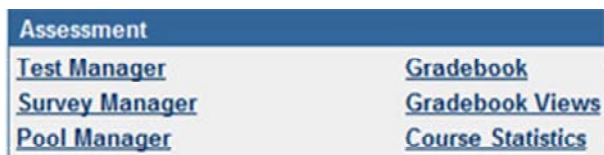


Creating a Test from a Pool

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 gradebook.

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

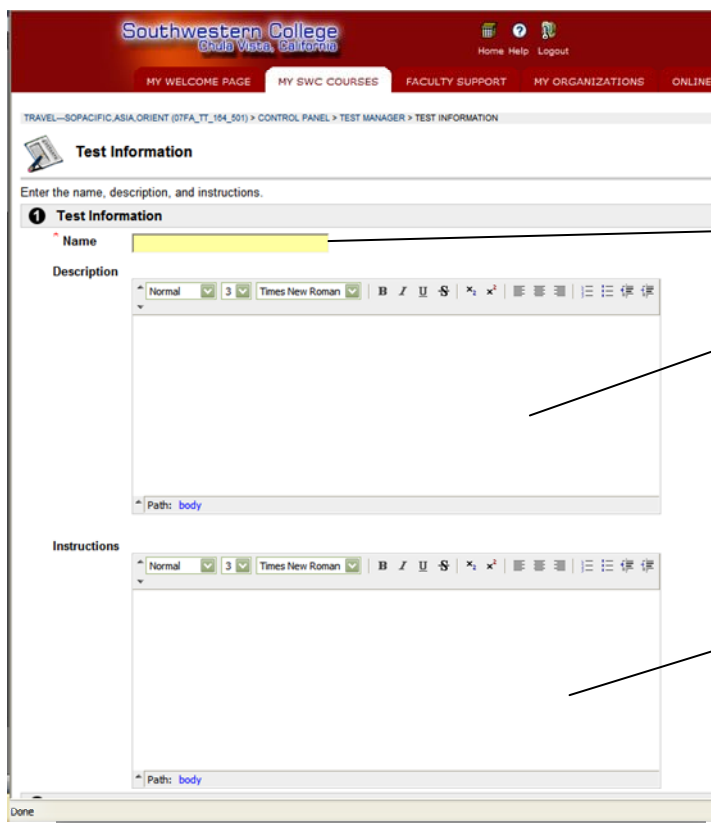


Step 2: Click the **Add Test** icon.



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

Submit

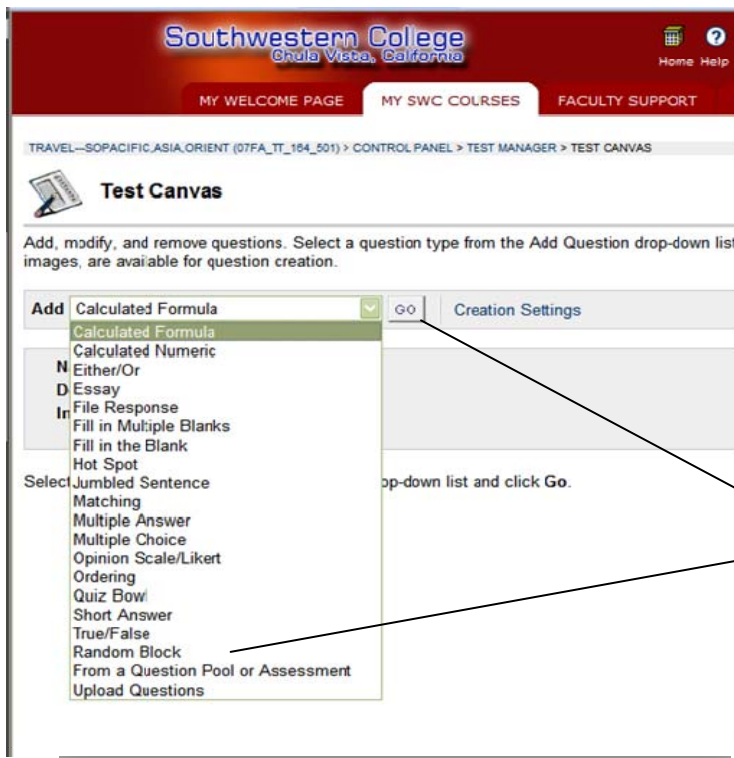
A screenshot of the 'Test Information' form in the SWC Online Learning Center. The form is titled 'Test Information' and has a sub-header 'Enter the name, description, and instructions.' Below this, there are three sections: 'Name', 'Description', and 'Instructions'. Each section has a text input field and a rich text editor toolbar. The 'Name' field is highlighted in yellow. The 'Description' and 'Instructions' fields are empty. The form is part of a larger page with a red header and navigation tabs.

