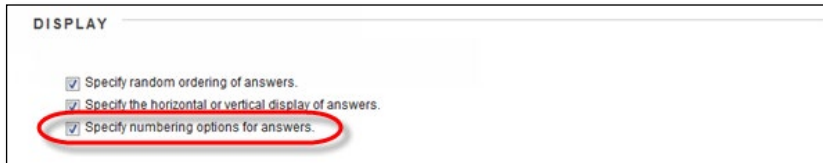
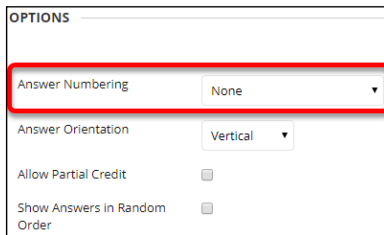
1 WORDS POWERED BY TINY

The partial credit option does not appear for pools or surveys.

See [How to Assign Partial Credit](#) for more information.

Option	Description
Specify negative points options for answers	<p>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.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p>   <p>NOTE: The negative points option does not appear for pools or surveys.</p> <p>See How to Use Negative Points for more information.</p>

Option	Description
Provide option to assign questions as extra credit	<p>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.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p>  <p>NOTE: The extra credit option does not appear for pools or surveys. See How to Award Extra Credit for more information.</p>
Specify random ordering of answers	<p>Select this option to allow answers to appear in a random order. If selected, the option appears when you create or edit each question.</p> <p><i>Option:</i></p>  <p><i>Appearance:</i></p> 

Option	Description
Specify the horizontal or vertical display of answers	<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> 
Specify numbering options for answers	<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.

HOW TO ASSIGN PARTIAL CREDIT

Partial credit rewards students who demonstrate emerging mastery of course material. For example, you can award some of the question's possible points for an answer that lists two of three correct answers.

When you enable partial credit, a portion of the total points for a question is awarded when an answer is not entirely correct. You can enable partial credit during question creation or when editing a question.

Partial credit is available for the following question types:

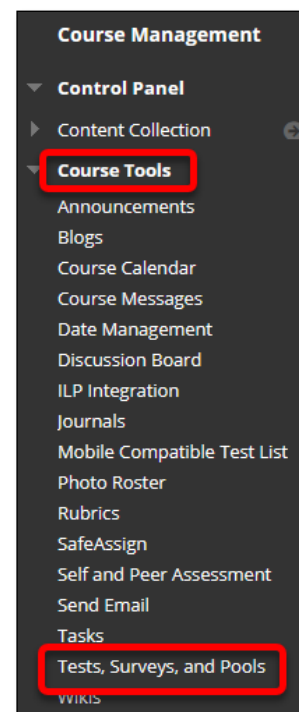
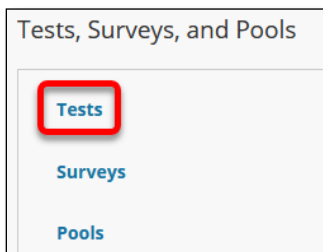
- Calculated Formula
- Fill in Multiple Blanks
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert Question
- Ordering
- Quiz Bowl

For example, you include the following Multiple Choice question with four answers: "What is on a beach?" If the correct answer, "sand," is awarded 5 points, but another choice is "the ocean," you can set partial credit to 40%, awarding 2 points for that answer. If partial credit is enabled but negative points is not, valid percentage values for a question are 0.0 to 100.0.

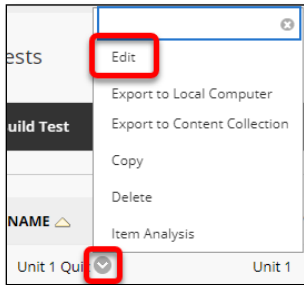
NOTE: The partial credit option does not appear for pools or surveys.

Use the following steps to enable the partial credit option and use it for individual questions.

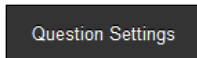
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.



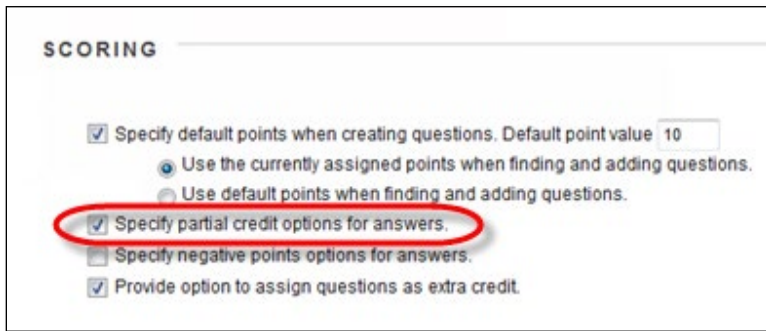
3. On the **Tests** page, access a test's contextual menu and select **Edit**.



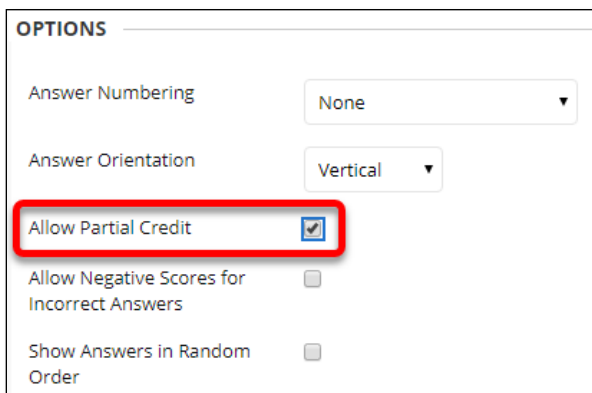
4. On the **Test Canvas**, click **Question Settings** on the action bar.



5. On the **Test Question Settings** page, select **Specify partial credit options for answers**.



6. Click **Submit**.
7. For each appropriate question, select the check box for **Allow Partial Credit**.



8. For each incorrect answer, type a percentage in the **Partial Credit %** box.

The screenshot shows a question editor interface. At the top, it says "Correct" and "Answer 1." followed by instructions: "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)." Below this is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, paragraph, font face, font size, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo, and more. Below the toolbar is a text area containing the word "Red". At the bottom of the editor, there is a "Partial Credit %" box with a red border and the value "0". Below this box is a small text label: "Indicate percentage of points possible that should be assigned when this option is chosen."

9. Click **Submit**.

After students submit attempts, you may not disable the partial credit option on the **Test Question Settings** page. To remove the partial credit option from an individual question in a test with attempts, clear the question's check box for **Allow Partial Credit**. Click **Submit and Update Attempts** and then **OK**. All test attempt scores are recalculated.

Tip: If you make partial credit available, mention this in the test instructions to encourage a greater degree of test participation.

HOW TO USE NEGATIVE POINTS

You can penalize students' incorrect answers with negative points. This feature is most often used in multiple choice tests to discourage guessing. You can enable the negative points option during question creation or when editing a question.

Negative points for incorrect answers is available for the following question types:

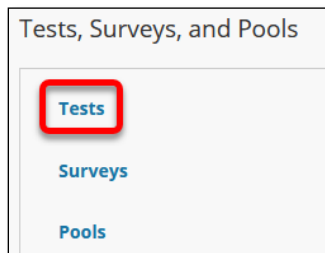
- Matching
- Multiple answer
- Multiple choice

For example, if a multiple choice question awards 5 points for a correct answer and 0 points for skipping it, you can set -20% (or -1 point) for each of the incorrect answers. Valid negative point percentage values for a question are -100.0 to -0.0.

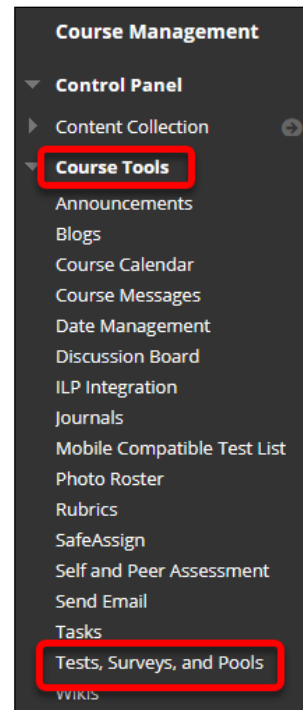
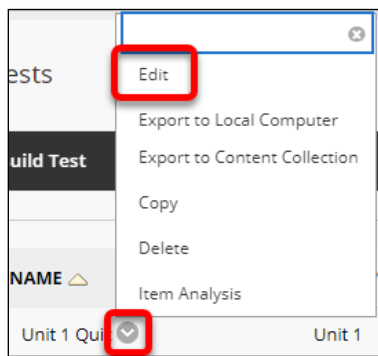
NOTE: The negative points option does not appear for pools or surveys.

Use the following steps to enable the negative points option and use it for individual questions.

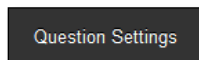
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.



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

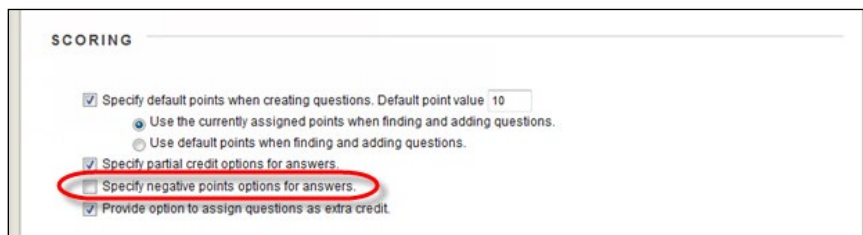


4. On the **Test Canvas**, click **Question Settings** on the action bar.



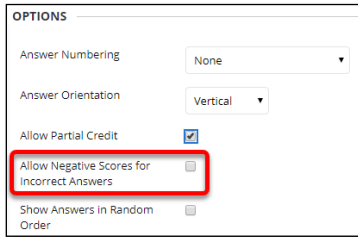
5. On the **Test Question Settings** page, select **Specify negative points options for answers**.

NOTE: The negative points option appears only if you enabled the **Specify partial credit options for answers** for answers option.



6. Click **Submit**.

- For each appropriate question, select the check boxes for **Allow Partial Credit** and **Allow Negative Scores for Incorrect Answers**.



OPTIONS

Answer Numbering: None

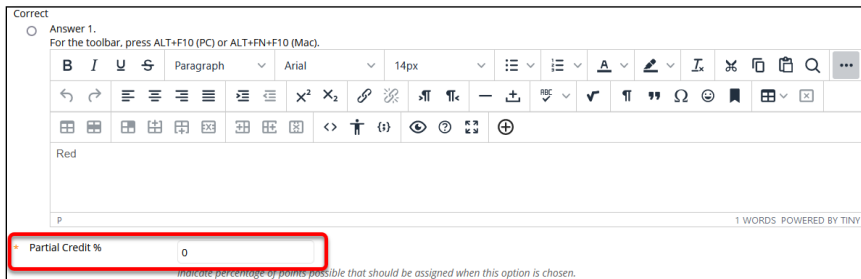
Answer Orientation: Vertical

Allow Partial Credit: ☒

Allow Negative Scores for Incorrect Answers: ☐

Show Answers in Random Order: ☐

- For each incorrect answer, type a negative percentage in the **Partial Credit %** box.



Correct

Answer 1.

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with various formatting options.

Red

Partial Credit %: 0

1 WORDS POWERED BY TINY

- Click **Submit**.

After students submit attempts, you may not disable the negative points option on the **Test Question Settings** page. To remove the negative points option from an individual question in a test with attempts, clear the question's check box for **Allow Partial Credit**, which also disables negative scoring. Click **Submit and Update Attempts** and then **OK**. All test attempt scores are recalculated.

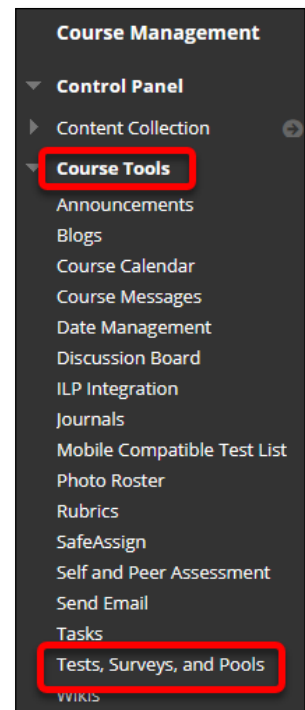
Tip: If you are using negative points as a guessing deterrent, mention this in the test instructions.

HOW TO AWARD EXTRA CREDIT

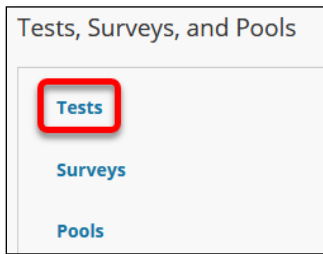
When you enable extra credit and apply it to an individual question, a correct answer results in adding the points listed in the question's Points box to the points earned for the test. An incorrect answer does not result in a point deduction. Questions designated as extra credit are removed from the total points calculation for the purpose of grading. If a student answers all questions correctly on a test with an extra credit question, he or she is awarded a score greater than 100% on the test. You enable extra credit after you create questions.

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

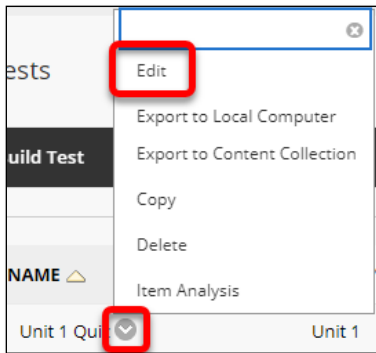
- On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.



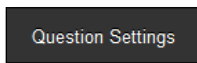
2. On the **Tests, Surveys, and Pools** page, select **Tests**.



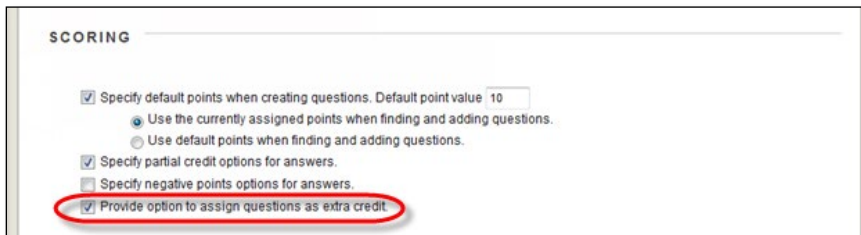
3. On the **Tests** page, access a test's contextual menu and select **Edit**.



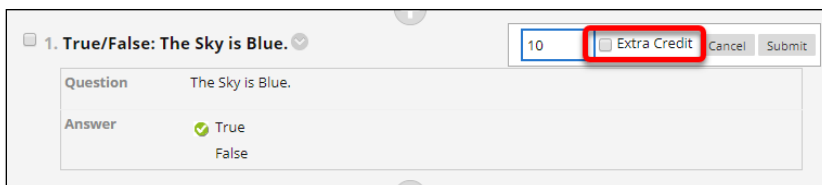
4. On the **Test Canvas**, click **Question Settings** on the action bar.



5. On the **Test Question Settings** page, select **Provide option to assign questions as extra credit**.



6. Click **Submit**.
7. For each appropriate question, click the **Points** box.
8. In the pop-up box, select the check box for **Extra Credit**.



9. Click **Submit**.

To remove extra credit for an individual question, click the **Points** box. In the pop-up box, clear the **Extra Credit** check box. You may disable extra credit for the entire test on the **Test Question Settings** page.

Tip: If you make extra credit available, mention it in the question or in the test instructions.

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.**

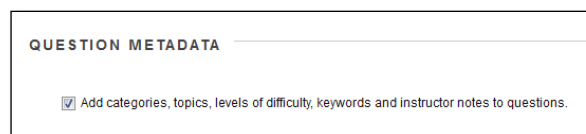
You apply the following metadata to the question:

- **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

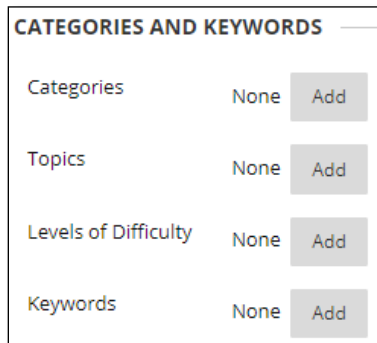
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. Create a new test, survey, or pool -OR- select **Edit** from the contextual menu for an existing test, survey, or pool.
3. On the action bar, point to **Create Question** to access the drop-down 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



QUESTION METADATA

☒ Add categories, topics, levels of difficulty, keywords and instructor notes to questions.

keyword, click **Add**.



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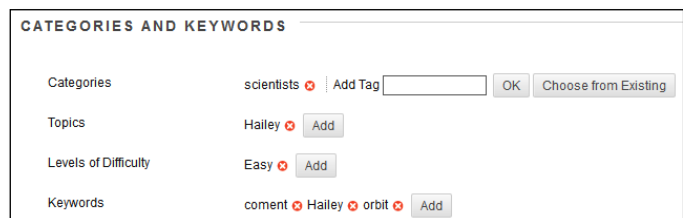
6. Click **Choose from Existing** to select an existing category, topic, level of difficulty, or keyword. If there are no existing choices, this option will not appear.
7. Click **Submit**.

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

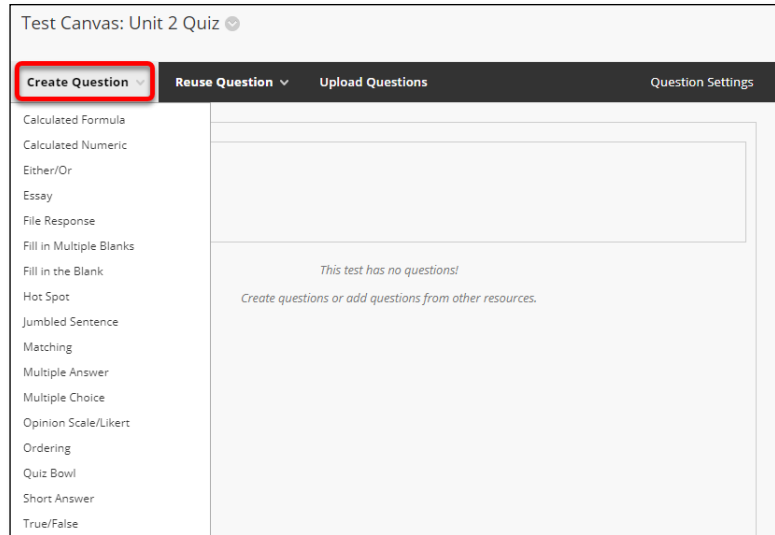
ADDING QUESTIONS

You add questions on the Test Canvas page.

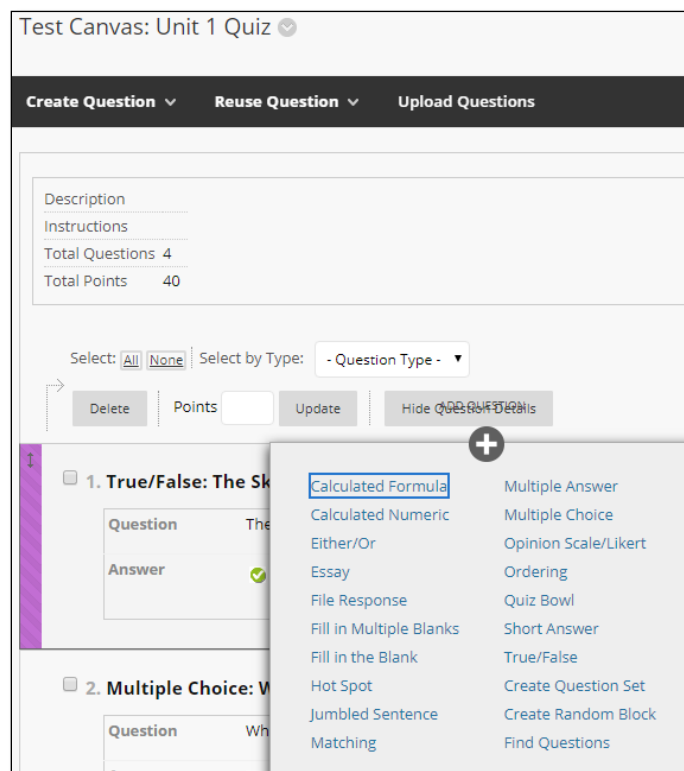
1. On the **Test Canvas**, point to **Create Question** on the action bar to access the drop-down list.
2. Select a question type.
3. On the **Create/Edit** page, provide the necessary information to create a question.
4. Click **Submit**.

-OR-

Click **Submit and Create Another** to add an additional question of the same type.



Before students take a test, you can also **add** new questions exactly where you want them on the test canvas. Click the plus sign before or after another question and choose a question type.



QUESTION TYPES

There are seventeen types of questions that can be added to tests and surveys.

- [Calculated Formula](#)
- [Calculated Numeric](#)
- [Either/Or](#)
- [Essay](#)
- [File Response](#) (Not available for surveys)
- [Fill in Multiple Blanks](#)
- [Fill in the Blank](#)
- [Hot Spot](#)
- [Jumbled Sentence](#)
- [Matching](#)
- [Multiple Answer](#)
- [Multiple Choice](#)
- [Opinion Scale/Likert](#)
- [Ordering](#)
- [Quiz Bowl](#)
- [Short Answer](#)
- [True/False](#)

CALCULATED FORMULA QUESTIONS

Calculated Formula questions present students with a question that requires them to make a calculation and respond with a numeric answer. The numbers in the question change with each student and are pulled from a range that you set. The correct answer is a specific value or a range of values. You may grant partial credit for answers that fall within a range. Calculated Formula questions are graded automatically.

In the example, the numbers 6 and 9 are randomly generated from a range of values set by an instructor.

Question 1110 points [Save Answer](#)

If a small glass can hold 6 ounces of water, and a large glass can hold 9 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?

An instructor created this question:

If a small glass can hold [x] ounces of water, and a large glass can hold [y] ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?

When a student views the question, the variables [x] and [y] are replaced with values that are generated randomly from number ranges that the instructor specifies.

CREATE THE QUESTION AND FORMULA

1. Access a test, survey, or pool. From the *Create Question* menu, select *Calculated Formula*.

2. The *Question Text* must contain at least one variable. Surround variables with square brackets. Variables are replaced by values when shown to students.

Variables must consist of letters, but "pi" and "e" are reserved, so you can't use them as variables. You can't reuse variable names. Variables can contain more than one character, such as [ab] or [cd].

All other occurrences of the opening rectangular bracket ("[") should be preceded by the backslash ("\").

3. The *Answer Formula* is the mathematical expression used to find the correct answer. Choose operators from the functions across the top of the *Answer Formula* box. In the example, the formula is $4y+3x$.

The formula is not visible to students. The system uses the formula to determine the correct answer to the question.

The answer formula tool is written by WIRIS.

4. In the *Options* section, leave the *Answer Range* at zero if the answer must be exact. Or, set a range for correct answers. You can also *Allow Partial Credit* and select *Units Required*.
5. Select *Next* to proceed.

DEFINE THE VARIABLES

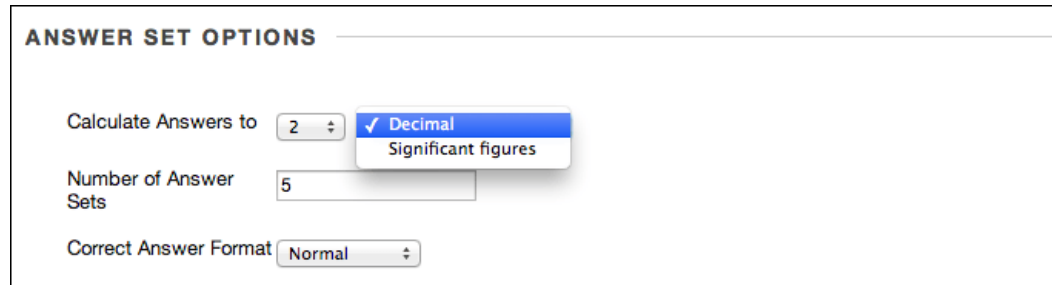
Use the next page in the process to define the question's variables and select options for the automatically generated set of answers.

DEFINE VARIABLES				
	Variable Name	Minimum Value	Maximum Value	Decimal Places
1.	x	2.0004	8	2
2.	y	16	32	2

1. In the *Define Variables* section, provide the *Minimum Value* and *Maximum Value* for each variable. When the question is presented to a student, the system replaces the variable with a value that is randomly selected from the range you defined. You can use scientific notation in the value boxes. Select the number of *Decimal Places* for each variable's value.

The number of decimal places you select can affect the minimum and maximum values of a variable. For example, you set the minimum value as 0.0000004 and the maximum value as 1, and you choose 2 decimal places. The system rounds both numbers to 2 decimal places, therefore the system generates variables in the answer sets with values between 0.00 and 1.00.

2. In the *Answer Set Options* section, use the *Calculate Answers To* menu to select the number of *Decimals* or *Significant Figures* for the generated correct answers. In the instance of trailing zeros, a decimal is needed for Learn to count the zeros as a significant figure. Type the number of *Answer Sets*, which is the number of possible variations of the question. Select whether the *Correct Answer Format* is normal or exponential.



ANSWER SET OPTIONS

Calculate Answers to: 2 ▼ ✓ Decimal
Significant figures

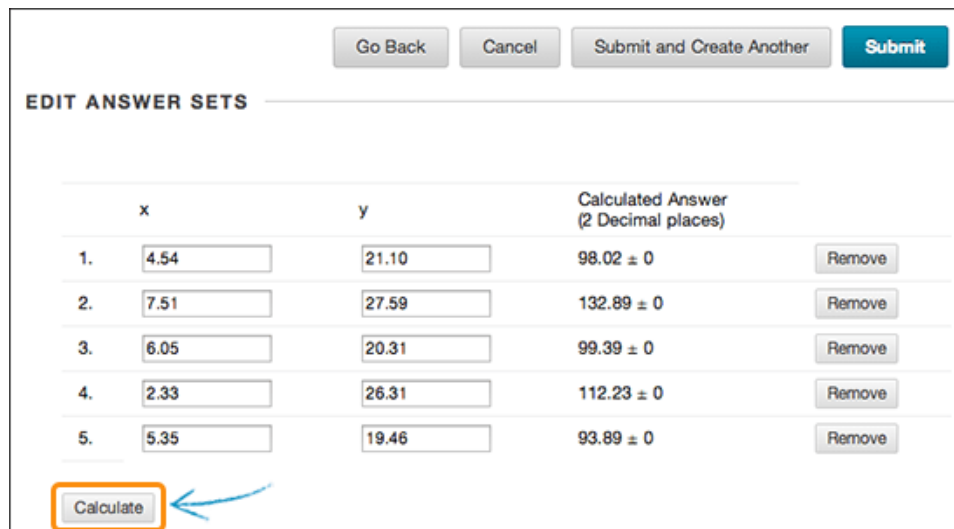
Number of Answer Sets: 5

Correct Answer Format: Normal ▼

3. Select *Calculate* to generate and view answer sets in the system. Select *Next* to view the answer sets. You can edit the answer sets on the next page, but it is not recommended to do so manually. Select *Back* to go to the previous page, or *Cancel* to quit.

EDIT THE ANSWER SETS

The last page in the process displays the answer sets that were generated by the system. Each set represents one of the possible variations of the question that can be presented to students.



Go Back Cancel Submit and Create Another **Submit**

EDIT ANSWER SETS

	x	y	Calculated Answer (2 Decimal places)	
1.	4.54	21.10	98.02 ± 0	Remove
2.	7.51	27.59	132.89 ± 0	Remove
3.	6.05	20.31	99.39 ± 0	Remove
4.	2.33	26.31	112.23 ± 0	Remove
5.	5.35	19.46	93.89 ± 0	Remove

Calculate

1. You can change the values of the variables in each answer set by typing in the boxes. Select *Calculate* to update the calculated answers and save your changes before you submit.

2. Select *Remove* in an answer set's row to delete it and have the system automatically replace it with another set. If you want to reduce the number of sets, select *Go Back* and change the number of answer sets in *Answer Set Options*.
3. Optionally, type feedback for correct and incorrect answers.
4. Select *Submit* or *Submit and Create Another* to add the question to the test.

SET ANSWER OPTIONS

On the first page of question creation, you can select *Allow Partial Credit* or *Units Required*. After you select the check box, more options appear.

The image shows two screenshots of the 'OPTIONS' panel in a question creation interface. The left screenshot shows the 'Allow Partial Credit' checkbox selected, with a blue arrow pointing to the 'Partial Credit Range +/-' field in the right screenshot. The right screenshot shows the expanded options for partial credit, including 'Partial Credit Range +/-' (set to 8), 'Partial Credit Points Percentage' (set to 50), 'Units Required' (checked), 'Answer Units' (set to 'cm'), and 'Units Points Percentage' (set to 10).

In the example, you can view these:

- An answer that is within plus or minus 4 is awarded 100% of the point total.
- An answer that is within the partial credit range of plus or minus 5 to 8 is awarded 50% of the point total.

The available options include these:

- **Answer Range:** The range of answers that are awarded full credit. Select whether it is a *Numeric* range or a *Percentage* range. If the answer must be exact, type zero for the range.
- **Allow Partial Credit:** Allow partial credit on a less accurate range of answers. Set the *Partial Credit Points Percentage* to be awarded if the student's answer is within the partial credit range.
- **Units Required:** The unit of measurement must be provided in the student's answer. Type the *Answer Units* and *Units Points Percentage* to be awarded if the units are entered correctly.

EXAMPLES

These examples use variables in equations. You can see how the instructor crafted the question text and the resulting student view of the question.

Example 1

The screenshot shows a question editor interface. The top section is titled "Question Text" and contains a rich text editor with various formatting tools. The text in the editor reads: "What is the value of z?", $z=2a+b$, and "where a=[r] and b=[s]". Below the text editor is a "Path" field with the value "p". To the right, a preview window titled "Question 13" shows the rendered question: "What is the value of z?", $z=2a+b$, "where a=74 and b=44", and an empty input box. A blue arrow points from the text in the editor to the preview. Below the question text editor is the "Answer Formula" section, which has two tabs: "General" and "Functions". The "General" tab is selected, and the formula $2a+b$ is entered in the input field.

Question Text

What is the value of z?
 $z=2a+b$
where a=[r] and b=[s]

Path: p

Answer Formula

General Functions

$2a+b$

Question 13

What is the value of z?
 $z=2a+b$
where a=74 and b=44

Example 2

The screenshot shows a question editor interface. The top section is titled "Question Text" and contains a rich text editor with various formatting tools. The text in the editor reads: "What is the value of x in this equation?", $x=[y]+3*[z]$, and "Path: p". To the right, a preview window titled "Question 12" shows the rendered question: "What is the value of x in this equation?", $x=75+3*10$, and an empty input box. A blue arrow points from the text in the editor to the preview. Below the question text editor is the "Answer Formula" section, which has two tabs: "General" and "Functions". The "General" tab is selected, and the formula $y+3z$ is entered in the input field.

Question Text

What is the value of x in this equation?
 $x=[y]+3*[z]$

Path: p

Answer Formula

General Functions

$y+3z$

Question 12

What is the value of x in this equation?
 $x=75+3*10$

CALCULATED NUMERIC QUESTIONS

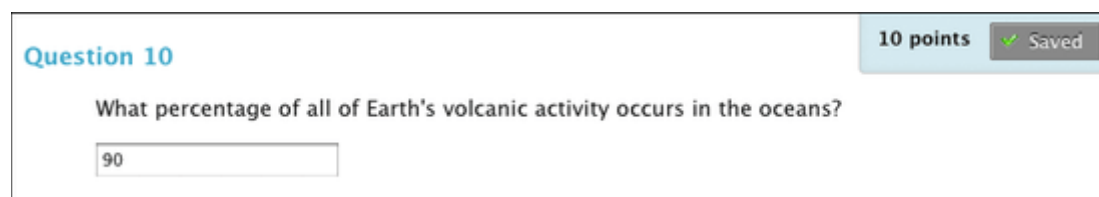
With Calculated Numeric questions, students are presented with a question that requires a numeric answer. The question doesn't need to be a mathematical formula. You can provide a text question that requires a numeric answer. Calculated Numeric questions resemble Fill in the Blank questions where correct answers are numbers.

Example:

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?

You can specify an exact numeric answer, or you can specify an answer and an allowable range.

Calculated Numeric questions are graded automatically.

A screenshot of a question interface. On the left, it says "Question 10". On the right, it says "10 points" and "Saved" with a green checkmark. The question text is "What percentage of all of Earth's volcanic activity occurs in the oceans?". Below the text is a text input field containing the number "90".

Calculated numeric answers must be numeric, not alphanumeric—42, not forty-two.

CREATE A CALCULATED NUMERIC QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Calculated Numeric*.
2. Type the *Question Text* and the *Correct Answer*. This value must be a number.
3. Type the *Answer Range*. If the answer must be exact for students to receive credit, type 0. Any value that is less than or more than the *Correct Answer* by less than the *Answer Range* value will be marked as correct.
4. Optionally, type feedback for correct and incorrect answers.
5. Select *Submit and Create Another* or *Submit* to add the question to the test.

Correct Answer and Answer Range fields support the following types of inputs:

- Scientific notation supports the following forms: 45.6e-6 or 45.6E-6 (using capital or lowercase E).
- The field doesn't support units (e.g. 25 cm 4.5e4 KHZ aren't supported).
- Constants such as "pi" and "e" (Euler constant) aren't supported, thus, numbers such as 67e or 4pi will be invalid.

In Either/Or questions, students are presented with a statement and asked to respond from two-choice answers:

- Either/Or questions are graded automatically.

Hamlet's famous monologue, "To be or not to be...", is a meditation on suicide.


CREATE AN EITHER/OR QUESTION

- ## ESSAY QUESTIONS

QUESTION 4

20 points Save Answer


What is the easiest object for us to observe and why?


B I U 

Paragraph


Arial


14px














































A





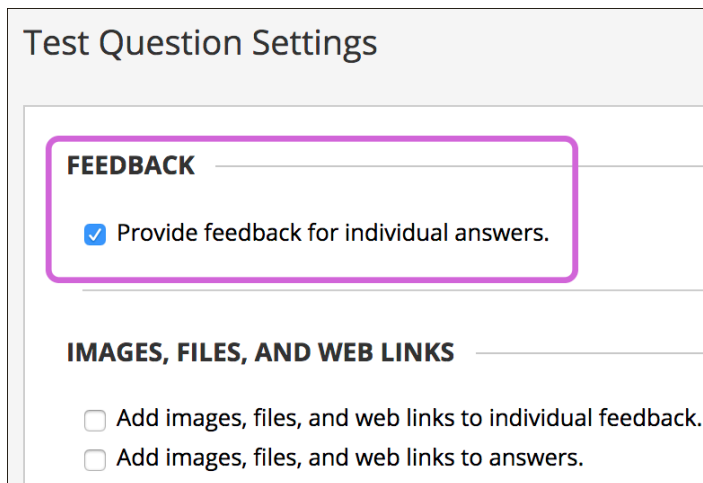
Students type in the editor to answer the question.

- ## Tests, Surveys and Pools

2. On the *Create/Edit Essay Question* page, type the *Question Text*. You can type directly in the editor or paste a question from another application, such as Notepad or TextEdit. You can use the math editor when you create Essay questions.
3. Optionally, type a sample answer.
4. Optionally, associate a rubric.
5. Select *Submit and Create Another* or *Submit* to add the question to the test.

INDIVIDUAL ESSAY FEEDBACK

On the Question Settings page, you can set options for feedback for individual questions.



The screenshot shows the 'Test Question Settings' interface. A purple rectangular box highlights the 'FEEDBACK' section, which contains a checked checkbox labeled 'Provide feedback for individual answers.' Below this, the 'IMAGES, FILES, AND WEB LINKS' section contains two unchecked checkboxes: 'Add images, files, and web links to individual feedback.' and 'Add images, files, and web links to answers.'

- *Provide feedback for individual answers:* Select this check box if you want your feedback for individual answers to appear to students. Though a Response Feedback text box displays by default, students won't see any feedback you add unless you select this check box. You can't provide individual feedback for answers to True/False, Ordering, and Matching questions.
- *Add images, files, and web links to individual feedback:* You'll be able to add images, files, and web links to individual feedback you provide.

FILE RESPONSE QUESTIONS

For File Response questions, students upload a file from their computers or the Content Collection as the answer to the question. Students can create work before a test and submit the file with their submissions, particularly if it requires a large amount of text. You grade these questions manually.

Example:

Create a diagram of a simple relational database and save it in an image format such as PNG. Upload the file to this question.

You can download the files and then review and assess the submissions later without an active internet connection. You will need to be online to access the Grade Center to assign grades.

Question 16

50 points Save Answer

What are the most notable accomplishments of the Hubble Space Telescope? Write a five page essay describing them. Please include photos and cite them appropriately.

Write your essay offline and attach it here.

Attach File
Browse My Computer
Browse Content Collection

You can't add File Response questions to surveys.

CREATE A FILE RESPONSE QUESTION

1. Access a test or pool. From the *Create Question* menu, select *File Response*.
2. Type the *Question Text*.
3. Optionally, type feedback for correct and incorrect answers.
4. Optionally, associate a rubric.
5. Select *Submit and Create Another* or *Submit* to add the question to the test.

FILL IN MULTIPLE BLANKS QUESTIONS

For Fill in Multiple Blanks questions, students view text that can contain up to 10 blanks. You can add a maximum of 100 answers for each blank. Students type the appropriate word or phrase for each blank. For questions with a single blank, use Fill in the Blank Questions.

Example:

"Four [a] and [b] years ago" is the beginning of the [c] delivered by [d].

QUESTION 5

12 points Save Answer

"Four and years ago" is the beginning of the delivered by .

Fill in Multiple Blanks questions are graded automatically. Answers are scored based on if student answers match the correct answers you provide. You choose the evaluation method for answers:

- Exact match
- Contains part of the correct answer
- Matches a pattern that you specify

You choose whether or not the answers are case-sensitive.

CREATE A FILL IN MULTIPLE BLANKS QUESTION

Fill in Multiple Blanks questions have two parts: the question and the set of answers.

1. Access a test, survey, or pool. From the *Create Question* menu, select *Fill in Multiple Blanks*.

2. Type the question text as students will see it, but replace the missing information with variables in square brackets. Bracketed variables appear as text boxes to students. Variables can consist of letters, digits (0-9), periods (.), underscores (_) and hyphens (-). Variable names must be unique and you can't reuse them.

Create/Edit Fill in Multiple Blanks Question

QUESTION

Question Title

✱ Question Text

T T T T Paragraph Arial 3 (12pt)

 [Rich Text Editor Icons: Bold, Italic, Underline, Paragraph, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, Full Screen, Help, Undo, Redo, etc.]

 "Four [a] and [b] years ago" is the beginning of the [c] delivered by [d].

 Path: p Words:11

OPTIONS

Allow Partial Credit ☒

Cancel Next

3. Select *Allow Partial Credit* if you want to give each correct answer an equal fraction of the total point value.
4. Select *Next*.
5. On the next *Create/Edit* page, select the number of answers for each variable. You can add more than one possible answer—up to 100—for a single variable.
6. Type the answers.
7. Select *Exact Match*, *Contains*, or *Pattern Match* from each answer's menu to specify how it will be evaluated against the student's answer.
8. Select the *Case Sensitive* check box if capitalization matters.
9. Select *Next*.
10. Optionally, type feedback for correct and incorrect answers.
11. Select *Submit and Create Another* or *Submit* to add the question to the test.

Create/Edit Fill in Multiple Blanks Question

QUESTION TEXT

"Four [a] and [b] years ago" is the beginning of the [c] delivered by [d].

ANSWERS FOR: A

Number of Answers 1

✱ Answer 1 Exact Match score Case Sensitive ☐

ANSWERS FOR: B

Number of Answers 2

✱ Answer 1 Exact Match seven Case Sensitive ☐ Remove

✱ Answer 2 Exact Match 7 Case Sensitive ☐ Remove

ANSWERS FOR: C

Number of Answers 1

✱ Answer 1 Exact Match Gettysburg Address Case Sensitive ☒

ANSWERS FOR: D

Number of Answers 1

✱ Answer Contains Exact Match Pattern Match Lincoln Case Sensitive ☒

Previous Cancel Next

Note how the answers are constructed for the example question. For answer A, the evaluation method is Exact Match because the word "score" is pulled directly from the speech. Answer B has two potential correct answers to allow for both "7" and "seven." For answer D, the evaluation method is Contains to allow for "President Lincoln," "Lincoln," "Abe Lincoln," or "Abraham Lincoln."

PARTIAL CREDIT

Select the *Allow Partial Credit* check box to award a percentage of the total points when students provide correct answers for some of the blanks. The amount of partial credit is assigned automatically, based on the question's possible points and the number of answers. This option only appears if you selected it on the *Question Settings* page.

ANSWER SETS FOR EACH VARIABLE

Keep answers simple and brief in the answer sets. To avoid difficulties with auto-grading, you can limit answers to one word. One-word answers prevent issues such as extra spaces or word order causing a correct answer to be scored as incorrect.

- Select *Contains* from the menu in the answer to allow for abbreviations or partial answers. This option counts a student's answer as correct if it includes the word or words you specify. For example, set up a single answer that contains **Franklin** so that Benjamin Franklin, Franklin, B Franklin, B. Franklin, and Ben Franklin are all counted as correct answers. Then, you don't have to list all the acceptable possibilities for the answer Benjamin Franklin.
- Provide additional answers that allow for common spelling errors. Or, select *Pattern Match* from the menu in the answer and create a regular expression that allows for spelling, spacing, or capitalization variations.

PATTERN MATCH

You can create a **regular expression** that allows for spelling, spacing, or capitalization variations in an answer.

A regular expression is a search pattern used for matching one or more characters within a string. With regular expressions, you can count certain patterns as correct, rather than an exact text match. For example, regular expressions enable grading of the wide range of possible answers that are typical of scientific data.

In a regular expression, most characters in the string match only themselves and are called **literals**. Some characters have special meaning and are called **metacharacters**. You can conduct an internet search on "regular expressions" for a complete list. This list includes some examples:

- A dot (.) matches any single character except newline characters.
- Brackets [] match anything inside the square brackets for one character.
- A dash (-) inside square brackets allows you to define a range. For example, [0123456789] can be rewritten as [0-9].
- A question mark (?) makes the preceding item in the regular expression optional. For example, Dec(ember)? will match Dec and December.

Simple string examples:

- b.t - matches with bat, bet, but, bit, b9t because any character can take the place of the dot (.).
- b[aeui]t matches bat, bet, but, bit.
- b[a-z]t will accept any three-letter combination that begins with b and ends with t. A number won't be accepted as the second character.
- [A-Z] matches any uppercase letter.
- [12] matches the target character to 1 or 2.
- [0-9] matches the target character to any number in the range 0 to 9.

When you choose to match a pattern for an answer, you can test the pattern and a new window opens.

FILL IN THE BLANK QUESTIONS

A Fill in the Blank question consists of a phrase, sentence, or paragraph with a blank space where a student provides the missing word or words. The maximum number of answers you can provide for a blank is 100. Use Fill in Multiple Blanks questions to create a question with multiple answers.

Example:

_____ is the silicate mineral with the lowest melting temperature and the greatest resistance to weathering.

QUESTION 2	10 points
_____ is the silicate mineral with the lowest melting temperature and the greatest resistance to weathering, and as a result, it makes up the great bulk of sand-sized particles.	
<input type="text"/>	

Fill in the Blank questions are graded automatically. Answers are scored based on if student answers match the correct answers you provide. You choose the evaluation method for answers:

- Exact match
- Contains part of the correct answer
- Matches a pattern that you specify

You choose whether or not the answers are case-sensitive.

CREATE A FILL IN THE BLANK QUESTION

Fill in the Blank questions have two parts: the question and the set of answers. A text box appears after the question for students to type their answers.

1. Access a test, survey, or pool. From the *Create Question* menu, select *Fill in the Blank*.
2. Type the *Question Text*.
3. To add more than one answer, select from the *Number of Answers* menu—up to 100. To delete an answer, select *Remove*.

Type each answer and select *Contains*, *Exact Match*, or *Pattern Match* to specify how the answer is evaluated against a student's answer. For *Contains* and *Exact Match*, select the *Case Sensitive* check box if you want to take capitalization into account

ANSWERS

Add answers for all possible correct responses.

Number of Answers 1

★ Answer 1

Exact Match

☐ Case Sensitive

4. Optionally, type feedback for correct and incorrect answers.
5. Select *Submit and Create Another* or *Submit* to add the question to the test.

ABOUT CREATING ANSWERS

Keep answers simple and brief in the answer sets. To avoid difficulties with auto-grading, you can limit answers to one word. One-word answers prevent issues such as extra spaces or word order causing a correct answer to be scored as incorrect.

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- b[aeui]t matches bat, bet, but, bit.
- b[a-z]t will accept any three-letter combination that begins with b and ends with t. A number won't be accepted as the second character.
- [A-Z] matches any uppercase letter.
- [12] matches the target character to 1 or 2.
- [0-9] matches the target character to any number in the range 0 to 9.

When you choose to match a pattern for an answer, you can test the pattern and a new window opens.

HOT SPOT QUESTIONS

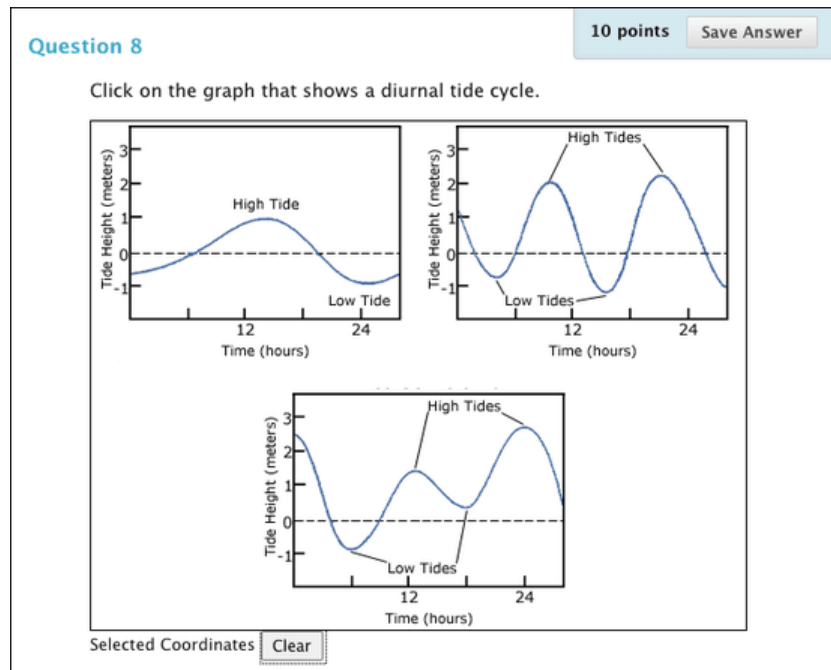
With Hot Spot questions, students are presented with an image and select a particular area as the answer. Examples of Hot Spot questions include these:

Anatomy: Locate parts of the body.

