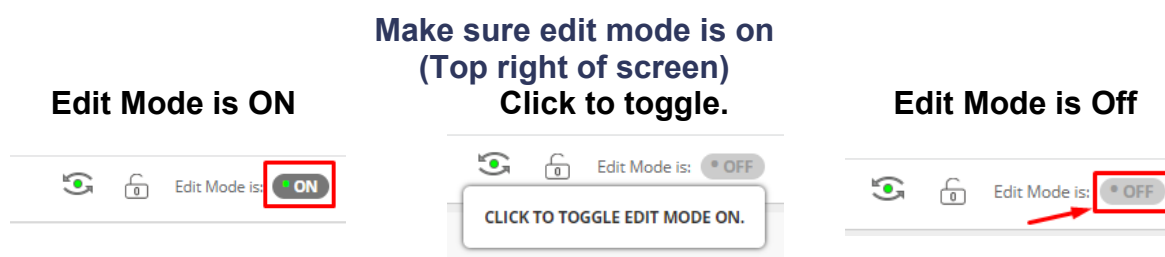
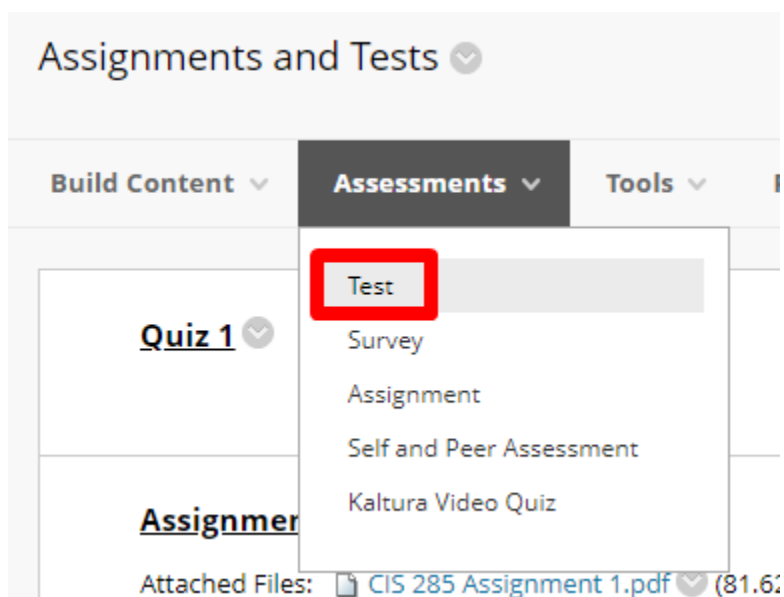


How to Create a Test

You can create tests, surveys and pools that will allow you to post questions to your students.



1. Go to the content area you would like to create the test in and choose Assessments → Tests.



2. Click Create a New Test

ADD TEST

Create a new test. There are no tests to add.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

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

Cancel Submit

3. Type the test name and add a description and instructions if you wish.

TEST INFORMATION

* Name

Test Name

Description

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

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, text alignment, list creation, indent, outdent, undo, redo, and more.

Enter a description here

P

4 WORDS POWERED BY TINY

Instructions

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

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, text color, background color, text alignment, list creation, indent, outdent, undo, redo, and more.

Enter any student instructions here

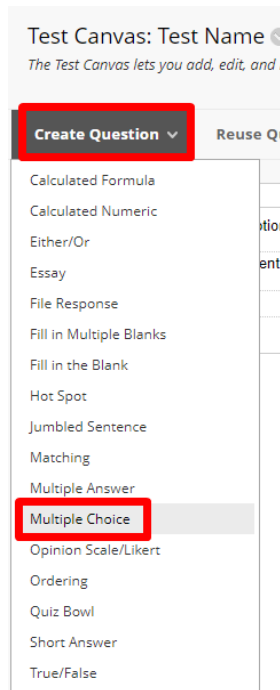
P

5 WORDS POWERED BY TINY

Click **Submit** to proceed.

Cancel Submit

4. Click Create Question and choose the type of question you would like to create.



5. Create the question.

* Indicates a required field.

QUESTION

Question Title

Students do not see this

* Question Text

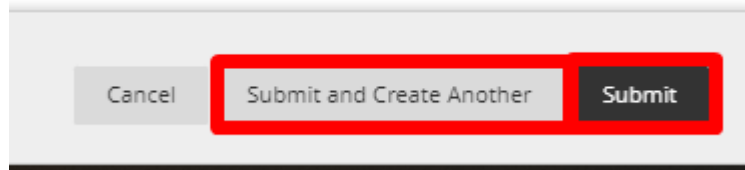
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>	S	Paragraph	▼	Arial	▼	10pt
☰	☲	X ²	X ₂	🔗	🔗	⏏	⏏	✓
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Type the question here

P

6. Choose Submit or Submit and Create another.



7. Edit the number of points for each question.

Description

Instructions

Total Questions

Total Points

Select: Select by Type:

1. Multiple Choice: Students do not see this: Type the question here Points:

Success: Question created.

Question

Answer Right

Wrong

Still Wrong

Not Right

Select: Select by Type:

8. Keep creating questions as needed. And Press OK.

9. Select the current test and click submit

ADD TEST

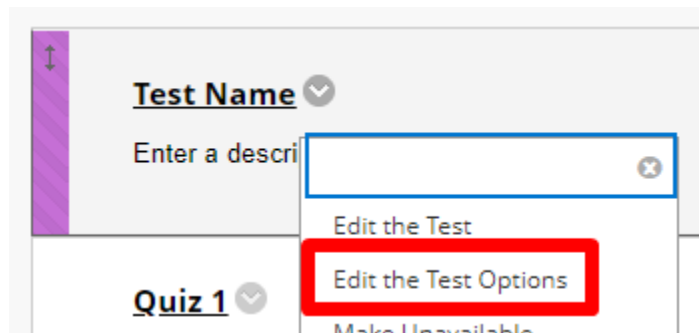
Create a new test or select an existing test to deploy.

Create a New Test

Add an Existing Test

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

10. Edit the test options



11. Ensure Test is available. Do not select Force Completion. Set the timer if required and set the display after and until dates. NOTE: Selecting a Display Until date will remove the test from the students grades. Instead set a due date and do not allow students to start after the due date.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

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

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

Minutes

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

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

12. Set due date and set that students cannot start the test after the due date.

DUE DATE

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

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

Due Date 01/04/2023 01:06 PM

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

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

13. Set exceptions if required. This is optional and can be used if a student needs extra time or needs to be able to write on a different date.

TEST AVAILABILITY EXCEPTIONS

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

NOTE: If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have exception requirements, create new rules within the Adaptive Release settings.

Add User or Group Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
Courtney Boisvert	Single Attempt	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto Submit	<input checked="" type="checkbox"/> ✕

DUE DATE

14. Choose when and how to provide students feedback if desired.

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

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

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

15. The default is for all the questions to be asked at once. You can change this to one at a time and decide if students may backtrack. You can also randomize the questions.

TEST PRESENTATION

- All at Once
Present the entire test on one screen.
- One at a Time
Present one question at a time.
- Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.
-

- Randomize Questions
Randomize questions for each test attempt.
-

Click **Submit** to edit options for this test. Click **Cancel** to quit.

Cancel Submit

Interested in more educational tools? Check out our How-To Guides at:
www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca

