This document contains the following how to guides

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We hope you find the information in the document to be useful.

For more information

For the latest Oncourse information and resources online, see:
http://oncourse.iu.edu/info

There you'll find recent announcements, a getting started guide, short online demonstrations, short "least-you-need-to-know" documents, self-study step-by-step materials, help documentation and more. You'll also find contact information for your campus teaching and learning center.
**Tests & Surveys: An Overview**

*Instructors can use Tests & Surveys to create online tests and surveys.*

**What it does**

This tool allows you to create online assessments (tests, quizzes, and surveys) for delivery via a web interface to your students or other groups. It is designed primarily to administer tests, but you may also create surveys to gather information or informal course feedback.

You can include multiple question types in an assessment, including ones that require your students to upload files. You then can choose how to organize, deliver, and collect that assessment. You may randomize questions for students. You may organize questions into question pools, allowing you to reuse questions on different assessments. You can also import previously created tests and surveys.

Many question types are automatically graded, and grades can be posted to the Oncourse Gradebook.

*Note: Tests & Surveys will post grades to either the Points Gradebook or Percentage Gradebook, but not to the Non-Calculating Gradebook.*

Based on settings you define, you can control a wide range of conditions for the user.

**Key Concepts**

**Creating a test:** On the Assessments page you may create or import an assessment. To create an assessment, type in a name, select your options, and click Create; to import click the Import button. From there, you may go on to create test content: questions, parts, and question pools.

**Question editor:** With the question editor, you may create various types of questions, including multiple choice, fill-in-the-blank, file upload, and audio-response. For many question types, you can pre-set possible answers to enable automatic grading. You can also assign the question to a part or a question pool, add detailed feedback and metadata, and choose whether or not to require a rationale for students’ responses.

**Question Pools:** You can organize questions into question pools so that you can reuse them in other assessments, and share them with other instructors in your site(s). Question pools are persistent - they are available in all of your Oncourse sites, regardless of where the individual pools were created. Question pools may contain sub pools, so it is possible to organize questions by subject matter, section number, question type, or any other desired criteria. For example, an instructor can create a question pool called "Biology 105", and then create sub pools called "Basic concepts", "Cell biology", and "Genetics".

**Parts:** By default, assessments are organized into parts; each new assessment includes one automatically created part. You may easily edit or add parts to your assessment. Tests & Surveys also allows you to draw a random selection of questions from a question pool into a part, or to copy the questions from a part to a question pool.

**Settings:** From the Assessments page, you can view and modify the settings for all your assessments. Within the settings, you can create an introduction for your assessment, determine its delivery dates and to whom it will be released, set security levels, specify time limits and the number of submissions allowed, add graphics, feedback, and metadata, and determine how the assessment will be graded.

**Publishing and Retracting:** Every assessment is hidden from student view upon creation, giving you the opportunity to work through your setup tasks in privacy. To deliver the assessment, you must publish it, which makes it visible to students in the site and available for them to work through and submit. In some circumstances it may be necessary to retract the assessment to make adjustments, either before or after students have taken it. While the assessment is retracted, students lose their access to it, but their submitted work is retained.
Tests & Surveys: Creating a Test Using Markup Text

Instructors may create a test from scratch using markup text – that is, simple text in a precise format.

Setting up a new test

The Create using markup text option allows you to generate questions for your test by typing them in a particular format or copying and pasting them from an appropriately formatted file.

Note: Markup text allows for adding assessments from textbook publishers’ test banks; some editing may be required.

1. In menubar of the relevant course or project site, Click Tests & Surveys.
2. In the New Assessments area, under Create assessment, in the Title field, Type a title for your test. See Figure 1.
3. Click the “Create using markup text” radio button.
4. Select Test from the Choose assessment type (optional) drop-down menu.
5. Click Create.

Using markup text to create a test

The Markup text approach allows you to use a single text box to enter one or many questions. This method is appropriate for multiple choice, fill-in-the-blank, short essay, and true/false types of questions. The Create using markup text option requires that you use specific formatting (punctuation) for showing the start of each new question, its content, value, and the correct answer. To use this approach, follow these steps:

1. On the Create Assessment/Question Pool screen, in the Description field, Enter a description of the test. See Figure 2.
2. In the larger Questions textbox, Enter questions and answers.
3. For instructions and examples, next to the Questions textbox, Click the Instructions & Examples links (see Figure 3).
4. Study the examples carefully.
5. Enter each question using the required formatting.
6. To continue, **Click Next.**
   You will see the **Validate Assessment/Question Pool** screen. See Figure 4.

   ![Validate Assessment/Question Pool](image)

   **Figure 4**

7. On the Validate Assessment/Question Pool screen, **Review the information about each question.**

8. **Choose one of the following options:**
   - To return to the preceding screen to make changes or additions, **Click Back.**
   - To finish creating the test, **Click Create Assessment.**
   - **Click Create Question Pool** to make these questions part of a pool instead of creating a new assessment.

   *Note: For more about Question Pools, see Tests & Surveys: Managing Question Pools.*

Once you finish creating a test, you will see the Assessments screen with a new test listed under Unpublished Assessments.
Creating a test

One way to create a new test is to use the Assessment Builder.

1. From the menubar on the left, Click Test & Surveys.
2. In the Title field, Type a title for your test, e.g. Access Midterm 1 Test. See Figure 1.
   Note: The option Create using assessment builder is selected by default. To learn about creating a test using markup text, see Tests & Surveys: Creating a Test Using Markup Text.
3. Under Create assessment, from the Choose Assessment Type drop-down menu, Select Test.

![Figure 1](image1.png)

4. Click Create.
   You will see the Questions screen displaying Part 1 already created and titled Default with 0 questions in it.

5. To add questions, use the Insert New Question drop down list. See Figure 2.
   Note: For more information about adding questions to your test, see Tests & Surveys: Adding Questions.

![Figure 2](image2.png)

Creating a survey

You can create a survey using the same process you would to create a test.

1. From the menubar on the left, Click Test & Surveys.
2. In the Title field, Type a title for your survey, e.g. Access Midterm1 Survey. See Figure 3.
3. On the Assessments screen, under Create assessment, from the Choose Assessment Type drop-down menu, Select Survey.

![Figure 3](image3.png)

4. Click Create.
   You will see the Questions screen displaying Part 1 already created and titled Default with 0 questions in it.
5. To add questions, from the Insert New Question drop down list, **Choose the Survey question type.** You will see the Edit Question screen.

6. Under the Question Text box, from the predefined set of scales, **Choose from the following:**
   - Yes, No
   - Disagree, Agree
   - Disagree, Undecided, Agree
   - Below Average -> Above Average
   - Strongly Disagree -> Strongly Agree
   - Unacceptable -> Excellent
   - 1 -> 5
   - 1 -> 10

7. **Click Save** to add the question to the survey.

8. **Repeat steps 4 through 7 as needed.**

   *Note: For more information about adding questions to your test, see Tests & Surveys: Adding Questions.*
Tests & Surveys: Adding Questions

Instructors can add questions to a test or a question pool.

Adding questions to a test using the test editor

This section demonstrates how to add a question to an existing test using the test editor.

1. On the Assessments screen, next to the name of the test to which you want to add a question, **Click Action drop-down**.
2. **Click on Edit**.
   You will see the Questions screen, which shows details about the contents of the test.
3. On the Questions screen, from the Add Question drop-down menu, **Select the question type** you need. See Figure 1.
   Note: From this menu you can also copy an existing question from a question pool. See the Copying questions to a question pool section below.

   ![Figure 1](image1.png)

   After selecting the question type, you will be automatically directed to the Edit Question screen. See Figure 2.
   Note: The precise options on the next screen will depend upon the type of question you are adding. Typically, you will indicate a point value for the question, the question text, correct answer(s), and feedback for correct or incorrect answers. For more information on question types, see Tests & Surveys: Question Types.

   This example demonstrates the multiple-choice question type.

   ![Figure 2](image2.png)
4. In the **Answer Point Value** field, set the number of points awarded for correctly answering the question.
5. In the **Question Text** box, type the question only.
6. In each of the following answer boxes, **Type the answer choices**. See Figure 3.
7. Next to the box with the correct answer choice, **Select the Correct Answer radio button**.

8. At the bottom of the screen, **Click Save**.
   The question is now added to the list of questions on the Questions screen.
9. On the Questions screen, **Click Preview** to see the student view of the test.
10. To return to previous screen, **Click done**.

