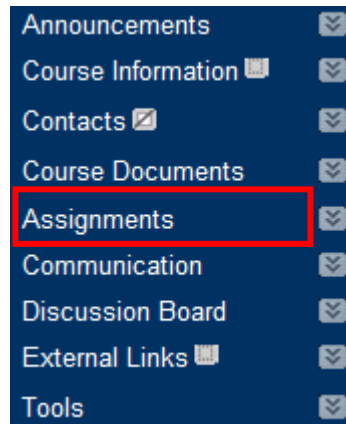
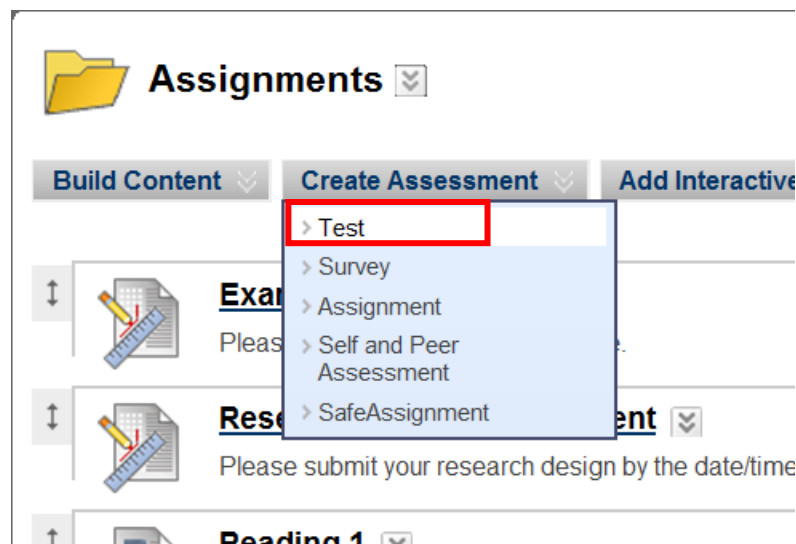


Creating a Test

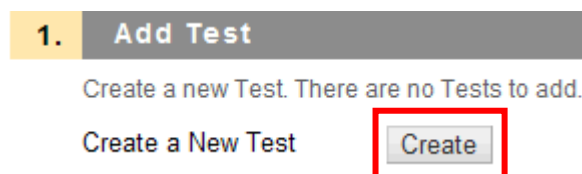
1. Select the content area you wish to create your test in from your course menu.



2. From the drop down menu on the Create Assessment button, select **Test**.




3. Select **Create** to begin creating a new test.



4. Give your test a name and add a description and/or any instructions for your students.

1. Test Information

* Name 

Description Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

This exam will test your technology skills.

Path: [body](#)

Save as Reusable Object

Instructions Visual Editor: ON

Normal 3 Times New Roman B I U abc x₂ x²

Once you begin the test, you must complete it. Please answer all questions to the best of your ability.

Path: [body](#)

Save as Reusable Object


5. Select **Submit** when you are finished adding the Test information.



6. Add, modify, and remove questions using the Test Canvas. Select a question type from the **Create Question** drop down menu. In this example, we will be using a Hot Spot question.

A screenshot of the 'Test Canvas' interface. At the top, a green banner reads 'Success: Chapter 2 Exam created.' Below this is a yellow header area with a pencil icon and the text 'Test Canvas'. A paragraph of instructions follows: 'Create, edit, and delete questions. Select a question type from the Add Question drop-down list to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation. [More Help](#)'. Below the instructions are three buttons: 'Create Question', 'Reuse Question', and 'Upload Questions', along with a 'Creation Settings' button. The 'Create Question' dropdown menu is open, showing a list of question types. The 'Hot Spot' option is highlighted with a red rectangular border. A blue arrow points to the 'Hot Spot' option with the text 'Step 6'. Other visible options in the dropdown include 'Calculated Formula', 'Calculated Numeric', 'Either/Or', 'Essay', 'File Response', 'Fill in Multiple Blanks', 'Fill in the Blank', 'Jumbled Sentence', 'Matching', 'Multiple Answer', 'Multiple Choice', 'Opinion Scale/Likert', 'Ordering', 'Quiz Bowl', 'Short Answer', and 'True/False'. The main content area of the canvas is partially visible, showing text about cumulative chapters.

7. Add the question text, and then set the point value. Select **Browse for Local File** to upload your file from your computer. Then select **Next**.



Create/Edit Hot Spot Question

Hotspot questions are based on Students identifying an area in an image file. The area is set by pixel coordinates and if Students click within this range, the answer is recorded as correct. [More Help](#)

* Indicates a required field.

Step 7

1. Question

* Question Text

Visual Editor: ON

Normal 3 Times New Roman **B** *I* U abc x_2 x^2 [List Icons]

Which part is of the computer pictured is the *central processing unit (CPU)*, or *microprocessor*, which acts as the "brain" of your computer?

