

EDITING TEST OPTIONS

HOW TO MAKE A TEST AVAILABLE

In order for students to be able to access a test, at least *one change must be made*: **Make the link available = Yes.**

1. Under the **Test Availability** section, click **Yes to Make the Link Available** to users.

Make the link available Yes No

- 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.

TEST INFORMATION SETTINGS

TEST INFORMATION

* Name 1

Choose Color of Name Black

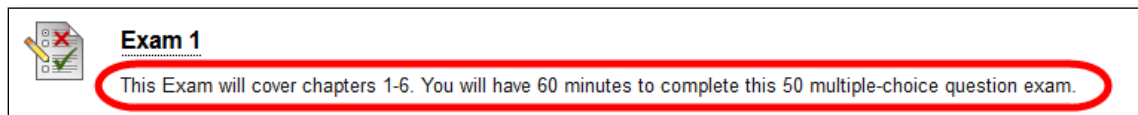
Content Link Description

2

Path: p Words:0

Open test in new window Yes No 3


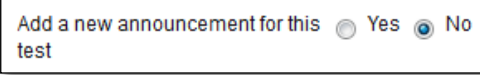
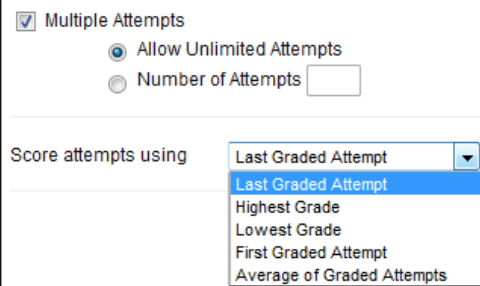
1. **Name** – You may change the name for this test. Changing the name here will also change the name in the Tests, Surveys, and Pools area for this test.
2. **Content Link Description** – This area provides information for the student in the “subtitle” area below the link that students click on to enter the test.






3. **Open test in new window** – This will open the test in a new window or tab.
Recommended setting: Set to “No.”

TEST AVAILABILITY

Set the following availability and feedback options for a test:

Option	Function
Make the link available	<p>Click Yes to Make the Link Available to users. If you select No, it will not appear to students. (By default, No is selected.)</p>  <p><i>Note:</i> 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.</p>
Add a New Announcement for this Test	<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> 
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> 

Option	Function
<p>Force Completion</p>	<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 data-bbox="467 489 659 537" style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <input type="checkbox"/> Force Completion </div> <div data-bbox="524 573 1362 825" style="border: 1px solid black; padding: 10px;"> <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. See the Faculty Support Website: Force Completion webpage for more information.</p>  </div>
<p>Set Timer</p>	<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 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 data-bbox="467 1014 756 1188" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> Set Timer <input type="text" value="60"/> Minutes Auto-Submit <input type="radio"/> OFF <input checked="" type="radio"/> ON </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. Tests submitted after the time expires are automatically sent to the Needs Grading page for the instructor to verify the submission grade.</p>
<p>Display After</p>	<p>Select the date and time when the test 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 data-bbox="467 1734 1136 1839" style="border: 1px solid gray; padding: 5px;"> <input type="checkbox"/> Display After 06/12/2014 <input type="text" value="09:07 AM"/> <input type="button" value="⌂"/> <input type="checkbox"/> Display Until 06/12/2014 <input type="text" value="09:08 AM"/> <input type="button" value="⌂"/> </div>

Option	Function
Display Until	Select the date and time the test will be made unavailable to students. This field may be left blank. 
Password	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. 



TEST AVAILABILITY EXCEPTION

Use this area to setup specific users or groups to have different settings setup for their needs.

Select one or more students or 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 a student needing to take a test early or late. You can create exceptions for:

- Number of attempts.
- Timer.
- Availability.
- Force completion.

TEST AVAILABILITY EXCEPTIONS



Name	Attempts	Timer	Availability	Options
 Susan Fulgham	Unlimited Attempts	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit		<input type="checkbox"/> Force Completion <input type="button" value="x"/>

For more detailed instructions visit the [Faculty Support Website: Accommodating a Student with Special Needs](#) website.

DUE DATE

Set a due date to easily add it to the calendar. Select the Date and Time for when the test will be due.



Due Date  

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

To prevent late submissions, you can select the check box for **Do not allow students to start the Test if the due date has passed**. Students receive a message after the due date, notifying them that the test or survey can no longer be completed.

Note: This setting will override any date extensions provided in the Test Availability Exceptions area.

When you allow late submissions, they are clearly marked on the following pages:

- Needs Grading
- View All Attempts
- Review Test Submission
- Grade Details

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	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. <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>
Hide Results for this Test Completely from Instructor and the Grade Center	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. <i>You will not be able to see any student grades, view answers, aggregate results, or download result details for this test.</i> To protect student privacy, you cannot reverse this choice later without deleting all attempts. <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>

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set **up to** two rules to show results and feedback.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

After the student completes the test the **Submission Receipt page** will appear: This page always shows upon completion.