    If you used the Add Question drop-down menu, the new question is added at the end of the test. If you wish to insert a question in a specific location, you can use the Insert New Question drop-down in the location of your choice.

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**Copying questions to a question pool**

If you have added questions to a part, you may copy the questions in the part to an existing question pool. To learn how to create a question pool, see Tests & Surveys: Managing Question Pools.

To copy questions from a part to a question pool,

1. On the Assessments screen, in the Action drop-down menu next to the name of the test, **Click Edit**.
2. On the Questions screen, next to the part whose questions you wish to copy, **Click Copy to Pool**.
3. On the Copy Question screen, **Click the check box next to the intended destination pool**.
4. **Click Copy**.
   You are returned to the test’s Questions screen. The questions have been copied to the pool.

**Adding questions to a question pool**

You may also add questions to a question pool.

To add questions when you’re working with a question pool,

1. On the Assessments screen, **Click Question Pools** in the list of links at the top of the page.
2. On the Question Pools screen, **Click the name of the question pool** to which you want to add the questions, *e.g.*, AccessPool1.

   **Note:** If you’d like to add questions to a subpool, first reveal the name of the subpool by clicking the triangular toggle icon next to the larger pool. Then, **click the name of the subpool**.
You will see the Question Pool screen with the contents of the question pool displayed. See Figure 4.

3. To add a new question to the Question Pool, to the right of # Questions (where # is the number of questions in the pool or subpool), **Click Add**.
   You will see a drop-down menu for selecting the question type. See Figure 5.

4. From the drop-down menu, **Select the question type** you require.
5. **Click Save**.
   The Edit Question screen appears.
6. As with manually adding questions to a test (above), fill in the required content for the question.
7. When the question is ready to be posted, **Click Save**.
   You will be returned to the Question Pool screen with the updated number of questions.
Tests & Surveys: Managing Questions

Instructors can move, copy, reorder and remove questions across parts in a test or in question pools.

Moving questions from one Part to another

To organize your assessment, you may want to move questions from one part to another.

Note: Before you can move questions between parts, your assessment must already have two or more parts.

1. On the Assessments screen, in the drop-down Action menu, Click Edit.
   You'll see a list of questions for that test.
2. For the question you'd like to move, Click Edit on the far right of the screen.
3. From the Assign to Part drop-down list, Select the part where you'd like that question to appear.
   Note: Parts that have been set up to draw questions from a question pool will not appear in this drop-down list.
4. Click Save.

Moving questions from one question pool to another

You can choose to move questions between question pools.

1. On the Assessments screen, Click Question Pools.
2. Click the title of the question pool that is the source of the questions to be moved.
   You'll see a list of the questions that compose the question pool at the bottom of the Question Pool screen. See Figure 1.
3. To select questions from the list, Check the boxes to the left of each question.
   If you wish to select all questions from the source question pool, check the box at the top next to Question Text.
4. Click Move, located above the list of questions.
5. On the Move Question screen, Click the radio button next to the desired destination question pool.
   Note: Selecting the source pool as your destination pool will result in an error.
6. Click Move.
   The destination pool now has more questions, while the number of questions in the source pool has decreased.

Copying individual questions from a test to a question pool

If you would like to make an individual question available for future tests, you can copy it to a question pool.

1. On the Assessments screen, in the drop-down Action menu, Click Edit.
   You'll see a list of questions for that test.
2. For the question you'd like to move, Click Edit on the far right of the screen.
3. From the Assign to Question Pool drop-down list, Select the question pool where you'd like that question to appear.
4. Click Save.
5. To verify that the selected question has been copied, on the Question Pools screen, Click the name of the question pool.
6. Locate the question you just moved.
Copying all questions from a Part to a question pool

You can also copy all of the questions in a part to a question pool.
1. On the Assessments screen, in the drop-down Action menu, Click Edit.
   You'll see a list of questions for that test.
2. To the right of the relevant part, Click Copy to Pool.
3. On the Copy Question screen, Check the box next to the destination question pool.
4. Click Copy.
5. To verify that the questions have been copied, on the Question Pools screen, Click the name of the question pool.
6. Locate the questions you've just copied in the list.

Note: For information on copying questions to a test, or a part in a test, see Tests & Surveys: Using Question Pools.

Reordering questions within a Part

Follow the steps below to reorder questions within a part of an unpublished test.

Note: You cannot set the order of questions if the part containing them is configured for random ordering.
1. On the Assessments screen, in the drop-down Action menu, Click Edit.
   You'll see a list of questions for that test.
2. For each question, from the Question drop-down list, Select the numerical order in which you'd like that question to appear. For example:
   If you'd like a question to be the third question, Select 3.
   The screen will automatically refresh to display the new order.

Removing questions from a question pool or subpool

Follow the steps below to delete unneeded questions from a pool or a subpool.
1. On the Assessments screen, Click Question Pools.
2. Click the title of the question pool from which you want to remove questions.
   You will see the Question Pool screen for that specific pool. See Figure 2.
3. Under # Questions, Click the checkbox to the left of each question you want to remove.
   The buttons under # Questions become activated.
4. Click Remove, located above the top of the list.
   You will see a confirmation screen.
5. To proceed, Click Remove.
Tests & Surveys: Using Question Pools

Instructors can use questions from a question pool by copying them directly or having them chosen at random.

Adding questions to an assessment by copying them from a question pool

Follow the instructions below to add questions to an assessment from a question pool.

1. On the Assessments page in Tests & Surveys, from the Action menu, Choose Edit next to an existing assessment, or create a new one.
   
   Note: For detailed instructions, see Tests & Surveys: Create a Test or Survey.

2. From the Add Question drop-down menu list, Select Copy from Question Pool.

3. On the Question Pools screen, Click the name of a question pool.

4. At the bottom of the next screen, next to the desired questions, Select checkboxes under the Copy? column.

5. In the Assign to Part drop-down menu, Verify you are assigning the selected questions to the desired part.

6. Click Copy.

7. Locate the newly added question(s).

8. Change the point values as needed.

9. Once ready, Click Update Points.

Note: For information about creating new questions, see Tests & Surveys: Adding Questions.

Using randomly drawn questions from a question pool

Randomly drawn questions must appear in their own section. If existing assessment parts already have questions, you must create a new part for the randomly drawn questions.

1. Choose Edit from the far right of the screen next to a part with no questions.

2. On the Add/Edit Part screen, in the Title field, Type a title for this part if necessary.

3. Under the Type heading, Click “Random draw from question pool.” See Figure 1.

4. From the Pool name (total # of questions), Click Select a question pool.
   
   a. Click on the radio button next to the pool you wish to use.
   
   b. Click Save.

5. In the Number of questions field, Type the number of questions to be displayed in this particular part.
   
   Note: This number must be no more than the total number of questions in the pool.

6. In the Point value of questions field, Type the number of points to be awarded for correct answer.
   
   Note: The point value assigned for questions will apply to all questions in this part, regardless of the original point value.

7. If you want participants to lose points for incorrect answers, in the “Negative point value for incorrect answer selection” field, Enter a value larger than zero (0).

8. For Type of randomization, Choose from the following two options:
   - A student’s questions are randomized each time an assessment is submitted
   - A student’s questions are randomized once for all submissions
   
   Note: These settings are only relevant if participants may take the assessment more than once.

   Question ordering is not available for random draw.

9. Under the Metadata heading, Use the text boxes to record any objectives, keywords, or rubrics.

10. To save your changes, Click Save.

   The Tests & Surveys tool will display the part with the number of questions to be randomly drawn from the selected question pool. The actual questions will be displayed when a participant takes the test.
Tests & Surveys: Managing Question Pools

Instructors can organize and reuse questions by creating pools and subpools.

Creating a question pool

To organize questions that you may use more than once, you can create Question Pools.

1. On the Assessments page, **Click Question Pools**.
2. On the Question Pools screen, **Click Add New Pool**.
3. On the Add Pool screen, in the required Pool Name field, **Type a name for the question pool**. See Figure 1.
   
   *Note: The Owner field is filled in by default with the name of the person logged into the current Oncourse session.*

   The Department/Group field, Description, Objectives, and Keywords fields are optional.

4. When you’re ready to continue, **Click Save**. You should see the Question Pools screen, with the new pool listed under Pool Name. See Figure 2.

Adding a subpool

To further organize question pools, you can create subpools.