- Geography: Locate areas on a map.
- Foreign Language: Select articles of clothing.

Hot Spot questions are graded automatically.

Have the image file ready before you create the question. You can upload the image file from your computer or link to it from Course Files or the Content Collection. Accepted images files include GIF, JIF, JPG, JPEG, PNG, TIFF, and WMF.



Although no limitations exist, consider the size of the image and make adjustments with an image editing application before you upload the file.

CREATE A HOT SPOT QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Hot Spot*.
2. On the *Create/Edit Hot Spot Question* page, type the question.
3. In the *Upload Image* section, locate the image file. Select *Browse My Computer* to upload a file from your computer. You can also upload a file from the course's storage repository. If available, type alternative text that describes the image. You won't see the text box if your institution uses an older version of Blackboard Learn.
4. Select *Next*.
5. On the next *Create/Edit* page, the image appears. Press and drag the mouse pointer to create a rectangle over the correct answer. When students select a point within the rectangle, they receive credit for a correct answer. The area of the hot spot is defined by pixels. If needed, select *Clear* to remove the rectangle and start again.
6. Optionally, type feedback for correct and incorrect answers.

7. Select *Submit and Create Another* or *Submit* to add the question to the test.

JUMBLED SENTENCE QUESTIONS

Jumbled Sentence questions require students to select words or phrases from a menu to complete a sentence. The **same menu** appears for all blanks and can include both correct answers and distractors. You can add a maximum of 100 answers in the menu.

Jumbled Sentence questions are graded automatically.



Question 6 10 points [Save Answer](#)

Single water molecules are held together by [] bonds and multiple water molecules are held together by [] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally, is called [].

hydrogen
 polar covalent
 nonpolar
 covalent

Type the question text as students will see it, but replace the missing information with variables in square brackets. Variables can consist of letters, digits (0-9), periods (.), underscores (_) and hyphens (-). Variable names must be unique, and you can't reuse them.

Example:

Single water molecules are held together by [a] bonds and multiple water molecules are held together by [b] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is [c].

CREATE A JUMBLED SENTENCE QUESTION

Reminder: The same answer choices appear for each blank.

Question Text

Select the capital cities for the following states:
 North Dakota [w],
 South Dakota [x],
 Wyoming [y], and
 Montana [z].

ANSWERS

Number of Answers: 4

Answer 1	<input type="text" value="Pierre"/>	Remove
Answer 2	<input type="text" value="Helena"/>	Remove
Answer 3	<input type="text" value="Bismarck"/>	Remove
Answer 4	<input type="text" value="Cheyenne"/>	Remove

CORRECT ANSWERS

Select the capital cities for the following states:

North Dakota Bismarck,

South Dakota Pierre,

Wyoming Cheyenne, and

Montana Helena.

1. Access a test, survey, or pool. From the *Create Question* menu, select *Jumbled Sentence*.
2. On the *Create/Edit Jumbled Sentence Question* page, type the question and add the variables in square brackets.
3. Select *Allow Partial Credit* if you want to give each correct answer a fraction of the total point value.
4. Select the *Number of Answers* from the menu. Select *Remove* to delete extra answers.

Type answers in the *Answer* boxes. You can include only correct answers or both correct answers and distracters. On the next page, you select the correct answer for each variable.

5. Select *Next*.
6. On the next *Create/Edit* page, use the menu to select the correct answer for each variable.
7. Optionally, type feedback for correct and incorrect answers.
8. Select *Submit and Create Another* or *Submit* to add the question to the test.

PARTIAL CREDIT

Select the *Allow Partial Credit* check box to award a percentage of the total points when students provide correct answers for some of the blanks. The amount of partial credit is assigned automatically, depending on the question's possible points and the number of answers. This option only appears if you selected it on the *Question Settings* page.

MATCHING QUESTIONS

With Matching questions, students pair items in one column to items in another column. The number of items in each column doesn't have to be equal because you can reuse answers and add unmatched answer choices. Unmatched answer choices are distractors that don't match any item and increase the question's difficulty. Some instructors use distractors so students can't guess at answers by the process of elimination.

Example:

Match the animals to their diets.

Students match pig, lion, zebra, horse, and hedgehog to the answers: carnivore, omnivore, and herbivore.

In this example, students need to use some answers more than once.

QUESTION 1

10 pointsSave Answer

Match the animals to their diets.

B. Pig	A. Carnivore
- Lion	B. Omnivore
- Zebra	C. Herbivore
- Horse	
- Hedgehog	

✓ -

A.
B.
C.

CREATE A MATCHING QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Matching*.
2. Type the *Question Text*.
3. Select *Answer Numbering* from the menu or leave the default.
4. Select the *Number of Questions* from the menu. The default number of question items is 4 and the maximum is 100. If you want fewer than 4 question items, you can select *Remove* above a question's editor.
5. Type question and answer pairs. You can reuse an answer from another pair. Below an answer field, select the check box: *Reuse answer choice from* and make a selection in the menu.

Question/Answer Pair 2

* Question

Remove

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools. The text area contains "North Dakota". The path is "Path: p" and the word count is "Words:2".

* Answer

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools. The text area contains "Prairie dog". The path is "Path: p" and the word count is "Words:2".

☐ Reuse answer choice from None

Partial Credit %

*** Answer**

☒ Reuse answer choice from

Partial Credit %

34

None
☒ Question/Pair 1
Question/Pair 2

- Optionally, you can select *Add unmatched answer choices* and choose a number. Unmatched answer choices can increase the question's difficulty.
- Answer Order* is set to *Randomly* by default. You can choose *Manually* to press and drag answers to the positions you want them to appear.
- Optionally, type feedback for correct and incorrect answers.
- Select *Submit and Create Another* or *Submit* to add the question to the test.

PARTIAL AND NEGATIVE CREDIT

You can allow partial and negative credit for Matching questions. Partial credit rewards students whose answers demonstrate they know some of the material. You type the partial credit percentage for each answer. Use negative credit to discourage guessing. You can allow negative scores for incorrect answers and for the question.

OPTIONS

Allow Partial Credit ☒
Allow Negative Scores for Incorrect Answers ☒
Allow Negative Overall Score for the Question ☐
Answer Numbering

*** Answer**

Paragraph Arial

a sand composite

Path: p

☐ Reuse answer choice from

Partial Credit %

Negative Credit %

You must enable the options to specify partial or negative credit on the *Question Settings* page to use them for individual questions. The option to allow negative scores won't appear unless you selected the option to allow partial credit.

MULTIPLE ANSWER QUESTIONS

Multiple Answer questions allow students to choose more than one answer. Use this type of question when more than one answer is correct. For example, in the medical field, ask students to select symptoms associated with a medical condition.

CREATE A MULTIPLE ANSWER QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Multiple Answer*.
2. Type the *Question Text*.
3. Select *Answer Numbering* and *Answer Orientation* from the menus or leave the defaults.
4. The default number of answers is 4. If you want to increase this, select the *Number of Answers* from the menu. To reduce the number of answers, select *Remove* next to the answer boxes to delete them. A Multiple Answer question must have at least 2 answers and no more than 100 answers.
5. Complete the *Answer* box for each answer.
6. To select the correct answers, select the *Correct* check box for each answer.
7. Optionally, type feedback for correct and incorrect answers.
8. Select *Submit and Create Another* or *Submit* to add the question to the test.

QUESTION 2

10 pointsSave Answer

Choose all of the examples or types of carbohydrates.

☐ A. Galactose

☐ B. Fructose

☐ C. Sucrose

☐ D. Maltose

Multiple Answer questions are graded automatically. If a test only has this type of question, the test scores are posted automatically for students to view.

PARTIAL AND NEGATIVE CREDIT

You can allow partial and negative credit for Multiple Answer questions. Partial credit rewards students whose answers demonstrate they know some of the material. Use negative credit to discourage guessing. You can allow negative scores for incorrect answers and for the question.

You must enable the options to specify partial or negative credit on the *Question Settings* page to use them for individual questions. The option to allow negative scores won't appear unless you selected the option to allow partial credit.

MULTIPLE CHOICE QUESTIONS

With Multiple Choice questions, students select one correct answer from several choices.

QUESTION 2

2 points

Alfred Wegener discusses a supercontinent called _____.

- ☐ Linneus
- ☐ Cosmas
- ☐ Pangaea
- ☐ Laurasia
- ☐ Gondwana

Use Multiple Answer Questions to create questions with more than one answer.

CREATE A MULTIPLE CHOICE QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Multiple Choice*.
2. Type the *Question Text*.
3. Select *Answer Numbering* and *Answer Orientation* from the menus or leave the defaults.
4. The default number of choices is 4. If you want to increase this, select the *Number of Answers* from the menu. To reduce the number of answers, select *Remove* next to the answer boxes to delete them. A Multiple Choice question must have at least 2 answers and no more than 100 answers.
5. Type an answer in each box.
6. Select the option for one correct answer.
7. Optionally, type feedback for correct and incorrect answers. If you allowed partial credit, answers that are partially correct will receive the feedback for an incorrect answer.
8. Select *Submit and Create Another* or *Submit* to add the question to the test.

Multiple Choice questions are graded automatically. If a test only has this type of question, the test scores are posted automatically for students to view.

PARTIAL AND NEGATIVE CREDIT

You can allow partial and negative credit for Multiple Choice questions. Partial credit rewards students whose answer demonstrates they know some of the material. You type the partial credit percentage for each answer. Use negative credit to discourage guessing. You can allow negative scores for incorrect answers and for the question.

You must enable the options to specify partial or negative credit on the *Question Settings* page to use them for individual questions. The option to allow negative scores won't appear unless you selected the option to allow partial credit.

OPINION SCALE AND LIKERT QUESTIONS

You can use Opinion Scale/Likert questions to measure students' attitudes or reactions with a comparable scale. By default, five answer choices appear that range from *Strongly Agree* to *Strongly Disagree*. A sixth option lets students select *Not Applicable*. You can change the text of the answer choices and adjust the number of answers from 2 to 100.

Opinion Scale/Likert questions are graded automatically.



Question 1

How concerned are you about the polar ice caps melting?

☐ 1. Strongly Agree ☐ 2. Agree ☐ 3. Neither Agree nor Disagree ☐ 4. Disagree ☐ 5. Strongly Disagree ☐ 6. Not Applicable

Save Answer

Opinion Scale/Likert questions are ideal for surveys. If you include the questions in a test, you must select a correct answer. If you require just an opinion, change the point value to zero so that the question doesn't affect the test total.

CREATE AN OPINION SCALE/LIKERT QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Opinion Scale/Likert*.
2. Type a question or statement.
3. Select *Answer Numbering* and *Answer Orientation* from the menus or leave the defaults.
4. Select the *Number of Answers* from the menu or leave the default of 6. Select *Remove* to delete an answer box.
5. To change the default answers or to add answers if you have increased the number of possible answers, type an answer in each box.
6. If you include the question in a test, you must select a correct answer.
7. Optionally, type feedback for correct and incorrect answers.
8. Select *Submit and Create Another* or *Submit* to add the question to the test.

PARTIAL CREDIT

You can allow partial credit for Opinion Scale/Likert questions. Partial credit rewards students whose answers demonstrate they know some of the material. You type the partial credit percentage for each answer.

You must enable the options to specify partial credit on the *Question Settings* page to use them for individual questions.

ORDERING QUESTIONS

With Ordering questions, students select the correct order of a series of items. For example, you can give students a list of historical events and ask them to place these events in chronological order.

By default, if you allowed partial credit, students are awarded partial credit for Ordering questions if they answer part of the question correctly. For example, if the question is worth eight points and the student gives the correct order for half of the items, they receive four points.



The screenshot shows a question interface for 'Question 5' worth 12 points. The question text is 'Order the four oceans in size, with the largest first.' Below the text are four input boxes, each with a dropdown arrow. The first box is open, showing a list of options: 'Pacific', 'Indian', 'Atlantic', and a checked '1.'. The other three boxes are empty. A 'Save Answer' button is in the top right corner.

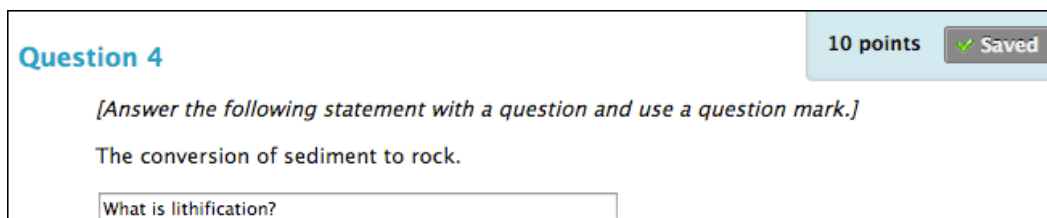
CREATE AN ORDERING QUESTION

When you create an Ordering question, you add the answers in the correct order and later set the order that they display to students.

1. Access a test, survey, or pool. From the *Create Question* menu, select *Ordering*.
2. Type the *Question Text*.
3. Select *Answer Numbering* from the menu or leave the default.
4. The default number of answers is 4. If you want to increase this, select the *Number of Answers* from the menu. To reduce the number of answers, select *Remove* next to the answer boxes to delete them. An Ordering question must have at least 2 answers and no more than 100 answers.
5. Type an answer in each box.
6. Select *Next*.
7. Press and drag the answers in the *Display Order* column to determine how they appear.
8. Optionally, type feedback for correct and incorrect answers.
9. Select *Submit and Create Another* or *Submit* to add the question to the test.

QUIZ BOWL QUESTIONS

With Quiz Bowl questions, students are presented with an answer and they provide the question. Student responses must be in the form of a question that begins with an interrogative, such as who, what, or where. For example, the statement, "It is the only country that is a continent," requires the answer, "What is Australia?"



The screenshot shows a question interface for 'Question 4' worth 10 points, marked as 'Saved'. The question text is '[Answer the following statement with a question and use a question mark.] The conversion of sediment to rock.' Below the text is a text input box containing the text 'What is lithification?'.

Add instructions to the initial statement that ask students to respond in the form of a question. Remind students to use a question mark. Incorrect end punctuation results in no credit for the response.

Quiz Bowl questions are graded automatically.

When you create a Quiz Bowl question, you provide these parts:

- The statement that students that students can provide the question for
- All possible interrogatives the question could begin with, such as who, what, where
- All possible correct answer phrases, including variations in spellings, plurals, and common abbreviations

The system scores the question. A correct response contains one of the interrogatives you added, immediately followed by any one of the phrases you added, including end punctuation.

CREATE A QUIZ BOWL QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *Quiz Bowl*.
2. Type a statement that students can provide the question for.
3. Select the *Number of Interrogatives* from the menu. You can add up to 103 interrogatives.

2. Interrogatives

Number of Interrogatives: 4

Interrogative 1	Who	Remove
Interrogative 2	What	Remove
Interrogative 3	When	Remove
Interrogative 4	Where	Remove

4. If necessary, type or edit the interrogatives. Select *Remove* to remove interrogatives.
5. Type the answer phrase. Optionally, select the number of answer phrases if more than one is needed. The maximum number of answer phrases is 100.
6. Optionally, type feedback for correct and incorrect answers.
7. Select *Submit*.

PARTIAL CREDIT

You can allow partial credit for Quiz Bowl questions. Partial credit rewards students whose answers demonstrate they know some of the material.

You must enable the options to specify partial credit on the *Question Settings* page to use them for individual questions.

Short Answer questions are similar to Essay questions. Student responses aren't limited in length, but the number of rows you set for the text box help students know your expectations. The maximum number of rows is six.

[illegible]

1. Access a test, survey, or pool. From the *Create Question* menu, select *Short Answer*.
2. Type the *Question Text*.
3. Select the *Number of Rows to Display in the Answer Field* from the menu. The number of rows is intended as a guideline for student response length. It doesn't impose an absolute limit on answer length.
4. Type an example of a correct answer in the *Answer Text* box.
5. Optionally, associate a rubric.
6. Select *Submit and Create Another* or *Submit* to add the question to the test.

On the Question Settings page, you can set options for feedback for individual questions.

- ## Test Question Settings
- FEEDBACK**

☒ Provide feedback for individual answers.
- IMAGES, FILES, AND WEB LINKS**

☐ Add images, files, and web links to individual feedback.

☐ Add images, files, and web links to answers.

TRUE/FALSE QUESTIONS

With True/False questions, students choose true or false in response to a statement question.

CREATE A TRUE/FALSE QUESTION

1. Access a test, survey, or pool. From the *Create Question* menu, select *True/False*.
2. Type the question in the form of a statement that students can answer with true or false.
3. Select the correct answer: *True* or *False*. Answer options are limited to the words *True* and *False*.
4. Optionally, type feedback for correct and incorrect answers.
5. Select *Submit and Create Another* or *Submit* to add the question to the test.

QUESTION 6 **10 points** **Save Answer**

Multiculturalism is a state in which all sub-cultures in the same society are equal to one another.

☐ True

☐ False

True/False questions are graded automatically. If a test only has this type of question, the test scores are posted automatically for students to view.

REUSING QUESTIONS AND RANDOMLY PULLING QUESTIONS

You can reuse questions from all existing tests, surveys, and pools in your course by copying or linking to questions using the **Find Questions** option, using existing tests, surveys, and/or pools with a **Random Block**, or using existing pools with a **Question Set**.

COPYING AND LINKING TO QUESTIONS

When you reuse questions, you locate them on the **Find Questions** page. You can choose to **Copy a Question** from an existing test to a new test, or **Link to the original question** in the new test. The difference is that if a linked question is changed, those changes are reflected everywhere a link to that question occurs. Questions that are linked display an icon that indicates they are used in other tests. After you deploy an assessment, any changes you made to the original linked version do not affect the versions in the deployed assessment. Alternatively, when a question is copied, changes made to one instance of the question are not reflected in the other instances. Copy is the default selection.

- **Benefits to copying questions:** Copying allows you to modify a question freely for any given test, survey, or pool. There is also a reduced risk of consistency issues should the original version of the question be modified.

- **Drawbacks to copying questions:** If you correct or change the original question, the copied version will no longer be the same as the original. If you need a global change, you must locate and modify each copied instance of the question individually.
- **Benefits to linking questions:** Linking helps maintain uniformity, but only until you deploy an assessment. If you need to make a global change to the question, it might only need to be made in one place.
- **Drawbacks to linking questions:** You cannot modify a linked question for a non-deployed assessment, except by changing the original source question—which also means every other non-deployed assessment linking to the question is impacted as well.

ABOUT THE FIND QUESTION PAGE

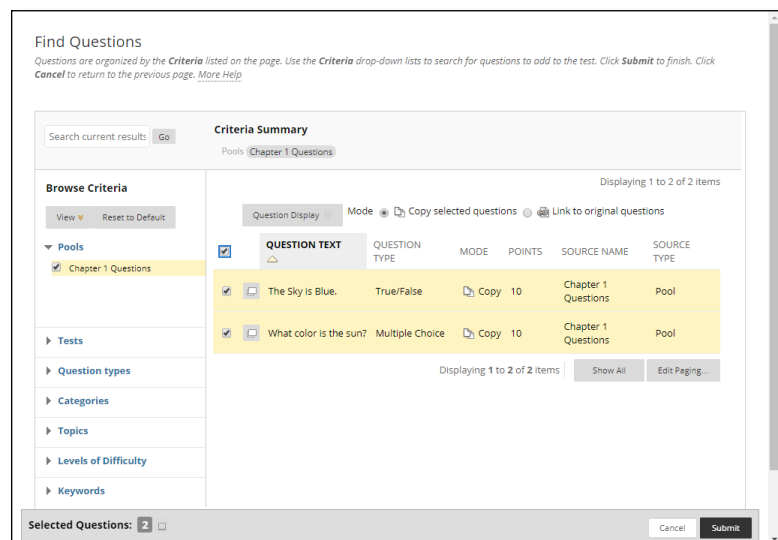
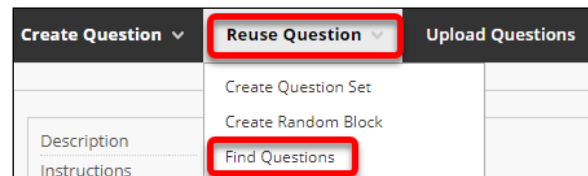
You can use the **Find Questions** page to filter and select questions when adding individual questions or a random block to a test.

The **Find Questions** page consists of the active filter area that displays all questions that meet your search criteria. This is a dynamic list that changes automatically as you select or clear criteria. The **Selected Questions** area displays the questions you have already selected, eliminating the need to scroll up and down long lists of questions.

Finding questions can be made easier by using metadata when creating questions.

HOW TO FIND QUESTIONS

1. Access a test, survey, or pool canvas and point to **Reuse Question** to access the drop-down list.
2. Select **Find Questions**.
3. In the Find Question pop-up window, choose to **Copy selected questions** or to **Link to original questions**.
4. In the **Browse Criteria** section, expand the criteria sections and select specific criteria. You can search within pools, tests, question types, categories, topics, levels of difficulty, and keywords. All questions meeting those criteria are displayed. You can also use the **Search current results** box to type a phrase, word, or part of a word to find matching questions.

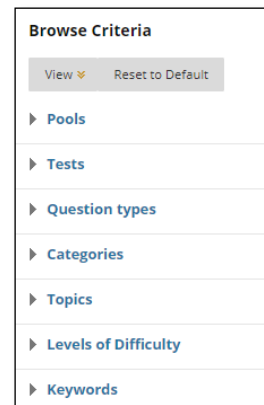


5. Select the questions you want to add to the assessment. They are added to the **Selected Questions** area at the bottom of the screen, which you can expand to view your list of questions. You can remove questions from **Selected Questions** by clicking the red **X** next to the question. This action only remove is from this collection; it does not delete the question.
6. Click **Submit**. The questions are added to your test, survey, or pool.

ABOUT THE BROWSE CRITERIA SECTION

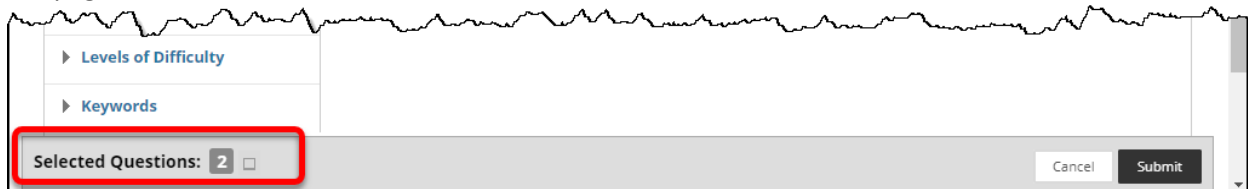
As you select criteria from the **Browse Criteria** section, the relevant questions appear in the active filter list. The selected criteria appear above the active filter list as a reference. The active filter list will be empty if there are no matching questions. The criteria categories for searching for questions include:

- **Pools:** These are instructor-created collections of questions, usually related to each other, which you can include as an entire group in a test, survey, or another larger pool.
- **Tests:** This includes both tests (which are graded) and surveys (which are not).
- **Question types:** This allows you to select one or more of the question types, including:
- **Categories:** Selects among the assigned categories of questions.
- **Topics:** Selects among the assigned topics of questions.
- **Levels of Difficulty:** Selects among the levels of difficulty assigned to questions.
- **Keywords:** Selects by assigned question keywords.



