Creating a Test

Introduction

Tests 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.
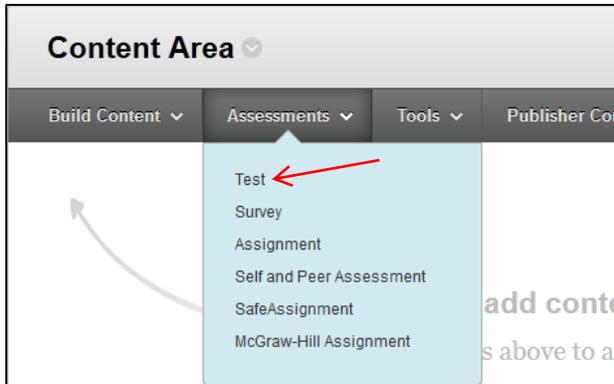
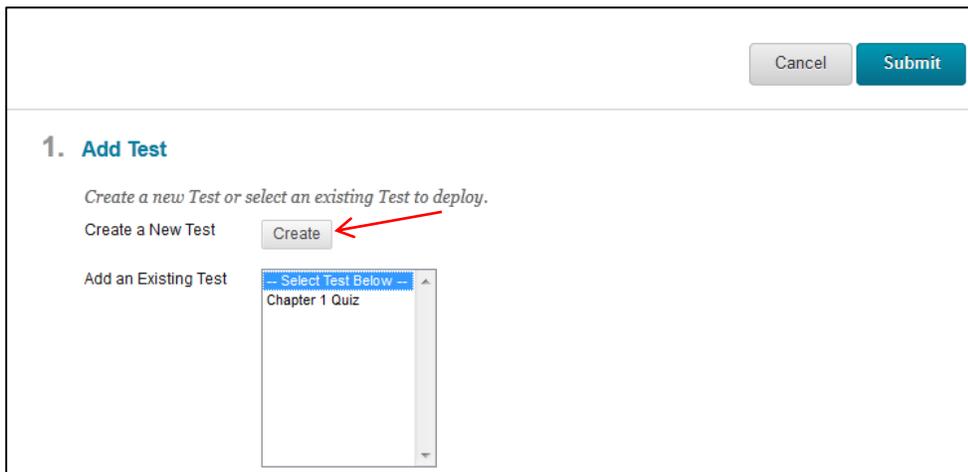## Table of Contents

Part One: Creating the Test

Step 1:

Within a content area click the "Assessment" button at the top of the area and select "Test."

Step 2:

Click the "Create" button to create a new Test.

Step 3:

Enter a name for this test in the "Name" field. In the "Description" box enter the text you would like to have display beneath the test name in the content area. The "Instructions" box can be used to provide more detailed information that students will see at the top of their Test.

Step 4:
Click "Submit" to move on to create your Test and start adding questions.

Move to the next page to learn how to add questions to your Test.

Part Two: Adding Questions to a Test

On the Test Canvas page you can now add questions to your Test. Click the "Create Question" button at the top of the canvas to select a question that can be added to your page. See below for explanations of the different types of questions that can be added to your Test.
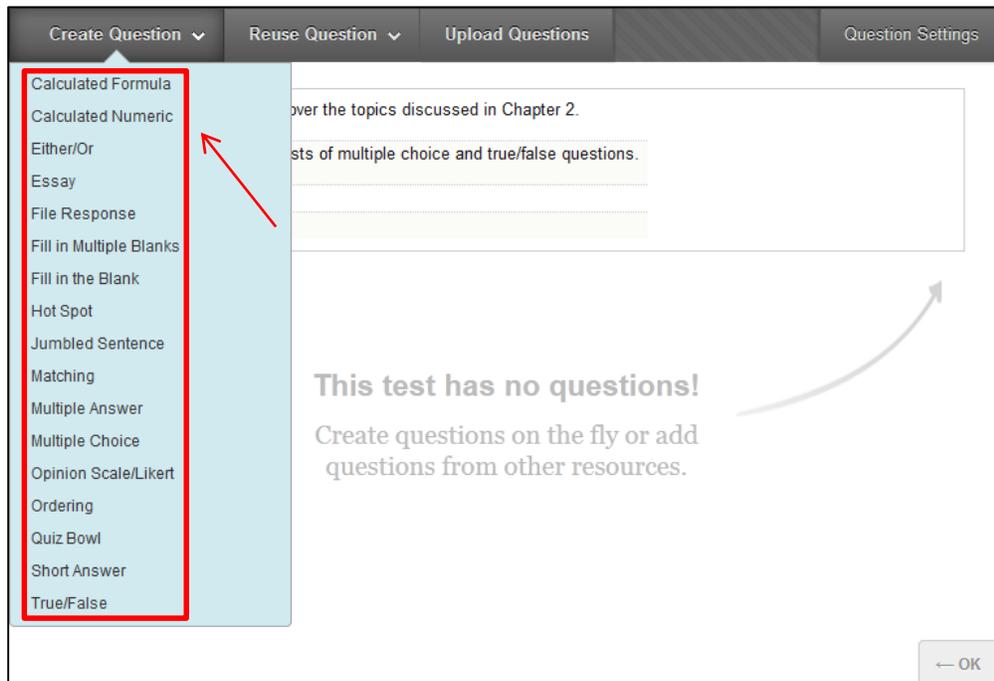
Move on to the next page of this documentation to learn about the different types of questions that can be added to your test.
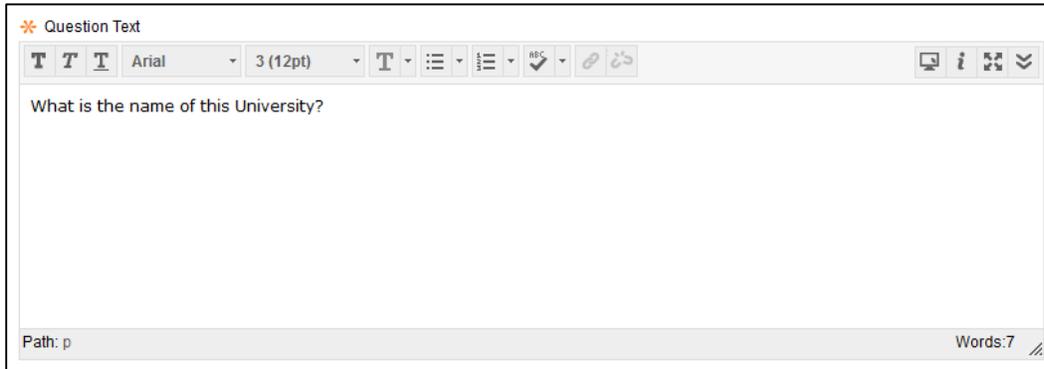
Multiple Choice Questions:

Multiple choice questions allow students several choices with only one correct answer.