1. On the Question Pools screen, **Click the name of the pool in which you want to make a subpool**.
2. In the Subpools section, on the far right side of the screen, **Click Add**. See Figure 3.

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**Figure 1**

**Figure 2**

**Figure 3**

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3. On the Add Pool screen, **Fill in the desired fields.** See Figure 1.

4. **Click Save.**
   You should see the new subpool listed in the Subpools section.

5. To add additional subpools, **Repeat steps 2 to 4.**

6. To return to the main menu of pools and subpools, **Click Question Pools** at the top of the screen.
   You will now see an updated list of pools. The pool that contains new subpools has a triangular icon (▶) and a folder next to the pool name. See Figure 4.

   You're now ready to add questions to these question pools or their subpools.

   *Note: For more information about adding questions to a question pool, see Tests & Surveys: Adding Questions.*

### Viewing and finding question pools and subpools

The Question Pools screen contains a list of question pools that you have created, as well as any pools that other users are sharing with you. For each pool, you see its name, the name of its creator, the date it was last changed, the number of questions, and the number of subpools it contains.

1. To sort the list, **Click the appropriate header.**
   Test & Surveys sorts the list and displays a sort icon next to the header you clicked.

2. To expand the list of subpools within a pool, **Click the triangular icon (▶) next to the pool name.**
   Test & Surveys displays the list of subpool names indented beneath the pool name. See Figure 5.

3. To collapse the list of subpools, **Click the triangular icon** again.

### Moving a question pool or subpool

You can move or copy question pools and subpools to any other question pool or subpool.

1. On the Question Pools screen, if one or more subpools exist in a question pool (or subpool), **Click the triangular icon (▶) next to its title to reveal them.**

2. **Click Move** below the title of your question pool or subpool.
   You will see the Move Pool screen with pools and subpools listed as destination options. See Figure 6.

   You have three options:
   - **Choose the radio button** next to the name of the desired destination pool.
• To select a subpool as a destination:
  i. Click the triangle icon for its top pool to expand the list of subpools.
  ii. Click the radio button for the appropriate subpool.
• If you want to elevate the subpool to top pool status, Select Question Pools TOP. See Figure 6.
  
Thus, unless you chose Question Pools TOP, the original pool will become either a subpool of the chosen destination pool or a sub-subpool of the chosen destination subpool.

3. **Click Move.**

Tests & Surveys moves the original pool or subpool and displays the updated Question Pools screen.

### Copying a question pool or subpool

Copying question pools or subpools allows you to use the same questions in more than one pool.

1. **Click Copy** below the title of your question pool or subpool.
   
   Note: You may need to click the triangle icon (◮) to make subpools visible.

   You will see the Copy Pool screen with pools and subpools listed as destination options.

2. On the Copy Pool screen, **Select a checkbox to select the destination pool or subpool.** See Figure 7.

   ![Figure 7](image)

   You have three options, as with moving a question pool or subpool. See the previous section.

3. **Click Copy.**

   Tests & Surveys copies the original pool or subpool and displays the updated Question Pools screen.

### Sharing question pools with other instructors

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors.

Note: You can share a question pool with any user in your site who has permission to create tests or surveys. Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create tests or surveys, unless the creator of the pool revokes access.

1. On the Question Pools screen, under the name of your desired question pool, **Click Share.**

   You will see the Share Pool screen with the list of users to whom you can grant access to your question pool. See Figure 8.

   ![Figure 8](image)

2. Under Grant access, **Check the box(es)** that correspond to the user(s) with whom you would like to share the question pool.

3. **Click Share.**

   You will see the Question Pools screen again.

4. To confirm that the question pool is now shared with the selected user, **Click Share link** beneath the pool name again.

   You should now see that the user is in the Site Members with access list. See Figure 9.
Revoking access to a question pool

If necessary, you can revoke a user’s access to a question pool.

1. On the Question Pools screen, under the name of your desired question pool, **Click Share**. You will see the Share Pool screen with the list of users whom you can grant access to your question pool.

2. Under Revoke access, **Check the box(es)** that correspond to the instructors with whom you no longer want to share the question pool. See Figure 9.

3. **Click Share**.

Removing a question pool or subpool

If you no longer need a pool, it can be deleted. Removing a pool deletes all associated subpools and questions. If you only want to delete a subpool from within a top pool, you must first make it visible.

1. On the Question Pools screen, in the Remove? column, **Check the box that corresponds to the pool or subpool you wish to remove**. See Figure 10.

2. **Click Update**.

   Next, you will see the Remove Pool Confirmation screen. See Figure 11.

3. To confirm the removal, **Click Remove**.

   Tests & Surveys deletes the selected pool and any of its subpools, and displays the updated Question Pools screen.

Note: You may not remove a question pool that another user has shared with you. If the original user revokes your access to a shared pool, Tests & Surveys will no longer display it on your Question Pools screen.

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**Figure 9**

Note: Any changes you make to questions in a shared pool will affect all users sharing the pool. To work with questions without affecting other users, copy the shared pool first.

**Figure 10**

**Figure 11**
Tests & Surveys: Editing an Unpublished Test

Instructors can edit the questions and parts of an unpublished test, and randomize the order of questions.

Overview

After you have created your test and added parts and questions, the next step is to verify the content, proofread for accuracy, edit the questions or the parts as needed, and prepare the test for delivery.

Editing questions

While editing questions in a published test has limitations, editing questions in unpublished tests is straight-forward. To learn more about editing question in a test that is already published, see Tests & Surveys: Editing a Published Test.

1. On the Assessments screen, under Unpublished Assessments, Select Edit from the drop-down Action menu.
2. Each question begins with a line containing the question number, the type of question and its point value, and two links, Remove and Edit. See Figure 1.

   You have the following options:
   • Change the order in which questions appear, use the Question drop-down list.
   • Delete a question.
     i. To delete the question from the test, Click Remove.
        This will take you to a confirmation page.
     ii. Click Remove.
   • Edit a question.
     i. To open the question editing screen, Click Edit.
     ii. Edit the question as needed.
     iii. Click Save to keep your changes.

Editing Parts

Every test contains at least one part (i.e., section). Parts are signified by a header containing the part title, a drop-down list for determining the order of the parts, plus three options: Copy to Pool, Remove and Edit. See Figure 2.

1. If necessary, on the Assessments screen, under Unpublished Assessments, Select Edit from the Action menu.
2. To modify a part, Click Edit on the far right of the screen.
3. If desired, Change the title.
   If the title of the part is “Default,” its heading will not appear on your test. Any questions or images you place in this part will appear; only the heading will be hidden.
4. Modify the Information field as needed.
5. **Click Add Attachments** to add images, or links to files or a websites. These attachments or links will appear before the text of each question in the part.

6. Under Type, **Choose either “Questions authored one-by-one” or “Random draw from question pool.”**
   
   *Note: The random draw radio button can only be chosen if the part does not contain any questions. If this option is available, you must choose a pool, the number of questions desired, the point value for these questions, and a negative point value for incorrect answers. The default negative point value is zero (0). Finally, choose the type of randomization for the questions in the part.*

   *Note: For more details on randomizing questions drawn from a question pool, see Tests & Surveys: Using Question Pools.*

7. Choose the order of the questions within the part from the following options:
   - **As listed on Assessment Questions page** to have questions delivered in the order they appear in the test editor.
   - **Random within Part** to have questions delivered in a different order for each user.

8. **Modify the Objective, Keyword, and Rubric metadata fields** to facilitate searches for and categorization of your test.

9. When you are finished making edits, **Click Save.**

### Reordering Parts

Parts that have been previously created can be reordered.

1. If necessary, on the Assessments screen, under Unpublished Assessments, **Select Edit from the Action menu.**

2. To change the order of parts, **Change the number in the drop-down list in the part’s title bar.** See Figure 2.
   
   The screen will refresh automatically with the new order of test parts.

### Removing a Part

Parts can be removed from a test. You have the option to remove the part and all its questions entirely, or to remove the part and keep the questions in the test by moving them to another part.