NOTE: The questions you can find may be limited according to your specific access permissions.

The questions you select through this process appear in the **Selected Questions** area at the bottom of the page.



CREATING AND EDITING A RANDOM BLOCK

When creating tests, you can use **random blocks** to help ensure students see their own sets of questions. Random blocks select questions at random to be presented each time the test is taken.

Unlike question sets, random blocks draw questions from pools only. You can use more than one pool to draw your questions from.



BEFORE YOU BEGIN

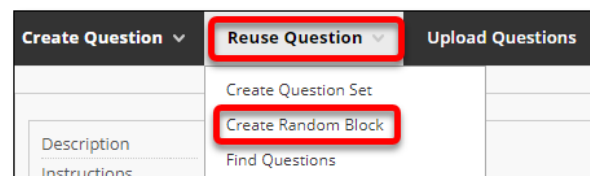
When creating a random block:

- You can choose to have the number of questions displayed be less than the total number of questions in the random block. For example, 3 questions display out of 50 total—the questions are randomly distributed so each student may see different sets of questions.
- You can choose to have number of questions displayed equal the total number of questions in the random block. Then, all students view the same questions, but in random order for each student.
- You cannot add a random block of questions from another test or survey.
- You cannot include a random block in a survey or a pool.
- You cannot use the search function or browse metadata when making your question selection for random blocks.

HOW TO CREATE A RANDOM BLOCK OF QUESTIONS FOR A TEST

When you add questions to a test using the random block feature, each question is linked, not copied. Therefore, if you change the original question, the revised version of the question appears.

1. Create or access a test.
2. On the **Test Canvas**, point to **Reuse Question** on the action bar to access the drop-down list.
3. Select **Create Random Block**.
4. On the **Create Random Block** page, select one or more pools.



5. Select at least one question type to include in the test. All questions that meet the criteria are added to the random block.
6. Click **Submit**. The random block of questions is added to the test.
7. Assign the **Number of Questions to Display** to students. Use a number less than the total number of questions to ensure varying questions are presented.
8. Type a point value per question. This point value is assigned to every question in the random block. You cannot assign separate point values for individual questions in the same random block.
9. Click **Preview questions that match selected criteria** to expand or collapse the list of questions. You can view and edit individual questions.

Create Random Block
A random block is a group of questions retrieved from a question pool. Questions are randomly retrieved from the selected question pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria

View ▼ Reset to Default

Pool

☒ Chapter 1 Questions

Question types

☐ All Pool Questions
☐ Calculated Formula
☐ Calculated Numeric
☐ Either/Or
☐ Essay
☐ File Response
☐ Fill in Multiple Blanks
☐ Fill in the Blank
☐ Hot Spot
☐ Jumbled Sentence
☐ Matching
☐ Multiple Answer
☒ Multiple Choice
☐ Opinion Scale/Likert
☐ Ordering
☐ Presentation Only
☐ Quiz Bowl
☐ Short Answer
☒ True/False

Selected Criteria

Pool: Chapter 1 Questions + Question types: Multiple Choice True/False

Preview questions that match selected criteria

Displaying 1 to 2 of 2 items

Question Display ▼

QUESTION TEXT	QUESTION TYPE	SOURCE NAME
<input type="checkbox"/> The Sky is Blue.	True/False	Chapter 1 Questions
<input type="checkbox"/> What color is the sun?	Multiple Choice	Chapter 1 Questions

Displaying 1 to 2 of 2 items Show All Edit Paging...

Cancel Submit

4 - 5. **Random Block** Points per question: 10
Total Points: 20

Total Questions: 5
Number of Questions to display:
Source Pool: Chapter 1 Questions
Question Types: All Pool Questions

Preview questions that match selected criteria

Question Display ▼

QUESTION TYPE	QUESTION TEXT	ALIGNMENT COUNT
<input type="checkbox"/> True/False	The Sky is Blue.	0
<input type="checkbox"/> Multiple Choice	What color is the sun?	0
<input type="checkbox"/> True/False	The Sky is Blue.	0
<input type="checkbox"/> Multiple Choice	What color is the sun?	0
<input type="checkbox"/> True/False	The Sky is Blue.	0

Question Display ▼

Displaying 1 to 5 of 5 items Show All Edit Paging...



You cannot delete questions within a random block. Remove a question from the pool it appears in so it will not appear in the random selection for your test.

EDITING AND DELETING RANDOM BLOCKS

From the test with the random block, access the random block's contextual menu to edit or delete it. From the **Test Canvas**, you can change the point value for each question in the random block or the number of questions to be used in the test.

CREATING QUESTION SETS

A question set is a collection of questions retrieved from selected tests and pools. From this set, you specify how many questions to display. The specific questions displayed are randomly chosen each time the test is taken.

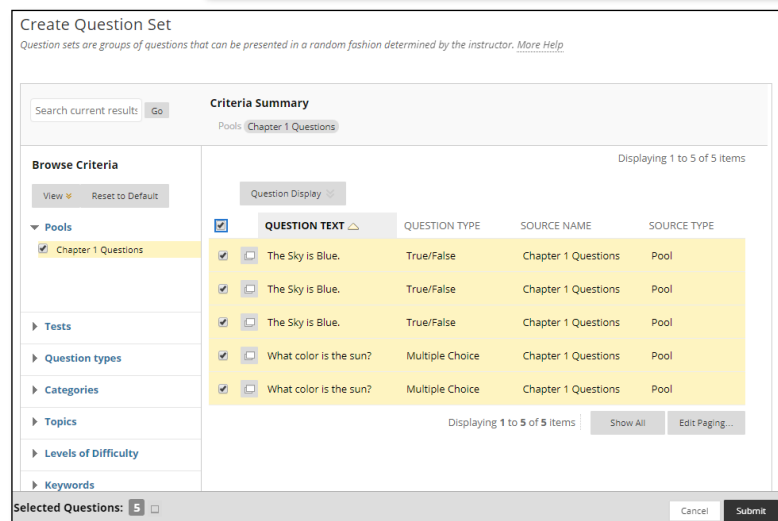
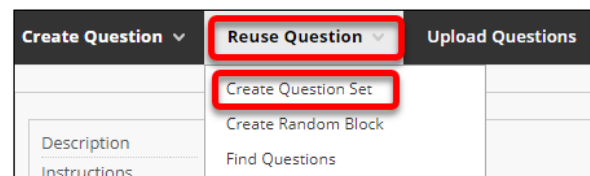
For each question set, you can specify:

- The pools and tests that it will draw from.
- The type of questions to draw from.
- The number of questions to draw from.

If the number of questions to be displayed is less than the list of questions (example: 3 out of 50), then the questions are randomly distributed so that each user may be viewing a different set of three questions. You can choose to display the same questions to all users by selecting all the questions listed.

HOW TO CREATE QUESTION SETS

1. Access a test.
2. On the **Test Canvas** page, point to **Reuse Question** on the action bar.
3. Select **Create Question Set**. The **Create Question Set** pop-up window displays.
4. Search for questions in the **Browse Criteria** panel.
5. Select the questions to include in the test. You can also select the check box in the header row to select all the currently displayed questions.
6. Review your selected questions.
7. Click **Submit**.

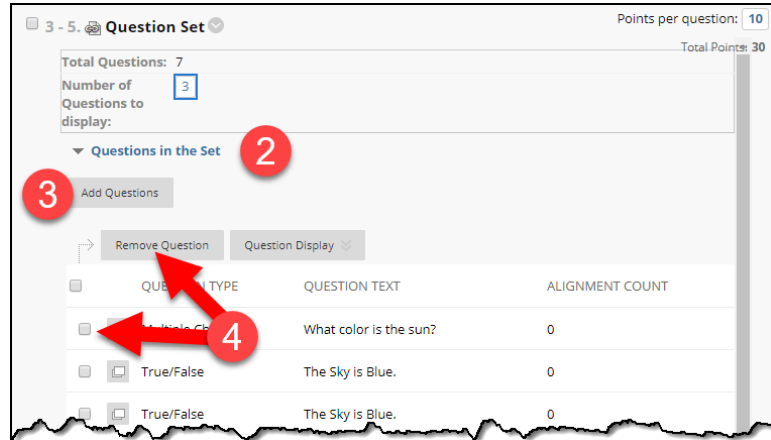


HOW TO ADD OR DELETE QUESTIONS IN A QUESTION SET

Use the following steps to add or delete questions in a question set.

1. Access a test.
2. On the **Test Canvas** page, locate the question set, and click **Questions in the Set** to expand it.

- To add questions to the set, click **Add Questions**. The **Create Question Set** pop-up window appears. You do not need to reselect the questions already in the question set. This procedure merely adds questions to what is already present. Use the criteria to find and select the questions to add to the question set. Review your selected questions and click **Submit**.

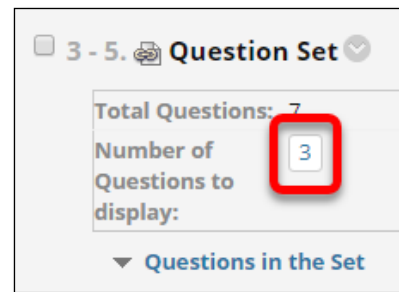


- To delete questions from the set, select the questions to be removed and click **Remove Question**. This action does not delete the original linked source for the question.

USING QUESTION SETS IN TESTS

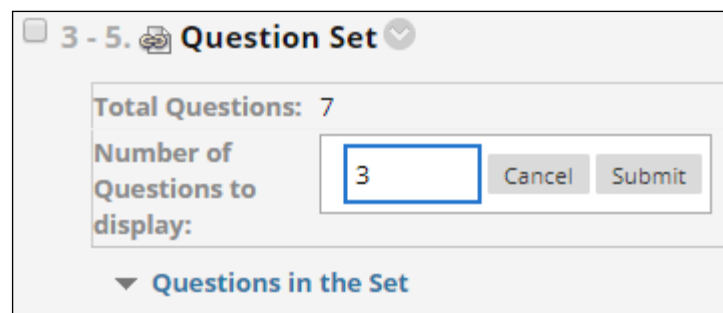
When added to a test, a question set shows the total number of questions in the set, and the currently set number of questions to display to a student taking the test. The default is one.

You can type a different value in the **Number of Questions to display** box. To be sure students are presented with a question set each time, enter a number less than the total number of questions.



Note that the points assigned are a point value per question, and

typed in the **Points per question** box. For example, if you set it to 10, and the question set presents 2 out of 5 questions, this means the question set has a total of 20 points that can be awarded for correct answers. You cannot assign separate point values for individual questions in the same question set.



Due to the randomized format of question sets, use caution when referring to specific question content or numbering, as the questions displayed will change with each attempt.

UPLOADING QUESTIONS

You can write your questions offline in a specially formatted text file and upload it into tests, surveys, and question pools. Once uploaded, you can edit and use questions exactly like questions that you create inside Blackboard Learn.

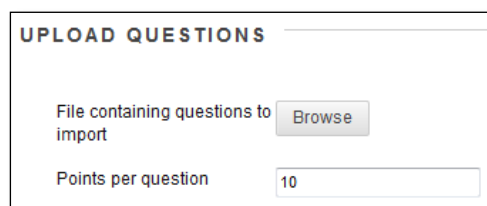
BEFORE YOU BEGIN

The following information is important to note when uploading questions.

- The uploaded file must meet the file format guidelines detailed in this topic.
- The questions in the uploaded file must meet the question format guidelines detailed in this topic.
- Questions that contain an error will fail to upload. Questions without errors will upload successfully.
- The system does not check for duplicate questions. It is up to you to manage this.
- Uploaded questions automatically default to the point value that they are assigned when uploaded. If you did not set a default value, questions will automatically have a point value of zero. Then, you must enter a point value for each question.
- Once uploaded, you can use the questions just like other questions you created within tests, surveys, or pools.

HOW TO UPLOAD QUESTIONS

1. Create or edit or edit an existing assessment.
2. From the test, survey, or pool canvas page, click **Upload Questions** on the action bar.
3. Click **Browse** to locate the file.
4. Optionally, type a number in the **Points per question** box to set a default value for all questions. If left blank, all questions will be set to a value of zero, but you can edit the individual question values at any time after the upload is complete.
5. Click **Submit** and click **OK**. The questions appear on the **Test Canvas**. You can edit and reorder the questions as necessary.



FILE FORMAT GUIDELINES

Each file containing questions to be uploaded must conform to the following guidelines.

- Each file must be a tab-delimited TXT file. You can edit this file in Excel or in a text editor.
- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.
- Do not include a header row in the file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Include only one question per row.

- The first field in every row defines the type of question.
- Separate each field in a row using a TAB.
- *correct, incorrect, true, false* and other words that identify answers must be in English.

QUESTION FORMAT GUIDELINES

To be uploaded successfully, the questions in the text file must conform to the guidelines detailed in the following table.

When uploaded to a survey, the `correct|incorrect` answer designation is ignored, but the file must follow the same format as described for tests and pools.

NOTE: Questions that contain an error will fail to upload. Questions without errors will upload successfully.

Question Type	Structure
Multiple Choice	<p>MC TAB <i>question text</i> (TAB <i>answer text</i> TAB <code>correct incorrect</code>)</p> <p>Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 100.</p>
Multiple Answer	<p>MA TAB <i>question text</i> (TAB <i>answer text</i> TAB <code>correct incorrect</code>)</p> <p>Text within () may be repeated for each of the answers that are part of the Multiple Answer question. The maximum number of answers is 100.</p>
True/False	TF TAB <i>question text</i> TAB <code>true false</code>
Essay	<p>ESS TAB <i>question text</i> TAB [example]</p> <p>Text within [] is optional. You may choose to add a sample essay question or leave this blank.</p>
Ordering	<p>ORD TAB <i>question text</i> (TAB <i>answer text</i>)</p> <p>Text within () may be repeated for each of the answers that are part of the Ordering question. The maximum number of answers is 100. The order entered in the file is the correct order. The system will randomly order the answers.</p>
Matching	<p>MAT TAB <i>question text</i> (TAB <i>answer text</i> TAB <i>matching text</i>)</p> <p>Text within () may be repeated for each of the answers that are part of the Matching question. The maximum number of answers is 100. The system will randomly order the answers and their question. When uploading a matching question, there must be a one-to-one relationship between questions and answers. If not, correct answers may be marked incorrect if more than one answer has the same value.</p>
Fill in the Blank	FIB TAB <i>question text</i> (TAB <i>answer text</i>)

Question Type	Structure
	Text within () may be repeated for each of the answers that are part of the Fill in the Blank question. The maximum number of answers is 100.
Fill in Multiple Blanks	<p>FIB_PLUS TAB <i>question text</i> TAB <i>variable1</i> TAB <i>answer1</i> TAB <i>answer2</i> TAB TAB <i>variable2</i> TAB <i>answer3</i></p> <p>The format consists of a list of variable-answers where each variable- answer is composed of the variable name and a list of correct answers for that variable. Variable-answers are delimited by an empty field.</p> <p>The maximum number of variables is 10.</p>
File Response	FIL TAB <i>question text</i>
Numeric Response	NUM TAB <i>question text</i> TAB <i>answer</i> TAB [optional] <i>tolerance</i>
Short Answer	SR TAB <i>question text</i> TAB <i>sample answer</i>
Opinion/Likert Scale	<p>OP TAB <i>question text</i></p> <p>The maximum number of answers is 100.</p>
Jumbled Sentence	<p>JUMBLED_SENTENCE TAB <i>question text</i> TAB <i>choice1</i> TAB <i>variable1</i> TAB <i>choice2</i> TAB <i>variable2</i> TAB <i>choice3</i> TAB <i>variable3</i></p> <p>The format consists of a list of choices-answers where each choice-answer consists of the choice followed by the list of variables for which that choice is the correct answer. An empty field indicates the end of a choice answer.</p> <p>A choice immediately followed by an empty field indicates that choice is not the correct answer for any variable.</p> <p>The maximum number of answers is 100.</p>
Quiz Bowl	<p>QUIZ_BOWL TAB <i>question text</i> TAB <i>question_word1</i> TAB <i>question_word2</i> TAB <i>phrase1</i> TAB <i>phrase2</i></p> <p>The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.</p> <p>The maximum number of interrogatives is 103.</p> <p>The maximum number of answer phrases is 100.</p>

Example: File Structure in Excel

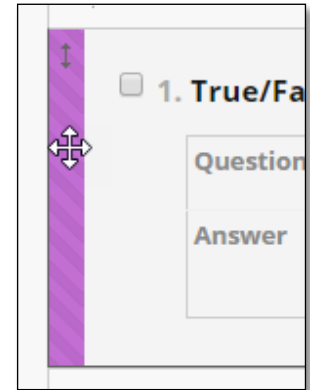
A1								
	A	B	C	D	E	F	G	H
1	MC	What ocean contains mc Arctic	incorrect	Pacific	correct	Indian	incorrect	Atlantic
2	MA	Hydrothermal vents ____ Have chim correct	Were disc incorrect	Are locate correct	Are void			
3	MC	Submarine Canyons wer Depositio incorrect	Earthquak incorrect	Erosion by correct	Erosion b			
4	TF	Paleomagnetism confir	TRUE	FALSE				
5	TF	The magnetic field of th	FALSE	TRUE				
6	ESS	Give a few examples where in you can help preserve marine ecosystems.						

REORDERING QUESTIONS

By default, when you create new questions using the **Create Question** drop-down list, they are added to the end of the test. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

NOTE: Changing question order only affects new test attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are numbered automatically in the order they are added, and the question numbers update when items are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.



EDITING TESTS AND QUESTIONS

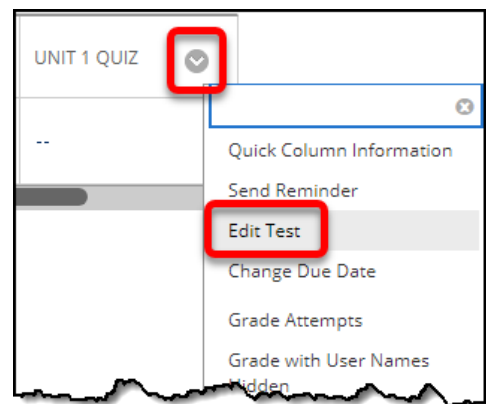
On the **Test Canvas**, you can add, edit, and delete questions in a test. You can also add question sets or random blocks, reorder questions, and edit a test's information before students submit attempts.

Access the **Test Canvas** from the **Grade Center**, the **Course Tools** section in the **Control Panel**, and by accessing a deployed test in a course area, such as a content area or learning module.

After students submit attempts, the ability to modify a test is limited. Once a test has attempts associated with it, you cannot add a question, modify the number of questions in a question set, or change a random block definition or options.

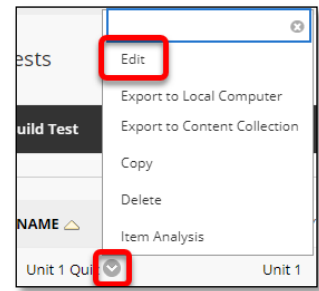
HOW TO EDIT TESTS FROM THE GRADE CENTER

1. Access the **Grade Center**.
2. In the column heading for the test, access the contextual menu.
3. Select **Edit Test**. The **Test Canvas** appears.



HOW TO EDIT TESTS FROM THE COURSE TOOLS SECTION

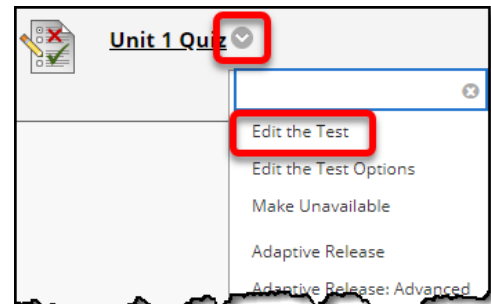
1. In the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, access a test's contextual menu.
4. Select **Edit**. The **Test Canvas** appears.



HOW TO EDIT TESTS FROM A COURSE AREA

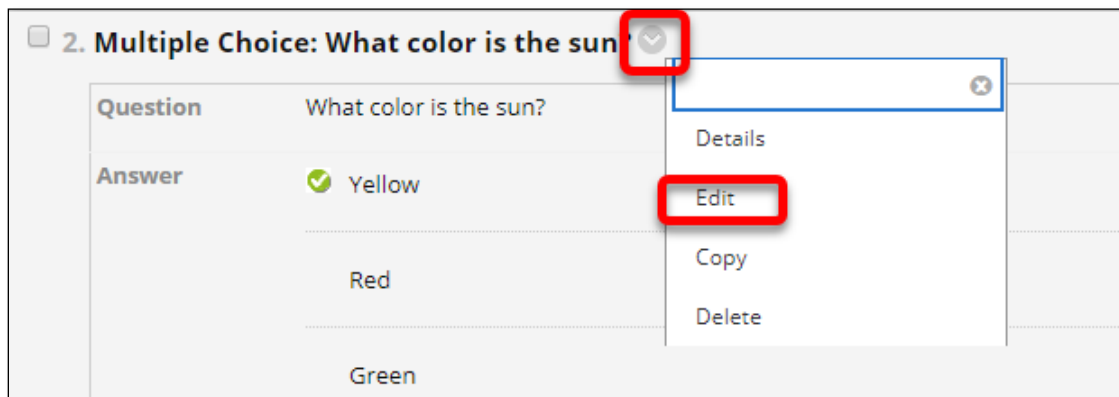
You can edit a test that is deployed in a course area, such as a content area, learning module, lesson plan, or folder. In this example, a test is edited from a content area.

1. In a content area, access a test's contextual menu.
2. Select **Edit the Test**. The **Test Canvas** appears.



HOW TO EDIT TEST QUESTIONS

1. On the **Test Canvas**, access a question's contextual menu.
2. Select **Edit**. The question's **Create/Edit** page appears.



HOW TO CHANGE POINT VALUES

You can change possible points awarded for answering questions correctly.

1. On the **Test Canvas**, select the check box for each question requiring a change.
2. On the action bar, type a number in the **Points** box.
3. Click **Update** or **Update and Regrade** to make your changes.

-OR-

1. On the **Test Canvas**, click a question's current point value.
2. In the **Update Points** pop-up box, edit the points, set the question as **Extra Credit**, or give **Full Credit**.

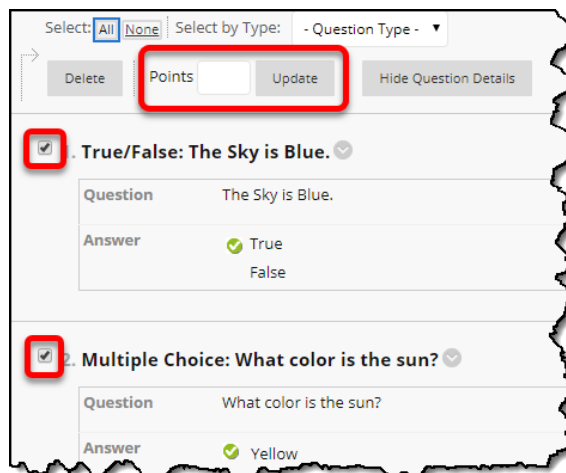
10 ☐ Extra Credit

10 ☐ Extra Credit ☐ Full Credit

3. Click **Submit** or **Submit and Regrade** to make your changes.

In both cases, new grades are recalculated for all previously submitted tests. To remove a question's **Extra Credit** or **Full Credit** designation, click the question's current point value and clear the appropriate check box.

