Creating a Test

Tests are used to measure student knowledge, gauge progress, and gather information from students.

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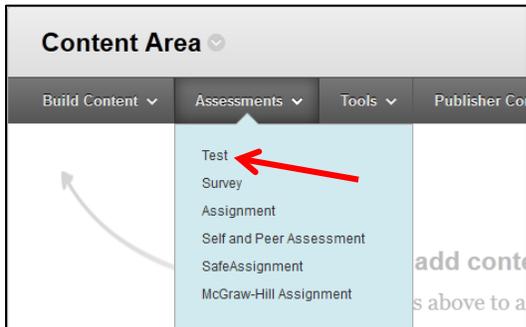
Part One: Creating the Test

Part One: Creating the Test

Step 1:
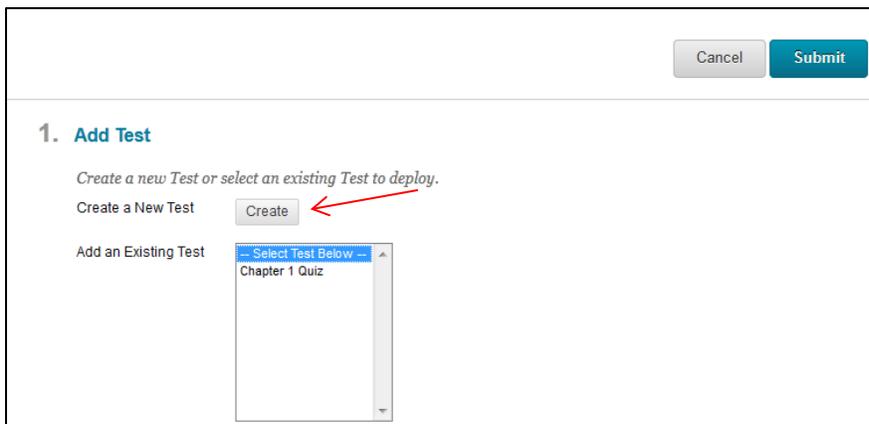Place your mouse arrow over the "**Assessments**" button at the top of a content area and choose "**Test**" from the menu that appears.

Step 2:
Click the "**Create**" button to create the new Test.


Step 3:
Enter a name for this test in the "**Name**" field. Ignore the Description and Instructions box for now - click the "**Submit**" button to move forward.

Continued on the next page.

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 choose a type of question that can be added to your page. See below for explanations of the different types of questions that can be added to a Test.
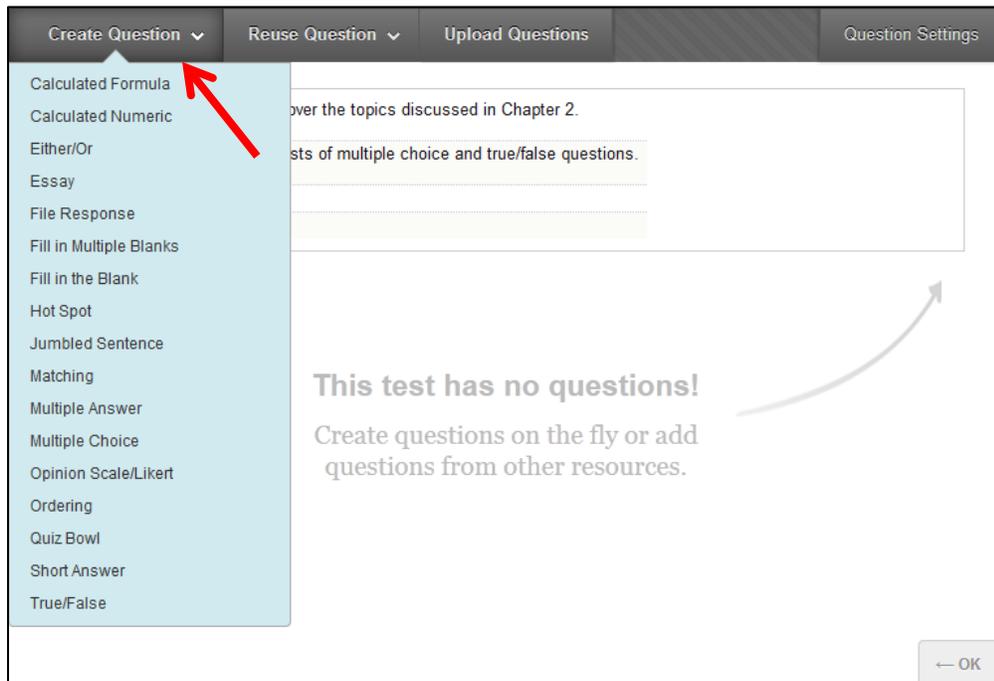
Multiple Choice Questions:

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.

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.