1. If necessary, on the Assessments screen, under Unpublished Assessments, **Select Edit from the Action menu.**

2. Next to the part you wish to remove, on the right side of the screen, **Click Remove.** See Figure 2.
   
   *Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part. If there is only one part, the Remove option will not appear.*

   ![Figure 3](image)

   **Figure 3**

   a. To delete the part and its questions, **Choose “Remove part and all questions.”**

   b. To remove the part and move its questions to another part of the test:

      i. **Choose “Remove part only and move question(s) to.”**

      ii. **Select the destination part from the drop-down menu.**

   3. **Click the Remove button.**

   *Note: For information about publishing a test or survey see, Tests & Surveys: Reviewing, Publishing and Delivering a Test*
Tests & Surveys: Reviewing, Publishing and Delivering a Test

Instructors can review and alter test settings, and preview the test prior to publishing and delivering it.

Reviewing settings

The Settings link allows you to specify various parameters for a test (e.g., delivery dates and security settings). It is best to review these test settings before publishing your test.

1. From the menubar on the left, Click Tests & Surveys.
2. On the Assessments screen, in the drop-down Action menu next to the test you wish to review, Click Settings.
3. On the Settings screen, to expand all the settings, Click Open. See Figure 1.

   ![Figure 1](image1)

4. To review or edit the settings, Scroll down.
   You can freely edit the settings, parts, and questions of any test listed under Unpublished Assessments.
   For example, to rename the test, in the Assessment Introduction field, Type a new title for the test. See Figure 2.

   ![Figure 2](image2)

When you publish a test, a copy is created and listed under Published Assessments. For the published copy, you can change any setting except for those in the Assessment Released To section.

Note: Once you publish a test, you will no longer be able to add or delete questions. However, you can return to the original version (under Unpublished Assessments) to add or delete questions, and publish the new version.

Note: Tests & Surveys does not allow two published tests to have the same title. Thus, after you've published a test, if you edit its original version, you'll be required to alter the test's name in order to republish it. You may also retract or remove an unpublished test; see Tests & Surveys: Retracting and Removing a Test.

For more information about the settings and their options, see Tests & Surveys: Settings Overview.
Previewing a test

Before publishing, you can preview your test as your students will see it.

1. On the Assessments screen, in the Action menu, Click Preview.
2. Review the information associated with your test.
3. Click Begin Assessment. Depending on how you defined your Navigation setting, you’ll see the following:
   - If you chose linear access, you’ll see the first question of the first part; Click Next to proceed through the test.
   - If you chose random access, you can Click Table of Contents to view the test organized by its parts.
     i. Click a part to reveal its questions
     ii. Click a question to read it.
     iii. To return to a previous question, Click Previous.
     iv. To return to the table of contents, Click Table of Contents.
   Note: For more information on Navigation settings, see Assessment Organization in Tests & Surveys: Settings Overview.
4. Click done to return to the Assessments screen.

Publishing and delivering the test

The act of making a test available to its users is referred to as publishing. Users will not be able to access your test until it is published.

1. On the Assessments screen, under Unpublished Assessments, from the Action menu, Click Publish.
   Note: If you are on the Edit screen in the test, you can Click Settings at the top of the screen.
2. Review the settings for accuracy, then Click Save Settings and Publish.
   On the Check Settings and Add Notification screen, you’ll see the settings you defined for the test, plus an assessment URL you can use to distribute the test via email or other method of communication.
3. Click Publish again to confirm.

On the Assessments screen, a copy of the test appears under Published Assessments; the original remains under Unpublished Assessments.

Once the test published, your test’s availability depends on how you’ve defined certain settings:

- The test will be available only during the time frame you specified in the Delivery Dates setting. If you leave the Delivery Dates fields blank, your test will be available forever or until you retract it.
- In the Assessment Released To setting, if you selected Anonymous Users, then anyone who has the test URL can take the test without logging in to Oncourse. If you selected your Site or Selected Groups, then only site members or members of the selected group(s) will be able to take the test (either via the assessment URL if it has been provided to them, or from within the site).
- If you created a secondary username and password in the High Security setting, users will need to provide that username and password to gain access to the test.
Tests & Surveys: Viewing Test Results and Grading a Test

After students have submitted an assessment, instructors can review and grade their work.

Viewing participant scores and answers to individual questions

You can view information about your students’ assessment submissions, as well as information about individual questions, by accessing Scores for a test or survey. This option is not available unless there are student submissions.

1. On the Assessments screen, under Published Assessments, find the pertinent test, and next to its title, **Click Scores in the drop-down Action menu.**

   *Note: You can grade submitted assessments at any time. Clicking on Scores will not retract the test for other users.*

   The Total Scores screen will open, displaying a table with the following information for each participant (See Figure 1):
   - Name (does not appear when the assessment is set to Anonymous grading)
   - User ID (does not appear when the assessment is set to Anonymous grading)
   - Submission ID (only appears when the assessment is set to Anonymous grading)
   - Role
   - Submit Date (the date the participant submitted the assessment)
   - Time (only appears on timed assessments)
   - Score
   - Adjustment (a field for you to enter an adjustment that will be added to the Score)
   - Final Score (the participant’s final score, calculated by adding the Score and Adjustment values)
   - Comment for Student (a text box in which you can type comments that appear when participants view their submitted tests)

   ![Figure 1](image)

   By default, the information on the Total Scores screen is sorted alphabetically by participant name.

2. To sort the information using another column, **Click the title of the column.**

   For example:
   - Click Role to sort the information by participant role.

3. To see the test questions and your students’ answers to each question, near the top of the screen, **Click Questions.** See Figure 2.

   You will see the screen displaying the parts with their questions, the correct answers, and all students’ answers.

   ![Figure 2](image)

4. To navigate through the questions, **Click the Question #** (Q1, Q2, Q3, etc.) near the top of the screen. This allows you to quickly compare how all students answered each question.

5. To view statistics about the test, **Click Statistics.**

   You see information about the total number of submissions, the highest possible score, and statistical information (such as the mean, median, mode, and range of the scores). See Figure 3.
On the Statistics screen, beneath the cumulative information, under the Questions heading, each question is listed with a histogram showing the number of students who selected a particular response. See Figure 4.

Note: If there are multiple parts in a test you will see only questions in the first Part. To view questions in any other parts, use the Parts drop-down menu, which appears below the Questions heading.

Figure 3

If the test has multiple parts, use the Part drop-down to navigate to the different parts.

Part 1, Question 1 (Single Correct)
When building a Select query, the datasheet view...

- runs the query.
- shows the information the query will generate in a table format.
- creates a sub-form.

Part 1, Question 2 (Multiple Correct, Multiple Selection)
An append query is appropriate in which of the following circumstances? (2 correct answers, must mark both for full credit)

- I want to add records to a table that has a many-to-one relationship with another table's key field.
- I want to change the records for a number of customers to reflect changes to their billing addresses.
Grading Only Ungraded Questions

Questions that have preset answers, such as multiple-choice, are automatically graded. Other question types, such as Short Answer/Essay or File Upload, require manual grading by the instructor. There are three ways to view and score answers which require manual grading. The first method of grading allows you to view only items that are ungraded.

1. On the Assessments screen, under Published Assessments in the Action menu for the test you wish to grade, Click Scores.
   
   You will see a list of all student submissions on the Total Scores screen. See Figure 5.

![Figure 5](image)

2. To view and grade all questions that require manual grading, Click Ungraded.
   
   You see a screen displaying the first question that is not graded.

3. In the Score field, Enter the points earned by each student.
   
   Enter feedback in the Comment for Student field, if desired. See Figure 6.

![Figure 6](image)
5. Once you have graded all the student responses, to advance to the next question with ungraded items, **Click Update and Go to Next Ungraded.**

6. When all ungraded items have been graded, **Click Update.**
   The Ungraded page is displayed with a message that states: “There are no ungraded items to display.”

### Grading by Question

Another method is grading a test item by item. Using this method, you see one question at a time with the responses from all students. Unlike the previous method, both graded and ungraded items are displayed.

1. To view the questions, **Click Questions.**
   You see the first question, showing the question and answers (if the item is automatically graded) at the top of the page. Below the question you see each student’s response.

2. If necessary, in the score field, **Enter the number of points the student earned.**
   *Note: Items that were automatically graded, such as multiple choice will already have points in the score field. These scores can be overridden.*

3. If desired, in the Comment for Student field, **Enter comments for the student.**

4. **Repeat steps 2 and 3 for each student.**

5. To save any changes for the current question, **Click Update.**
   *Note: If you navigate to another question before clicking Update, any changes will not be saved.*

6. To navigate through the questions, **Click the Question #** (Q1, Q2, Q3, etc.) near the top of the screen. See Figure 2.

