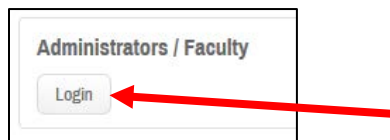


## Building Exams in ExamSoft

Follow the steps below to learn how to build an exam in ExamSoft.

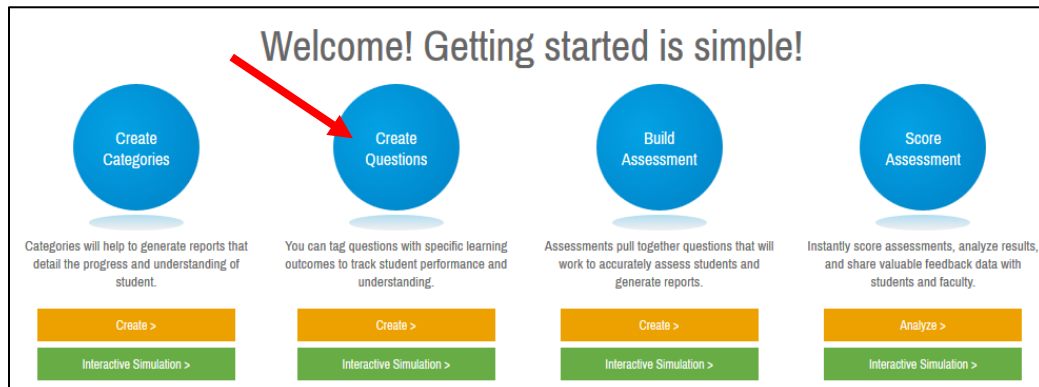
### Step 1:

Navigate to [examsoft.com/umassdnursing](https://examsoft.com/umassdnursing) and click the “Login” button under “Administrators/Faculty” to login using your UMass Dartmouth credentials.



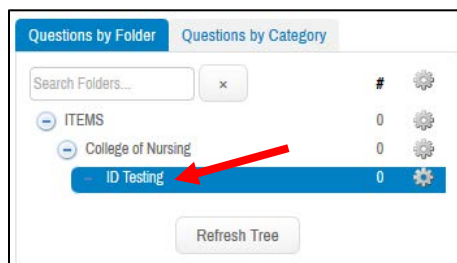
### Step 2:

Click “Create Questions.”



### Step 3:

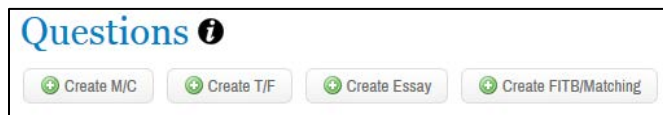
In the “Questions by Folder” pane along the left side of the page, click the (+) button next to “College of Nursing” (or Training) and choose a sub-folder from the folders that appear below.



**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.

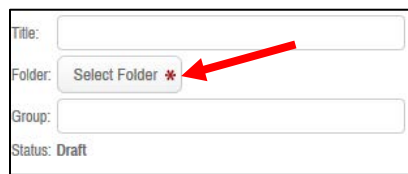
- **Create M/C:** Multiple choice questions.
- **Create T/F:** True/False questions.
- **Create Essay:** Typed paragraph response questions.
- **Create FITB/Matching:** Fill-in-the-blank, matching, and ordering questions.



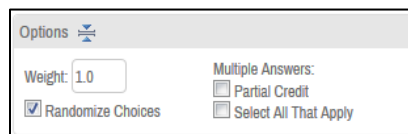
**Persistent Question Settings:**

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.

