

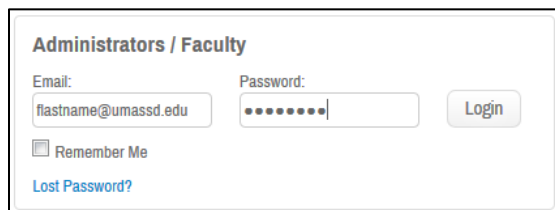
## Building Exams in ExamSoft

### Introduction

Follow the steps below to build an exam in ExamSoft.

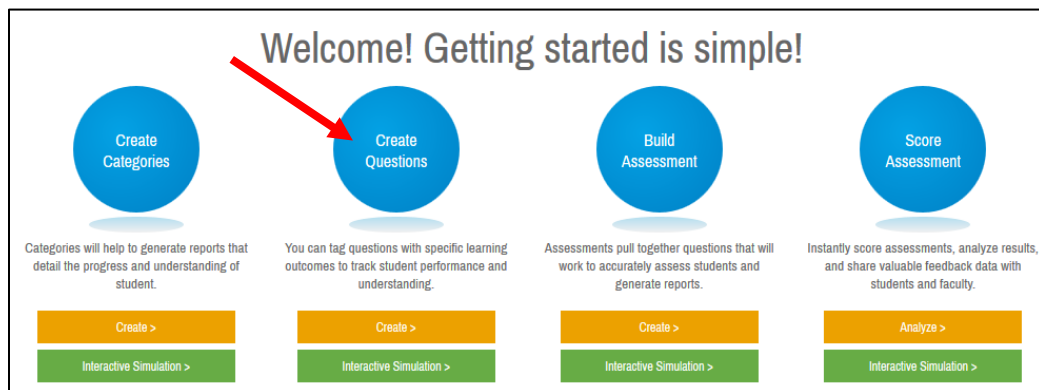
#### Step 1: Accessing ExamSoft

Navigate to [examsoft.com/umassdnursing](https://examsoft.com/umassdnursing) and login using your UMass Dartmouth credentials.



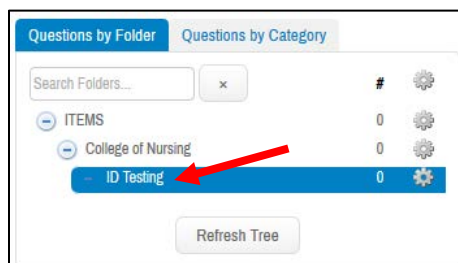
#### Step 2:

Click “Create Questions.”



#### Step 3:

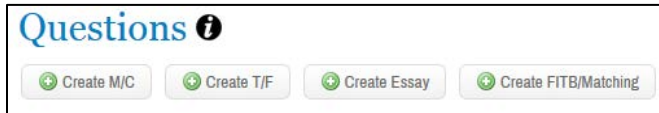
In the “Questions by Folder” pane along the left side of the page, click the (+) button next to “College of Nursing” and choose the sub-folder for your course from the folders that appear below.



**Step 4: *If your questions already exist or were imported for you, skip to step 5.***

In the upper-left corner of the page, use one of the “Create” buttons to create your first question.

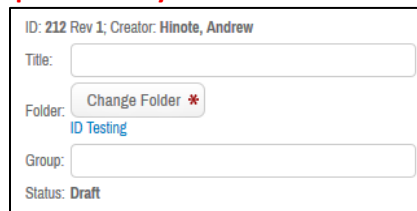
- **Create M/C:** Multiple choice questions.
- **Create T/F:** True/False questions.
- **Create Essay:** Typed paragraph response questions.
- **Create FITB/Matching:** Fill-in-the-blank, matching, and ordering questions.



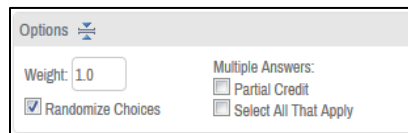
**Persistent Question Settings:**

Along the left side of every question creation page are a series of question settings that determine where a question will live, how it is displayed to students, and how it will work in a test.