7. **Repeat steps 2 through 6,** until you have graded all items.

### Grading by Student

The third method of grading responses is to view every answer given by an individual student. When viewing this way you see all the questions and answers for a student, including both graded and ungraded items.

1. **Click Total Scores.** See Figure 5.

2. **Click the name of the student.**
   *Note: If the test uses anonymous grading, click the student id.*
   You will see the student’s answers for the entire test. For each question, you will see a point value field next to the number of the question. To the right of this field, you will see the total value for the question.

3. **Enter the value** in the relevant point value field.

4. Below the student’s answer, in the Comments field, **Enter your feedback.**

5. When you have graded every question, **Click Update.**
   You are returned to the Total Scores screen.

### Adjusting automatically generated scores

You can adjust the score of any student on any assessment, by adding or subtracting points as described below. When a student does not take an assessment, this is the only way to assign that student a score. You cannot edit assessment scores directly in Gradebook.

1. On the Assessments screen, under Published Assessments in the Action menu for the test you wish to grade, **Click Scores.**
   You will see a list of students' scores. See Figure 5.

2. In the Adjustment column, **Type a positive or negative value for each student whose grade you want to adjust.**
   *Note: You will see 0.0 in the Adjustment column for every student who did complete the assessment, but you should ignore these; the tool will only update the values that you enter manually.*

3. **Click Update.**

### Entering Comments for Students

Along with comments you enter for individual questions, you can also enter general comments that will appear when participants view their submitted tests. If the assessment is set up to send grades to the Gradebook, comments entered on the Total Scores page also appear in the Gradebook.

1. On the Assessments screen, under Published Assessments in the Action menu for the test you wish to grade, **Click Scores.**
   You will see a list of students' scores. See Figure 5.

2. In the Comments for Student field, **Enter your comments.**

3. **Click Update.**
Tests & Surveys: Editing a Published Test

Instructors can edit some elements of a published test.

Editing settings in a published test

To edit settings in a published test,

1. From the menubar on the left, **Click Test & Surveys**.
2. On the Assessment screen, under Published Assessments, from the Action menu, **Click Settings**. See Figure 1. You will see the Settings screen.

3. Depending on what you want to change, **Click the triangular icons to expand the appropriate sections**. See Figure 2. *Note: For the published copy, you can make changes to all the settings except "Assessment Released To".*

4. **Make changes as needed** in any or all of those sections.
5. To save the changes, **Click Save Settings**.

You will see your test on the Assessments screen.

*Note: If you are editing the test after students have submitted it, you will have the option to re-deliver the test, or to re-grade the students’ existing submissions, applying the edited settings.*
Editing questions

After a test has been published, you may edit questions, with the following restrictions:

- You cannot add or delete questions.
- You cannot change a question type, or the order of questions or parts in the test.

To change the questions in a published test, you must retract the test, make your changes, and then republish the test.

1. On the Assessment screen, under Published Assessments, from the Action menu, **Click Edit**.
   You will see the Edit Published Assessment Confirmation screen. See Figure 3.

   ![Figure 3](image)

2. To continue, **Click Edit**.
   You will see the Questions screen. See Figure 4.
   *Note: If the only change to be made is the point value for a question, you only need to type in the new point value in the box next to the question and then click Update Points.*

   ![Figure 4](image)

3. To edit questions, to the far right of the screen, next to the question you wish to change, **Click Edit**.
   *Note: The steps on the Edit Question screen resemble steps from Tests & Surveys: Adding Questions.*

4. When you are finished editing, **Click Save**.
5. After making all desired changes, **Click Republish**.
   You will see the Check Settings and Add Notification screen. See Figure 5.
   *Note: If students have begun or already submitted assessments, you also have the option to “Regrade and Republish.”*

   ![Figure 5](image)

6. To proceed, **Click Republish**.
Tests & Surveys: Retracting and Removing a Test

Instructors can retract or remove a published test as well as remove an unpublished test or its part(s).

Retracting a published test

Once a test is published, you can retract it from student access. Retracting a test makes it unavailable to students, but saves any tests that have been submitted.

1. Under Published Assessments, in the Action menu, next to the test you wish to retract, Click Settings.
2. On the Settings screen, to expand the Delivery Dates settings, Click Delivery Dates.
   You can either retract your test immediately or specify the test be retracted at a specific date and time. See Figure 1.

3. If you wish to retract the test at a specified date and time, Follow the steps below:
   a. To the right of the Retract Date text box, Click the Calendar icon.
      A new window appears.
   b. To select the date for the retraction, Click the desire date.
   c. To set the time, Enter the time.
   d. Click Save Settings at the bottom of the screen.
4. If you wish to retract the test immediately, Follow the steps below:
   a. Click Retract Now.
      This will take you to the Retract Now Confirmation page.
   b. To confirm the retraction, Click Retract.

When you retract a test, it remains under Published Assessments, but moves from the Open (available for submissions) section to the Closed (unavailable for submissions) section.

To return a retracted test to Open status, follow the above steps, but delete the date and time from the Retract Date text box.

Removing a published test

Removing a published test deletes all student submissions and grades. It does not, however, delete it from the list of Unpublished Assessments.

1. Under Published Assessments, in the Action menu, next to the title of the test, Click Remove.
2. Click the checkbox to confirm the deletion of the test and all of its associated submissions and grades.
3. Click Remove.

Removing an unpublished test

If you wish to remove a test from the list of Unpublished Assessments, the steps are similar to removing a published test.

1. Under Unpublished Assessments, in the Action menu, next to the title of the test, Click Remove.
2. Click Remove again to confirm the removal.
   Note: Removing a test from Unpublished Assessments does not automatically delete it from the list of Published Assessments.

Removing a part

You can also remove a part of a test without deleting the entire test.

Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then follow steps 2-4 below.

1. Under Unpublished Assessments, in the Action menu, next to the test title of the test, Click Edit.
2. Next to the part’s name, Click Remove.
3. On the subsequent confirmation screen, Choose between the following:
   • Remove part and all questions
   • Remove part only and move question(s) to (use the accompanying drop-down list to choose another part)
4. Click Remove.
Tests & Surveys: Exporting a Test

Instructors can export a test that has been previously created in Tests & Surveys.

Exporting a test

In some circumstances (for instance, to share a specific test among colleagues in the same department), it is useful to export a test from Tests & Surveys.

1. On the Assessments page, under Unpublished Assessments, Click Export in the drop-down Action menu. You will see the Export Assessment screen. See Figure 1.

<table>
<thead>
<tr>
<th>Export Assessment - Access Midterm 2 Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the type of export you would like to do. IMS QTI-compliant XML or IMS Content Packaging, and click Export. For QTI, an XML file will appear in a new window. Choose File &gt; Save... in your browser to save this file to your desktop.</td>
</tr>
<tr>
<td>Choose export type: ⭕ QTI v 1.2 ⭕ Content Packaging</td>
</tr>
<tr>
<td>If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.</td>
</tr>
<tr>
<td>Export</td>
</tr>
</tbody>
</table>

2. Next to Choose export type, Click the appropriate radio button.

   Note: If your assessment contains images and attachments, choose Content Packaging. This option creates a .zip file that includes all attachments. If your assessment only has text, you can use the QTI option to create an .xml export. Both formats import easily into other courses.

3. Click Export.
4. If prompted to open or save the file, Click Save.
5. Save the file in a convenient location.
Tests & Surveys, Creating, Editing & Removing Assessment Types

Instructors may wish to create a personalized Assessment Type with changed default settings, e.g. security or feedback.

Creating an Assessment Type

An Assessment Type is a pre-selected profile of settings, associated with tests and surveys, but containing no questions. The Tests & Surveys tool has two predefined (default) Assessment Types available via the Choose Assessment Type drop-down list. Sometimes you may find it helpful to create personalized Assessment Types, changing the default features and/or feature settings. Personalized Assessment Types are not sharable.

1. In the menubar on the left in a relevant course or project site, **Click Tests & Surveys**.
2. On the Assessments screen, **Click Assessment Types**.
3. Under New Assessment Type, in the Title field, **Type a title for your new Assessment Type**. See Figure 1.

4. **Click Create**.

   On the Edit Assessment Type screen, you see a list of features and default values that can be changed for this new, personalized Assessment Type. See Figure 2.