Step 1:
Select "Multiple Choice" from the "Create Question" button on the test canvas page.

Enter your multiple choice question text into the "Question Text" box.

Step 2:
Under "Options" you have the ability to select a few settings:
- Answer number: Display numbers, roman numerals or uppercase/lowercase letters before each answer option.
- Answer Orientation: Select whether the answer options display vertically or horizontally.
- Allow Partial Credit: This option allows you to accept another answer as partially correct. A box will appear next to each answer text box where you can enter a percentage of partial credit an answer should credit a student.
- Show Answers in Random Order: This option will randomly shuffle the answer options for this question on each students test.
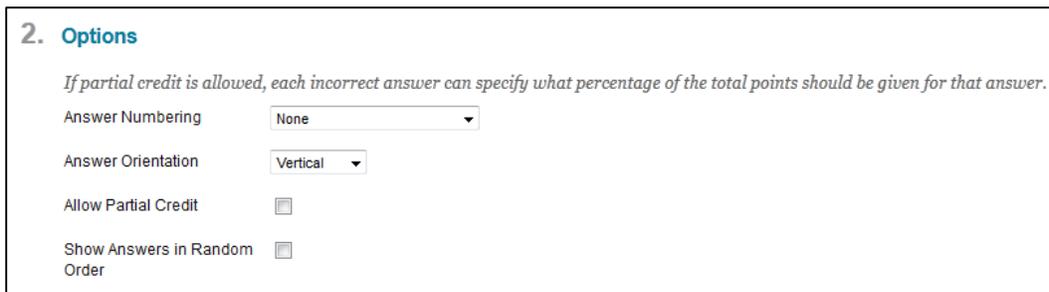
Step 3:
You now have the ability to select how many multiple choice options you would like to provide (Number of Answers.) The default setting is 4 answer options.

In the boxes labeled "Answer #" you should enter each of the multiple choice options. Select the "Correct" radio button to the left of whichever answer is correct.

3. Answers

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers   4 ▾

Correct

◉ Answer 1.

| T T T | Arial | ▾ | 3 (12pt) | ▾ | T ▾ | ☰ ▾ | ☰ ▾ | ABC ▾ | 🔗 🔗 | | 🖥 i 🔀 ⌄ |

UMass Dartmouth

Path: p   Words:2

Step 4:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly.

4. 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

| T T T | Arial | ▾ | 3 (12pt) | ▾ | T ▾ | ☰ ▾ | ☰ ▾ | ABC ▾ | 🔗 🔗 | | 🖥 i 🔀 ⌄ |

This answer is correct - more information on this question can be found on page 10 of your textbook.

Path: p   Words:18

Incorrect Response Feedback

| T T T | Arial | ▾ | 3 (12pt) | ▾ | T ▾ | ☰ ▾ | ☰ ▾ | ABC ▾ | 🔗 🔗 | | 🖥 i 🔀 ⌄ |

This answer is incorrect - more information on this question can be found on page 10 of your textbook.

Path: p   Words:17
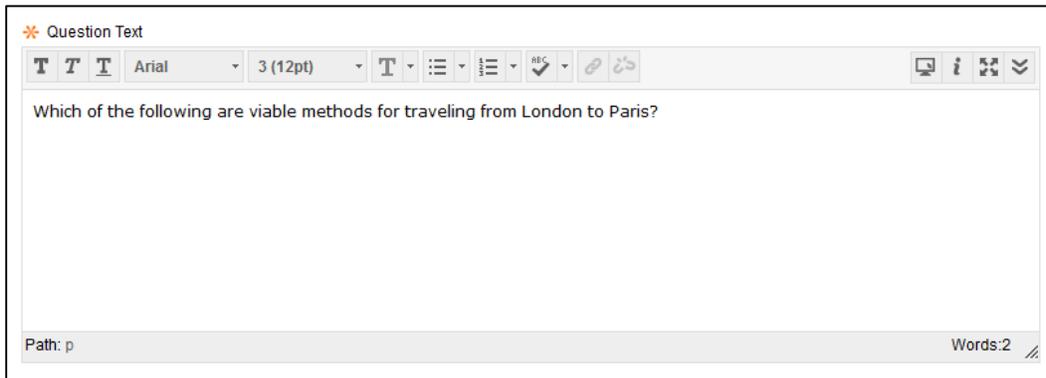
Step 5:

Press "Submit" to finish creating your question.

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.

Step 1:
Select "Multiple Answer" from the "Create Question" button on the test canvas page.

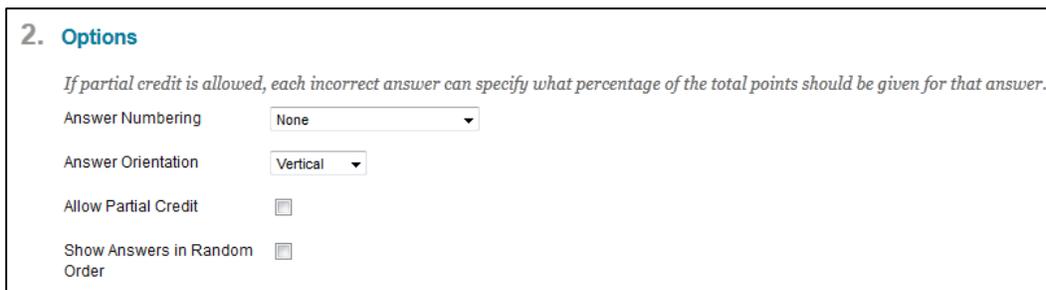Enter your multiple answer question text into the "Question Text" box.

Step 2:
Under "Options" you have the ability to select a few settings:
- Answer number: Display numbers, roman numerals or uppercase/lowercase letters before each answer option.
- Answer Orientation: Select whether the answer options display vertically or horizontally.
- Allow Partial Credit: This option allows you to accept another answer as partially correct. A box will appear next to each answer text box where you can enter a percentage of partial credit an answer should credit a student.
- Show Answers in Random Order: This option will randomly shuffle the answer options for this question on each students test.