Path: [body](#)

* Point Value Extra Credit Only

2. Upload Image

* Attach File

Selected File	File Name	computer hotpot.png
	<input type="button" value="Do not attach"/>	

8. Select the area of your image to match the question by dragging your mouse over the correct coordinates. When you are finished, select **Submit**.



Create/Edit Hot Spot Question

Hotspot questions are based on Students identifying an area in an image file. The area is set by pixel coordinates and if Students click within this range, the answer is recorded as correct. [More Help](#)

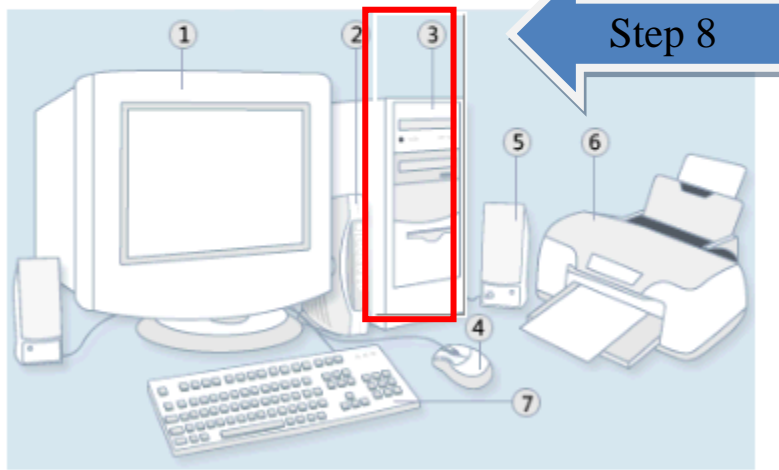
* Indicates a required field.

Cancel

Submit

1. Answers

Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.



Top Left Coordinates 205, 4

Bottom Right Coordinates 252, 168

Clear

9. You have the option of inserting any feedback for correct and/or incorrect answers.

2. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Visual Editor: ON

Normal 3 Times New Roman B I U abe x₂ x³ | | | | | | | | | |

Correct! Number 3, the *system unit*, is the core of a computer system. Usually it's a rectangular box placed on or underneath your desk. Inside this box are many electronic components that process information. The most important of these components is the *central processing unit (CPU)*, or *microprocessor*, which acts as the "brain" of your computer. Almost every other part of your computer connects to the system unit using cables.

Path: [body](#)

Step 9

Incorrect Response Feedback

Visual Editor: ON

Normal 3 Times New Roman B I U abe x₂ x³ | | | | | | | | | |

Incorrect! The correct answer is Number 3, which is called the system unit. This is the core of a computer system. Usually it's a rectangular box placed on or underneath your desk. Inside this box are many electronic components that process information. The most important of these components is the *central processing unit (CPU)*, or *microprocessor*, which acts as the "brain" of your computer. Almost every other part of your computer connects to the system unit using cables.

Path: [body](#)


10. When you are finished, select **OK**. You will see a banner that says "Success: Question saved."

Step 10



Success: Question saved.

11. The Add Test page will allow you to select a test from the list. After you have selected a test click the **Submit** button.



Create Test

Adding a Test deploys the Test to a content area. Once a Test has been deployed, use Test Options to make it available for students to take. [More Help](#)

Cancel **Submit**

1. Add Test

Create a new Test or select an existing Test. Any Test that has already been added will not be displayed.

Create a New Test Create

Add Test

-- Select Test Below --

Chapter 2 Exam

Technology Test

Step 11

12. A page with a number of options will appear. Scroll down to **Test Availability** select **Yes** to make the link available. Fill out the options based on your unique preferences.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion
Test must be completed the first time it is launched.

Set Timer
Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After

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

Display Until

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

Password
Require a password to access this Test.

Password

Step 12

13. If you want to grade the test, make sure you check Include this **Test in Grade Center Score Calculations**.

Step 13

3. Self-assessment Options

Include this Test in Grade Center Score Calculations

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

Hide Results for this Test Completely from Instructor and the Grade Center

If this option is checked, 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.

14. Decide how you want the feedback to be displayed to students. The defaulted option is **Score**.

Step 14

4. Test Feedback

Select the Type of Feedback Displayed Upon Completion

Score

Submitted Answers

Correct Answers

Feedback

15. You can also choose how you want the test to be presented by filling in the following options based on your unique preferences.

Step 15

5. Test Presentation

Presentation Mode

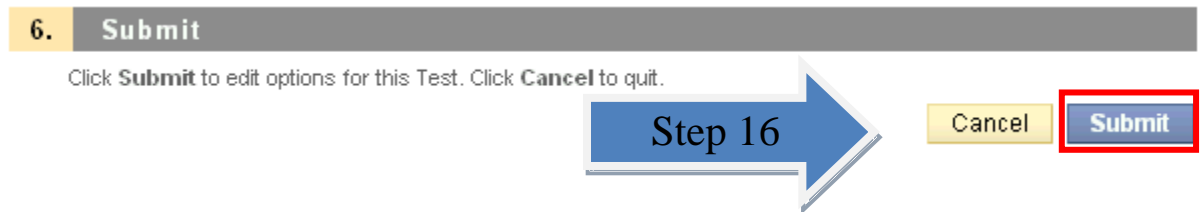
All at Once
Present the entire Test on one screen.