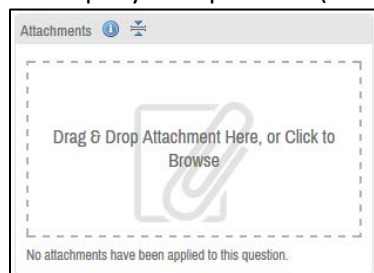
- In the upper-left corner, be sure to click the “*Select Folder*” button to choose the same course sub-folder that you chose in Step 3. **You will not be able to save the question if you do not select the correct folder.**



- 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:

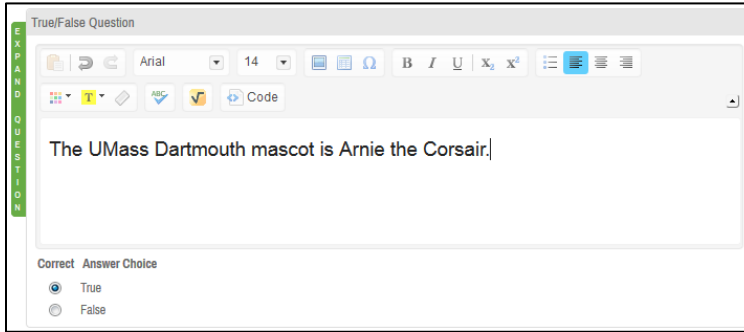
Enter the question and answer choices in the text boxes provided.

- 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.

Seq	Answer Choice	Correct	Lock	Actions
a)	Orange	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✖"/>
b)	Yellow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✖"/>
c)	Blue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✖"/>
d)	Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="✖"/>

### True/False Questions:

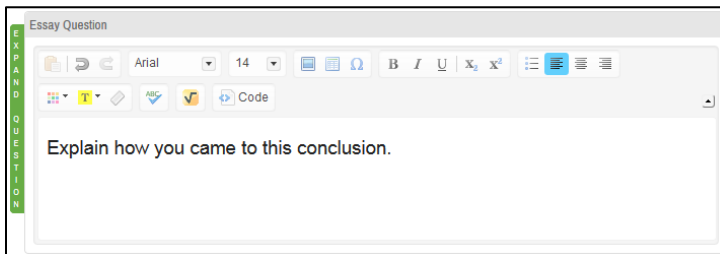
Similar to Multiple Choice - enter a statement, then choose whether it is true or false.



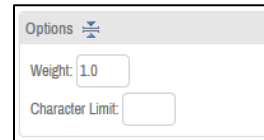
The screenshot shows a 'True/False Question' interface. At the top, there is a rich text editor with a toolbar containing icons for undo, redo, font color, background color, bold, italic, underline, link, unlink, and code. The text area contains the statement: 'The UMass Dartmouth mascot is Arnie the Corsair.' Below the text area, there is a 'Correct Answer Choice' section with two radio buttons: 'True' (which is selected) and 'False'.

### 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' interface. It features a rich text editor with a toolbar and a large text area containing the prompt: 'Explain how you came to this conclusion.'

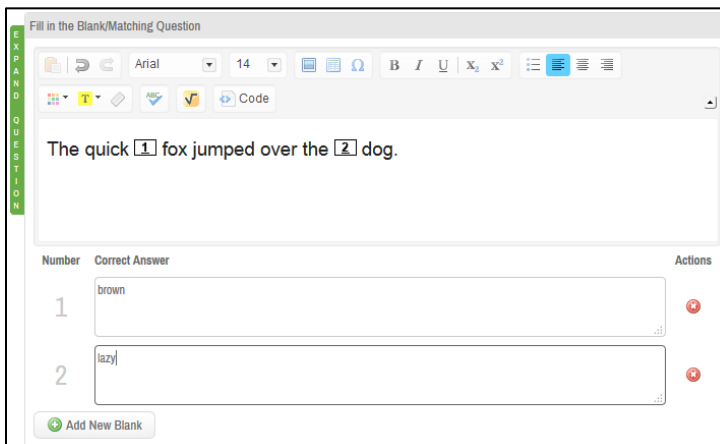


The screenshot shows the 'Options' area for an essay question. It includes a dropdown menu for 'Options', a 'Weight' field set to '1.0', and a 'Character Limit' field which is currently empty.