Step 3:

You now have the ability to select how many multiple answer options you would like to provide (Number of Answers.) The default setting is 4 answer options.

In the boxes labeled "Answer #" you should enter each of the multiple answer options. Select the "Correct" radio button to the left of whichever answers are correct.

Step 4:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 5:
Press "Submit" to finish creating your question.

Fill In the Blank Questions:

Fill in the Blank questions consist of a phrase, sentence, or paragraph with a blank space indicating where the student should provide the missing word or words.

Step 1:
Select "Fill in the Blank" from the "Create Question" button on the test canvas page.

Enter your fill in the blank question text into the "Question Text" box.
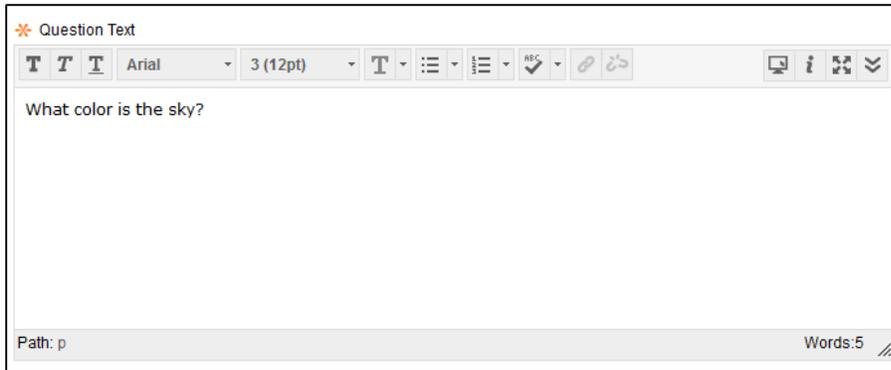
Step 2:
You now have the ability to select how many fill in the blank answer options you would like to accept (Number of Answers.) The default setting is 1 answer option.

Also, enter the correct answer to this question in the "Answer 1" text box. If you would like to accept other answers make sure to enter those acceptable responses in any subsequent "Answer #" boxes.

The "Exact Match" drop down allows you to accept variations of the correct answer.
- "Exact Match" requires students to enter the phrase exactly as you have entered it.
- "Contains" will accept any phrase as long as the word(s) you have entered are part of the response.
- "Pattern Match" is an advanced technique that enables you to use regular expressions when specifying correct answers to allow for some variability in the answers that will be counted as correct.
    - 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] could 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.

Lastly, checking the "Case Sensitive" check box will only accept a student's response if they used the same case as you did when you entered the correct answer.

2. Answers

Add answers for all possible correct responses.

Number of Answers   1

* Answer 1   Exact Match   Blue

☐ Case Sensitive

Step 4:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 5:
Press "Submit" to finish creating your question.

Fill in Multiple Blanks Questions:

In Fill in Multiple Blanks questions, students are presented with text containing up to 10 blanks. Students complete the sentence by typing the appropriate word or phrase for each blank.

Step 1:
Select "Fill in Multiple Blanks" from the "Create Question" button on the test canvas page.

Enter your question text into the "Question Text" box. In the locations where you would like to have blanks (boxes for text) enter variables in brackets. To keep things simple, we recommend numbering variables starting with [1]. In the example below [1] will appear for students as the first blank, and [2] will appear as the second blank. It's important that each variable in brackets be unique throughout your test – never reuse variables.

Step 2:
Press the "Next" button to move to the page where you set your answers.

This page produces boxes that correspond with the variables you entered in your question text.

Enter the correct answer for the first blank in the "Answer 1" text box. Continue doing this for every answer you set variables for in your question.

The "Exact Match" drop down next to each answer option allows you to accept variations of the correct answer.
- "Exact Match" requires students to enter the phrase exactly as you have entered it.
- "Contains" will accept any phrase as long as the word(s) you have entered are part of the response.
- "Pattern Match" is an advanced technique that enables you to use regular expressions when specifying correct answers to allow for some variability in the answers that will be counted as correct.

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

Lastly, checking the "Case Sensitive" check box will only accept a student's response if they used the same case as you did when you entered the correct answer.

Step 4:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

**Step 5:**
Press "Submit" to finish creating your question.

True or False Questions:

True/False questions allow students to choose either true or false in response to a statement question. True and false answer options are limited to the words **True** and **False**.

Step 1:
Select "True or False" from the "Create Question" button on the test canvas page.

Enter your true or false question text into the "Question Text" box.
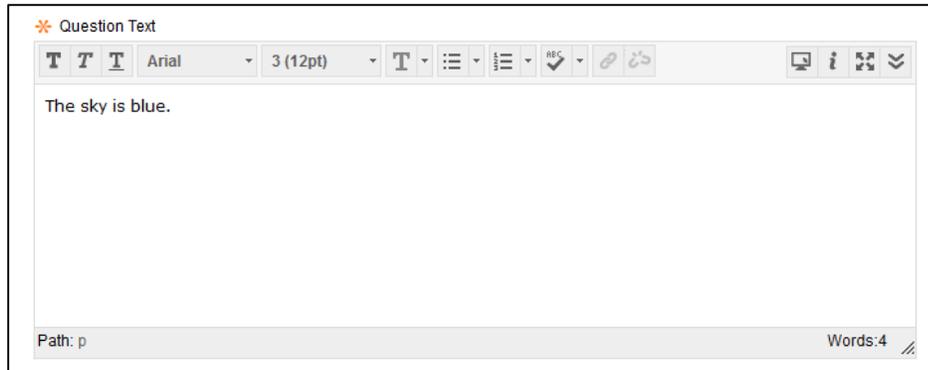
Step 2:
The "Answer Orientation" option can be set to "Vertical" to display the true/false options vertically on the page, or "Horizontal" to display true/false on one line horizontally.

Also, make sure to select the correct answer – true or false.
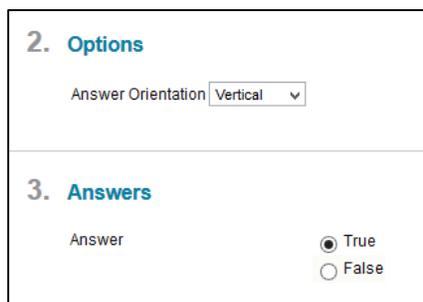
Step 3:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 4:
Press "Submit" to finish creating your question.