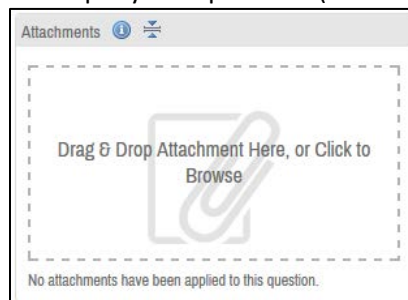
- In the upper-left corner, be sure to click the “*Select Folder*” button, then choose the same course sub-folder that you chose in Step 3. **You will not be able to save any questions if you do not select the correct folder.**



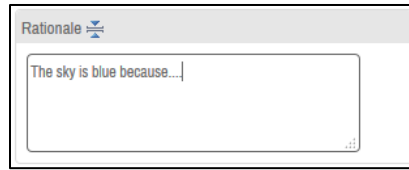
- There are several functional settings in the “*Options*” area:
  - **Weight:** Enter the amount of points this question can count for.
  - **Randomize Choices:** Shuffle answer choices (a,b,c) when delivered to students.
  - **Partial Credit:** If there are multiple answers, allow partial credit for only choosing some correct answer choices.
  - **Select All That Apply:** If there are multiple answers, students must check all correct answer choices to receive the points for this question.



- The “*Attachments*” area allows you to upload documents, images, audio, or video to accompany this question. (Max attachment size: 200MB)



- “*Rationale*” allows you to enter in feedback for this question. If allowed, students can see this feedback after the exam.



- There are several buttons at the bottom of the question creation page. They are:
  - **Cancel:** Exit this screen and do not save the question.
  - **Duplicate:** If editing a question that already exists, this button allows you to make a copy of the question you are viewing.
  - **Save:** Save the question as a draft.
  - **Approve:** Save question for the final time. After approving a question, you cannot edit it anymore. Only approve questions when you are ready to pull them into a test/exam/assessment.



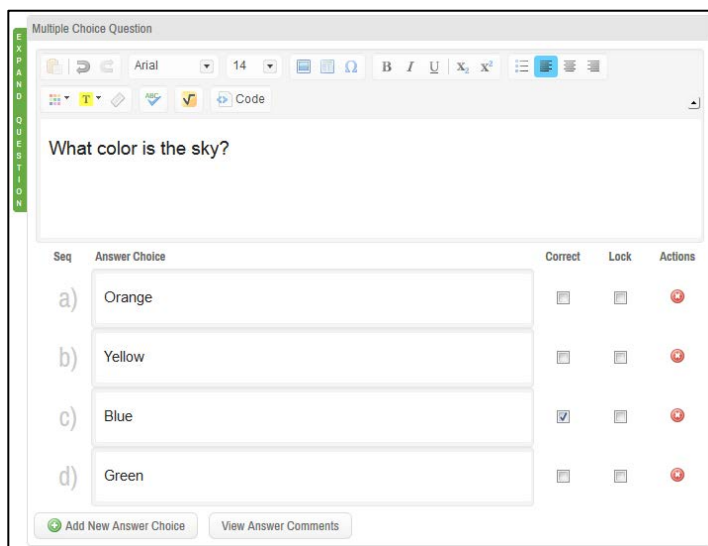
### Question-specific settings:

These settings are unique to each of the different question types.

### Multiple Choice Questions:

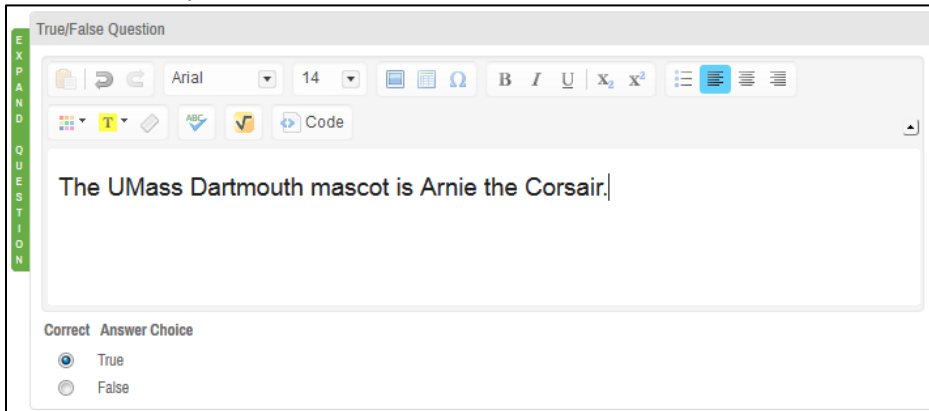
Enter the question and answer choices in the text boxes provided.