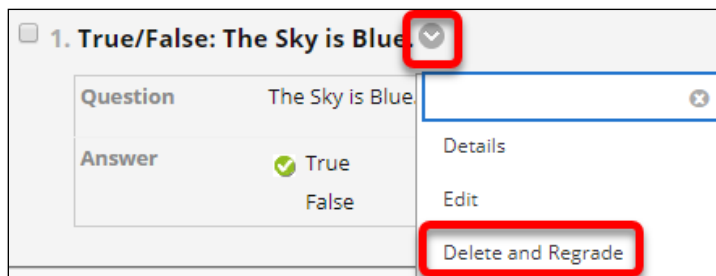
NOTE: You will not be able to add extra credit or partial credit for questions unless you chose these options in Question Settings on the action bar.



HOW TO DELETE TEST QUESTIONS (NOT RECOMMENDED)

After you deploy a test and students submit attempts, you can delete questions. All affected submissions are regraded. If a test has one or more attempts in progress, you cannot delete questions. **Deleting questions after there are submissions is not recommended. Please contact an Instructional Designer to discuss options.**

1. On the **Test Canvas**, select the check box for each question to delete.
2. On the action bar, click **Delete and Regrade**.



The question numbers update after one or more questions are deleted. New grades are recalculated for all previously submitted tests.

HOW TO REORDER QUESTIONS WHEN SUBMISSIONS EXIST

By default, when you create new questions using the **Create Question** drop-down list, they are added to the end of the test. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

NOTE: Changing question order only affects new test attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are automatically numbered in the order they are added, and the question numbers update when questions are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.

POOLS

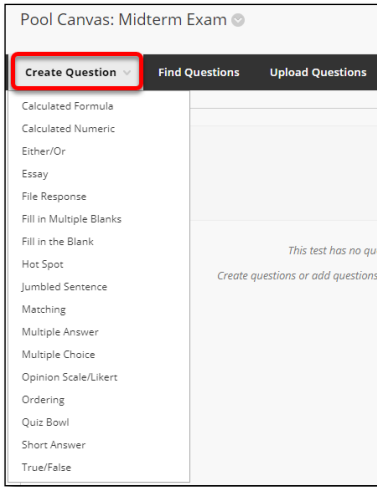
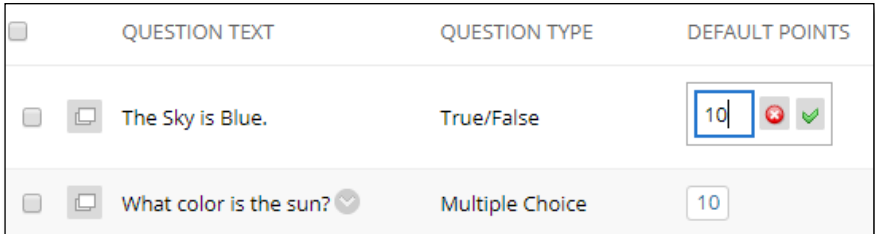
Pools are collections and groups of questions that you can include in tests and surveys. For example, you might have a set of 10 or 20 related questions you want to reuse in several tests or surveys, or even across multiple courses. The advantage of using a pool is you do not have to remember all those questions and manually add them to each test or survey.

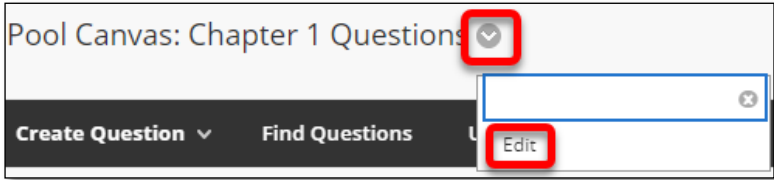
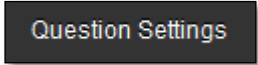
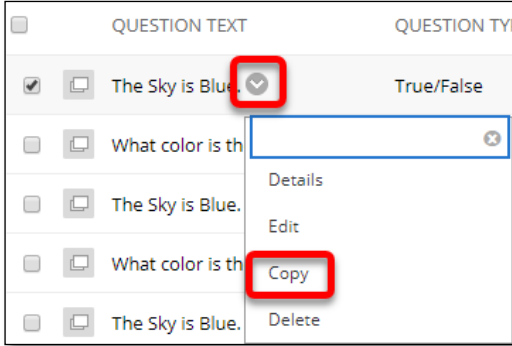
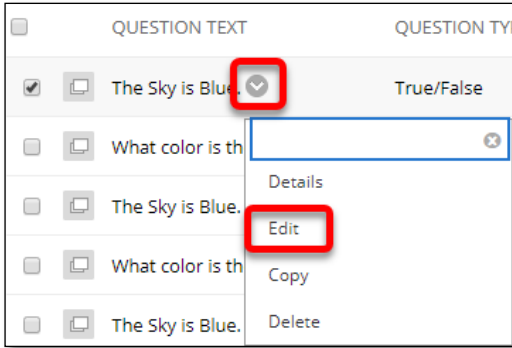
USING THE POOL CANVAS

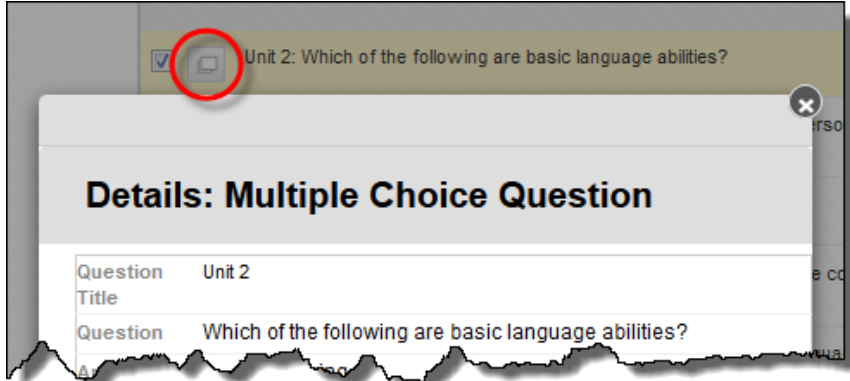
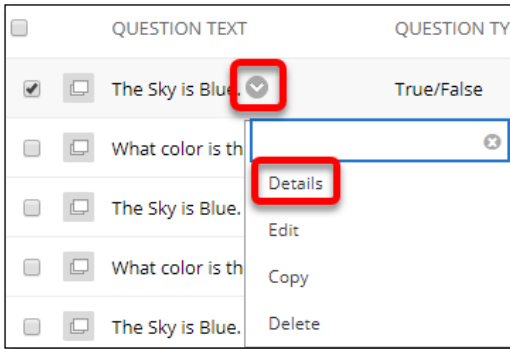
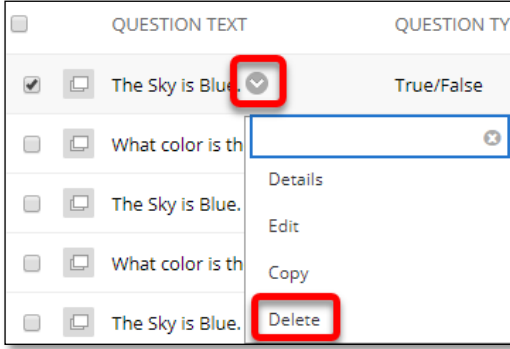
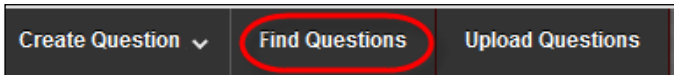
The **Pool Canvas** presents an inventory of questions. You can edit the pool name and instructions, create or edit questions, and upload questions. You can use the check boxes to select any or all questions and then delete them or change the point values.

When you are creating pool questions that are intended for use in surveys, correct answers must be added during question creation. These answers will be ignored once the question is added to a survey. This function enables the questions to be used in tests as well as surveys at a later time.

The following table describes the tasks that you can perform on the **Pool Canvas**.

Task	Action
Create a new question	<p>Access the Create Question drop-down list on the action bar and select a type of question.</p> 
Change the default point value for questions in the pool	<p>Click the appropriate box in the Default Points column and type a new point value. Press ENTER or click the check mark icon to submit.</p> 

Task	Action
Change the name, description, or instructions for the pool	<p>Access the pool title's contextual menu and select Edit.</p> 
Change the settings for this pool	<p>Click Question Settings to adjust the default point value, options for question feedback and the inclusion of images.</p> 
Copy a question	<p>Access the question header's contextual menu and select Copy. The Create/Edit Question page appears and you can make changes to the copied question. Copied questions retain all of the settings of the original question.</p> 
Edit a question	<p>Access the question header's contextual menu and select Edit. You can edit linked questions from the Pool Canvas. Changes you make to linked question are reflected everywhere there is a link to that question. Tests that are in progress will not display the changes to a linked question.</p> 
Associate or manage a rubric	<p>Access the question header's contextual menu and select Edit. You can associate rubrics with Essay, File Response, or Short Answer questions.</p>

Task	Action
Preview a question	<p>Click the Details (📄) button. The question appears in a popup overlay.</p>  <p>-OR-</p> <p>Access the question header's contextual menu and select Details.</p> 
Delete a question	<p>Access the question header's contextual menu and select Delete. A confirmation box appears. Removing a question is irreversible.</p> 
Reuse a question	<p>Click Find Questions.</p> 

CREATING AND EDITING POOLS

Pools are collections and groups of questions that you can include in tests and surveys. For example, you might have a set of 10 or 20 related questions you want to reuse in several tests or surveys, or even across multiple courses. The advantage of using a pool is you do not have to remember all those questions and manually add them to each test or survey.

The **Pool Canvas** for a question pool presents an inventory of all the questions that you can manage and search. You can edit the pool names and instructions, create or edit questions, and upload questions. Use the check boxes to select individual questions or all questions, and then delete them or change the point values.

When you select pool questions for a test, links are created between the test and the pool questions. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

ABOUT THE POOL WARNING PAGE

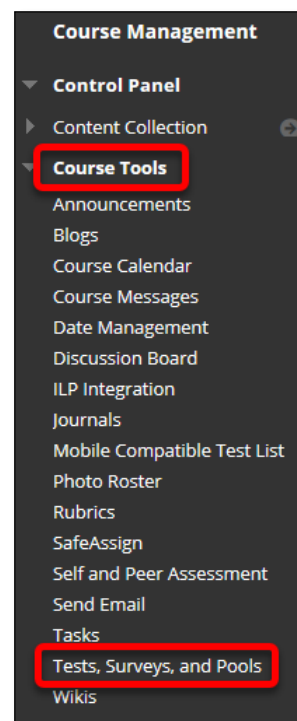
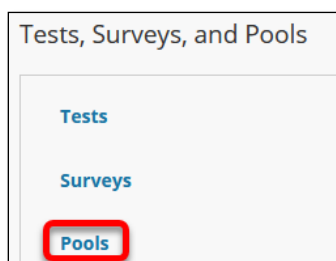
A warning appears if you edit a question where students are in the process of taking a test or have already taken a test that includes questions from that pool. Certain areas of the questions will not be available for modification if the test has already been taken by students.

After students start taking a test, you should not make changes to pool questions deployed in the test. If you edit a pool question after a student has submitted a test it was included in, the student will view the new modified question when they view their grade and feedback. They will not view the original question.

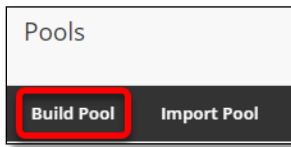
HOW TO BUILD A POOL

NOTE: When you create pool questions that are intended for use in surveys (which are not graded), correct answers must be added during question creation. This enables the questions to be used in tests as well as surveys. These answers will be ignored after the question is added to a survey.

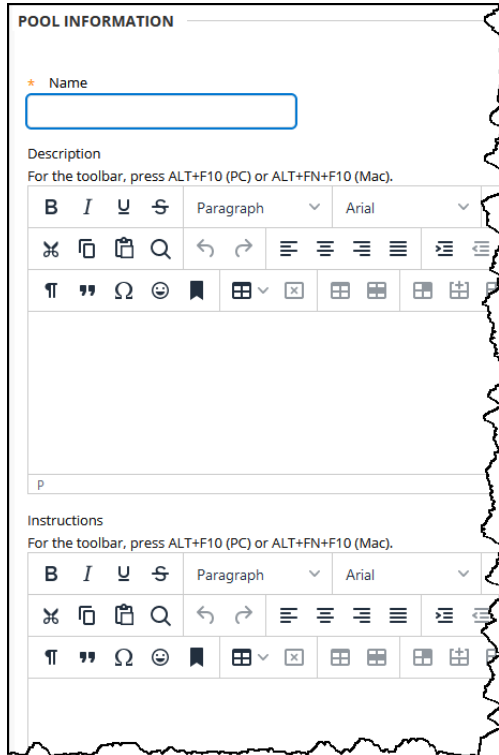
1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, click **Pools**.



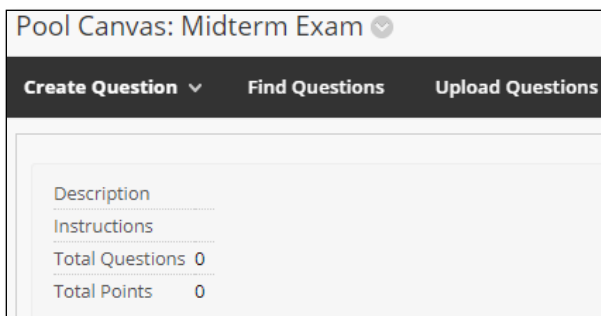
3. On the **Pools** page, click **Build Pool** on the action bar.



4. Complete the **Pool Information** page and click **Submit**.

A screenshot of the 'POOL INFORMATION' page. It contains three main sections: 'Name' with a text input field, 'Description' with a rich text editor, and 'Instructions' with another rich text editor. Each rich text editor includes a toolbar with icons for bold, italic, underline, strikethrough, paragraph, list, link, unlink, and other formatting options. The page has a torn paper edge effect on its right side.

5. To add questions, you can **Create Questions**, **Upload Questions**, or **Find Questions** in other tests, surveys, and pools.

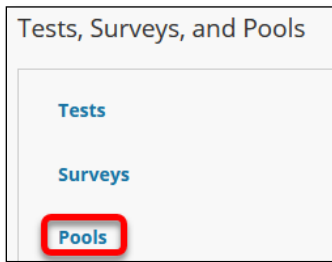
A screenshot of the 'Pool Canvas: Midterm Exam' page. At the top, there's a header with the pool name and a dropdown arrow. Below it is a dark gray bar with three buttons: 'Create Question', 'Find Questions', and 'Upload Questions'. The 'Create Question' button has a dropdown arrow. Below this bar is a light gray area with fields for 'Description', 'Instructions', 'Total Questions' (0), and 'Total Points' (0).

6. Click **OK** to return to the **Pools** page.

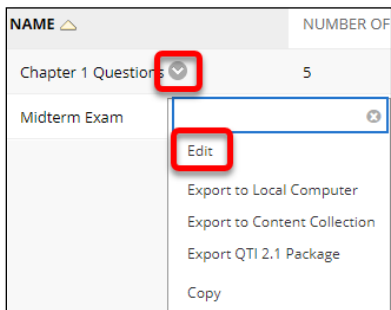
HOW TO EDIT EXISTING POOLS

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 **Pools**.



3. On the **Pools** page, access a pool's contextual menu.
4. Select **Edit**.



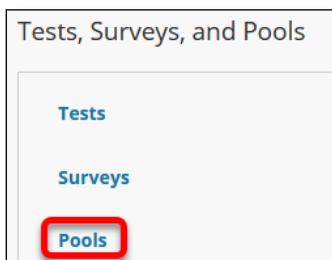
5. Add questions, delete questions, or change point values.
6. Click **OK** to return to the **Pools** page.

HOW TO EDIT QUESTIONS IN A POOL

Linked questions are indicated by a globe icon. Changes to linked questions produce a warning message that the changes take effect everywhere the question appears.

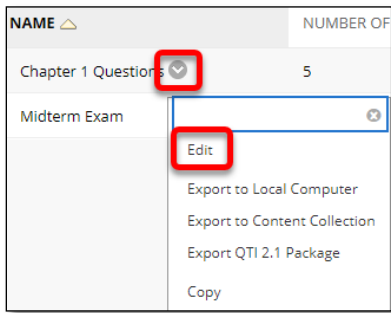
If the question has attempts, changing it will require any submitted attempts to be regraded and may affect test scores. If this happens, affected instructors and students are notified.

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 **Pools**.

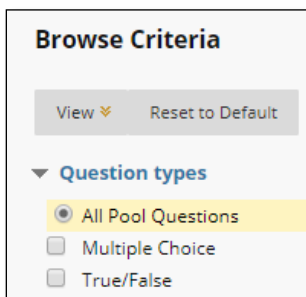


3. On the **Pools** page, access a pool's contextual menu.

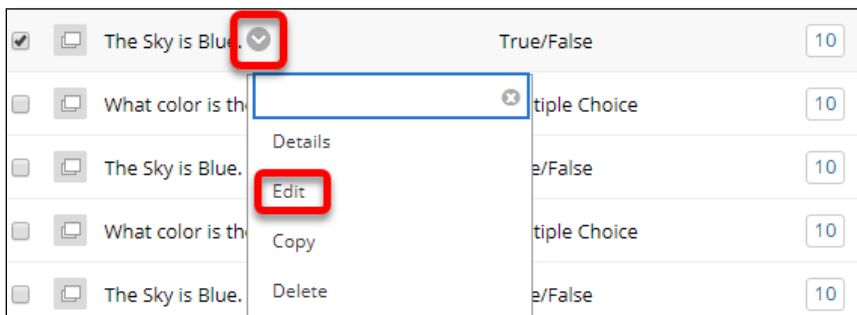
4. Select **Edit**.



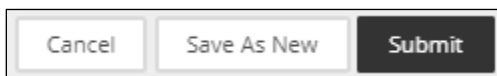
5. On the **Pool Canvas**, you can filter the list of questions by selecting from the list in the **Browse Criteria** panel.



6. Access a question's contextual menu.
7. Select **Edit** and make your changes.



8. Click **Submit** to commit your changes in all tests where that question appears. Alternatively, you can **Save as New** to create a new question, which does not require regrading of existing attempts.



IMPORTING AND EXPORTING

You can Import and Export Tests, Surveys, and Pools. Exported Tests, Surveys, and Pools allow instructors to pass tests easily between each other. Some publisher provide exports of tests for instructors to import into their course(s).

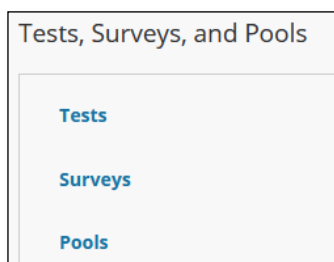
EXPORTING TESTS, SURVEYS, AND POOLS

You can export tests, surveys, and pools. This is an effective way to share them with other instructors, as well as to save and archive tests, surveys, and pools for later use.

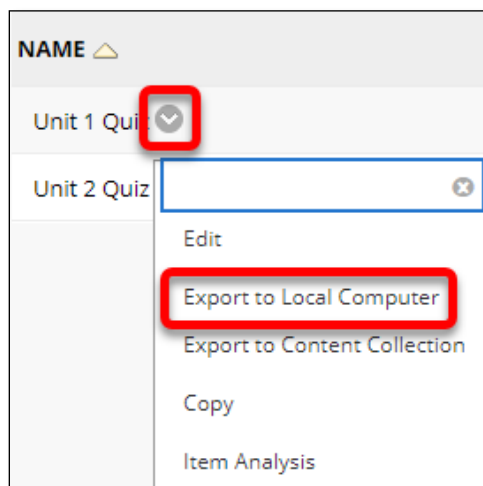
Tests, surveys, and pools are exported by Blackboard Learn as ZIP files, and then you or another instructor can import them for use in other courses.

HOW TO EXPORT A TEST, SURVEY, OR POOL

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 the type you want to Export.



3. Access the contextual menu for a test, survey, or pool.
4. Select **Export to Local Computer** – Save the Zip file to your computer.



5. Click **OK** in the pop-up window to save the file.

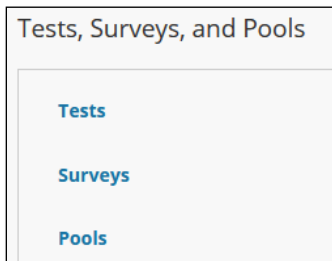
IMPORTING TESTS, SURVEYS, AND POOLS

You can export tests, surveys, and pools as ZIP files that you or other instructors can import to other courses. This is an effective way to share them with others and to save them for later use.

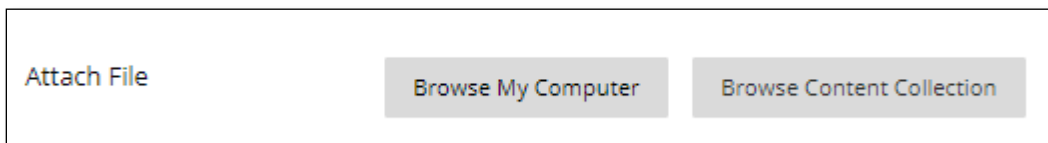
You can also import test banks and question pools made available by your textbook publisher. Check your specific publisher's website for instructions on how to export and save the questions in a format that is compatible with importing to Blackboard Learn.

HOW TO IMPORT A TEST, SURVEY, OR POOL

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 the associated type of file you have Exported (Tests will import into Tests, Pools will import into Pools, regardless of which option you select on this page).



3. On the **Pools** page, click **Import** on the action bar.
4. On the **Import** page, click Browse **My Computer**.



5. Click **Submit**.

TROUBLESHOOTING

Only test, survey, and pool packages exported from Blackboard Learn may be imported.

Tests and surveys created by others, at other institutions, or created with older versions of Blackboard Learn can be imported only if they are in the proper format.

2. DEPLOYING

After you create a test or survey, the next step is to deploy it to users in your course. This is a two-step process: adding the test or survey to a course area, and then making it available.

ABOUT UNAVAILABLE TESTS

The difference between unavailable and deleted assessments:

- Deleted assessments have been deleted from a course. Deleting an assessment is irreversible.
- Unavailable assessments are deployed to a content area, but a link does not appear to students.

You can access assessments through the **Control Panel > Course Tools > Tests, Surveys, and Pools**.

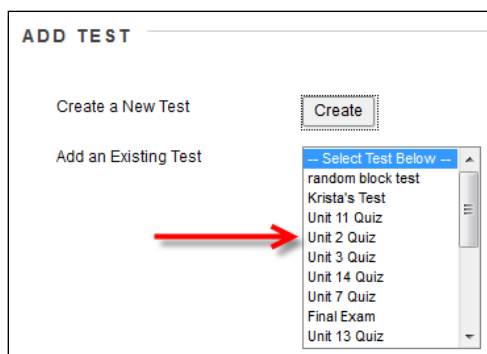
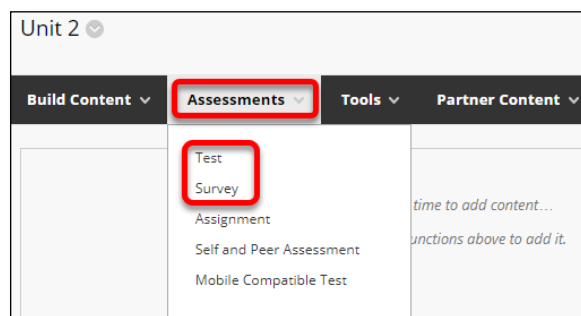
You manage assessment availability on the **Test Options** or **Survey Options** page. Assessment availability is limited to a specific time period by setting the **Display After** and **Display Until** dates and times. If the link to an assessment is available, but neither date is set, the assessment is immediately and always available.