Either/Or Questions:

In Either/Or questions, students are presented with a statement and asked to respond using a selection of predefined two-choice answers. Either/Or questions work similar to true or false questions but also allow other responses similar to True/False such as Yes/No, Agree/Disagree and Right/Wrong.

Step 1:
Select "Either/Or" from the "Create Question" button on the test canvas page.

Enter your Either/Or question text into the "Question Text" box.
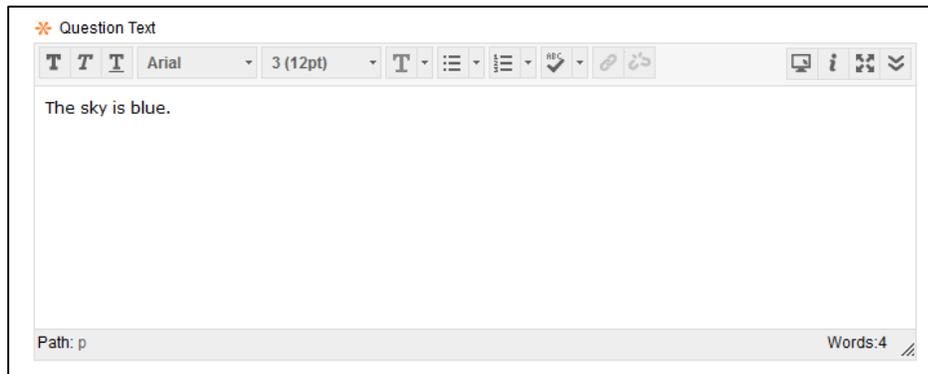
Step 2:
The "Answer Orientation" option can be set to "Vertical" to display the true/false options vertically on the page, or "Horizontal" to display true/false on one line horizontally.

The "Answer Choices" drop-down list allows you to switch the answer options from traditional true or false to Yes/No, Agree/Disagree or Right/Wrong. Select whichever is most appropriate for your question from the "Answer Choice" drop-down list.

Also, make sure to select the correct answer beneath the "Answer Choices" drop-down list.

Step 3:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 4:
Press "Submit" to finish creating your question.

Essay Questions:

Essay questions require students to type an answer in a text box. You can type directly in the text box or paste a question from another application, such as Microsoft Word. Typically it is recommended that essay questions responses do not exceed one paragraph. File Response questions are a better alternative for lengthier writing submissions.

Step 1:
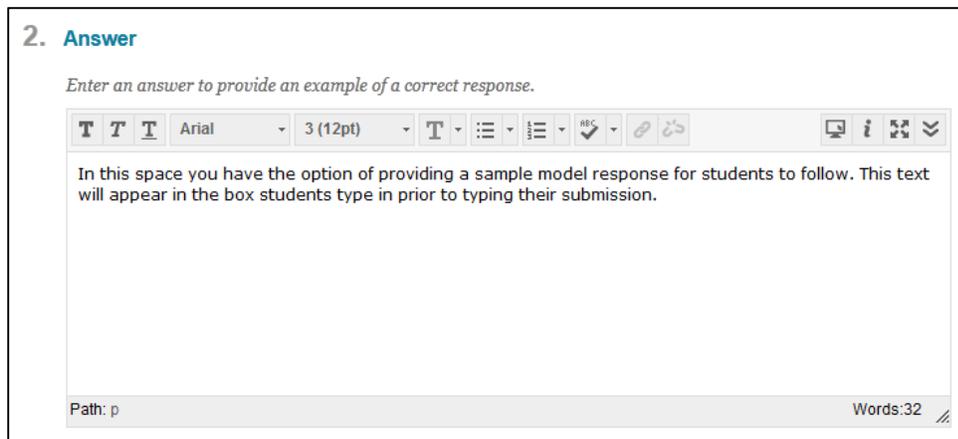Select "Essay" from the "Create Question" button on the test canvas page.

Enter your essay question text into the "Question Text" box.
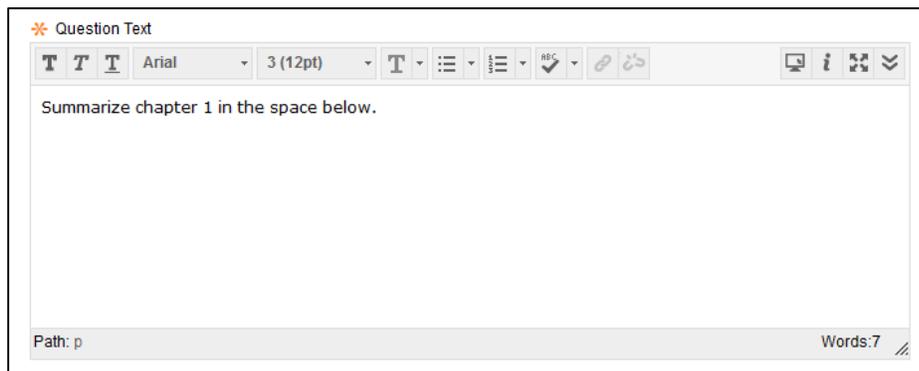
Step 2: Optional
In the "Answer" field a model or sample response can be entered. This model response will be displayed to students after they press "Save and Submit" and are viewing their graded test.

Step 3:
Rubrics can be created or attached to this essay question using the "Add Rubric" button. More information on creating Rubrics can be found at:
http://mycoursesfaculty.umassd.wikispaces.net/Grade+Center.

Step 4:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 5:
Press "Submit" to finish creating your question.

Short Answer Questions:

Short Answer questions are similar to Essay questions. Student responses are not limited in length, but the number of rows you set for the text box size can let students know your expectations.

Step 1:
Select "Short Answer" from the "Create Question" button on the test canvas page.