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**Figure 1**

```
Assessment Types
Create or edit an Assessment Type to be used when creating assessments. The Assessment Types feature comprises a set of default values and a sub-selection of the assessment settings.

New Assessment Type
Create a new assessment type.
Title [MidTerm Test] Create

Saved Assessment Types

<table>
<thead>
<tr>
<th>Title</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td>04/26/2011</td>
</tr>
<tr>
<td>Test</td>
<td>04/26/2011</td>
</tr>
</tbody>
</table>

Figure 1
```

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**Figure 2**

```
Edit Assessment Type: MidTerm Test
Use the checkboxes below to select those features which can be viewed/edited by the instructor in Assessment Settings. Some of these features also have default values which can be set.

Open | Close All Menus
• Assessment Type Information
• Assessment Introduction
• Assessment Released to:
• High Security
• Timed Assessment
• Assessment Organization
• Mark for Review
• Submissions
• Submission Message
• Feedback
• Grading
• Graphics
• Metadata

Save  Cancel

Figure 2
```
5. To reveal the options for a setting, **Click the name of the setting.**
   *Note: To collapse the options for a setting, Click the name of the setting.*

6. **Change the settings and options that you want to edit.**
   *Note: For information on the settings and options available, see Tests & Surveys: Settings Overview.

7. To save your settings, **Click Save.**
   On the Assessment Types screen, you see your new Assessment Type listed under Saved Assessment Types. See Figure 3.

---

**Editing Assessment Types**

To edit one of the Assessment Types you have created:

1. In the Tests & Surveys menubar, **Click Assessment Types.**
2. On the Assessment Types screen, under Saved Assessment Types, **Click the title of the Assessment Type.**
   *Note: The two default Assessment Types (Survey, Test) cannot be edited.*

3. **Make changes to the settings as needed.**
4. To save the changed settings, **Click Save.**
   *Note: For information on the settings and options available, see Tests & Surveys: Settings Overview.

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**Removing Assessment Types**

To remove one of the Assessment Types you have created:

1. In the Tests & Surveys menubar, **Click Assessment Types.**
2. Under Saved Assessment Types, beneath the Assessment Type to be removed, **Click Remove.** See Figure 3.
   *Note: The two default Assessment Types (Survey, Test) cannot be removed.*

3. On the Remove Assessment Type Confirmation screen, **Click Remove** to confirm. See Figure 4.

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You see the Assessment Types screen and the title of the assessment type you removed is no longer displayed in the list.
Tests & Surveys: Question Types

Instructors can choose from several types of questions when building an assessment.

Overview of Question Types

Creating questions is only one of the steps involved in creating a test or survey. To begin adding questions to a new test, choose the type of question you want to add from the Add Question drop-down menu list.

You have a great deal of flexibility in creating content for tests. You can use each question type listed below interchangeably and in any combination within an assessment.

Following is an overview of the question types available:

- **Multiple Choice**: Presents users with a question followed by a list of possible answers. You can choose to have either one or several correct answers.
- **Survey**: Designed for collecting survey data; presents users with a question or statement to which they respond using the rating scale of your choice:
  - **Dichotomous**: Choose from Yes, No or Disagree, Agree.
  - **Likert scales**: Choose from semantic or numeric differentials (e.g., Strongly disagree-Strongly agree, 1-5)
- **Short Answer/Essay**: Presents users with a question followed by a text box in which they enter their answer.
- **Fill in the Blank**: Presents users with in a statement in which they enter the answer(s); each answer is compared to a list of allowed answers.
- **Numeric Response**: Presents users with one or more text boxes in a statement or formula in which they enter a numeric answer; each answer is compared to a list of allowed answers.
- **Matching**: Presents users with a series of choices and possible matches.
- **True/False**: Presents users with a statement that they must identify as being either true or false.
- **Audio Recording**: Requires the user to submit an audio response.
- **File Upload**: Presents a question or assignment that requires the user to upload a file.
- **Copy from Question Pool**: Allows you to import questions from an existing question pool.

*Note: For information about question pools, see Tests & Surveys: Using Question Pools.*

You can set an answer point value for each question. Survey questions are automatically worth 0 (zero) points, but you can choose to assign points to a survey question. Each of the above may be scored automatically, except for the short answer/essay, audio recording, and file upload questions. Below are detailed instructions for creating each question type.

**Multiple Choice**

Follow the steps below to create a multiple choice question.

1. In the Questions screen, from the Add Question: drop-down menu, **Select Multiple Choice**. This takes you to the editing screen.
2. In the Answer Point Value field, **Enter the point value** you want to assign to this question. *Note: Enter 0 (zero) for an ungraded question.*
3. In the Answer section, **Choose between the following**:
   - **Single correct** (the default).
     - You may specify further by **choosing one of two sub-options**:
       - **Enable Negative Marking** - allows you to mark off additional points for incorrect answers. You may then enter the number of points to be subtracted for an incorrect response.
       - **Enable Partial Credit** - allows you to apply a percentage of the total points for certain answers. Once chosen, a field appears under the heading % Value next to each possible answer. The correct answer will automatically be given 100% credit; enter a lower value for any other answers that are partially correct.

*Note: If you choose Negative Marking or Partial Credit and then change your mind, click the Reset to Default Grading Logic link to clear your choice.*

- **Multiple Correct, Single Selection** - gives you the option of marking several answers as correct, but the users only have to identify one of them.
- **Multiple Correct, Multiple Selection** - gives you the option of marking several answers as correct, but for full credit, users must choose all answers marked as correct. Each correct answer will be worth a fraction of the point value for the question, which is calculated by the total number of correct answers.

4. In the Question Text field, **Click Show/Hide Rich-Text Editor** if desired.
   *Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.*
5. **Enter the text** for the question.
6. To add an attachment, **Click Add Attachments and select a file or enter a URL.**
   In the case of a single correct answer, you’ll see four text boxes for possible answers.

7. **Enter potential answers in the text boxes.**
8. If using the Single correct option, to indicate which answer is the correct one, **Click the radio button next to it.**
   *Note: If selection-level (answer) feedback is enabled an extra Feedback (optional) field appears below every potential answer.*

9. If using one of the Multiple Correct options, **Check the boxes beside the correct responses.**
10. To present fewer possible answers, **Click Remove beneath the boxes you want to remove.**
11. To present more possibilities, **Click Insert Additional Answers drop-down menu** to select the number of possibilities you want to add.
12. Under Randomize Answers, **Choose if you want the possible answers to appear in a random order.**
   *If you choose no, they will appear in the order you see in the question editing screen (the default).*

13. **Under Require Rationale**, **Choose if you want to require users to explain their answer.**
14. From the Assign to Part drop-down menu, **Choose a part (i.e., section) to which you want to assign this question.**
   Leave this as the default value if you haven’t created any additional parts.
15. To assign this question to a pool, from the “Assign to question pool” drop-down menu, **Select the desired pool name.**
   *Note: To do this, you must have created at least one question pool. For information about question pools, see Tests & Surveys: Managing Question Pools.*

16. If question-level feedback is turned on, **Type feedback for correct and/or incorrect answers if desired.**
   *Note: Use the test’s feedback settings to determine if and when students see these messages. For more information, see Feedback Settings in Tests & Surveys: Settings Overview.*

17. When you’re finished, **Click Save** to return to the Questions screen.
Your new question has been added to the test.

**Survey**

The process for creating a survey question is similar to that used to create a multiple choice question, except for the following differences:

- The **Answer Point Value field default is 0 (zero).** This value can only be changed from the Edit Assessment screen.
- For the text of possible answers, you must choose from a predefined set of scales commonly used for survey reporting. To select the scale you want to use, choose from the following:
  - Yes, No
  - Disagree, Agree
  - Disagree, Undecided, Agree
  - Below Average -> Above Average
  - Strongly Disagree -> Strongly Agree
  - Unacceptable -> Excellent
  - 1 -> 5
  - 1 -> 10
- You do not have the option to randomize answers or require a rationale.

**Short Answer/Essay**

Follow the steps below to create a short answer/essay question.