BEFORE YOU BEGIN

Before you can deploy a test or survey, you need to create it and create new questions, or use the **Find Questions** feature to copy or link existing questions to it.

HOW TO ADD A TEST OR SURVEY TO A CONTENT AREA

1. Navigate to the course area where you want to add a test or survey.
2. On the action bar, point to **Assessments** to access the drop-down list.
3. Select **Test** or **Survey**.
4. Select a test or survey from the **Add Test** or **Add Survey** list.

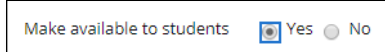


5. Click **Submit**. The **Test Options** page appears.

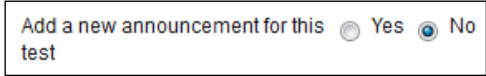
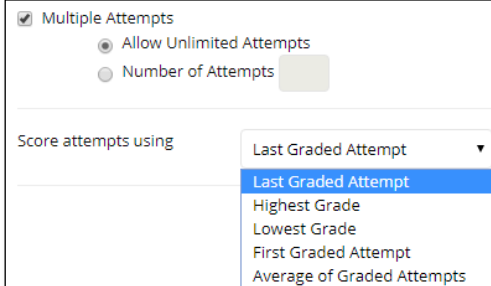
HOW TO MAKE A TEST OR SURVEY AVAILABLE


You set test and survey availability after you deploy the assessment in a course area. You manage availability on the **Test Options** page.



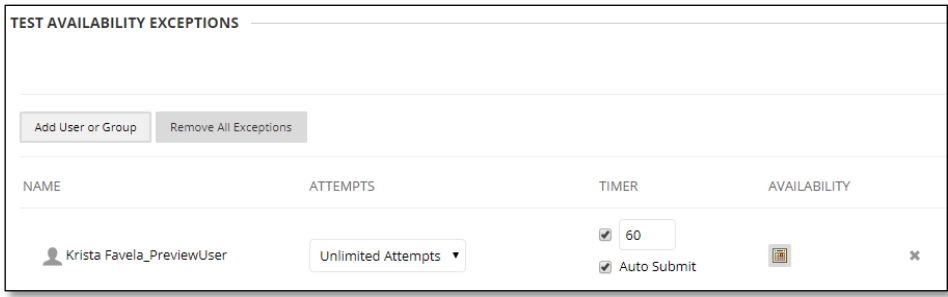
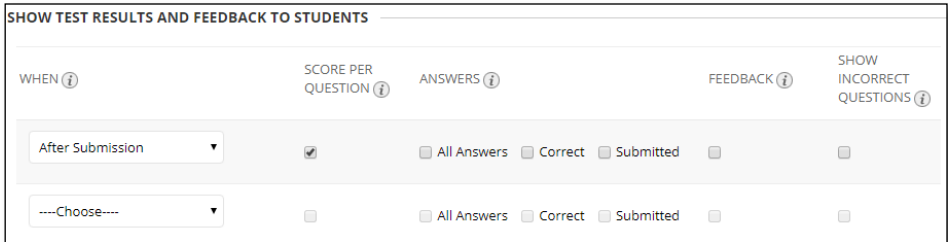
1. On the **Test Options** or **Survey Options** page, click **Yes** to **Make the Link Available** to users. If you select **No**, it will not appear to students. (By default, **No** is selected.) You may make the link available, and then use the **Display After** and **Display Until** fields to limit the amount of time the link appears.
2. Set the following availability and feedback options for a test or survey:



Make available to students ☒ Yes ☐ No

Option	Function
Add a New Announcement for this Test or Survey	<p>The announcement will include the date and state "an Assessment has been made available in [Course Area that includes the link to the assessment]." This announcement will appear in the course announcements as well as the My Course and My Announcements modules.</p>  <p>Add a new announcement for this test <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Multiple Attempts	<p>This option allows students to take the assessment multiple times. The status of multiple attempts is displayed to students at the top of the assessment. Select Allow Unlimited Attempts so students can take the assessment as many times as they want. Select Number of Attempts and provide the amount to indicate a specific number of attempts that is allowed.</p> <p>If you allow multiple attempts for a test, the most recent graded attempt's score appears in the Grade Center and shows to students in My Grades by default. To change the attempt used for the score, go to the Grade Center and access a test's column header contextual menu. Select Edit Column Information and select from the options in the Score Attempts Using drop-down list.</p>  <p><input checked="" type="checkbox"/> Multiple Attempts</p> <p><input checked="" type="radio"/> Allow Unlimited Attempts</p> <p><input type="radio"/> Number of Attempts <input type="text"/></p> <p>Score attempts using</p> <p>Last Graded Attempt</p> <p>Last Graded Attempt</p> <p>Highest Grade</p> <p>Lowest Grade</p> <p>First Graded Attempt</p> <p>Average of Graded Attempts</p>

Option	Function
Force Completion	<p>If you select Force Completion, students must complete the assessment the first time it is launched. Students may not exit the assessment and continue working on it at a later date. The Save function is available for students to save the assessment as they work through it, but they may not exit and re-enter the assessment. At the top of the assessment, Force Completion is noted and explained to students. If you do not enable Force Completion, students may save their progress and complete the assessment at another time.</p> <div> <input type="checkbox"/> Force Completion - Highly NOT recommended. See More Information. </div> <div>  <p>Warning: Selecting Force Completion is NOT recommended. This setting may result in students being kicked out of the exam, without the ability to resume. The instructor will be responsible for deleting any attempts deemed necessary to be retaken by students.</p> </div>
Set Timer	<p>Select this check box to set a time limit for finishing the assessment. If you select this option, enter the amount of time to allow for the test or survey in the hours and minutes boxes. During the assessment, the time elapsed is displayed to students. As students approach the time limit, a one-minute warning also appears.</p> <div> <input checked="" type="checkbox"/> Set Timer <div> <input type="text" value="60"/> Minutes </div> <div> Auto-Submit <input type="radio"/> OFF <input checked="" type="radio"/> ON </div> </div> <p>Selecting this option also records completion time, available in the Test Information section when the attempt is complete.</p> <p><i>NOTE:</i> If a student saves and exits the assessment, the timer continues. For example, if he begins the test on Tuesday, saves and exits it, then completes it on Thursday, his completion time will be 48 hours.</p> <p>If you set the timer, turning on Auto-Submit will save and submit the assessment automatically when time expires. Leaving it off gives students the option to continue after time expires.</p>
Display After	<p>Select the date and time when the test or survey will become available to students. This field is optional. You can control availability through the Make the Link Available option without setting specific dates.</p> <div> <input type="checkbox"/> Display After 08/01/2019 11:09 AM <input type="checkbox"/> Display Until 08/01/2019 11:10 AM </div>

Option	Function
Display Until	<p>Select the date and time the test will be made unavailable to students. This field may be left blank.</p> 
Password	<p>Select this check box to require a password for students to access the assessment. If you select this check box, enter a password in the text box. Passwords cannot be longer than 15 characters and are case sensitive.</p> 
Test Availability Exceptions	<p>Select one or more groups of students and make a number of exceptions to the already established availability settings. You can use exceptions to provide an accommodation to a disabled student or provide accommodations for technology and language differences. You can create exceptions for:</p> <ul style="list-style-type: none"> • Number of attempts. • Timer. • Availability. • Force completion. 
Show Test Results and Feedback to Students	<p>Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. If conflicts in rules occur, the most permissive settings for that user or group of users is granted. For example, students would receive the greatest number of attempts, longest availability time, and so on.</p> 

Option

Function

Show Test Results and Feedback to Students (continued)

- **When:** Sets when appropriate test results and feedback are shown to students: After Submission, One-time View, On Specific Date, After Due Date, After Availability and End Date, After Attempts are Graded.
- **Score Per Question:** Shows the score a student achieved out of points possible for each question.

Review Test Submission: Unit 2 Quiz

User	Krista Favela
Course	2019FA-HIST-1301
Test	Unit 2 Quiz
Started	8/1/19 4:19 PM
Submitted	8/1/19 4:19 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute

Question 1 10 out of 10 points

The Sky is Blue.

Question 2 0 out of 10 points

What color is the sun?

- **All Answers:** Shows all answer options.

Review Test Submission: Unit 2 Quiz

User	Krista Favela
Course	2019FA-HIST-1301
Test	Unit 2 Quiz
Started	8/1/19 4:21 PM
Submitted	8/1/19 4:21 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	All Answers

Question 1

The Sky is Blue.

Answers: True
False

Question 2

What color is the sun?

Answers: Yellow
Red

- **Correct:** Shows the correct answers.

Review Test Submission: Unit 2 Quiz

User	Krista Favela
Course	2019FA-HIST-1301
Test	Unit 2 Quiz
Started	8/1/19 4:22 PM
Submitted	8/1/19 4:22 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Correct Answers

Question 1

The Sky is Blue.

Correct Answer: True

Question 2

What color is the sun?

Correct Answer: Yellow

Option

Function

Show Test Results and Feedback to Students (continued)

- **Submitted:** Shows all of a student's submitted answers.

Review Test Submission: Unit 2 Quiz

User	Krista Favela
Course	2019FA-HIST-1301
Test	Unit 2 Quiz
Started	8/1/19 4:23 PM
Submitted	8/1/19 4:23 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Submitted Answers

Question 1

The Sky is Blue.

Selected Answer: True

Question 2

What color is the sun?


Selected Answer: Red

- **Feedback:** Shows instructor-generated feedback messages for each question.
- **Show Incorrect Questions:** Shows the questions a student answered incorrectly or partially incorrectly.


Review Test Submission: Unit 2 Quiz

User	Krista Favela
Course	2019FA-HIST-1301
Test	Unit 2 Quiz
Started	8/1/19 4:24 PM
Submitted	8/1/19 4:24 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Incorrectly Answered Questions

Question 1

 The Sky is Blue.

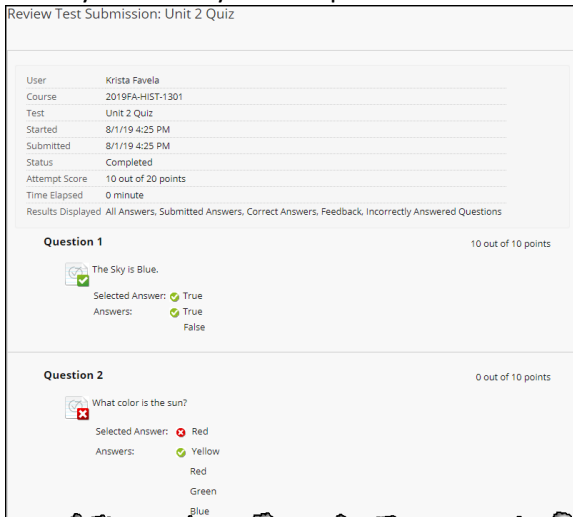
Question 2

 What color is the sun?

Example:

If students are taking the test at different times, you can choose to make a limited amount of feedback available until all students have completed the test.

When you first deploy the test, you can choose to present only the **Score**. After all students have taken the test, edit the test options to show more. You can create an announcement to notify students that additional feedback is available. Students can return to the test to view the additional feedback.

Option	Function
Show Test Results and Feedback to Students (continued)	<p>Example:</p> <p>You select After Submissions, Score, All Answers, Correct, Submitted, Feedback, and Show Incorrect Questions. Students see their scores along with all answer options. They also see their submitted answers marked as correct or incorrect, and any feedback you have provided.</p> 

3. Click **Submit**.

USING THE SELF-ASSESSMENT OPTIONS

By default, a deployed test is included in Grade Center calculations. However, sometimes you may want to allow students to take tests for review or practice without impacting Grade Center calculations.

You can turn the test into a self-assessment by hiding students' scores in the Grade Center. This allows students to take tests to reinforce learning without feeling pressure about a score affecting their total grades. Select the appropriate options in the **Show Test Results and Feedback to Students** section so they are able to see how they did. If you select all options, students will see the answers they selected and which ones are correct.

Option	Description
Include this Test in Grade Center Score Calculations	<p>Select this option to include this test in Grade Center calculations. If the test is not included, the score does not affect any Grade Center calculations.</p> <div> <input checked="" type="checkbox"/> Include this Test in Grade Center score calculations <i>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.</i> </div>

Option	Description
Hide Results for this Test Completely from Instructor and the Grade Center	<p>This option is available only for tests, and if you select it, a test can be made to behave like a survey, even if points are assigned to the test questions. The display in the Grade Center will read Complete/ Incomplete, and N/A (not applicable) or zero appears on the Grade Details page. You will not be able to see any student grades, view answers, aggregate results, or download result details for this test. To protect student privacy, you cannot reverse this choice later without deleting all attempts.</p> <div> <input type="checkbox"/> Hide results for this test completely from the instructor and the Grade Center <i>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.</i> </div>

EDITING SURVEY FEEDBACK

When you deploy a survey, two feedback options appear on the Survey Options page. The survey feedback options determine the type of results students receive after a survey is submitted. You can select one or both options.

Feedback Mode	Description
Status	Students see whether the survey is complete or incomplete.
Submitted Answers	Students see the answers they submitted.

SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS

When ⓘ	Status ⓘ	Answers ⓘ
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
---Choose--- ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

EDITING TEST PRESENTATION

The following table describes the options for presenting questions on tests and surveys.

Option	Description
All at Once	Present the entire assessment on one screen. Students scroll through all the questions and can move up and down from question to question. When selected, you may not select Prohibit Backtracking .
One at a Time	Displays one question at a time. The screen includes navigation tools to move between questions. The Submit function only appears on the last page of the assessment. You may also select Prohibit Backtracking and Randomize Questions .
Prohibit Backtracking	Prevents students from going back to questions they have already answered. If you do not allow backtracking, questions are presented one at a time and the <<, <, and >> functions do not appear to users during the test or survey.

Option	Description
Randomize Questions	Display questions in a random order each time the assessment is taken. If you include references to the question numbers as they appear on the Test Canvas , do not use this option because the random order will change question numbering.

3. TAKING A TEST OR SURVEY

TEST AND SURVEY QUESTION STATUS

The test and survey question completion status is a tool to provide students with a quick up-to-date view of their progress (complete or incomplete questions) in an assessment at all times.

USING THE QUESTION COMPLETION STATUS TOOL

The **Save Answer** function next to each question provides a visual reminder to students to save their work periodically.

Whenever a student is taking an assessment, the completion status of questions appears at the top of the page, just below the **Instructions** box. The question completion status remains at the top of the page even as the student scrolls down through the assessment. Use the double arrows to expand or collapse the status section.

When the student answers a question and moves to the next question in a question-by-question assessment, the status box is updated to show that the previous question was answered. If the student does not answer a question and moves to the next question, the status box shows that the previous question was not answered.

The screenshot displays a test interface titled "Take Test: Unit 2 Quiz". Below the title is a "Test Information" section with fields for "Description" and "Instructions". The instructions state: "Multiple Attempts: Not allowed. This test can only be taken once." and "Force Completion: This test can be saved and resumed later." Below this is a "Question Completion Status" section with a row of four buttons labeled 1, 2, 3, and 4. A red box highlights this section, and a red arrow points from it to a "10 points" status box next to "QUESTION 1". "QUESTION 1" asks "The Sky is Blue." with radio buttons for "True" (selected) and "False". To the right of the question is a "10 points" status box with a green checkmark and the word "Saved". Below "QUESTION 1" is "QUESTION 2" which asks "What color is the sun?" with a radio button for "Yellow". To the right of "QUESTION 2" is a "10 points" status box with a grey "Save Answer" button. At the bottom of the page are two buttons: "Save All Answers" and "Save and Submit".

The student can navigate between questions by clicking the question number in the status box. This is applicable only to tests deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, students can use a **Save** function to the right of each question to save this specific question without scrolling to the bottom of the page to save.

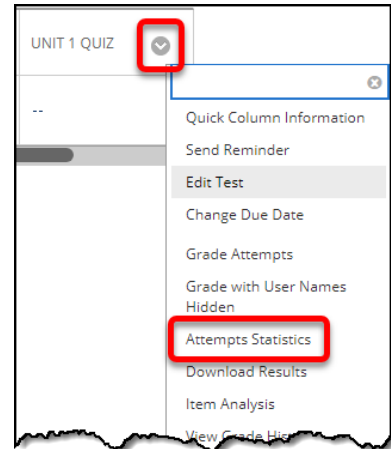
Saving either a single question or all of the questions that have been answered (with the **Save** function at the bottom of the page) changes the question completion status to show which questions have been completed.

HOW TO VIEW TEST OR SURVEY RESULTS

1. In the Grade Center, navigate to the test or survey's column.
2. Access the column's contextual menu.
3. Select **Attempts Statistics**. The results display on the **Statistics** page.

NOTE: Because surveys are anonymous, the results are delivered only as statistics, and it is not possible to view individual answers. If an open-ended essay question was included in the survey, all responses will be listed.

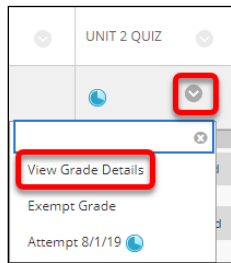
SEE ALSO: [Running Item Analysis on a Test](#)



HELPING STUDENTS RESOLVE ISSUES WITH TESTS

If a student was unable to submit a test, but had completed the work, you can submit the attempt. Now you can grade the attempt.

1. In the Grade Center, locate the cell containing the attempt, which displays the in progress icon.
2. Access the cell's contextual menu and select **View Grade Details**.



3. On the **Grade Details** page, click **Grade Attempt**.
Image illustrating associated text

Attempts		Manual Override	Column Details	Grade History	
<div>Delete <div>Last Attempt</div> <div>Go</div></div>					
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Aug 1, 2019 4:36:47 PM	Aug 1, 2019 4:36:47 PM (In progress)	<div></div>			<div>View Attempt</div> <div>Clear Attempt</div>

4. Be sure the answers were saved.

NOTE: If multiple questions are marked with **No Answer**, you may want to **Clear Attempt**. The student will have to take the test again.

- Click **Test Information** to expand the section.



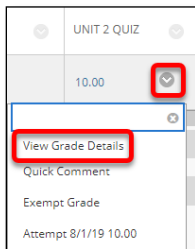
- If you are satisfied with the student's test attempt, click **Submit Attempt**.

A panel titled "Test Information" with a star icon. It contains the following fields and buttons: "Current Grade - out of 40 points", "Status In Progress" with a "Submit Attempt" button highlighted by a red box, "Attempt Score - out of 40 points", "Started Date 8/1/19 4:36 PM" with an "Access Log" button, "Submitted Date 8/1/19 4:36 PM", "Clear Attempt" with a "Clear Attempt" button, "Edit Test" with an "Edit Test" button, and an "Instructions" link at the bottom.

- Click **OK** to confirm the attempt submission.

If a student experiences a technical problem while taking a test or needs an additional attempt, you can help by submitting or clearing the test attempt. When you clear an attempt, the grade is cleared from the Grade Center and the student can retake the test.

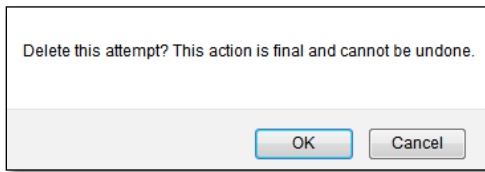
- In the Grade Center, locate the cell containing their attempt. The cell will contain the in progress or the needs grading icon, depending on the situation.
- Access the cell's contextual menu and select **View Grade Details**.



- On the **Grade Details** page, click **Clear Attempt**.

Attempts						Manual Override	Column Details	Grade History
						Delete Last Attempt ▼ Go		
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions			
Aug 1, 2019 4:36:47 PM	Aug 1, 2019 4:36:47 PM (Completed)	10.00			View Attempt Clear Attempt Ignore Attempt			

4. Click **OK** to confirm and remove the attempt.



On the **Grade History** tab, the action is recorded with "Attempt Grade Cleared." In the Grade Center, no grade or icon appears in the student's test cell.

4. GRADING TESTS

A Grade Center column is created automatically for each test you create and link in your course. A test that has been submitted, but not graded, is indicated with an exclamation mark—the needs grading icon. Although Blackboard Learn scores many question types, you must grade some questions manually such as Essays, Short Answer, and File Response questions.

Tests that you need to grade are accessed from the **Needs Grading** page or from the **Grade Center**.

You have the options to grade tests anonymously, to grade all responses to a specific question, and to give full credit for all responses to a question. You can also delete questions from a test or clear a test attempt to allow a student to retake a test.

HOW TO ACCESS TEST ATTEMPTS FROM THE NEEDS GRADING PAGE

For courses with many enrolled students and gradable items, the **Needs Grading** page can help you determine which tests need grading first. For example, you can sort by the due date to ensure your final tests are graded before your institution's deadline.

If you have a designated turnaround schedule set for all gradable items, the Needs Grading page allows you to customize the view of items with a needs grading status. You can sort and filter the list and grade the most urgent tests first.

To access the **Needs Grading** page:

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.

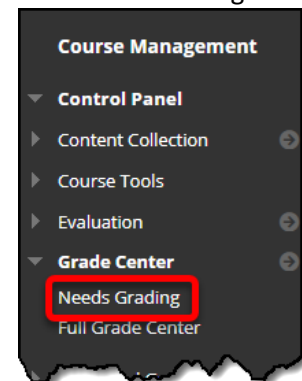
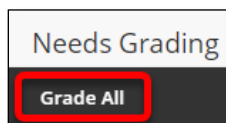
To filter and sort attempts:

1. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, make selections in both the **Category** and **User** drop-down lists to display tests submitted by a particular user.



The screenshot shows a filter interface with four dropdown menus: 'Category' (set to 'Test'), 'Item' (set to 'All Items'), 'User' (set to 'All Users'), and 'Date Submitted' (set to 'Any Date'). There is a 'Go' button to the right. Below the dropdowns is a checkbox labeled 'Show attempts that don't contribute to user's grade' which is currently unchecked.

2. Click **Go**. The filtered items appear on the **Needs Grading** page.
3. Click a column heading or the caret to sort the tests. For example, sort the tests by **Item Name**.
4. On the action bar, click **Grade All** to begin grading test attempts.



- The filtered test attempts are placed in a queue for easy navigation among items. Test attempts appear on the **Grade Test** page in the order you sorted and filtered them on the **Needs Grading** page.

HOW TO ACCESS TEST ATTEMPTS FROM THE GRADE CENTER

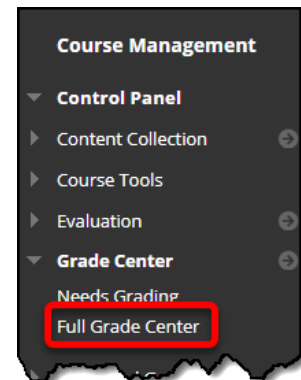
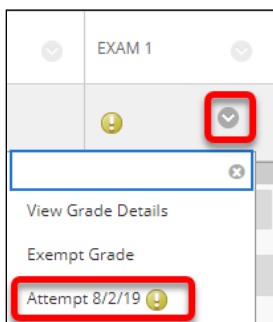
The Grade Center shows all gradable items. The number of items may influence how you organize your time for grading tasks. You may also find it beneficial to view a student's previous grades as you grade.