- Check the “*Correct*” box next to the answer choice that is correct.
- Check “*Lock*” next to any choice that you want to be sure will remain in that position. (For example, if answer choice D were “All of the above” or “A and B are Correct” you would want to lock it in place so that it could not become answer C.)
- Use the “*Add New Answer Choice*” button to create additional answer choices as needed.



### True/False Questions:

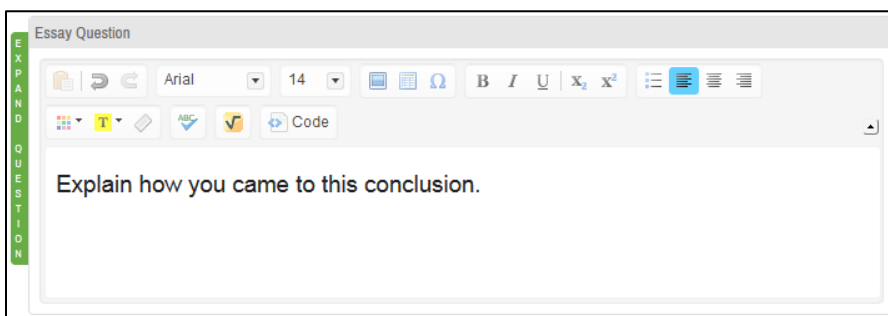
Similar to Multiple Choice - enter a statement, then choose whether it is true or false.



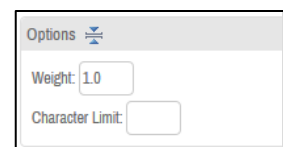
The screenshot shows a 'True/False Question' editor. At the top, there is a title bar 'True/False Question' and a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and list creation. Below the toolbar is a large text area containing the statement: 'The UMass Dartmouth mascot is Arnie the Corsair.' Below the text area, there are two radio buttons under the heading 'Correct Answer Choice'. The 'True' radio button is selected, and the 'False' radio button is unselected.

### Essay Questions:

Enter a writing prompt. Students will be presented with a large text box to type their response in. The “Options” area in essay questions allow you to set a character limit. This limits the amount of letters, numbers, and spaces a student can enter. **This is not a word limit.**



The screenshot shows an 'Essay Question' editor. It features a title bar 'Essay Question' and a toolbar with text formatting and alignment icons. The main text area contains the prompt: 'Explain how you came to this conclusion.'



The screenshot shows the 'Options' panel for an essay question. It includes a dropdown menu for 'Options', a 'Weight' field set to '1.0', and a 'Character Limit' field which is currently empty.

### Fill-in-the-blank/Matching Questions:

This type of question allows you to insert blanks anywhere around texts or graphics. In the first example below, the “Add New Blank” button was pressed after the words “quick” and “the”. Each time the “Add New Blank” button is used, a box will appear below the question where you can enter the correct response choice for that blank. This question type can also be used to create matching questions (as shown in the second example.)

### Fill-in-the-blank example:

Fill in the Blank/Matching Question

The quick [1] fox jumped over the [2] dog.


Number	Correct Answer	Actions
1	brown	
2	lazy	

[Add New Blank](#)


**Matching example:**

Fill in the Blank/Matching Question

Match the pictures with the proper instrument name.