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.

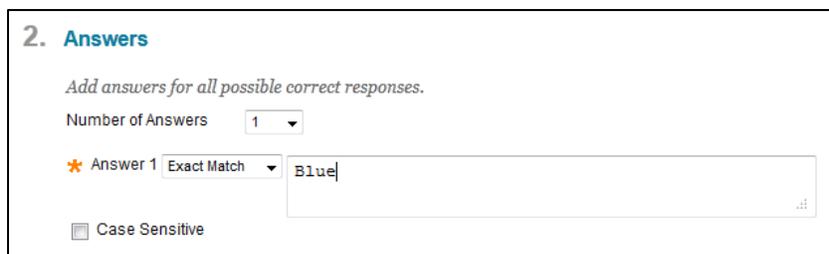Enter your fill in the blank question text into the "Question Text" box.

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.

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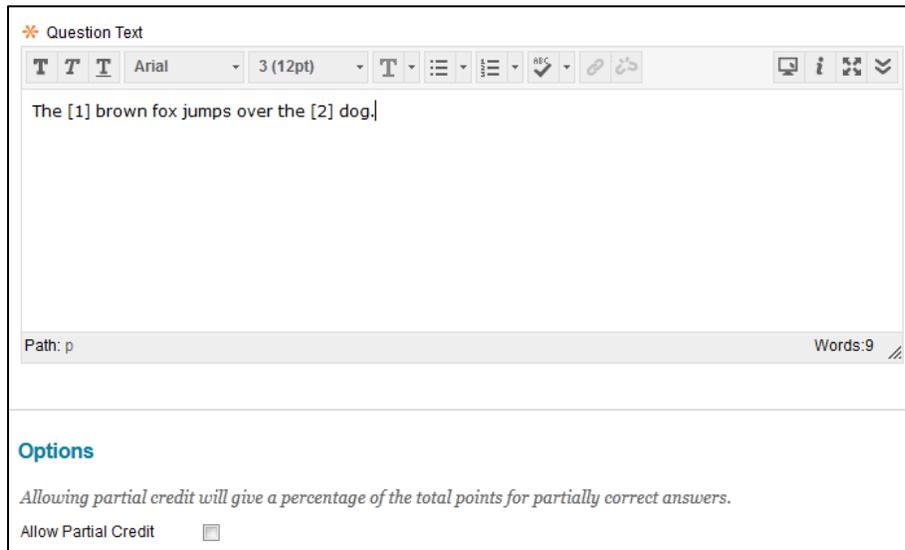
Step 2:
Press the "Next" button to move to the page where you set your answers.

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.
  - 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.

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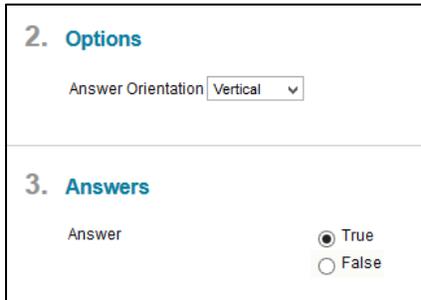Select "True or False" from the "Create Question" button on the test canvas page.

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.
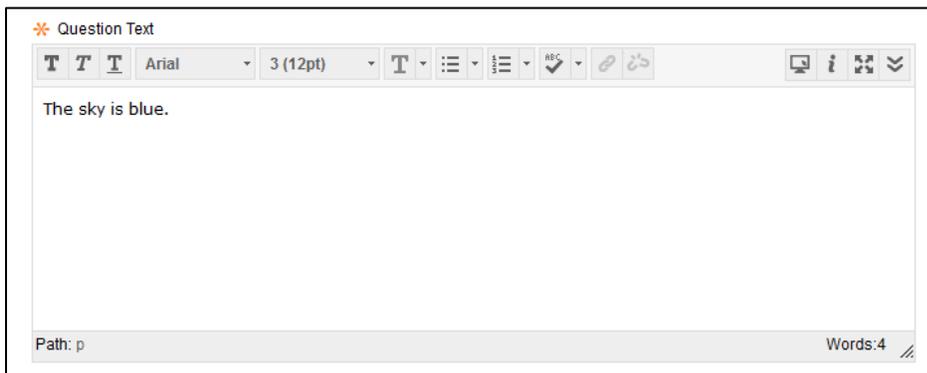
Step 2:
The "Answer Orientation" option can be set to "Vertical" to display the true/false options vertically on the page, or "Horizontal" to display true/false on one line horizontally.

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.

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.

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.