Review Test Submission: Exam 1	
User	Krista Favela
Course	Mavela_testing
Test	Exam 1
Started	3/4/14 9:36 AM
Submitted	3/4/14 9:37 AM
Status	Completed
Attempt Score	20 out of 30 points
Time Elapsed	0 minute
Instructions	You will have one hour (60 minutes) to complete this exam.
Tuesday, March 4, 2014 9:37:26 AM CST	
OK	

Information that appears following the Submission Receipt page is controlled by the settings selected:

Setting	Option
<p>When: Sets when appropriate test results and feedback are shown to students:</p>	<ul style="list-style-type: none"> • After Submission – Once the student completes the test. This option never closes • One-time View – Once the student completes the test they must click OK on the Submission receipt page. The student will have one chance to view the results. Once they move away from the page they will no longer be able to review the test. • On Specific Date – Results will appear on a specific date you're the instructors choosing. • After Due Date – Looks at the Due Date set previously on this test and opens results after this date/time. • After Availability End Date – Looks at the Availability End Date set previously on this test and opens results after this date/time.

Setting

Option

Score per Question:
Shows the score for each question.

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute

Question 1 10 out of 10 points

What is the color of the sky?

Question 2 0 out of 10 points

What is the color of the grass?

All Answers: Shows all answer options.

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	All Answers

Question 1

What is the color of the sky?

Answers: blue
red
green
yellow

Question 2

What is the color of the grass?

Answers: green
yellow
red
blue


Correct: Shows the correct answers.

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Correct Answers


Question 1

What is the color of the sky?

Correct Answer:  blue

Question 2

What is the color of the grass?

Correct Answer:  green

Setting

Option

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

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Submitted Answers

Question 1

What is the color of the sky?

Selected Answer: blue

Question 2

What is the color of the grass?

Selected Answer: yellow

Feedback: Shows instructor-generated feedback messages for each question.

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Feedback

Question 1

What is the color of the sky?

Response Feedback: Correct!

Question 2

What is the color of the grass?


Response Feedback: This is incorrect.

Show Incorrect Questions: Shows the questions a student answered incorrectly or partially incorrectly.


Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Incorrectly Answered Questions

Question 1

 What is the color of the sky?

Question 2

 What is the color of the grass?

EXAMPLE 1:

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 do not select any options. 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. Once a specific amount of time has passed, you can then turn the feedback off if you no longer want the students to have access.

EXAMPLE 2:

You select the **After Submission** option and check the boxes for **Score per Question**, **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.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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

When (i)	Score per Question (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Review Test Submission: Exam 1

User: Krista Favela_PreviewUser
Course: DEV ITS_1000
Test: Exam 1
Started: 10/19/15 8:30 AM
Submitted: 10/19/15 8:30 AM
Due Date: 10/18/15 11:59 PM
Status: Completed
Attempt Score: 10 out of 20 points
Time Elapsed: 0 minute
Results Displayed: All Answers, Submitted Answers, Correct Answers, Feedback, Incorrectly Answered Questions

Question 1 10 out of 10 points

What is the color of the sky?

Selected Answer: blue

Answers: blue, red, green, yellow

Response Feedback: Correct!

Question 2 0 out of 10 points

What is the color of the grass?

Selected Answer: yellow

Answers: green, yellow, red, blue

Response Feedback: This is incorrect.

EXAMPLE 3:

You select the **After Submission** option and check the boxes for **Score per Question** and **Submitted**. You also select the **After Due Date** option and check the boxes for **Correct**, **Submitted**, **Feedback**, and **Show Incorrect Questions**. Immediately after students complete the test they will see each question and the score per question and what answer they selected. After the Due Date has passed, students see their submitted answers marked as correct or incorrect, the correct answer option, and any feedback you have provided.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct	<input checked="" type="checkbox"/> Submitted	<input type="checkbox"/>
After Due Date	<input type="checkbox"/>	<input type="checkbox"/> All Answers	<input checked="" type="checkbox"/> Correct <input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/>

Review Test Submission: Exam 1

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Due Date	10/19/15 11:59 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Submitted Answers

After Submission

Question 1 10 out of 10 points

What is the color of the sky?

Selected Answer: blue

Question 2 0 out of 10 points

What is the color of the grass?

Selected Answer: yellow

User	Krista Favela_PreviewUser
Course	DEV_ITS_1000
Test	Exam 1
Started	10/19/15 8:30 AM
Submitted	10/19/15 8:30 AM
Due Date	10/18/15 11:59 PM
Status	Completed
Attempt Score	10 out of 20 points
Time Elapsed	0 minute
Results Displayed	Submitted Answers, Correct Answers, Feedback, Incorrectly Answered Questions

After Due Date

Question 1

What is the color of the sky?

Selected Answer: blue

Correct Answer: blue

Response Feedback: Correct!

Question 2

What is the color of the grass?

Selected Answer: yellow

Correct Answer: green

Response Feedback: This is incorrect.

TEST PRESENTATION

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

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 <i>(Recommended Setting)</i>	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 (prohibit) backtracking, questions are presented one at a time and the <<, <, and >> functions do not appear to users during the test.
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.