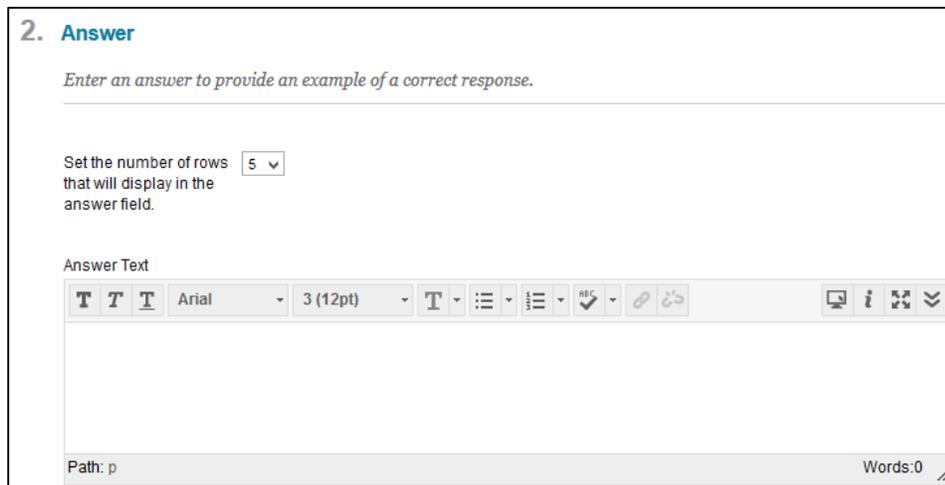Enter your short answer question text into the "Question Text" box.
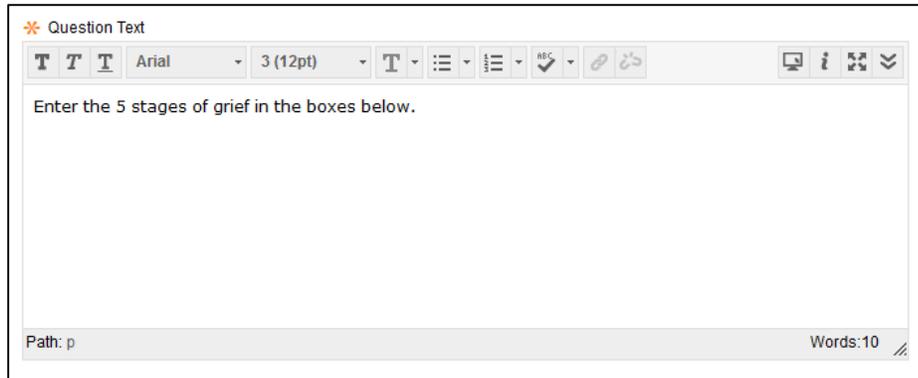
Step 2:
The drop-down list under "Answer" allows you to set how many rows of blank boxes will be displayed for students to type in. Select whatever number of rows needed for your question.

In the "Answer" field a model or sample response can be entered. This model response will be displayed to students after they press "Save and Submit" and are viewing their graded test.

Step 3:

Rubrics can be created or attached to this short answer question using the "Add Rubric" button. More information on creating Rubrics can be found at: http://mycoursesfaculty.umassd.wikispaces.net/Grade+Center.

Step 4:

At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 5:

Press "Submit" to finish creating your question.

File Response Questions:

File Response questions require students to upload a file from their computers as the answer to the question. This type of question enables students to work on something before a test and submit it with a test, particularly if it requires a large amount of text.

Step 1:
Select "File Response" from the "Create Question" button on the test canvas page.

Enter your file response question text into the "Question Text" box.

Step 2:
Rubrics can be created or attached to this file response question using the "Add Rubric" button. More information on creating Rubrics can be found at:
http://mycoursesfaculty.umassd.wikispaces.net/Grade+Center.

Step 3:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 4:
Press "Submit" to finish creating your question.

Jumbled Sentence Questions:

Jumbled Sentence questions require work similar to "Fill in Multiple Blanks" questions. Students have to complete a sentence by selecting words or phrases from a drop-down list. The same drop-down list appears for all blanks and can include both correct answers and distractors. Up to 20 different words or phrases can appear on the list.

Step 1:
Select "Jumbled Sentence Questions" from the "Create Question" button on the test canvas page.

Enter your question into the "Question Text" box. In the locations where you would like to have students choose a word enter variables encased in brackets. To keep things simple, we recommend numbering variables starting with [1]. In the example below [1] will appear for students as the first drop-down list, and [2] will appear as the second drop-down list. It's important that each variable in brackets be unique throughout your test – never reuse variables.
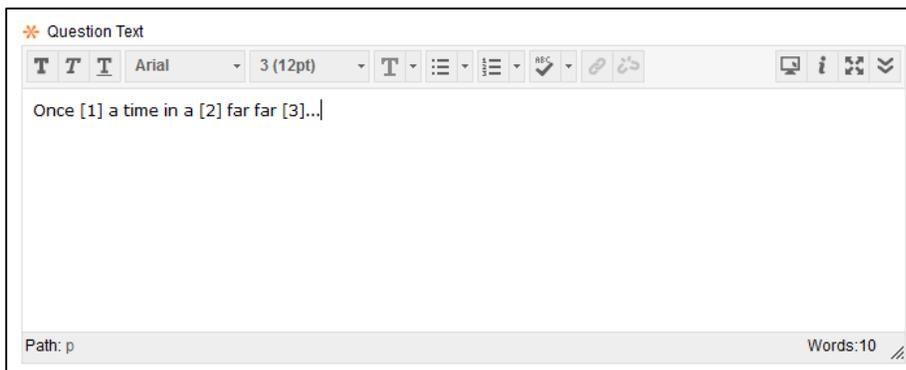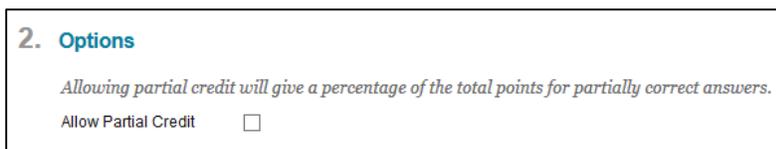

Step 2:
If you would like to give students partial credit for answering any part of the question, check the "Allow Partial Credit" checkbox.

Step 3:
Select the amount of answers (variables) you are using in your question text.

In the answer boxes below enter the words that will be used to complete the jumbled sentence.

Step 4:
Press the "Next" button.

Step 5:
Under the "Correct Answers" section of the page complete your sentence by selecting the correct words from each drop down list within the sentence.

Step 6:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 7:
Press "Submit" to finish creating your question.

Matching Questions:

Matching questions allow students to pair items in one column to items in another column. You may include a different numbers of questions and answers in a matching question.

Step 1:
Select "Matching" from the "Create Question" button on the test canvas page.