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

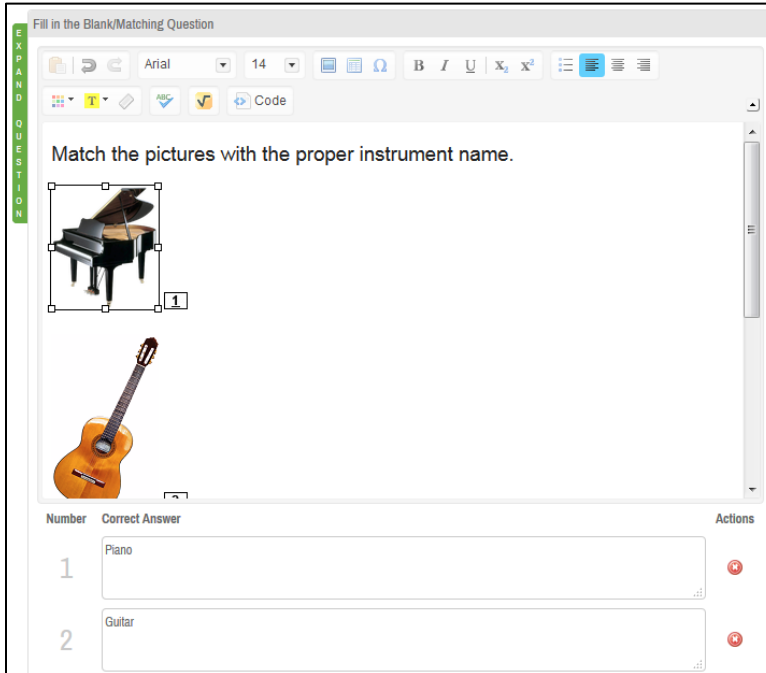
This type of question allows you to insert blanks anywhere around texts or graphics. In the first example below, the "Add New Blank" button was pressed after the words "quick" and "the". Each time the "Add New Blank" button is used, a box will appear below the question where you can enter the correct 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:



The screenshot shows a 'Fill in the Blank/Matching Question' interface. The text area contains the sentence: 'The quick [1] fox jumped over the [2] dog.' Below the text area, there is a table with two rows. The first row has '1' in the 'Number' column, 'brown' in the 'Correct Answer' column, and a red 'X' icon in the 'Actions' column. The second row has '2' in the 'Number' column, 'lazy' in the 'Correct Answer' column, and a red 'X' icon in the 'Actions' column. At the bottom left, there is an 'Add New Blank' button.

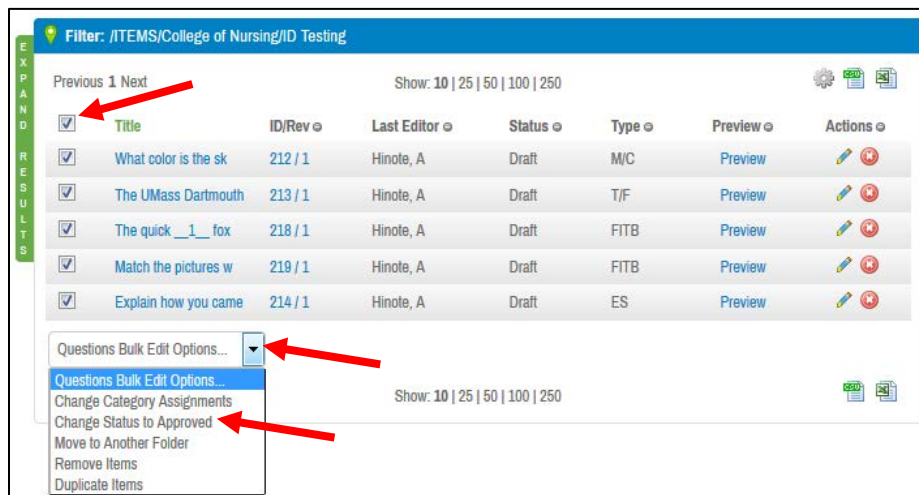
## Matching example:



### 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.”**

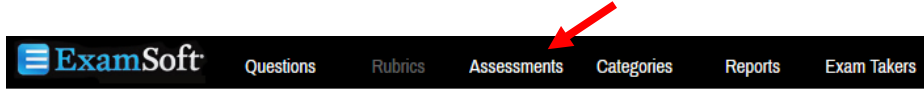
Once you approve your questions they can no longer be edited. Be sure that you are happy with your questions before you approve them!