1



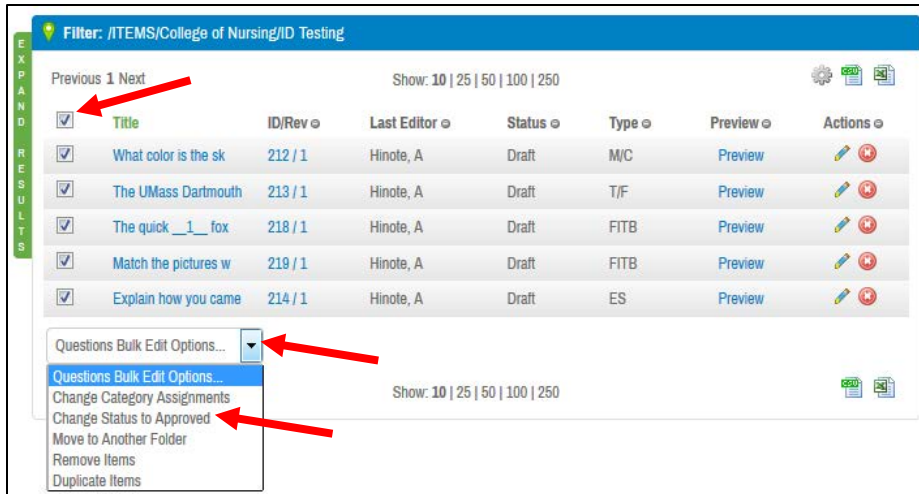
2

Number	Correct Answer	Actions
1	Piano	
2	Guitar	

**Step 5:**

After you have created all of your questions and you are ready to pull them into an exam/assessment, you will need to approve them. To do this, check the box at the top of the list of questions, then use the drop-down list at the bottom of the page to **“Change Status to Approved.”**

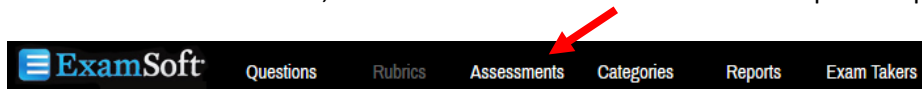
Once you approve your questions they can no longer be edited. Be sure that you are happy with your questions before you approve them!



**\*Note:** If you have more than 25 questions, you will need to click one of the numbers along the bottom of the page near “Show: 10 | 25 | 50 | 100 | 250”. Clicking one of those numbers will display that amount of questions on the screen at once for you to select.

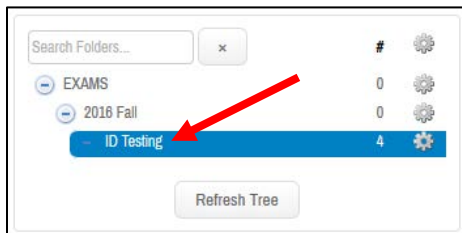
### Step 6:

Now that your questions are approved, it is time to pull those questions into an assessment that students will take. To start, click on the “**Assessments**” tab at the top of the page.



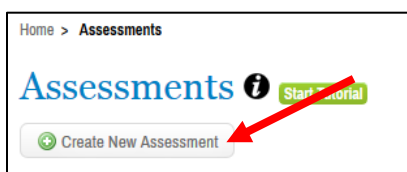
### Step 7:

Choose your course from the hierarchy along the left side of the page.



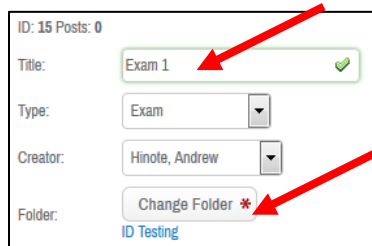
### Step 8:

Click the “**Create New Assessment**” button in the upper-left corner of the page to create your exam.



### Step 9:

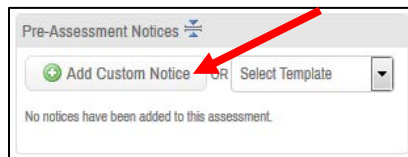
In the upper-left corner of the page give your new assessment a title, then verify that the rest of the fields in that area are correct. Be sure that your new assessment is being created in the correct folder that belongs to you.



The screenshot shows a form with the following fields: ID: 15 Posts: 0; Title: Exam 1 (with a green checkmark and a red arrow pointing to it); Type: Exam (dropdown menu); Creator: Hinote, Andrew (dropdown menu); Folder: Change Folder \* (with a red arrow pointing to it) and ID Testing (link).

### Step 10:

Under “**Pre-Assessment Notices**” you can use the “Add Custom Notice” button to type your own message that students will see before taking the test. This is optional, but recommended.