1. In the Questions screen, from the Add Question drop-down menu, **Select Short Answer/Essay.**
2. In the Answer Point Value field, **Enter the point value** you want to assign to this question.
   *Note: Enter 0 (zero) for an ungraded question.*
3. In the Question Text field, **Click Show/Hide Rich-Text Editor if desired.**
   *Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.*
4. **Enter the text** for the question.
5. To add an attachment, **Click Add Attachments and browse to a filename or enter a URL.**
6. From the Assign to Part drop-down menu, **Choose the part** to which you want to assign this question.
   Leave this as the default value if you haven’t created any parts.
7. To save this question to a pool, from the “Assign to question pool” drop-down menu, **Select the desired pool name.**
8. In the Model Short Answer section, **Type a model short answer.**
9. If question-level feedback is being used, in the Feedback (optional) text field, **Enter Feedback if desired.**
10. When you’re finished, **Click Save** to return to the Questions screen.
Fill in the Blank

Follow the steps below to create a fill in the blank question.

1. In the Questions screen, from the Add Question drop-down menu, Select Fill in the Blank.
2. In the Answer Point Value field, Enter the point value you want to assign to this question. 
   Note: Enter 0 (zero) for an ungraded question.
   The total points you assign will be divided among all the blanks in the question. For example, take the following question:
   Polonius advises Laertes: Neither a {borrower} nor a {lender} be.
   If you assign 10 points to this question, students will get 5 points each for filling in borrower and lender.
3. In the Question Text field, Click Show/Hide Rich-Text Editor if desired. 
   Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.
4. Enter the text for the question.
5. Place curly braces around words requiring a blank.
   For example:
   In Unix, to find the current directory path, type {pwd} at the prompt.
   Other options for building a Fill in the Blank question include:
   • Wildcards: Use an asterisk to represent one or more characters in a response. For example:
     An adverb, like {*ly}, modifies a verb.
   • Either|Or: If two or more specific answers could belong in a blank, use a pipe to separate them.
     For example:
     {red|yellow|blue} is the primary color I like best.
     Note: The pipe symbol can be generated on most keyboards by typing shift + backslash.
6. Check Case sensitive if case matters in the response.
7. Check Mutually exclusive if your question has two or more blanks with identical answer choices, but the student must answer each one differently.
   For example:
   When you toss a coin, it lands on {heads|tails} or {heads|tails}.
   If the answers are mutually exclusive, the student must type heads in one blank and tails in the other to answer the question correctly. If the answers were not mutually exclusive, then typing heads in both blanks would be graded as correct.
   You can use the mutually exclusive option even when it only applies to some of the blanks in a question. Use the exact same text as options for all blanks to be grouped together. For example:
   We mixed {red|blue} and {red|blue} dye together to make {purple}.
   If you select the mutually exclusive option for the above question, it will automatically apply the mutually exclusive option to the first two blanks, but not to the third.
8. To add an attachment, Click Add Attachments and browse to a filename or enter a URL.
9. If your test has more than one part, Click the Assign to Part drop-down menu to assign the question to a specific part.
10. To save the question in a question pool for later use, from the “Assign to question pool” drop-down menu, Select the desired pool name.
11. If question-level feedback is turned on, Type feedback for correct and/or incorrect answers if desired.
12. When you’re finished, Click Save to return to the Questions screen.

Numeric Response

Numeric Response is similar to Fill in the Blank, but only accepts Arabic numerals (e.g., 1, 23, 88).

1. In the Questions screen, from the Add Question: drop-down menu, Select Numeric Response.
2. In the Answer Point Value field, Enter the point value you want to assign to this question. 
   Note: Enter 0 (zero) for an ungraded question.
3. In the Question Text field, Click Show/Hide Rich-Text Editor if desired. 
   Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.
4. Enter the text for the question.
   a. Place curly braces around numeric characters requiring a blank.
      For example:
      \[4*4=\{16\}\]
   b. Insert a pipe between range limit values.
For example:
The tree’s age is \{121|145\} years.
Every value between 121 and 145 will be a valid response.

Note: Only numeric characters can appear between curly braces.

5. To add an attachment, **Click Add Attachments and browse to a filename or enter a URL.**
6. From the Assign to Part drop-down menu, **Choose the part** to which you want to assign this question.
   Leave this as the default value if you haven’t created any parts.
7. To assign this question to a pool, from the “Assign to question pool” drop-down menu, **Select the desired pool name.**
8. If question-level feedback is turned on, **Type feedback for correct and/or incorrect answers if desired.**
9. **Click Save** to return to the Questions screen.

**Matching**

Follow the steps below to create a matching question.

1. In the Questions screen, from the Add Question: drop-down menu, **Select Matching.**
2. In the Answer Point Value field, **Enter the point value** you want to assign to this question.
   **Note:** Enter 0 (zero) for an ungraded question.
3. In the Question Text field, **Click Show/Hide Rich-Text Editor** if desired.
   **Note:** Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.
4. **Enter the instructions** for the question.
5. To add an attachment, **Click Add Attachments and browse to a filename or enter a URL.**
6. In the Choice and Match fields, create a correct pair, then **Click Save Pairing** to save it.
   The pairings appear above the Choice fields. There is a limit of 26 total pairs.
   **Note:** In the test, choices will be presented in the order in which you author them; there is no way to change the order.
   - Use the **Add Distractor** option to add a match which does not link to a choice (i.e., an answer that will not be used by students who answer correctly).
   - Use the **Select Existing Match** option to link a new choice to an existing match.
     **Note:** This option will only be available if you have created at least one pair.
   **Note:** If you have selection level (answer) feedback enabled, you have the option to added feedback for correct or incorrect matches.
7. **Click Edit or Remove** beside pairs you’ve created to modify or delete them.
   For choices that use existing matches, you must edit the wording of the match in the original version.
8. From the Assign to Part drop-down menu, **Choose the part** to which you want to assign this question.
   Leave this as the default value if you haven’t created any parts.
9. To assign this question to a pool, from the “Assign to question pool” drop-down menu, **Select the desired pool name.**
10. If question-level feedback is turned on, **Type feedback for correct and/or incorrect answers if desired.**
11. **Click Save** to return to the Questions screen.

**True/False**

Follow the steps below to create a true/false question.

1. In the Questions screen, from the Add Question: drop-down menu, **Select True False.**
2. In the Answer Point Value field, **Enter the point value** you want to assign to this question.
   **Note:** Enter 0 (zero) for an ungraded question.
3. In the Negative Point Value field, **Enter the number of points** (if any) you wish to be subtracted from the test score if the answer is incorrect.
4. In the Question Text field, **Click Show/Hide Rich-Text Editor** if desired.
   **Note:** Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.
5. **Enter the text** for the question.
6. To add an attachment, **Click Add Attachments and browse to a filename or enter a URL.**
7. In the Answer field, **Select either True or False.**
8. Under Required Rationale, **Choose if you want to require an explanation.**
9. From the Assign to Part drop-down menu, **Choose the part** to which you want to assign this question.
   Leave this as the default if you haven’t created any parts.
10. To assign this question to a pool, from the “Assign to question pool” drop-down menu, **Select the desired pool name.**
11. If question-level feedback is turned on, **Type feedback for correct and/or incorrect answers if desired.**
12. When you’re finished, **Click Save** to return to the Questions screen.
Audio Recording

Follow the steps below to create a question that requires the user to record an audio answer.

1. In the Questions screen, from the Add Question: drop-down menu, Select Audio Recording.
2. In the Answer Point Value field, Enter the point value you want to assign to this question.
   *Note: Enter 0 (zero) for an ungraded question.*
3. In the Question Text field, Click Show/Hide Rich-Text Editor if desired.
   *Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.*
4. Enter the text for the question.
5. To add an attachment, Click Add Attachments and browse to a filename or enter a URL.
6. Under “Time allowed (seconds): Indicate how long student has to record answer”, Enter the number of seconds.
7. From the “Number of attempts: Indicate number of times students are allowed to re-record answer” drop-down menu, Select a number of times.
8. From the Assign to Part drop-down menu, Choose the part to which you want to assign this question. Leave this as the default if you haven’t created any parts.
9. To assign this question to a pool, from the “Assign to question pool” drop-down menu, Select the desired pool name.
10. If question-level feedback is being used, in the Feedback (optional) text field, Enter Feedback if desired.
11. Click Save to return to the Questions screen.

File Upload

Follow the steps below to create a file upload question, which requires the user to upload a file.