One at a Time
Present one question at a time.

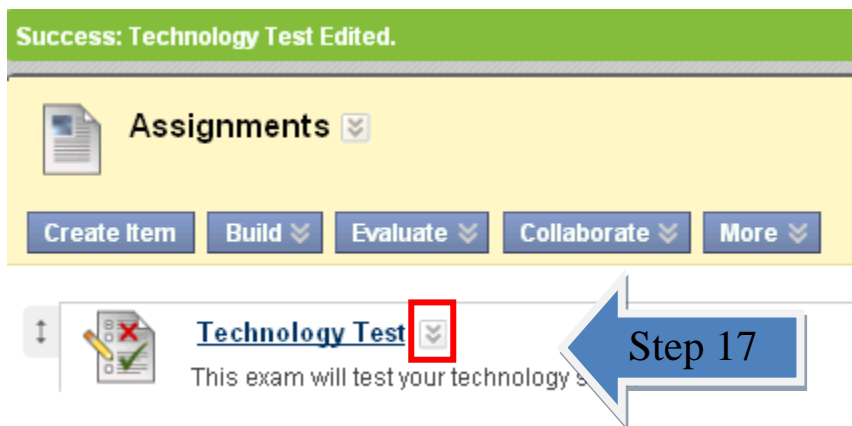
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each Test attempt.

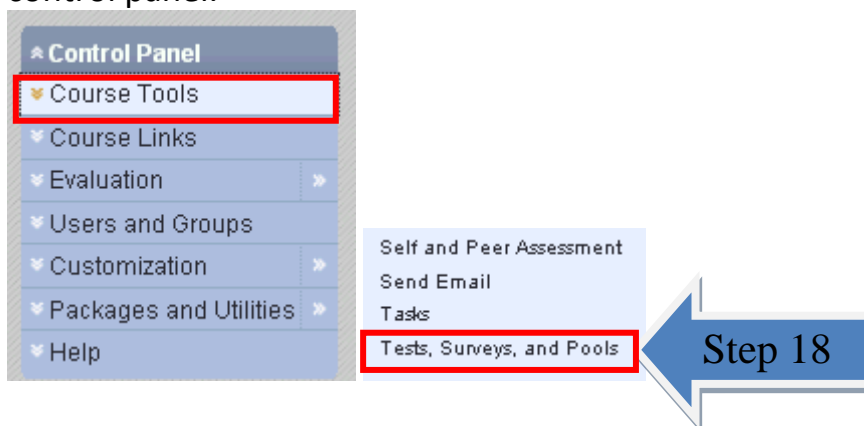
16. When you are finished choosing options, select **Submit**.



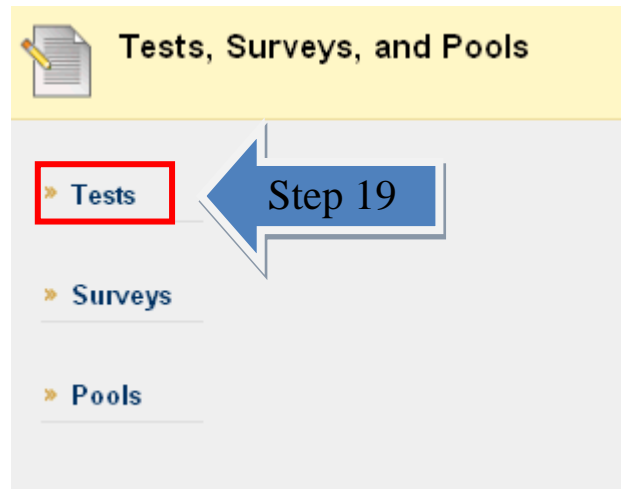
17. You will see a green success banner that indicates the test options have been edited and it is now available to students. To make changes to your test, you can select the drop down arrow next to the test name and select **Edit**.



18. To create and edit tests that are not available to students, you must access the **Tests, Surveys, and Pools** tool through **Course Tools** in your control panel.



19. Then select **Tests**, and choose the test you want to edit. You can also create new tests here, too.



20. To create a new test, choose **Build Test**. To import a test from another course or content collection, choose **Import Test**. To edit an already created test, simply click the drop down menu next to the test name and select **Edit**.

The screenshot shows the "Tests" management page. At the top, there are two buttons: "Build Test" and "Import Test", both highlighted with a red box. Below the buttons is a table with the following columns: "Name", "Deployed", and "Date Last Edited".

Name	Deployed	Date Last Edited
Chapter 2 Exam	Assignments	September 9, 2009
Technology Test	Assignments	September 10, 2009

A dropdown menu is open for the "Technology Test" row, showing the following options: "Edit", "Export to Local Computer", "Export to Content Collection", and "Delete". The "Edit" option is highlighted with a red box, and a blue arrow labeled "Step 20" points to it. The text "Displaying 1 to 2 of 2 items" is visible at the bottom right of the table.