Enter a prompt for your matching question in the "Question Text" box.
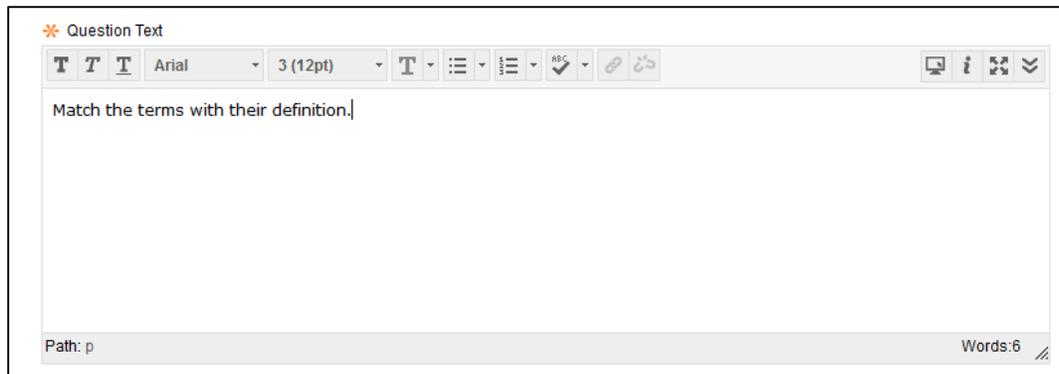
Step 2:
Under "Options" you have the ability to enable "Partial Credit" by checking the "Partial Credit" check box. This option will allow you to accept answers other than the correct answer for a percentage of the points toward this question.
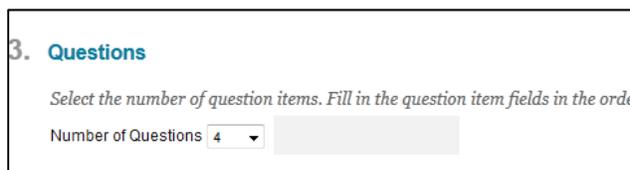
"Answer Numbering" adjusts the visual display of each question and answer. Instructors have the option to display numbers, roman numerals or uppercase/lowercase letters before each answer option that appears in the left column of the matching question.
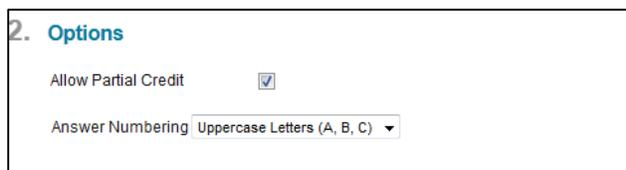
Step 3:
Under the "Questions" heading you should select how many question/answer matching pairs you would like to have in this matching question. You must have at least **four** matching question/answer pairs.

Step 4:
For however many questions you selected at the "Number of Questions" drop-down in step 3, the system will generate Question/Answer pair boxes under the "Questions" heading.

Enter your question and answer pairings in these boxes. Be sure to match the appropriate term or question with each answer box below it.

Step 5:
Once you have added questions and answers for the initial amount of questions you wanted, you can also add answer choices into the mix.

Beneath the final question/answer box on your page you can check off the "Add unmatched answer choices" box and select how many additional answer options you would like to add to the mix.

Step 6:
The "Answer Order" option allows you to select how you would like the answer options to display in the right column of this matching question.

Selecting "Randomly" will randomly sort the answer options as a list on the right column of the screen. Selecting "Manually" allows you to drag and drop each answer option in the order that you would like them to appear.

Step 7:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 8:
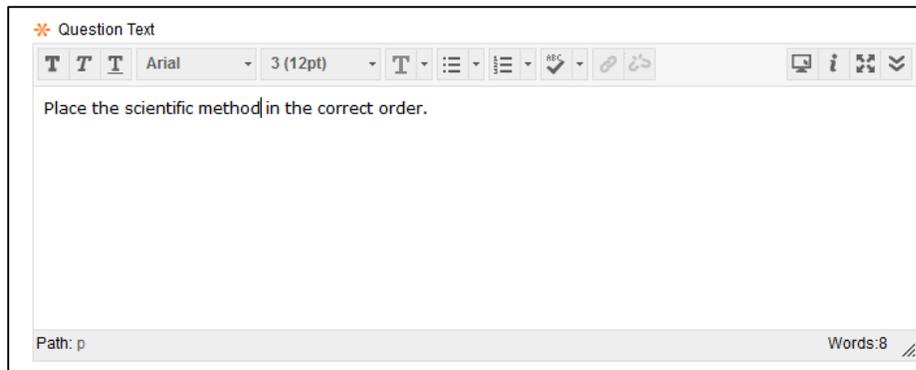Press "Submit" to finish creating your question.

Ordering Questions:

Ordering questions require students to provide an answer by selecting the correct order of a series of items.

Step 1:
Select "Ordering Questions" from the "Create Question" button on the test canvas page.

Enter your question text into the "Question Text" box.

Step 2:
The "Answer Numbering" drop-down list lets instructors decide how each answer option will display to students. The options are numbers, roman numerals or uppercase/lowercase letters.

Checking the "Partial Credit" check box will allow you to accept answers other than the correct answer for a percentage of the points toward this question.
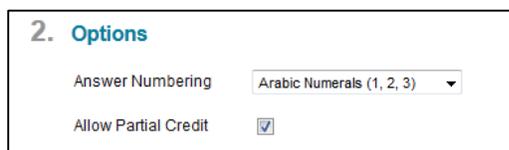
Step 3:
Under the "Answers" heading enter each phrase or term that students will need to put in order.

Answer 1.
[Remove]

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Formulation of a question

Path: p   Words:4

Answer 2.
[Remove]

| T | _T_ | T̲ | Arial | ▾ | 3 (12pt) | ▾ | T ▾ | ☰ ▾ | ☷ ▾ | ABC✓ ▾ | 🔗 | 🔗̸ | 🖥 | i | ⤢ | ⌄ |

Hypothesis

Path: p   Words:1

Step 4:
Click the "Next" button in the lower right or top right corner of the page.

Step 5:
Using the left click button on your mouse, click and hold down on a phrase or term located on the right column of the "Answers" table. Drag each term one by one into the order they need to be in (top to bottom.)