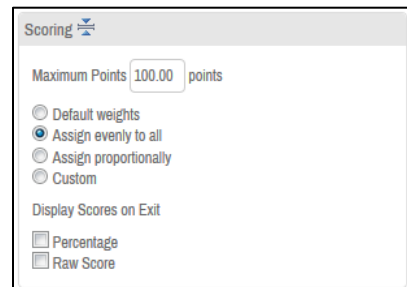


The screenshot shows the Pre-Assessment Notices section with a button labeled Add Custom Notice (with a green plus icon) and a Select Template dropdown menu. A red arrow points to the Add Custom Notice button. Below the buttons, it says No notices have been added to this assessment.

### Step 11:

Under “**Scoring**” you can choose how your questions will be scored.

- **Default weights:** This will use whatever score was set for the question when it was made. (By default, that is 1.)
- **Assign evenly to all:** This option allows you to set the maximum overall points then divides the question point values evenly. So, 50 questions would be worth 2 points each in a 100 maximum points test.
- **Assign proportionately:** This option scales the default weights up proportionately based on whatever you set the maximum points to. [Example: if the maximum points were 100, one question was set to be 2 points, and another was set to be 4 points, each question value would scale up proportionately. The 4 point question would always count for 2x as much as the 2 point question.]
- **Custom:** This option allows you to enter your own point values for each question.
- **Display Scores on Exit - Percentage:** If checked, will show students their score as a percentage as soon as they submit the exam. No questions will be shown.
- **Display Scores on Exit - Raw Score:** If checked, will show students their score in points as soon as they submit the exam. No questions will be shown.



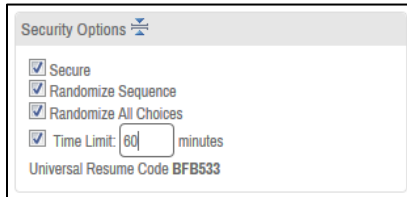
The screenshot shows the Scoring section with the following options: Maximum Points 100.00 points; radio buttons for Default weights, Assign evenly to all (selected), Assign proportionately, and Custom; and checkboxes for Display Scores on Exit, Percentage, and Raw Score.

### Step 12:

In the “**Security Options**” area, you can determine how locked-down the assessment will be.

- **Secure:** Enabled by default, this option locks down the exam takers computer while they take the assessment. In most cases, this option should remain checked.
- **Randomize Sequence:** Randomize the order questions are delivered in.

- **Randomize All Choices:** Shuffles the answer choices (a,b,c,d)
- **Time Limit:** Set how many minutes that students have to complete the exam.



### Step 13:

The “Options to Enable” area allows you to customize the delivery of your exam even further.

**Spell Check:** Disabled in secure exams.

**Suspend:** Disabled in secure exams.

**Calculator:** Students can open a calculator in-test

**Numbering:** Show question numbers.

**Missing Answer Reminder:** Alerts students to unanswered questions before they submit.

**Text Highlighting:** Students can make yellow highlight annotations on questions.

**Backward Navigation:** Return to previous questions.

**Require Answer:** Disabled in secure exams.

**Cut, Copy, & Paste:** Disabled in secure exams.

**Find & Replace:** Search for and replace words in an essay response text box.

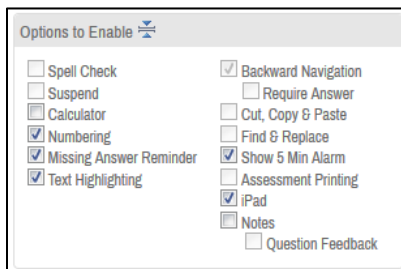
**Show 5 Min Alarm:** Alert students when the timer reaches 5 minutes.

**Assessment Printing:** Disabled in secure exams.

**iPad:** Allow exam to be taken on iPad.

**Notes:** Provides a text box where students can type their notes during the exam.

**Question Feedback:** Allow students to provide feedback for each question.



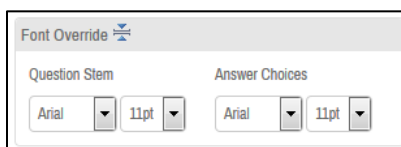
### Step 14:

The “Attachments” area allows you to upload documents, images, audio, or video to accompany this test. (Max attachment size: 200MB) These attachments will be available throughout the entire test.