To access the Grade Center:

- On the **Control Panel**, expand the **Grade Center** section.
- Select **Full Grade Center** or the **Tests** smart view, if available, to access test attempts.

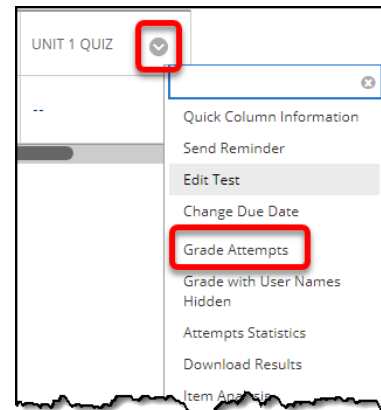
To grade a single test:

- Locate the cell for a student's test containing an exclamation mark.
- Access the cell's contextual menu and select **Attempt**. The **Grade Test** page appears.



To grade all attempts for a particular test:

- Access the test column's contextual menu.
- Select **Grade Attempts**. The **Grade Test** page appears.

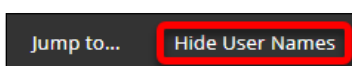


ABOUT THE GRADE TEST PAGE

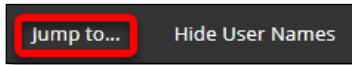
Access the **Grade Test** page from the **Needs Grading** page or the Grade Center. You can navigate among users and attempts, view rubrics, grade anonymously, and view information about a test.

On the action bar, you can perform the following actions:

- Click **Hide User Names** to grade attempts anonymously, if needed. Click **Show User Names** to display user information.



- Click **View Rubric** to view the rubrics you associated with a test's column in the Grade Center.
- Click **Jump to** and select another attempt to view or grade.



Expand the Test Information link to view the following information:

- **Status:** Shows the status of the test—**Needs Grading, In Progress, or Completed.**
- **Score:** The score awarded for the test. If the test needs grading, this number is blank.
- **Time Elapsed:** If you chose the **Set Timer** option, the time a student spent taking the test is recorded and appears here.
- **Started Date:** The date the student began.
- **Submitted Date:** The date the student submitted the test for grading.
- **Instructions:** Any instructions associated with the test.
- **Clear Attempt:** Clears the current test attempt. Use when you want to give a student another chance to start over on a test. For example, if a student started a test that forced completion and a technical issue prevented him from finishing, you could allow him to retake the test.
- **Submit Attempt:** This function overrides an **In Progress** test attempt and submits it for grading.

NOTE: If a test is listed as in progress, either you or the student taking it must submit the test for you to grade it.

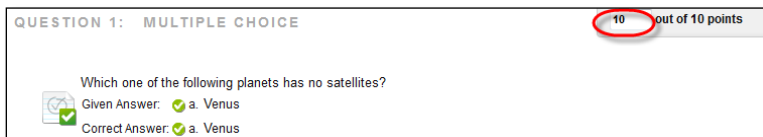
Test Information	
Current Grade	10.00000 out of 40 points <small>Grade based on Last Evaluated Attempt</small>
Status	Completed
Attempt Score	10 out of 40 points
Time Elapsed	0 minute
Started Date	8/1/19 4:36 PM Access Log
Submitted Date	8/1/19 4:36 PM
Clear Attempt	Clear Attempt
Edit Test	Edit Test
Instructions	

HOW TO USE THE GRADE TEST PAGE

You access the **Grade Test** page from the **Needs Grading** page or the Grade Center.

NOTE: If you allowed multiple attempts for a test, a student's grade is not released until you have graded all of the attempts.

1. On the **Grade Test** page, type a score for each question. You can overwrite scores for questions graded automatically.



2. Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric.

- Optionally, add **Response Feedback** specific to the individual question. The **Response Feedback** box only appears for certain question types, such as Essays.

QUESTION 2: ESSAY

What color is the sky?

Given Answer: Blue

Correct Answer: [None]


Response Feedback:

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph

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- Optionally, type comments in the **Feedback to User** box. Optionally, use the content editor functions to format the text and include files, images, links, multimedia, and mashups.

FEEDBACK AND NOTES FOR ATTEMPT

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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- Optionally, type comments in the **Grading Notes** box. This text is not seen by students.

Grading Notes

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U S Paragraph Arial 14pt

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- Click **Save and Exit** to return to the **Full Grade Center**, the **Needs Grading** page, or the **Grade Details** page, depending on where grading began.

-OR-

Click **Save and Next** to display the next user, when available.

-OR-

Use the arrows on the action bar to display the previous or next user, when available.

1 of 10

  **Tony Brown (Attempt 1 of 1)** 

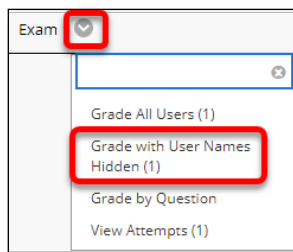
HOW TO GRADE TESTS ANONYMOUSLY

You can choose to grade tests anonymously to ensure an impartial evaluation of student work. Grading anonymously allows you to remain objective and not unduly influenced by a student's behavior or previous performance. This practice can also contribute to the student-instructor relationship because students are assured that grading was unbiased.

When grading anonymously, all identifying information is hidden and assessment attempts appear in random order. Each student is assigned a number, such as Student 8.

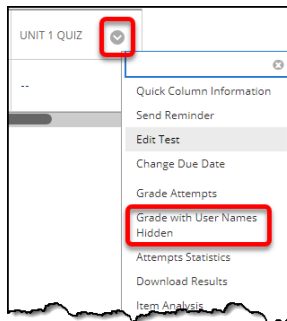
To grade anonymously from the **Needs Grading** page:

1. Access a test attempt's contextual menu.
2. Select **Grade with User Names Hidden**. The **Grade Test** page appears.



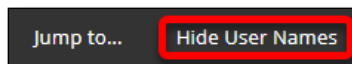
To grade anonymously from the Grade Center:

1. Access the test column heading's contextual menu.
2. Select **Grade with User Names Hidden**. The **Grade Test** page appears.

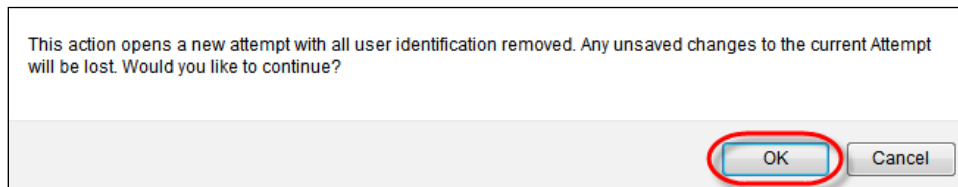


To grade anonymously from the **Grade Test** page:

1. On the action bar, click **Hide User Names**.



2. Click **OK**. If grading was in progress, any unsaved changes to the open attempt are lost. The **Grade Test** page refreshes and all identifying information is hidden.

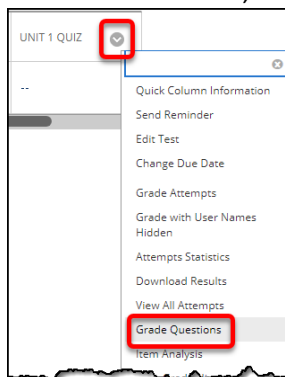


HOW TO GRADE TESTS BY QUESTION

For each test, you can choose to grade all responses to a specific question. This allows you to move from test to test, viewing and scoring the same question for each student. Grading this way can save time as you concentrate only on the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.

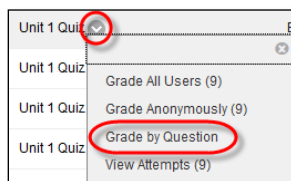
At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until you have graded all of the responses for all questions.

1. In the Grade Center, access a test column's contextual menu and select **Grade Questions**.



—OR—

On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.



- On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.

The screenshot shows the 'Filter Questions by Status' dropdown menu with options: View All, Graded, Needs Grading, and In Progress. The 'View All' option is selected. To the right is a checkbox labeled 'Grade Responses Anonymously'.

- For each question, click the number in the **Responses** column.

Preview	Question Text	Question Type	Default Points	Responses
	Which one of the following planets has no satellites?	Multiple Choice	10	10
	Between which two planets does the Asteroid Belt lie?	Multiple Choice	10	10
	Which of the following is the largest planet orbiting Sol?	Multiple Choice	10	10
	What is the easiest object for us to observe and why?	Essay	20	10

- On the **Grade Responses** page, expand the **Question Information** link to view the question. If you did not previously select anonymous grading, click **Hide User Names** on the action bar. Click **OK** in the pop-up window to verify the action.

The screenshot shows the 'Question Information' pop-up window. It displays the question text: 'Which one of the following planets has no satellites?'. Below the text, it shows 'Correct' with a green checkmark and the answer 'a. Venus'.

- Click **Edit** next to the score for a user.

The screenshot shows a score of 10 and an 'Edit' button next to it.

- Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor functions to format the text and add files, images, links, multimedia, and mashups. Click **Submit**.

The screenshot shows the 'Grade Responses' form. It includes fields for 'Submitted Date' (Apr 8, 2014 1:56:53 PM), 'Given Answer' (Venus), and 'Score' (10 out of 10 points). There are 'Cancel' and 'Submit' buttons at the bottom.

- Optionally, if you associated a rubric with Essay, Short Answer, or File Response questions, click **View Rubric** to grade the question using the rubric.

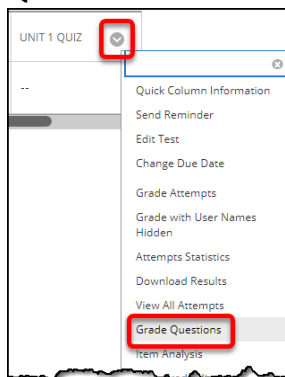
- When you have graded all student responses, click **Back to Questions** to return to the **Grade Questions** page.



HOW TO GIVE OR REMOVE FULL CREDIT

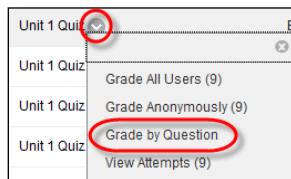
You can **Give Full Credit** for all test submissions for the question you are viewing. Subsequent submissions are given full credit as well. After giving full credit, you can **Remove Full Credit** to revert to the automatic grade or to a previously entered manual grade.

- In the Grade Center, access a test column heading's contextual menu and select **Grade Questions**.

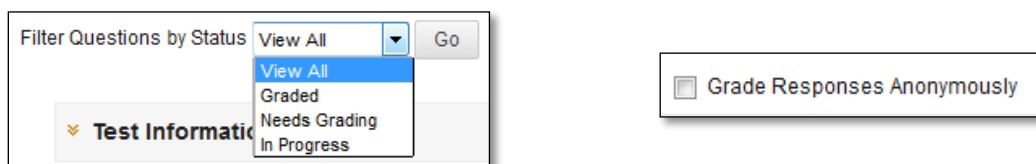


—OR—

On the **Needs Grading** page, access a test's contextual menu and select **Grade by Question**.



- On the **Grade Questions** page, you can filter the questions by status: **Graded**, **Needs Grading**, or **In Progress**. You may also select the check box for **Grade Responses Anonymously**, if needed.



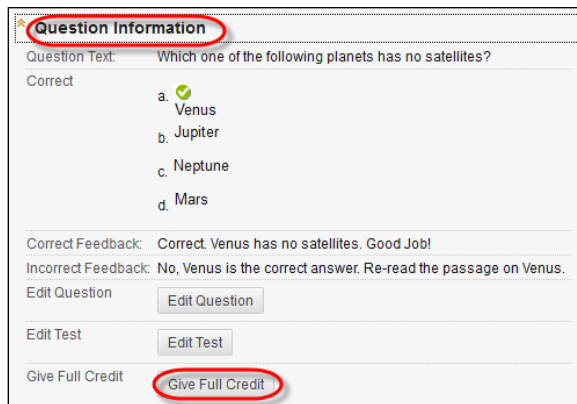
3. For each question, click the number in the **Responses** column.

Preview	Question Text	Question Type	Default Points	Responses
	Which one of the following planets has no satellites?	Multiple Choice	10	10
	Between which two planets does the Asteroid Belt lie?	Multiple Choice	10	10
	Which of the following is the largest planet orbiting Sol?	Multiple Choice	10	10
	What is the easiest object for us to observe and why?	Essay	20	10

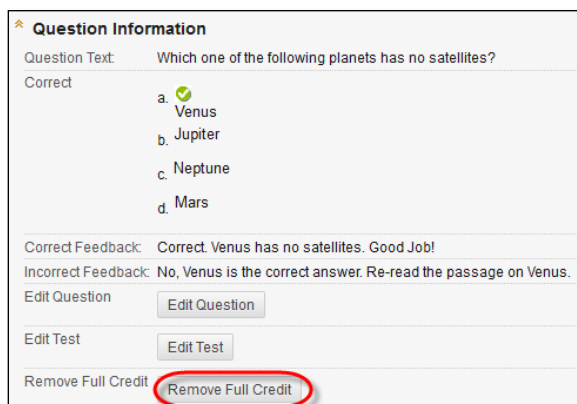
4. On the **Grade Responses** page, expand the **Question Information** link to view the question.



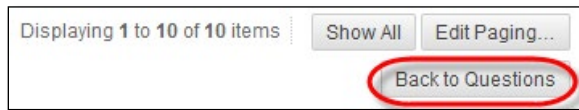
5. Click **Give Full Credit** to assign full credit for the question.



6. If you already assigned full credit and you want to remove it, click **Remove Full Credit**. The question reverts to the automatic grade or a previously entered manual grade.



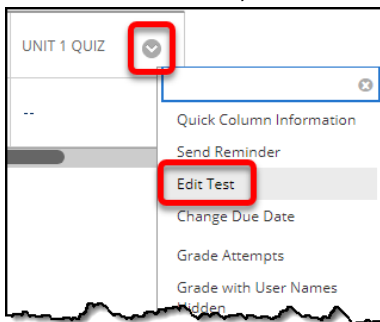
- Click **Back to Questions** to return to the **Grade Questions** page.



HOW TO DELETE QUESTIONS

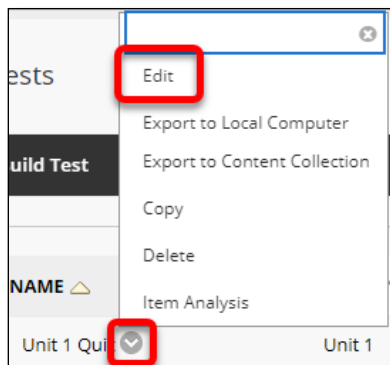
You can delete questions freely before you deploy a test -OR- after you deploy it but no students have taken the test. However, if test submissions exist, deleting a question removes it from the test, along with any possible points earned. Test attempts are regraded as if the question was not included in the test. ***This option is not recommended.***

- In the Grade Center, access a test column heading's contextual menu and select **Edit Test**.

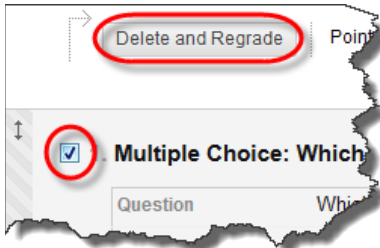


-OR-

From **Course Tools**, click **Tests, Surveys, and Pools**, then click **Tests**.
Access a test's contextual menu and select **Edit**.

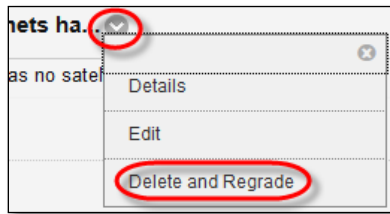


- On the **Test Canvas**, select one or more questions to delete and click **Delete and Regrade**.



-OR-

Access a test question's contextual menu and select **Delete and Regrade**.



3. Click **OK** to return to the previous page.

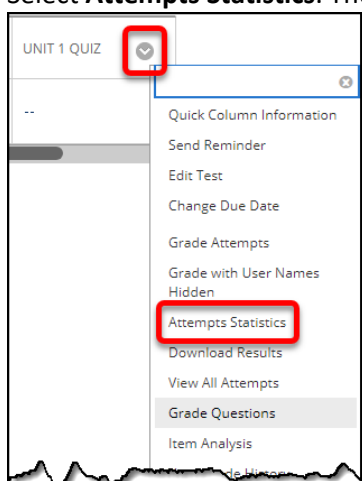
5. REVIEWING THE TEST RESULTS

TEST AND SURVEY RESULTS

You can view statistical information about your tests and surveys from the Grade Center. For example, you can view what percentage of your students chose each multiple choice answer for one of your tests.

HOW TO VIEW TEST OR SURVEY RESULTS

1. Access the Grade Center and navigate to a test or survey's column.
2. Access the column's contextual menu.
3. Select **Attempts Statistics**. The results display on the **Statistics** page.



NOTE: Because surveys are anonymous, you cannot view any student's individual answers. If you included an open-ended essay question in the survey, all responses are listed.

Test Statistics: Unit 2 Quiz

Name	Unit 2 Quiz
Attempt Score	18.57143
Attempts	7 (Total of 8 attempts for this assessment)
Graded Attempts	7
Attempts that Need Grading	0
Instructions	

Question 1: Multiple Choice

Average Score 5.71429 points

To say a scientific hypothesis is relevant means:

Correct	Percent Answered
<input type="checkbox"/> you can develop a useful technology from it.	14.286%
<input checked="" type="checkbox"/> the hypothesis relates to observed phenomena.	57.143%
<input type="checkbox"/> the hypothesis is only valid for one culture.	14.286%
<input type="checkbox"/> the hypothesis agrees with past theory.	14.286%
Unanswered	0%

Question 2: Multiple Choice

Average Score 7.14286 points

Which statement is FALSE for Ptolemy's model of the universe?

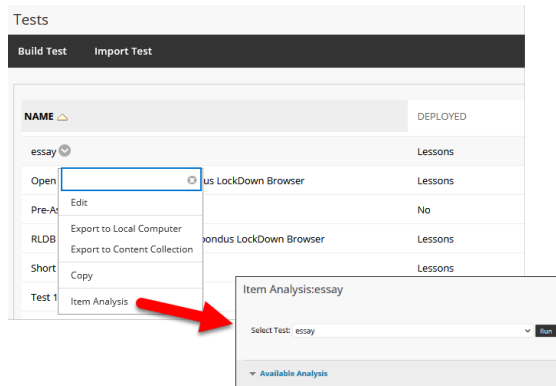
Correct	Percent Answered
<input type="checkbox"/> All heavenly motions were based on circles.	14.286%
<input checked="" type="checkbox"/> The Ptolemaic universe was infinite in size.	71.429%

RUNNING ITEM ANALYSIS ON A TEST

Item analysis provides statistics on overall test performance and individual test questions. This data helps you recognize questions that might be poor discriminators of student performance. You can use this information to improve questions for future test administrations or to adjust credit on current attempts.

Roles with grading privileges (such as instructors, graders, and teaching assistants) access item analysis in three locations within the assessment workflow. It is available in the contextual menu for a:

- Test deployed in a content area.
- Deployed test listed on the Tests page.
- Grade Center column.



You can run item analyses on deployed tests with submitted attempts, but not on surveys. Access previously run item analyses under the **Available Analysis** heading or select a deployed test from the drop-down list and click **Run** to generate a new report. The new report's link appears under the **Available Analysis** heading or in the status receipt at the top of the page.

For best results, run item analyses on single-attempt tests after all attempts have been submitted and all manually graded questions are scored. Interpret the item analysis data carefully and with the awareness that the statistics are influenced by the number of test attempts, the type of students taking the test, and chance errors.

HOW TO RUN AN ITEM ANALYSIS ON A TEST

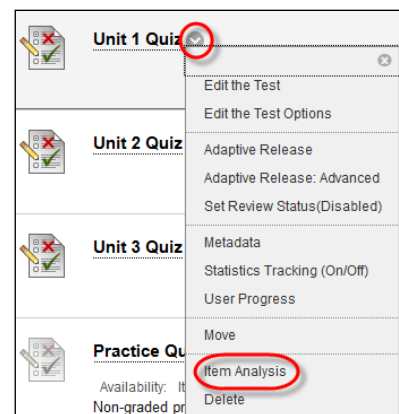
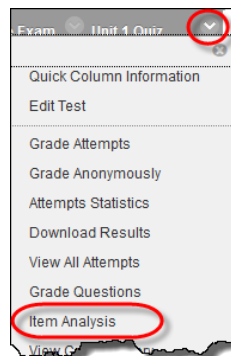
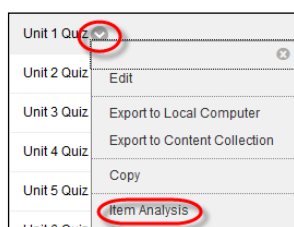
You can run item analyses on tests that include single or multiple attempts, question sets, random blocks, auto-graded question types, and questions that need manual grading. For tests with manually graded questions that have not yet been assigned scores, statistics are generated only for the scored questions. After you manually grade questions, run the item analysis again. Statistics for the manually graded questions are generated and the test summary statistics are updated.

1. Go to one of the following locations to access item analysis:

- A test deployed in a content area.
- A deployed test listed on the **Tests** page.
- A Grade Center column for a test.

2. Access the test's contextual menu.

3. Select **Item Analysis**.



- In the **Select Test** drop-down list, select a test. Only deployed tests are listed.

Select Test: Unit 1 Quiz Run

- Click **Run**.
- View the item analysis by clicking the new report's link under the **Available Analysis** heading or by clicking **View Analysis** in the status receipt at the top of the page.

ABOUT THE TEST SUMMARY ON THE ITEM ANALYSIS PAGE

The **Test Summary** is located at the top of the **Item Analysis** page and provides data on the test as a whole.

Item Analysis : Chapter 3 Test

Select Test: Chapter 3 Test Run

Available Analysis

Chapter 3 Test - September 4, 2012 4:48 PM
Chapter 1 Test - September 4, 2012 2:06 PM

Chapter 3 Test

Analysis Last Run September 4, 2012 4:48 PM. Run Item Analysis again to display the latest question data. Edit Test

Test Summary

240.0	39	1	8	248.63	00 hr 54 min
Possible Points	Possible Questions	In Progress Attempts	Completed Attempts	Average Score	Average Time

Discrimination

10 Good Questions	4 Fair Questions	5 Poor Questions	20 Cannot Calculate
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Difficulty

18 Easy Questions	11 Medium Questions	10 Hard Questions
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- Edit Test** provides access to the **Test Canvas**.
- The **Test Summary** provides statistics on the test, including:
 - Possible Points:** The total number of points for the test.
 - Possible Questions:** The total number of questions in the test.
 - In Progress Attempts:** The number of students currently taking the test that have not yet submitted it.
 - Completed Attempts:** The number of submitted tests.
 - Average Score:** Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.
 - Average Time:** The average completion time for all submitted attempts.
 - Discrimination:** This area shows the number of questions that fall into the **Good** (greater than 0.3), **Fair** (between 0.1 and 0.3), and **Poor** (less than 0.1) categories. A discrimination value is listed as **Cannot Calculate** when the question's difficulty is 100% or when all students receive the same score on a question. Questions with discrimination values in the **Good** and **Fair** categories are better at differentiating between students with higher and lower levels of knowledge. Questions in the **Poor** category are recommended for review.