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.
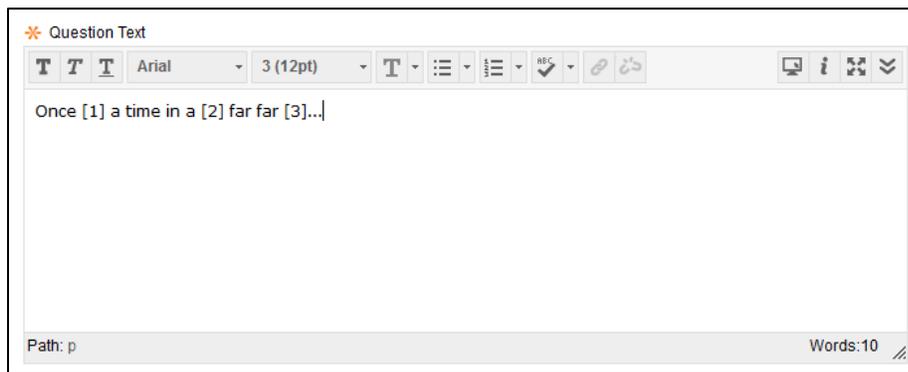
Step 2:
If you would like to give students partial credit for answering any part of the question, check the "Allow Partial Credit" checkbox.
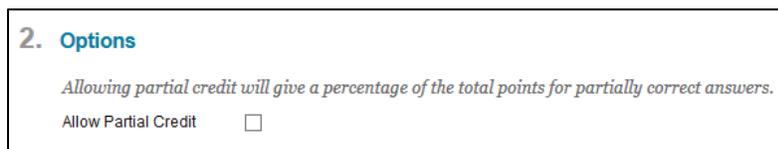
Step 3:
Select the amount of answers (variables) you are using in your question text.

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.
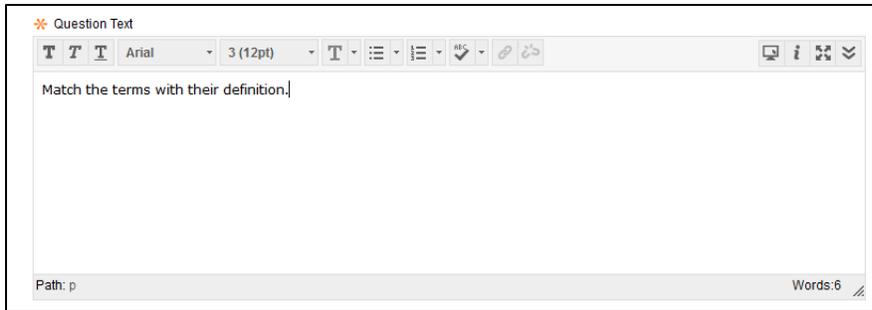
Step 2:
Under "Options" you have the ability to enable "Partial Credit" by checking the "Partial Credit" check box. This option will allow you to accept answers other than the correct answer for a percentage of the points toward this question.

"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.
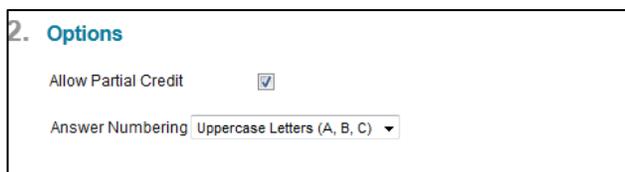
Step 3:
Under the "Questions" heading you should select how many question/answer matching pairs you would like to have in this matching question. You must have at least **four** matching question/answer pairs.
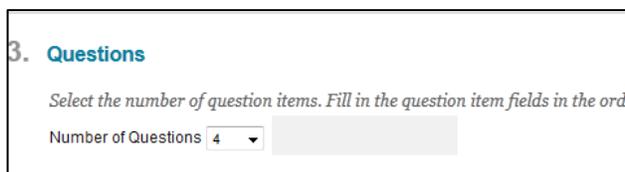
Step 4:
For however many questions you selected at the "Number of Questions" drop-down in step 3, the system will generate Question/Answer pair boxes under the "Questions" heading.

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.

2. Options

Answer Numbering	Arabic Numerals (1, 2, 3) ▼
Allow Partial Credit	☑

Step 3:

Under the "Answers" heading enter each phrase or term that students will need to put in order.

Answer 1.
Remove

T *T* T̲ | Arial ▼ | 3 (12pt) ▼ | T ▼ | ☰ ▼ | ☰ ▼ | ABC✓ ▼ | 🔗 ⛓ | 🖥 i ⛶ ⹀

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.