**\*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.

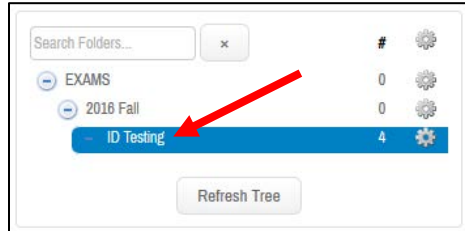
**Step 6:**

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.



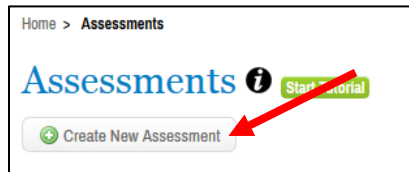
**Step 7:**

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



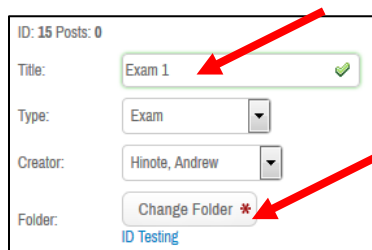
**Step 8:**

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



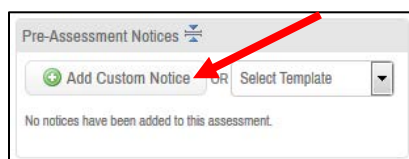
**Step 9:**

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.



**Step 10:**

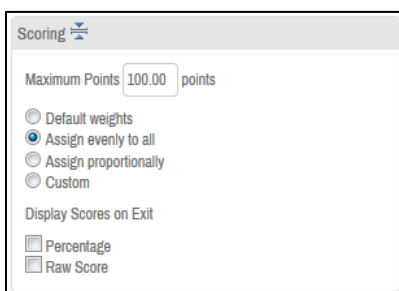
Under “Pre-Assessment Notices” you can use the “Add Custom Notice” button to type your own message that students will see before taking the test. This is optional, but recommended.



### 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.



Scoring

Maximum Points: 100.00 points

Default weights

Assign evenly to all

Assign proportionately

Custom

Display Scores on Exit

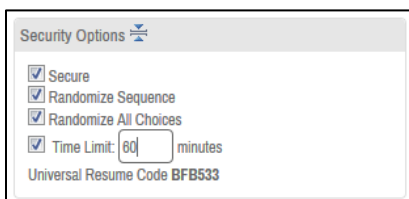
Percentage

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.



Security Options

Secure

Randomize Sequence

Randomize All Choices

Time Limit: 60 minutes

Universal Resume Code BFB533

### 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

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

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

**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.

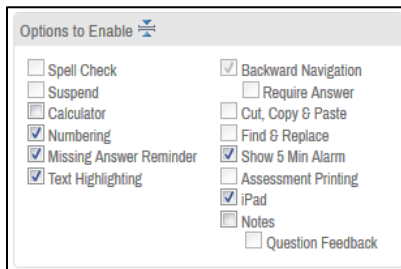
**Show 5 Min Alarm:** Alert students when the timer reaches 5 minutes.

**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.



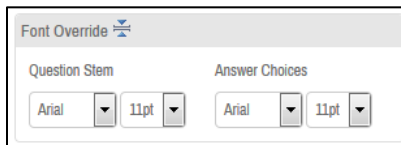
#### Step 14:

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

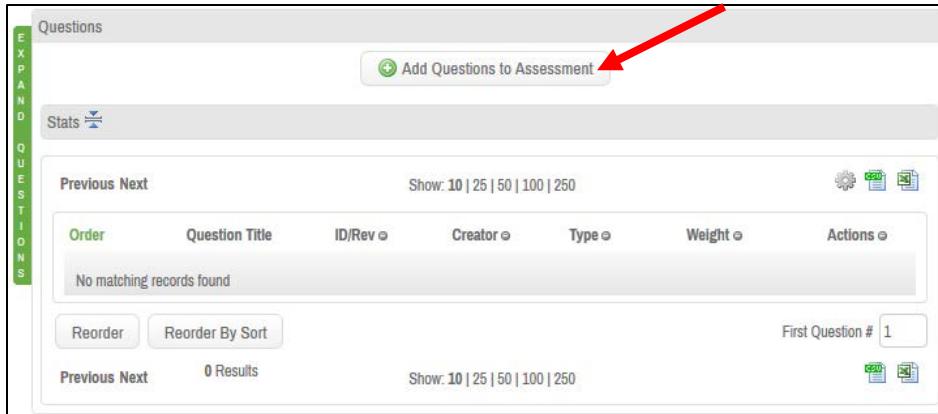
The “Font Override” area allows you to set a specific font for all question and answer choice text. By default, the font will be Arial 11.



#### Step 16:

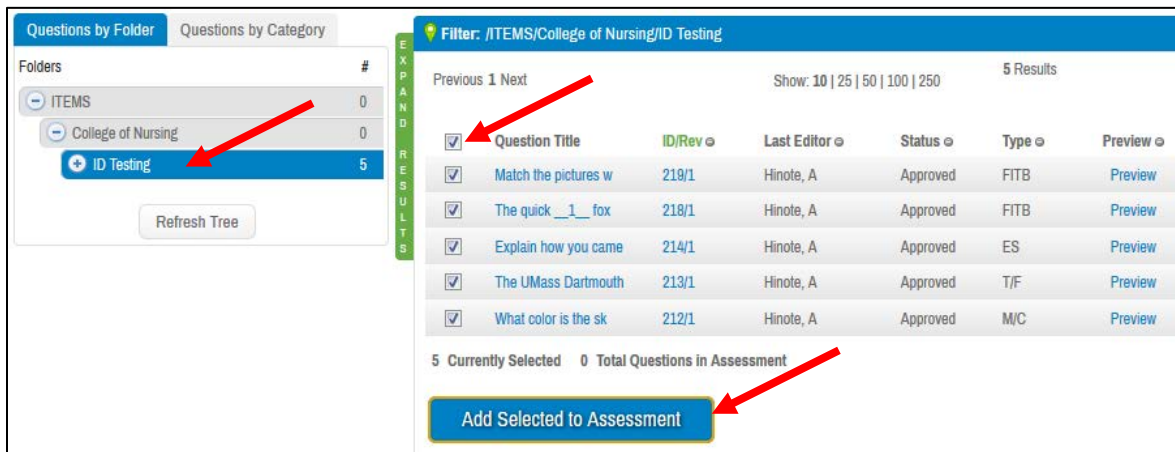
Now that the test options are set, it is time to pull in your questions. To do this, click the “Add Questions to Assessment” button at the top of the page.





**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.

**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.)

The screenshot shows the 'Posting Name' field set to 'Exam 1' with a green checkmark. The 'Assessment Password' field is set to 'password1' with a green checkmark. The 'POST number' is displayed as '1'. Below these fields is a 'Settings' section with a dropdown menu. The 'Course' is set to '[examsoft\_demo] Examsoft De' and the 'Instructor' is 'Andrew Hinate'. The 'Grade Column Name' is 'Exam 1'. The 'Download Start' is '9/21/16 10:00 am' and the 'Download End' is '9/21/16 12:00 pm', both with green checkmarks. The 'Email Download Reminder' is set to '9/20/16 @ 2 AM' and the 'Email Upload Reminder' is set to '@ 2 AM'. The 'Max Downloads' is '1' and the 'Upload Deadline' is '9/21/16 12:00 pm'. The 'Scheduled on' is '9/21/16 10:00 am'. There is a checkbox for 'Suppress Exam Emails' which is currently 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.
  - **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.
- **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.

Secure Review

Review Type: Delayed Review

Review Password:  \*

Time Limit:  \* minutes

Start Time (requires internet):  \*

Delete By: 10/8/16 12:00 pm

Options to Enable

Show Incorrect Answers Only

Show Rationale

**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

Remote Assessment Deletion      Remote Deletion Date:

Ping & Release

**Step 23:**

Verify that your settings are set as you would like them to be, then click “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	[examsoft_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