



**CITS**

Instructional  
Development

## Configuring Test Options

### Introduction

This guide explains what the different test options of a myCourses test do.

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### Accessing Test Options

The first thing to do in test options is to ensure that 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.

A screenshot of the myCourses Test Options configuration interface. At the top, there is a field labeled "Name" with the value "Sample Test". Below it is a "Choose Color of Name" dropdown set to "Black". A "Content Link Description" box contains the text "This test will cover the topics discussed in Chapter 2." Below the text box are various rich text editor tools for font, size, alignment, and style. At the bottom of the interface, there are status indicators: "Path: p" on the left and "Words: 10" on the right.

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### 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 visible to students before they begin the test. This is not the description you established above. **We recommend leaving this unchecked.**

Show Instructions to students before they begin the test:

Checking this box will make the test instructions visible to students before they begin the test. **We recommend leaving this unchecked.**

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. **We recommend leaving this set to “No.”**

Test Description	This test will cover the topics discussed in Chapter 2.
<input type="checkbox"/> Show Test Description to students before they begin the test.	
Test Instructions	This test consists of multiple choice and true/false questions.
<input type="checkbox"/> Show Instructions to students before they begin the test.	
Open Test in New Window	<input type="radio"/> Yes <input checked="" type="radio"/> No

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## 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 not 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.) **We recommend setting this to “Yes” and setting availability dates later.**

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. Students are not allowed to exit the test and continue working on it later. 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 tests. If a the internet connection lapses, the power dies, or if a student is kicked out of the test for any reason they will not be able to resume their test.**

#### Set Timer:

Enabling this tool allows the instructor to set a time limit (in minutes.) “Auto-Submit” beneath the timer box should be set to “**On**” if you would like to have the test automatically submit once a student has reached the time limit. **We always recommend setting a timer with auto submit on, even if it is overly generous. This will ensure all tests are submitted.**

#### 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 one of these dates is changed.

The screenshot shows the 'TEST AVAILABILITY' section of a test configuration form. It includes the following fields:

- "Make the link available": Radio buttons for "Yes" (selected) and "No".
- "Add a new announcement for this test": Radio buttons for "Yes" (selected) and "No".
- "Multiple Attempts": A checkbox followed by two radio buttons: "Allow Unlimited Attempts" (selected) and "Number of Attempts" with a text input field.
- "Score attempts using": A dropdown menu set to "Last Graded Attempt".
- "Force Completion": A checkbox.
- "Set Timer": A checked checkbox, with "20 Minutes" entered in a text input field next to it. Below it is a "Auto-Submit" section with radio buttons for "OFF" (selected) and "ON".
- "Display After": A date and time selector showing "02/29/2016" and "11:42 AM".
- "Display Until": A date and time selector showing "02/29/2016" and "11:43 AM".
- "Password": A text input field.

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#### **Test Availability Exceptions**

If a particular student or groups of students 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.

#### **Step 1:**

Click the “Add User or Group” button under “Test Availability Exceptions.”

### 3. Test Availability Exceptions

Click **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 to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

**Add User or Group**

#### Step 2:

On your roster that pops up, check off whichever students or groups you would like to make exceptions for.

User or Group	User ID or Group Name	First Name
<input checked="" type="checkbox"/>	Andrew Hinote	Andrew
<input checked="" type="checkbox"/>	Andrew Hinote2	Andrew
<input type="checkbox"/>	Andrew Hinote	Andrew
<input type="checkbox"/>	Andrew Hinote-Student	Andrew
<input type="checkbox"/>	234	
	Group 1	

#### Step 3:

Press "Submit" to finish selecting these students.

#### Step 4:

Under "Test Availability Exceptions" a row is generated for each selected student and/or group. Adjust the settings for each selected student according to your needs.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Andrew Hinote	Single Attempt	<input checked="" type="checkbox"/> 120 <input checked="" type="checkbox"/> Auto Submit	 After: 01/27/2014 12:00 AM Until: 01/30/2014 11:59 PM	<input type="checkbox"/>

#### 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.

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. **Do not check this box if any students are need to take the test after the due date.**

<input checked="" type="checkbox"/> Due Date <input type="text" value="01/30/2014"/>	<input type="checkbox"/> 11:59 PM	
Enter dates as mm/dd/yyyy. Time may be entered in any increment.		
<input type="checkbox"/> 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 checked.		

## 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.

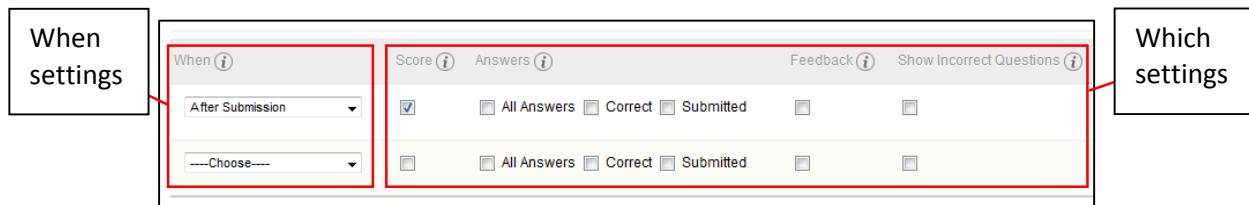
### 3. Test Availability Exceptions

*Click 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 to see group members. Click Remove all Exceptions to delete all exceptions for the test.*

Add User or Group

## Test Feedback Options

Test result feedback settings are broken down into two components – **When** students see the feedback, and **which** feedback they will see on the test results page.



The “**when**” settings are located in the first drop-down list. Select one of the options to determine when students will be able to see their test results.

### What do the different options in the “when” drop-down list mean?

- **After submission** - Choosing this option shows makes test results available to students immediately after the test is submitted.
- **One-time View** - Choosing this allows students to view test results once after they have completed the test. Once they view the results, they are not able to view them again.
- **On Specific Date** - Choosing this option shows test results to students after a specified date and time.
- **After Due Date** - Choosing this option shows test results to students after the test due date.
- **After Availability End Date** - Choosing this option shows selected results to students after the test is no longer visible to students (after the availability end date.)

- **After Attempts are Graded** - Choosing this option shows results to students after every student attempt has been graded for the class.

The “**which**” settings are the series of checkboxes located to the right of the “when” drop-down lists. Check off whichever pieces of feedback you would like your students to see on their test results page.

#### What do the different feedback check boxes mean?

- **Score** - Checking this box allows students to see the points awarded **per question** for each question of a test. This allows students to see the questions.
- **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 is.
- **Submitted** - Checking this box allows students to see they answer they chose/provided.
- **Feedback** - Checking this box allows students to see any feedback that was programmed or entered by the instructor for a question.
- **Show Incorrect Questions** - Checking this box will make the graded test highlight which question the student answered incorrectly.

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#### Test Presentation Options

These final options allow you to determine how you would like the questions to display on the screen for students during the test.

##### All at Once

Selecting this option will load all questions for the test on a single page. This is the 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.

TEST PRESENTATION		
<input type="radio"/> All at Once	<input checked="" type="checkbox"/> <input type="radio"/> One at a Time Prohibit Backtracking	
<input type="checkbox"/> Randomize Questions		