1. In the Questions screen, from the Add Question: drop-down menu, select File Upload.
2. In the Answer Point Value field, Enter the point value you want to assign to this question.
   *Note: Enter 0 (zero) for an ungraded question.*
3. In the Question Text field, Click Show/Hide Rich-Text Editor if desired.
   *Note: Once you have clicked to show the rich-text editor, do not hide the editor again. Doing so may insert unwanted characters that will have to be deleted manually.*
4. Enter the text for the question.
5. To add an attachment, Click Add Attachments and browse to a filename or enter a URL.
6. From the Assign to Part drop-down menu, Choose the part to which you want to assign this question. Leave this as the default if you haven’t created any parts.
7. To assign this question to a pool, from the “Assign to question pool” drop-down menu, Select the desired pool name.
8. If question-level feedback is being used, in the Feedback (optional) text field, Enter Feedback if desired.
9. When you’re finished, Click Save to return to the Questions screen.

You’ll see that your question has been added to the test, along with the Upload file icon.

For more information on how to add questions to an assessment, including using question pools, see Tests & Surveys: Adding Questions.
Tests & Surveys: Settings Overview

This overview provides a detailed explanation of the settings available for creating and editing tests and assessment types.

Settings available for creating and editing a test or survey

There are many settings that you can adjust for individual tests and surveys. These settings will impact when and how students are able to access the assessment, and what type of feedback they receive.

- **Assessment Type Information**: This will only appear if the test/survey is not based on one of the default assessment types (i.e., is neither a test nor a survey).
- **Assessment Introduction**: Specify the title and author(s) of the test, add an attachment to the test, and add a description of, or introduction to, the test. The test’s creator (i.e., the person who logged in and created it) is also listed, but you cannot modify this information.
- **Delivery Dates**: Specify when (date and time) a test will be made available, when it will be due, and when it will be retracted. To set the dates and times, click the calendar icon next to each field.
- **Assessment Released To**: Choose to release the test to anonymous users, restrict its availability to only site members, or restrict its availability to only selected groups.
  
  *Note: As soon as a test is published, its author will receive its URL. It is up to the author to distribute the URL to people taking the test who are not members of the site.*
- **High Security**: Specify that only certain IP addresses can access your test, or create a secondary username and password to use for accessing the test.
- **Timed Assessment**: You can make the test a timed test and specify the amount of time allowed. This option will cause the test to submit automatically when the time is up.
- **Assessment Organization**: Govern the appearance and behavior of your test. The following options are available:
  - **Navigation**: Choose from the following:
    - **Linear access**: Limits users to progressing forward through a test without access to the table of contents.
    - **Random access**: Allows users to move from question to question throughout the test using either the Previous and Next buttons, or the table of contents.
  - **Question Layout**: Choose to display each question on a separate web page, each part on a separate web page, or the complete test on one web page.
  - **Numbering**: Choose continuous numbering throughout all parts of the test, or choose to restart numbering with each part.
  - **Mark for Review**: Allows a student to bookmark questions she would like to review before submitting the test. The student can click on the Table of Contents link at the top of the screen to find a full list of questions and then click on Part name to see questions. The question mark symbol will appear next to any question the student has marked. This feature is optional and has no impact on student’s submission.
  - **Submissions**: Specify how many submissions you’ll allow, and use the Late Handling option to indicate whether or not you’ll accept submissions after the due date. If you choose to accept late submissions, such submissions will be flagged during grading.
  - **Submission Message**: Type a message or specify a URL to be delivered to the user upon submission.
  - **Feedback**:
    - **Feedback Authoring**: Choose from the following:
      - **Question-Level Feedback**: Allows feedback based on questions regardless of the answer.
      - **Selection-Level Feedback**: Allows feedback based on the answer given (i.e., different answers depending on which selection the student chooses).
      - **Both**: This allows you to use both types of feedback.
    - **Feedback Delivery**: Choose from the following:
      - **Immediate Feedback** (i.e., while taking the test – see note below).
        
        *Note: You should not use the Immediate Feedback setting in Tests & Surveys when assessing learning, as it may provide information students can use to correct their answers before submitting a test.*
      - **Feedback on submission** (best used with the Record the last score grading option).
      - **No Feedback will be displayed to the student**.
      - **Feedback will be displayed to the student on a specific date** (Click The Calendar Icon to specify the date).
      - **Only Release Students’ Assessment Scores** allows students to view their scores but no other type of feedback.
Alternatively, you can choose any combination of the following options to include in the feedback:

- **Student Response**
- **Correct Response**
- **Student’s Assessment Scores**
- **Student’s Question and Part Scores**
- **Question-Level Feedback**
- **Selection-Level Feedback**
- **Grader’s Comments**
- **Statistics and Histograms**

**Grading:** Specify whether grading is to be anonymous, if grades should be sent to the Gradebook or not, and how to process the scores if multiple submissions are allowed. If you select anonymous grading, graders won’t be able to see usernames associated with test submissions.

*Note: You can’t send grades from Tests & Surveys to a non-calculating gradebook (e.g. letter-grade).*

**Graphics:** Change the appearance of your test:

- Click the palette icon next to the Background Color field to open the color picker. From the drop-down list, select the palette you’d like to use (Web Safe Palette, Windows System Palette, or Grey Scale Palette), and then click the color you want to use for your test’s background color. The hexadecimal value representing your color will automatically populate the Background Color field.
- In the Background Image field, you can type the URL of an image file to be used as the background image.

**Metadata:** Specify keywords, objectives, and rubrics to facilitate searches for and categorization of your test. Additionally, you have the option to collect metadata for questions.

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**Settings available for creating and editing an Assessment Type**

Assessment Types are useful if you plan to make multiple assessments with the same settings. The following settings are available for creating an Assessment Type.

- **Assessment Type Information:** In the fields provided, set the title, author(s), and description/intro for your Assessment Type. To make this information appear in the settings for any tests that use this Assessment Type, check the box next to Can be viewed?.
- **Assessment Introduction:** Check these boxes to make it possible to edit the Author and Description fields when using this assessment type.
- **Assessment Released to:** Use these radio buttons to determine who can take a test that's based on this assessment type.
- **High Security:** Check these boxes to make it possible to set optional security restrictions on tests. If you leave these boxes unchecked, the High Security settings will be unavailable in tests created with this Assessment Type.
- **Timed Assessment:** If you check this box, you will have the option to make the test timed and to auto-submit answers if time runs out. If you leave this box unchecked, the Timed Assessment setting will be unavailable in tests created with this Assessment Type.
- **Assessment Organization:** These settings control the flow of the test as students take it. Use the radio buttons to choose the default values for these settings; use the checkboxes to allow changes. If you leave the checkboxes empty, then the default values will always take effect in tests created with this Assessment Type.
- **Mark for Review:** These settings allow students to bookmark questions they would like to review before submitting the test. Students can click on the Table of Contents link at the top of the screen to find a full list of questions and then click on a Part name to see questions. The question mark symbol will appear next to any question a student has marked. This feature is optional and has no impact on the student’s submission.
- **Submissions:** These settings control how many times students can take the test, and whether or not they can take the test after the due date. Use the radio buttons to choose the default values for these settings; use the checkboxes to allow changes. If you leave the checkboxes empty, then the default values will always take effect in tests created with this Assessment Type.
- **Submission Message:** The Submission Message and Final Page URL appear on the last page of the test, after the student has clicked Submit for Grading. Check these boxes to allow the insertion of custom messages and URLs here. If you leave the checkboxes empty, these options will be unavailable in tests created with this Assessment Type.
- **Feedback:** Under Feedback Authoring, you can choose Question-Level Feedback, Selection-Level Feedback, or Both. Under Feedback Delivery, you can choose if or when students will see feedback. Under Feedback Components Students Can See, you can choose what kinds of feedback they’ll see. You can also choose whether or not you’ll be able to change these settings.

*Note: You should not use the Immediate Feedback setting in Tests & Surveys when assessing learning, as it may provide information students can use to correct their answers before submitting a test.*
• **Grading:** The grading options control the following:
  • Whether graders can see student names or grading is anonymous
  • Whether or not test scores are sent to the Gradebook tool
  • How scores for multiple submissions are handled

Use the radio buttons to choose the default value for these settings; use the checkboxes to determine whether or not you can change them. If you leave the checkboxes empty, then the default values will always take effect in tests created with this Assessment Type.

• **Graphics:** Check this box to allow changes to the test’s background color or background image. If you leave this box unchecked, the Graphics options will be unavailable in tests created with this Assessment Type.

• **Metadata:** The Metadata settings are text fields for recording useful information about an assessment or a question. You can choose to make Metadata available for entire assessments and/or individual questions. If you leave these boxes unchecked, metadata can’t be recorded in tests created with this Assessment Type.