### Step 15: Optional

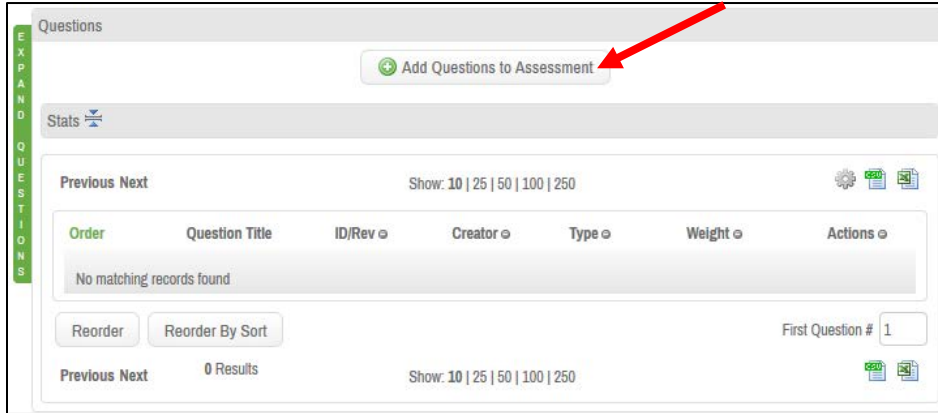
The “Font Override” area allows you to set a specific font for all question and answer choice text. By default, the font will be Arial 11.





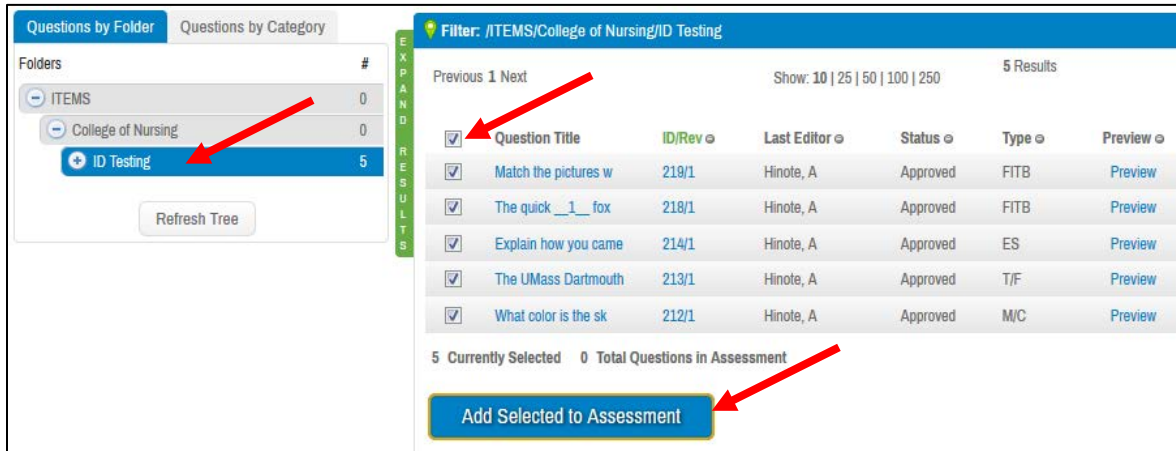
**Step 16:**

Now that the test options are set, it is time to pull in your questions. To do this, click the **“Add Questions to Assessment”** button at the top of the page.



**Step 17:**

Select the folder that your questions are stored in along the left side of the page, then check off the questions you would like to pull into this assessment. Click the **“Add Selected to Assessment”** button to finish adding the questions. Click **“Close”** once your questions are added.



**Step 18:**

Confirm that your assessment options and question weights are correct, then click the **“Save”** button underneath the list of questions.

*Continued on next page...*

**Step 19:**

Once you are sure that you are sure that your assessment is ready, click the “**Post Assessment**” button.



**Step 20:**

Posting the assessment allows you to set when this test will be available, when students must submit it, and how they can review their completed exam (if at all.)