Step 6:
At the bottom of the page any text entered in the "Correct Response Feedback" will appear beneath a question that the student answers correctly when students view their graded test. "Incorrect Response Feedback" will display beneath a question if a student answers incorrectly. See step 4 of "Multiple Choice" question setup instructions for a visual reference.

Step 9:
Press "Submit" to finish creating your question.

1. Answers

Set the display order for the answer items.

Correct Order	Display Order ↑↓
Position: 1	**Correct Position: 5**
Formulation of a question	Analysis
Position: 2	↕ **Correct Position: 1**
Hypothesis	Formulation of a question
Position: 3	**Correct Position: 2**
Prediction	Hypothesis
Position: 4	**Correct Position: 3**
Testing	Prediction
Position: 5	**Correct Position: 4**
Analysis	Testing

Part Three: Point Values and Test Options

Now that you have created your test and loaded in questions, the next step is to assign points to those questions.

Once points have been assigned to questions there are also several test options that can be configured that determine how students interact with the test. Timers, availability, number of attempts and exceptions are all established in this phase of Test creation.

Assigning Point Values to Questions

The first thing that will need to be done with your test now that it has questions is to determine how many points should be allotted to each question.

There are two ways to configure the point values for each question in the Test. First, points can be assigned manually per question. Otherwise values can be assigned to multiple questions at once.

Manual One-by-One Method:

Step 1:
To adjust points using the manual one-by-one method, click the "Points" value in the upper right corner of one of your questions.
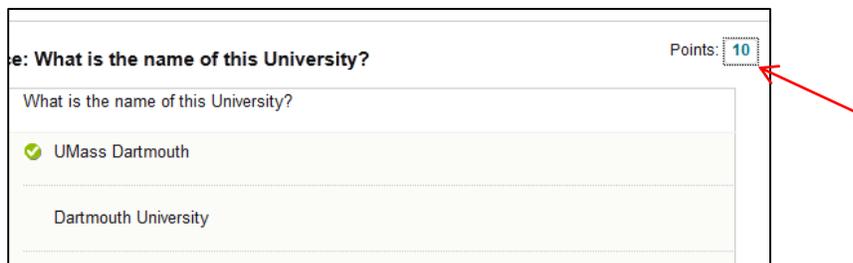
Step 2:
Adjust the point value from the default (10) to whatever amount of points you would like to have this question count for. You can also check the "Extra Credit" checkbox to have this question not be a part of the total points possible for the quiz. "Extra Credit" simply adds the amount of points a student earns for the question on top of whatever they earned on every other question.

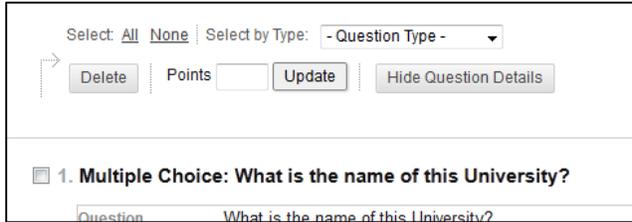Press "Submit" to save your new point value.
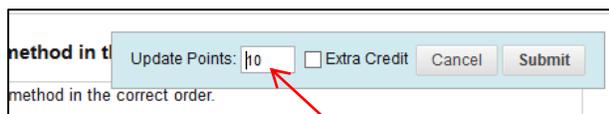
Automatic/Batch Point Changing Method

Step 1:
Navigate to the top of the "Test Canvas" page. Just above where you see your list of questions you will see a "Select All None" area with a box for "Points" and a drop down list to select a "Question Type."


Step 2:
The first thing that needs to be done to change point values is to select which questions you want to change the values of. Click "All" to select all questions, or select a certain type of question to select from the "Question Type" drop-down list.

In the "Points" box enter the amount of points you would like each selected question to be worth. Press "Update" to apply this new point value.
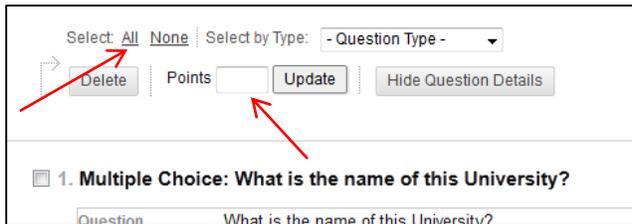
Deploying the Test and Setting Test Options

Now that the test is created and point values are assigned, test options need to be configured.

Exit the Test Canvas
From the "Test Canvas" page press "OK" in the very bottom right corner of the page.

Create a Link to your Test
Press the "Submit" button to move forward setting options for your current test.
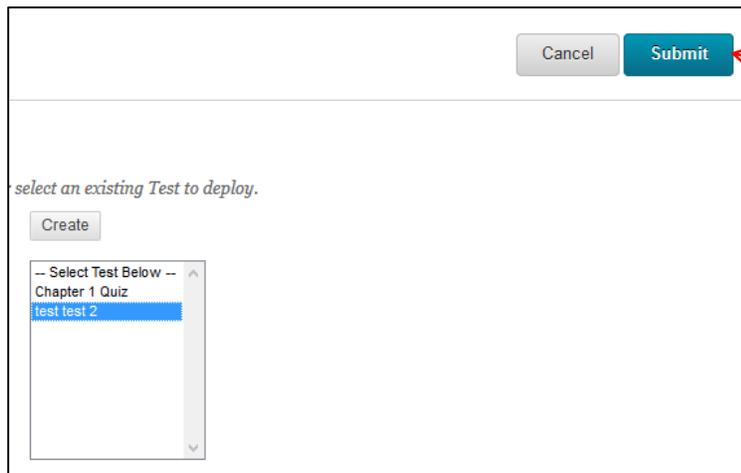
Accessing Test Options

You are now in the "Test Options" page. The first thing to do here is ensure you are happy with the name of your test in the "Name" field. The "Content Link Description" box allows you to add descriptive text that will appear beneath the title of your test within a content area.

Adjust Test Display Settings

The first set of options that appear below the description text box allow you to configure what students see before starting the test.