- **Difficulty:** This area shows the number of questions that fall into the **Easy** (greater than 80%), **Medium** (between 30% and 80%) and **Hard** (less than 30%) categories. Difficulty is the percentage of students who answered the question correctly. Questions in the **Easy** or **Hard** categories are recommended for review and are indicated with a red circle.

NOTE: Only graded attempts are used in item analysis calculations. If there are attempts in progress, those attempts are ignored until they are submitted and you run the item analysis report again.

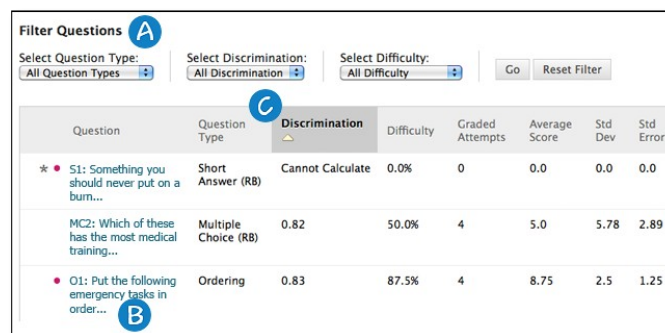
ABOUT THE QUESTION STATISTICS TABLE ON THE ITEM ANALYSIS PAGE

The question statistics table provides item analysis statistics for each question in the test. Questions that are recommended for your review are indicated with red circles so that you can quickly scan for questions that might need revision. In general, good questions have:

- **Medium** (30% to 80%) difficulty.
- **Good** or **Fair** (greater than 0.1) discrimination values.

Questions that are recommended for review are indicated with red circles. They may be of low quality or scored incorrectly. In general, questions recommended for review have:

- **Easy** (> 80%) or **Hard** (< 30%) difficulty.
- **Poor** (< 0.1) discrimination values.



The screenshot shows the 'Filter Questions' interface. At the top, there are three dropdown menus: 'Select Question Type' (set to 'All Question Types'), 'Select Discrimination' (set to 'All Discrimination'), and 'Select Difficulty' (set to 'All Difficulty'). There are 'Go' and 'Reset Filter' buttons. Below the filters is a table with the following data:

Question	Question Type	Discrimination	Difficulty	Graded Attempts	Average Score	Std Dev	Std Error
* S1: Something you should never put on a burn...	Short Answer (RB)	Cannot Calculate	0.0%	0	0.0	0.0	0.0
MC2: Which of these has the most medical training...	Multiple Choice (RB)	0.82	50.0%	4	5.0	5.78	2.89
* O1: Put the following emergency tasks in order...	Ordering	0.83	87.5%	4	8.75	2.5	1.25

Annotations: 'A' points to the filter dropdowns, 'B' points to the question title 'O1: Put the following emergency tasks in order...', and 'C' points to the 'Discrimination' column header.

- Filter the question table by question type, discrimination category, and difficulty category.
- Investigate a specific question by clicking its title and reviewing its **Question Details** page.
- Statistics for each question are displayed in the table, including:
 - **Discrimination:** Indicates how well a question differentiates between students who know the subject matter those who do not. A question is a good discriminator when students who answer the question correctly also do well on the test. Values can range from -1.0 to +1.0. Questions are flagged for review if their discrimination value is less than 0.1 or is negative. Discrimination values cannot be calculated when the question's difficulty score is 100% or when all students receive the same score on a question.

Discrimination values are calculated with the Pearson correlation coefficient. X represents the scores of each student on a question and Y represents the scores of each student on the assessment.

$$r = \frac{1}{n-1} \sum_{i=1}^n \left(\frac{X_i - \bar{X}}{s_X} \right) \left(\frac{Y_i - \bar{Y}}{s_Y} \right)$$

The following variables are the standard score, sample mean, and sample standard deviation, respectively:

$$\frac{X_i - \bar{X}}{s_X}, \bar{X}, \text{ and } s_X$$

- **Difficulty:** The percentage of students who answered the question correctly. Difficulty values can range from 0% to 100%, with a high percentage indicating that the question was easy. Questions in the **Easy** (greater than 80%) or **Hard** (less than 30%) categories are flagged for review.

Difficulty levels that are slightly higher than midway between chance and perfect scores do a better job differentiating students who know the tested material from those who do not. It is important to note that high difficulty values do not assure high levels of discrimination.

- **Graded Attempts:** Number of question attempts where grading is complete. Higher numbers of graded attempt produce more reliable calculated statistics.
- **Average Score:** Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.
- **Standard Deviation:** Measure of how far the scores deviate from the average score. If the scores are tightly grouped, with most of the values being close to the average, the standard deviation is small. If the data set is widely dispersed, with values far from the average, the standard deviation is larger.
- **Standard Error:** An estimate of the amount of variability in a student's score due to chance. The smaller the standard error of measurement, the more accurate the measurement provided by the test question.

HOW TO VIEW QUESTION DETAILS ON A SINGLE QUESTION

You can investigate a question that is flagged for your review by accessing its **Question Details** page. This page displays student performance on the **individual test question** you selected.

1. On the **Item Analysis** page, scroll down to the question statistics table.
2. Select a linked question title to display the **Question Details** page.

Question Details: Multiple Choice

← Return A << < Page 10 of 13 > >> B Edit Test

Chapter 1 Test
Analysis Last Run September 4, 2012 2:06 PM.

C	0.82	50.0%	4	5.0	5.78	2.89	0
	Discrimination Good <small>(i)</small>	Difficulty Medium <small>(i)</small>	Graded Attempts <small>(i)</small>	Average Score <small>(i)</small>	Std Dev <small>(i)</small>	Std Error <small>(i)</small>	Skipped <small>(i)</small>

Multiple Choice(RB): MC2

Question:
• Which of these has the most medical training? **D**

Answers	Total <small>(i)</small>	Top 25% <small>(i)</small>	2nd 25% <small>(i)</small>	3rd 25% <small>(i)</small>	Bottom 25% <small>(i)</small>
EMT	1(25.0%)	0	0	0	1
<input checked="" type="checkbox"/> Paramedic	2(50.0%)	1	0	1	0
First Responder	0(0.0%)	0	0	0	0
Firefighter	1(25.0%)	0	0	0	1

Legend

• Review recommended • Questions might have changed after deployment
 * Not all submissions have been graded (QS) Question Set (RB) Random Block

- Use the arrows to page through questions sequentially or to skip to the first or last question.
- Click **Edit Test** to access the **Test Canvas**.
- The summary table displays statistics for the question, including:

- Discrimination:** Indicates how well a question differentiates between students who know the subject matter those who do not. The discrimination score is listed along with its category: Poor (less than 0.1), Fair (0.1 to 0.3), and Good (greater than 0.3). A question is a good discriminator when students who answer the question correctly also do well on the test. Values can range from -1.0 to +1.0. Questions are flagged for review if their discrimination value is less than 0.1 or is negative. Discrimination values cannot be calculated when the question's difficulty score is 100% or when all students receive the same score on a question.

Discrimination values are calculated with the Pearson correlation coefficient. X represents the scores of each student on a question and Y represents the scores of each student on the assessment.

$$r = \frac{1}{n-1} \sum_{i=1}^n \left(\frac{X_i - \bar{X}}{s_X} \right) \left(\frac{Y_i - \bar{Y}}{s_Y} \right)$$

The following variables are the standard score, sample mean, and sample standard deviation, respectively:

$$\frac{X_i - \bar{X}}{s_X}, \bar{X}, \text{ and } s_X$$

- **Difficulty:** The percentage of students who answered the question correctly. The difficulty percentage is listed along with its category: **Easy** (greater than 80%), **Medium** (30% to 80%), and **Hard** (less than 30%). Difficulty values can range from 0% to 100%, with a high percentage indicating that the question was easy. Questions in the easy or hard categories are flagged for review.

Difficulty levels that are slightly higher than midway between chance and perfect scores do a better job differentiating students who know the tested material from those who do not. It is important to note that high difficulty values do not assure high levels of discrimination.

- **Graded Attempts:** Number of question attempts where grading is complete. Higher numbers of graded attempt produce more reliable calculated statistics.
- **Average Score:** Scores denoted with an * indicate that some attempts are not graded and that the average score might change after all attempts are graded. The score displayed here is the average score reported for the test in the Grade Center.
- **Std Dev:** Measure of how far the scores deviate from the average score. If the scores are tightly grouped, with most of the values being close to the average, the standard deviation is small. If the data set is widely dispersed, with values far from the average, the standard deviation is larger.
- **Std Error:** An estimate of the amount of variability in a student's score due to chance. The smaller the standard error of measurement, the more accurate the measurement provided by the test question.
- **Skipped:** Number of students who skipped this question.

D. The question text and answer choices are displayed. The information varies depending on the question type:

Type of Information Provided	Question Types
Number of students who selected each answer choice -AND- distribution of those answers among the class quartiles.	<ul style="list-style-type: none"> • Multiple Choice • Multiple Answer • True/False • Either/Or • Opinion Scale/Likert
Number of students who selected each answer choice.	<ul style="list-style-type: none"> • Matching • Ordering • Fill in Multiple Blanks
Number of students who got the question correct, incorrect, or skipped it.	<ul style="list-style-type: none"> • Calculated Formula • Calculated Numeric • Fill in the Blank • Hot Spot • Quiz Bowl
Question text only.	<ul style="list-style-type: none"> • Essay • File Response • Short Answer

Type of Information Provided	Question Types
	<ul style="list-style-type: none"> Jumbled Sentence (also includes the answers students chose from)

ANSWER DISTRIBUTIONS

The distribution of answers among the class quartiles is included for Multiple Choice, Multiple Answer, True/False, Either/Or, and Opinion Scale/Likert question types. The distribution shows you the types of students who selected the correct or incorrect answers.

- Top 25%:** Number of students with total test scores in the top quarter of the class who selected the answer option.
- 2nd 25%:** Number of students with total test scores in the second quarter of the class who selected the answer option.
- 3rd 25%:** Number of students with total test scores in the third quarter of the class who selected the answer option.
- Bottom 25%:** Number of students with total test scores in the bottom quarter of the class who selected the answer option.

SYMBOL LEGEND

Symbols appear next to the questions to alert you to possible issues:

Legend		
● Review recommended	▲ Questions might have changed after deployment	
★ Not all submissions have been graded	(QS) Question Set	(RB) Random Block

- Review recommended:** This condition is triggered when discrimination values are less than 0.1 or when difficulty values are either greater than 80% (question was too easy) or less than 30% (question was too hard). Review the question to determine if it needs revision.
- Question may have changed after deployment:** Indicates that a part of the question changed since the test was deployed. Changing any part of a question after the test has been deployed could mean that the data for that question might not be reliable. Attempts submitted after the question was changed may have benefited from the change. This indicator helps you interpret the data with this in mind.
NOTE: This indicator is not displayed for restored courses.
- Not all attempts have been graded:** Appears for a test containing questions that require manual grading, such as essay questions. In a test containing an essay question with 50 student attempts, this indicator shows until the instructor grades all 50 attempts. The item analysis tool uses only attempts that have been graded at the time you run the report.
- (QS) and (RB):** Indicate that a question came from a question set or random block. Due to random question delivery, it is possible that some questions get more attempts than others.

ABOUT ITEM ANALYSIS AND MULTIPLE ATTEMPTS, QUESTION OVERRIDES, AND QUESTION EDITS

The item analysis tool handles multiple attempts, overrides, and other common scenarios in the following ways:

- When students are allowed to take a test multiple times, the last submitted attempt is used as the input for item analysis. For example, a test allows three attempts and Student A has completed two attempts with a third attempt in progress. Student A's current attempt counts toward the number listed under **In Progress Attempts** and none of Student A's previous attempts are included in the current item analysis data. As soon as Student A submits the third attempt, subsequent item analyses will include Student A's third attempt.
- Grade Center overrides do not impact the item analysis data because the item analysis tool generates statistical data for questions based on completed student attempts.
- Manually graded questions or changes made to the question text, correct answer choice, partial credit, or points do not update automatically in the item analysis report. Run the analysis again to see if the changes affected the item analysis data.

Examples

Item analysis can help you improve questions for future test administrations or fix misleading or ambiguous questions in a current test. Some examples are:

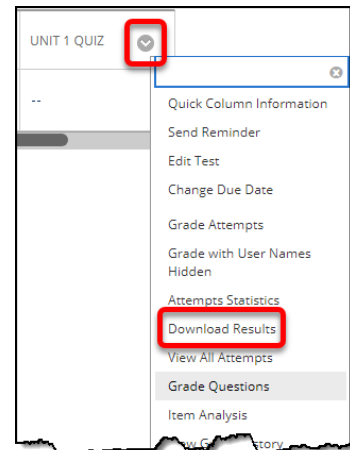
- You investigate a multiple choice question that was flagged for your review on the item analysis page. More Top 25% students choose answer B, even though A was the correct answer. You realize that the correct answer was miskeyed during question creation. You edit the test question and it is automatically regraded.
- In a multiple choice question, you find that nearly equal numbers of students chose A, B, and C. Examine the answer choices to determine if they were too ambiguous, if the question was too difficult, or if the material was not covered.
- A question is recommended for review because it falls into the hard difficulty category. You examine the question and determine that it is a hard question, but you keep it in the test because it is necessary to adequately test your course objectives.

DOWNLOAD RESULTS

In the Grade Center, each test or survey column's contextual menu also has a **Download Results** option. This option allows you to compile the questions and answers in a spreadsheet to review offline.

When you download test results, the results include the users' names and usernames. Unlike tests, surveys are intended to gather opinions from students where they can reply honestly because their anonymity is protected. As a result, when you download survey results, the results will not include any information that identifies each user.

Neither test nor survey results include statistical information.



FORMATTING OPTIONS

When you download information, you can select the delimiter type for the downloaded results for the test or survey. Comma-delimited files (CSV) have data items separated by commas. Tab-delimited files (TXT) have data items separated by tabs.

DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

☒ Comma

☐ Tab

Question text and results will download for all question types. Unsupported question types will be noted.

Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.

All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results ☒ By User ☐ By Question and User

Attempts to Download ☒ Only Valid Attempts ☐ All Attempts

NOTE: If you pasted test or survey information from an HTML or Word document when creating your questions and answers, you may see HTML code in your spreadsheet.

RESOLVE STUDENT ISSUES WITH TESTS

SUBMIT A TEST FOR A STUDENT

If a student was unable to submit a test, but had completed the work, you can submit the attempt so that you can grade the attempt.

1. In the Grade Center, locate the cell containing the attempt, which displays the in progress icon.
2. Access the cell's contextual menu and click **View Grade Details**.
3. On the **Grade Details** page, click **View Attempt**.
4. Be sure the answers were saved.

Note: If multiple questions are marked with **No Answer**, you can **Clear Attempt**. The student will have to take the test again.

5. Click **Test Information** to expand the section.
6. If you are satisfied with the student's test attempt, click **Submit Attempt**.
7. Click **OK** to confirm the attempt submission.

CLEAR A TEST ATTEMPT

If a student experiences a technical problem while taking a test or needs an additional attempt, you can help by clearing the test attempt. When you clear an attempt, the grade is cleared from the Grade Center and the student can retake the test.

1. On the **Grade Details** page, click **Clear Attempt**.
2. Click **OK** to confirm and remove the attempt.
3. On the **Grade History** tab, the action is recorded with "Attempt Grade Cleared." In the Grade Center, no grade or icon appears in the student's test cell.

TEST ACCESS LOG

Instructors and other users who are granted permission can view a test attempt's **Access Log** for a list of times of various student interactions with the test. The log can help to confirm whether a student began a test or ran into problems during a test.

Note: Access logs are not currently available for mobile-compatible tests that students submit in the Mobile Learn app.

1. On the **Control Panel**, expand the **Grade Center** section.
2. Click **Tests**.
3. Locate the cell for the student's test that you want to investigate.

Note: The cell must contain either a grade or a Needs Grading exclamation mark for an access log to be generated. If you submitted the test for the student, an access log is not generated, unless the student clicked Save All Answers.

4. Access the cell's contextual menu and click **Attempt**.
5. On the **Grade Test** page, expand the **Test Information** section.
6. Click **Access Log**.

The Access Log shows a detailed list of every interaction a student had with the test for that attempt. The log shows the time the test was started, when each question was saved, and when it was submitted.

An unusual gap in activity might be interpreted as a connectivity problem if the student claims to have had one. However, the system cannot determine what caused the time gap—it can only show that it occurred.

Be aware that the time spent on a question may include time that the student spent looking at other questions before saving that answer.

Test Information

Current Grade 10.00000 out of 40 points
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 10 out of 40 points

Time Elapsed 0 minute

Started Date 8/1/19 4:36 PM

Submitted Date 8/1/19 4:36 PM

Clear Attempt Clear Attempt

Edit Test Edit Test

Instructions

Center > Grade Test: Unit 1 Quiz

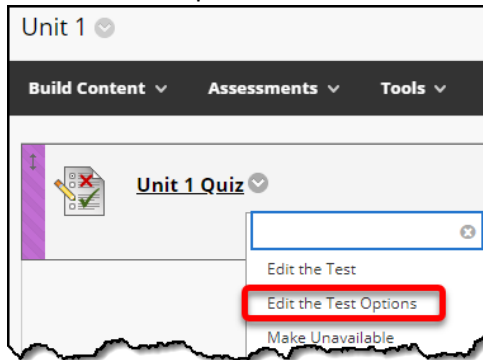
Access Log			
The Test Time column shows times relative to the start of the test and the Time Spent column shows the time between the current Access Type and the previous Access Type. Time format is: mm:ss.			
Date and Time	Access Type	Test Time	Time Spent*
6/7/13 5:25:13 PM	Test started	00:00	00:00
6/7/13 5:25:35 PM	Saved question 1	00:21	00:21
6/7/13 5:25:45 PM	Saved question 2	00:31	00:10
6/7/13 5:25:55 PM	Saved question 3	00:41	00:09
6/7/13 5:27:38 PM	Saved question 4 multiple times over a period of: 01:41	02:24	01:42
6/7/13 5:29:17 PM	Test submitted	04:03	01:38

*The times appearing under the Time Spent column may not accurately represent the time the Student spent on each question; the Student may have looked at other questions before answering and saving individual questions.

HOW TO OPEN A TEST FOR ONE STUDENT (MAKE-UP EXAM)

In this example we will make a previous test/quiz available to just one student.

1. Go to the test in the Lessons/Content area of the course. Use the contextual menu to select “Edit the Test Options” from the menu.



2. Make the test **link** available to all students, but set the date restrictions so the students cannot access the test:

A screenshot of the 'TEST AVAILABILITY' section. It includes a red arrow pointing to the 'Yes' radio button for 'Make available to students'. Below it, the 'Add a new announcement for' section has 'No' selected. At the bottom, a red rectangle highlights the date and time settings: 'Display After' (07/01/2019, 12:00 AM) and 'Display Until' (07/07/2019, 11:59 PM).

TEST AVAILABILITY

Make available to students ☒ Yes ☐ No

Add a new announcement for ☐ Yes ☒ No

☒ Display After 07/01/2019 12:00 AM

☒ Display Until 07/07/2019 11:59 PM

Dates are in the past. This makes the item invisible to students.

3. Scroll down to the “Test Availability Exceptions” section of the test options. Click on the “Add User of Group” button.

A screenshot of the 'TEST AVAILABILITY EXCEPTIONS' section. It features a button labeled 'Add User or Group' which is highlighted with a red rectangle.

TEST AVAILABILITY EXCEPTIONS

Add User or Group

4. From the Add User or Group screen, set Search to “Any” and “Not Blank” and then click the “Go” button. Select the student from the list and then click “Submit.”

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input checked="" type="checkbox"/>		kf560206_previewuser	Krista Favela_PreviewUser

5. Click the Availability calendar button. Add the range of dates that the student will have to take the test. Click the **Save** button.

TEST AVAILABILITY EXCEPTIONS

Add User or Group Remove All Exceptions

NAME Krista Favela_PreviewUser ATTEMPTS Single Attempt

DUE DATE

AVAILABILITY

After: [Date Picker] Until: [Date Picker]

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

Clear Cancel Save

6. Make sure the option to “Do not allow students to start the Test if the due date has passed” is **unchecked**.

DUE DATE

☒ Due Date 07/05/2019 11:59 PM

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

Leave this unchecked so the makeup exam can be submitted later than the due date.

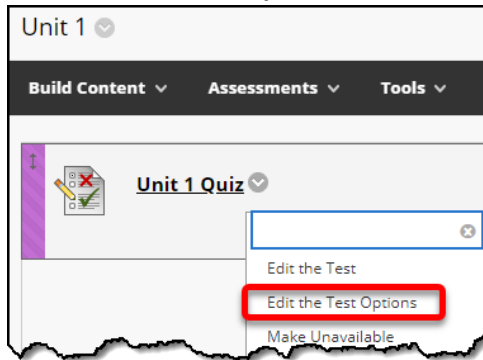
7. Click “Submit” at the bottom of the setting page.

ACCOMMODATING STUDENTS WITH SPECIAL NEEDS

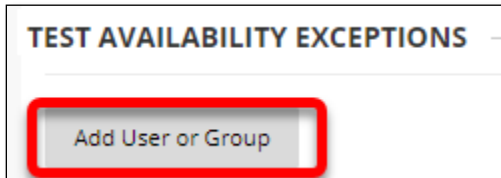
Students requesting modifications for testing due to special needs must register with the campus office of Student Disability services (806-651-2335).

Step 1: Locate each exam in your course. Click the dropdown, contextual menu for the exam.

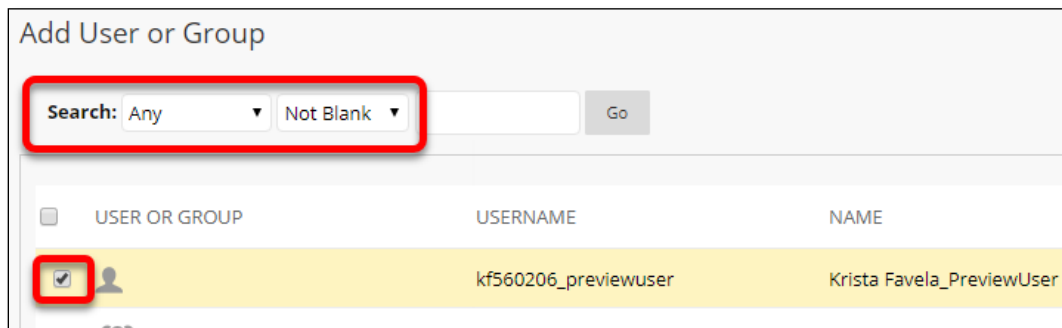
Step 2: Select **Edit the Test Options**.



Step 3: locate the **Test Availability Exceptions** area, and select the **Add User or Group** button.



Step 4: In the popup window that appear, select the checkbox next to the User or Users (Students) who need accommodations, and click Submit.





Step 5: The student's name appears in the Test Availability Exception area. The settings on the exam are automatically entered here as well. Change the **Timer** settings.

TEST AVAILABILITY EXCEPTIONS

Add User or Group

Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
 Krista Favela_PreviewUser	Single Attempt ▾	<div><input checked="" type="checkbox"/> 60</div> <div><input type="checkbox"/> Auto Submit</div>	 ✕

Step 6: Save the exam by clicking **Submit** at the top or bottom of the page.