

Creating Tests in Assessments

A test is a series of questions an instructor presents to students. The purpose of the test can be to evaluate concepts, provide drill, or practice exercises. Student answers can be submitted for grading, and the results are recorded under each student entry in the grade center.

Step 1: Click on the **Test Manager** link in *Assessment* area of Control Panel.



Step 2: Click the **Add Test** icon.



Step 3: Type the **Name** of the Test and a **description**. When finished **click submit**

Name:

Enter the name of the Test This title should be as clear as possible

Description:

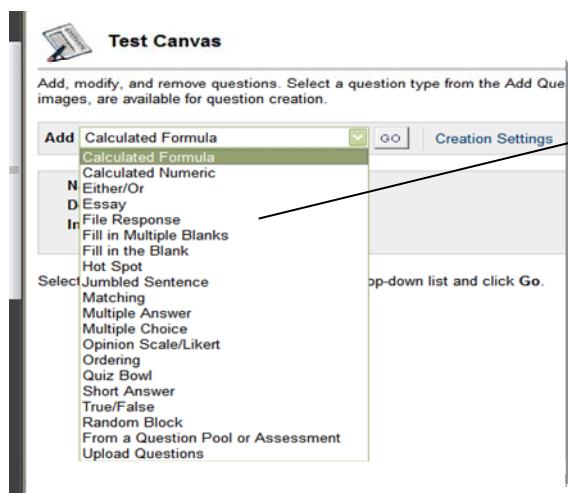
Enter the description of the test.
The students will see the description under the link to the quiz after you make the quiz available.

Step 4: Type in the **instructions**. When finished **click submit**

Instructions:

The instructions should be **concise and clear**. This is what the **student will see** when they take the test. Explain any timing requirements and consequences.

Step 5: Choose the **type of question** you want to add and **click go**



To learn more about the different types of questions, please see the tip sheet **Formatting Test Questions**.

Step 6 (steps 1 and 2 on the web page): Type the **Question** and make option choices:

Every type of question will have the same box for typing the question.

Select the **point value** for the question

Choose whether this question is for **extra credit**. The grade center will add points earned but will NOT penalize students who earn no points

Add an **image** if needed for the question

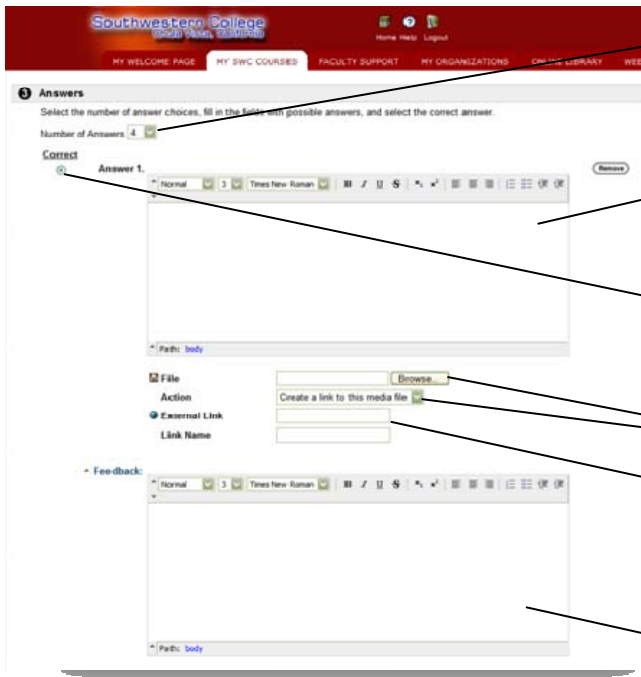
Add an **external link** if needed

Choose whether you want **vertical or horizontal** numbering

Check this box if you want to give **partial credit** for answers

Choose this box if you want to show answers to this question in a **random order** each time a student access it.

Step 7 (step 3 on the web site):



Select the number of possible answers the question may have. If the question is true/false, or short answer, this option will not apply.

Type your possible answers in the box. If it is a fill in the blank, you will be asked for possible correct answers.

Select the correct answer by clicking on the radio button beside the correct answer.

Choose whether an image is needed for the answer

Add an external link if needed for the answer

Enter the Feedback students will read for correct and incorrect answers.

Step 9: Click Submit

Step 10: To add more questions, choose the type of question and click the “Add Question Here” link [◀ Add Question Here](#) located to the right of the question number you wish to insert into. Follow Steps 6-10 for every question you want to add.

To make the Survey available for students see the Tip Sheet ***Making a Test Available for Students***