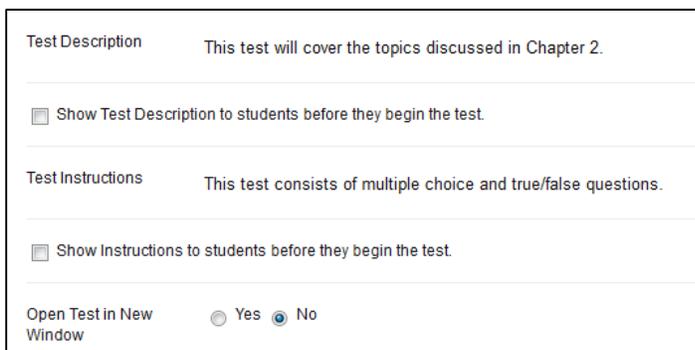Show Test Description to students before they begin the test:
Checking this box will make the test description you entered in step 3 of part 1 of this guide visible to students before they begin the test.

Show Instructions to students before they begin the test:
Checking this box will make the test instructions you entered in step 3 of part 1 of this guide visible to students before they begin the test.

Open Test in a New Window:
Selecting "Yes" to this option will make the test open in a new pop-up browser window for students.

Availability Settings

The next series of settings relate to the availability of the test and determines how students will interact with the test.

Make the Link Available:
This yes/no option is a manual override to every other date availability setting. Selecting "No" means that no students will be able to see or take this test. Selecting "Yes" will make the test available as well as allowing display after/until dates to work (keep reading to learn about display after/until dates.)

Add a New Announcement for this Test:
Selecting "Yes" to this option will automatically create an announcement in your course site to students when this test becomes available.

Multiple Attempts:
This feature allows instructors to set how many attempts a student has at taking this test. By default students can only take a test once. Instructors can either leave this option alone, or check the box and select "Unlimited Attempts" or set a specific number of attempts in the "Number of Attempts" field.

Force Completion:
If force completion is enabled, students must complete the test the first time it is launched. If force completion is enabled, it is noted at the top of the test. Students are not allowed to exit the test and continue working on it at a later date. The Save function is available for students to save the test as they work through it, but they are not allowed to exit and re-enter the test. We **do not** recommend enabling this feature for online courses. If a student's connection lapses or their power dies they will not be able to re-access their test without instructor intervention.

Set Timer:
Enabling this tool allows the instructor to set a time limit (in minutes.) "Auto-Submit" beneath the timer box can be switched to "On" if you would like to have the test automatically submit once a student has reached the time limit.

Display After/Display Until:
These dates determine when a test becomes visible and when it will disappear from student view. If no dates/times are entered here then the test will immediately become available once it is created and will remain so unless the "Make the Link Available" setting is adjusted.

Test Availability Exceptions
If a particular student needs an extension or accommodation the "Test Exceptions" feature can make exceptions for particular students or groups of students. Exceptions can be made to adjust the amount of attempts, timer and availability period for select students.

If you need to make exceptions use the steps below to do so.

Step 1:
Click the "Add User or Group" button under "Test Availability Exceptions."

Step 2:
On your roster that pops up, check off whichever students you would like to make exceptions for.

Step 3:
Press "Submit" to finish selecting these students.

Step 4:
Under "Test Availability Exceptions" a row is generated for each selected student. Adjust the settings for each selected student according to your needs.
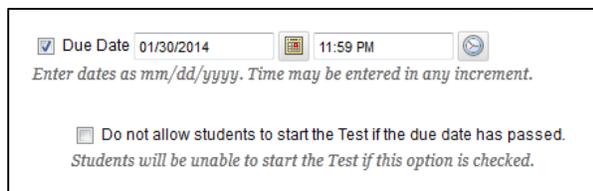
Set a Due Date
The next step in setting up your Test is to set a due date. The due date is visible to students from the calendar tool as well as the "To Do" module on their myCourses Dashboard and What's New & Due pages.

Under the "Due Date" heading of "Test Options" enter a date and time that this test is due.

Check the "Do not allow student to start the Test if the due date has passed" if you would like to prevent students from taking this test after the due date has passed.

Self-assessment Options
Beneath the due date area there are two checkboxes that determine how students see their grade for this test.

The "Include this Test in Grade Center Score Calculations" option determines whether this Test will be available for use in the calculation of a final grade in the Grade Center. By default this option is enabled.

The "Hide Results for this Test Completely from Instructor and the Grade Center" option can prevent instructors from seeing a student's graded test. This can be useful if you are conducting a survey, or if this test is a self-assessment/pre-test that you do not want to grade.
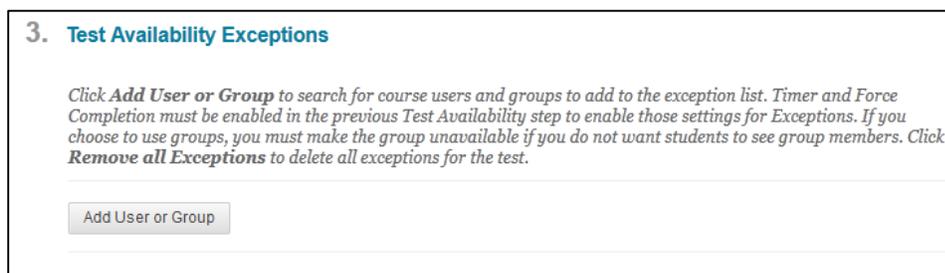
Show Test Results and Feedback to Students
These options allow instructors to decide the extent to which students see their grade test.

When should students be able to see their graded test?
- After Submission
- One-Time View
- On Specific Date
- After Due Date
- After Availability End Date
- After Attempts are Graded

Score
Checking this box allows students to see the total score per question that they received for the test.

All Answers
Checking this box allows students to see all possible answers (such as multiple choice options) that could have been selected for each question.

Correct
Checking this box allows students to see what the correct answer to the question was.

Submitted
Checking this box allows students to see what they submitted as their answer.

Feedback
Checking this box allows students to see any feedback that was entered on a question (see part two of this manual to learn more about question feedback.)

Show Incorrect Questions
Checking this box will make the graded test highlight which question the student answered incorrectly.

Test Presentation Options
These final options allow you to determine how you would like the questions to display on the screen for students.

All at Once
Selecting this option will load all questions for the test on a single page. This is the recommended (and default) setting.

One at a Time
Selecting this option will only display one question on the screen at a time. Students must press a button to move from one question to the next.

One at a Time + Prohibit Backtracking
Selecting "Prohibit Backtracking" prevents students taking a One at a Time test from revisiting questions they have already answered.

Randomize Questions
Checking off "Randomize Questions" will randomize the order in which questions are delivered to each student.

Now that your options have been configured all you need to do is press the "Submit" button to add this Test to your content area.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.