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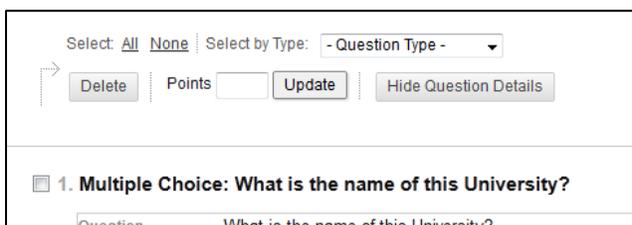
Press "Submit" to save your new point value.
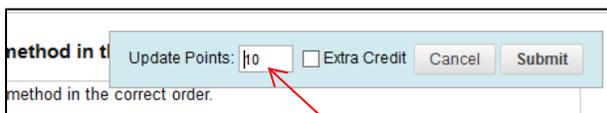
Automatic/Batch Point Changing Method

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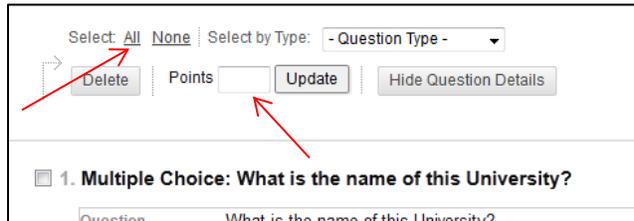
Step 2:
The first thing that needs to be done to change point values is to select which questions you want to change the values of. Click "All" to select all questions, or select a certain type of question to select from the "Question Type" drop-down list.

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.
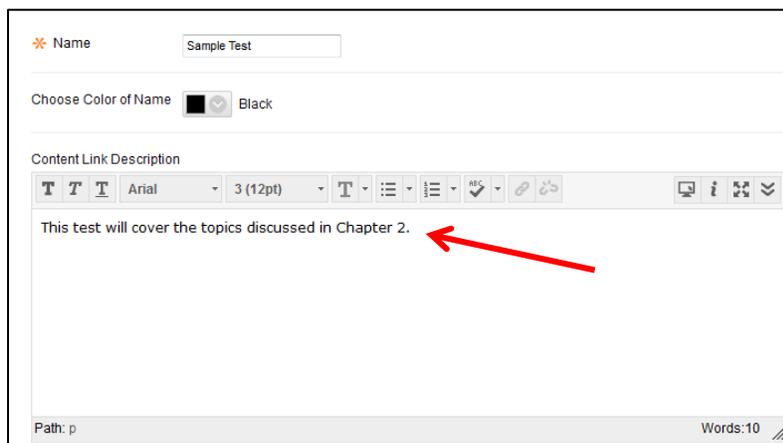

Deploying the Test and Setting Test Options

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

Provide some information to your students about this test in the "**Content Link Description**" box. They will see this information beneath the link to test in the content area.

Test Availability Options

- **Make the Link Available** - Choose "No" to keep this test hidden from students. Choose "Yes" if you want students to be able to see it OR if you plan to set specific dates to make it available.
- **Multiple Attempts** - By default, students get one chance to take a test. That can be changed here by checking this box and offering unlimited or a specific number of attempts.
   - **Score attempts using**: If offering multiple attempts, which grade should the system record for the student? Choose that here.
- **Force Completion** - This option should ALWAYS be left **unchecked**.

- **Set Timer** - Enabling this tool allows the instructor to set a time limit. Set "Auto-Submit" to "On" if you would like to have the test automatically submit once a student has reached the time limit. If left "Off" the timer won't end the test and is redundant.
- **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 set to "No."
- **Password** - Type a password that students will need to enter before starting the test. This is typically used for proctored exams in the classroom.

Test Availability Exceptions (optional)

Click the "**Add User or Group**" button to select a student (or group of students) that require separate accommodations for this test. You can set a separate timer, availability period, and number of attempts for select students using this feature. This is an especially useful tool for accommodating students who require extended test time.

Due Date

Use the **calendar** and **clock** buttons to set a specific 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.

Show Test Results and Feedback to Students

These options allow instructors to decide what parts of the graded test students will see.

When should students be able to see their graded test?
- **After Submission** - Lets them see information about how they answered each question immediately after submitting the test.
- **One-Time View** - Lets them see information about how they answered each question one time after submitting the test

- **On Specific Date** - Lets them see information about how they answered each question after a specific date of your choosing after submitting the test
- **After Due Date** - Lets them see information about how they answered each question after the due date you set in step 13.
- **After Availability End Date** - Lets them see information about how they answered each question immediately after the availability end date you set in step 10.
- **After Attempts are Graded** - Don't choose this option - it does not work properly.

Score per Question - 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 -** Load all questions test questions for students to answer on a single page.
- **One at a Time -** Display one question on the screen at a time. Students must press a button to move from one question to the next.
  - **Prohibit Backtracking -** Checking the "Prohibit Backtracking" box prevents students who are taking a One at a Time test from revisiting questions they have already answered.
- **Randomize Questions -** Randomizes the order questions are delivered to each student.

Click the "**Submit**" button to finishing adding this Test to your content area.

- To edit the questions in this test in the future, click the down arrow button next to the name of this test and choose "**Edit Test**."
- To edit the test options, click the down arrow button next to the name of the test and choose "**Edit the Test Options**."