- **Posting Name:** The name you want your students to see for this exam.
- **Assessment Password:** The password students must enter before starting the exam. Must contain letters and at least one number.
- **Course:** Select your course from the list.
- **Instructor:** Enter your name.
- **Grade Column Name:** Name that will appear in the ExamSoft gradebook.
- **Download Start/End:** The start and end date for when students can start downloading (not starting) the exam. Students will not be able to start the exam until they are given the password (Typically in the classroom with you or a proctor.)
- **Email Download/Upload Reminder:** Trigger automatic emails reminding students to download the exam. It is recommended that students download their exams before coming to class.
- **Upload Deadline:** The date and time students should upload their completed test by.
- **Scheduled On:** Date and time that the test is scheduled to take place.
- **Suppress Exam Emails:** Stops automatic emails that ExamSoft typically sends students about this exam. (Download confirmation, upload confirmation, reminders, etc.)


A screenshot of a web form titled 'Posting Name'. The form contains several fields and settings. At the top, 'Posting Name' is set to 'Exam 1' with a green checkmark. To the right, 'POST number' is set to '1'. Below this, 'Assessment Password' is set to 'password1' with a green checkmark. A 'Settings' section follows, with a checkbox for 'Only show my Courses' which is checked. The 'Course' dropdown is set to '[examsoft\_demo] Examsoft De'. The 'Instructor' field is 'Andrew Hinote'. 'Grade Column Name' is 'Exam 1'. 'Download Start' is '9/21/16 10:00 am' with a green checkmark. 'Download End' is '9/21/16 12:00 pm' with a green checkmark. 'Email Download Reminder' is '9/20/16 @ 2 AM'. 'Email Upload Reminder' is empty. 'Max Downloads' is '1'. 'Upload Deadline' is '9/21/16 12:00 pm'. 'Scheduled on' is '9/21/16 10:00 am'. At the bottom, there is a checkbox for 'Suppress Exam Emails' which is unchecked.

**Step 21:**

The “Secure Review” settings determine how students are able to review their graded exam.

## Review Types


- **None:** Students will not be able to review their graded exam at any time.
- **Immediately After Assessment:** Students will be able to view their graded exam once immediately after they submit the exam.
- **Delayed Review:** Students will be able to view their graded exam once during a window of time chosen by you.
  
- **Review Password:** Password that students must enter before accessing their graded exam.
- **Time Limit:** Time (in minutes) that students will have to review their graded exam.
- **Start Time:** If delayed, this is the date/time that students can start reviewing their graded exam.
- **Delete By:** If delayed, this is the date/time that the exam will be removed from their device.

Secure Review 	
Review Type: <input type="text" value="Delayed Review"/>	
<b>Options to Enable</b>	
Review Password: <input type="text"/> *	<input type="checkbox"/> Show Incorrect Answers Only
Time Limit: <input type="text"/> * minutes	<input type="checkbox"/> Show Rationale
Start Time (requires internet): <input type="text"/> *	
Delete By: <input type="text" value="10/6/16 12:00 pm"/>	

Settings available for "Immediately After Review" and "Delayed Review"
These settings are only available for "Delayed Review".

### Step 22:


The only "Additional Security Option" you can choose is "Ping & Release." If chosen, this will ensure that students are opening this test for the first time. For secure password-protected exams, this is redundant. We recommend that you do not check this option as it will require students to keep the internet active on their device while taking the exam.

Additional Security Options 	
<input type="checkbox"/> Remote Assessment Deletion	Remote Deletion Date: <input type="text"/>
<input type="checkbox"/> Ping & Release	

### Step 23:

Verify that your settings are set as you would like them to be, then click "Post Assessment."

<input type="button" value="Cancel"/>	<input type="button" value="Post Assessment"/>
---------------------------------------	--



Your exam is now ready for students to take during the dates/times you have chosen. You can see the newly posted in your course folder under the "Assessments" tab.

**Filter: Search Results**

Previous 1 Next      Show: 10 | 25 | 50 | 100 | 250

Assessment	Type	Course	Status	Post	Uploads	D/L Close	U/L Deadline
Exam 1	Exam /	[examssoft_demo] Examsoft Demo	Posted	1	0 of 0	9/21/16 12:00 PM	9/21/16 12:00 PM

Assessments Bulk Edit Options...

Previous 1 Next      1 Results      Show: 10 | 25 | 50 | 100 | 250

## 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](mailto:myCoursesHelp@umassd.edu).