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

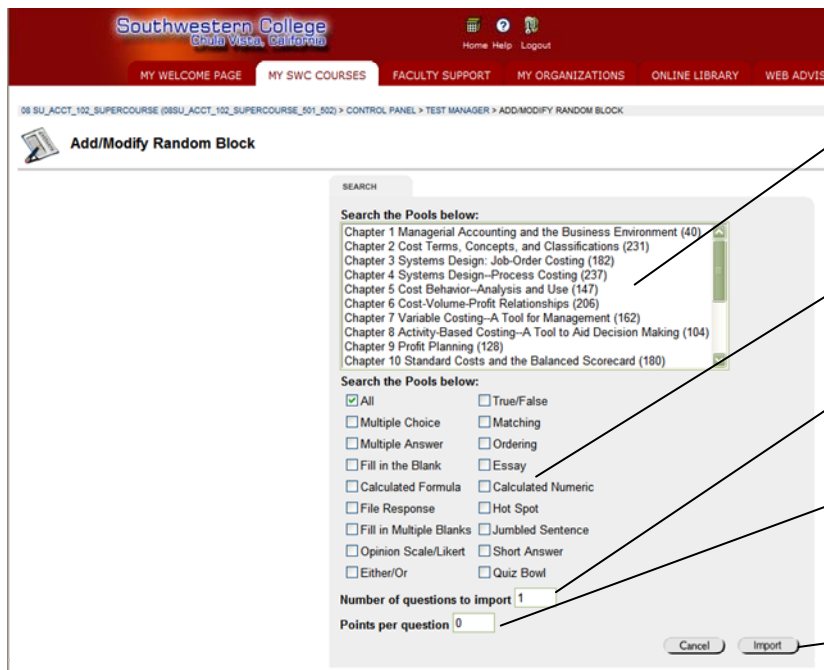
Enter the description of the test. The students will see the description under the link to the quiz after you make the quiz available.

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

Step 4: This is where you normally choose the question types for your assessment.



Step 5A: Random Block



Step 1: Choose Test/Pool

Step 2: Choose type of questions

Step 3: Enter number of questions to use

Step 4: Enter the point per question

Step 5: Click Import

Step 5B: From a Question Pool or Assessment

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08_SU_ACCT_102_SUPERCOURSE (08SU_ACCT_102_SUPERCOURSE_501_502) > CONTROL PANEL > TEST MANAGER > SEARCH POOLS AND ASSESSMENTS

Search Pools and Assessments

SEARCH ADVANCED

Search the Pools and assessments below:

--Tests--
 Appendix B : Multiple Choice Quiz
 Chapter 1: Multiple Choice Quiz
 Chapter 2: Multiple Choice Quiz
 Chapter 3: Multiple Choice Quiz
 Chapter 4: Multiple Choice Quiz
 Chapter 5: Multiple Choice Quiz
 Chapter 6: Multiple Choice Quiz
 Chapter 7: Multiple Choice Quiz
 Chapter 8: Multiple Choice Quiz

Question types

All True/False
 Multiple Choice Matching
 Multiple Answer Ordering
 Fill in the Blank Essay
 Calculated Numeric Calculated Formula
 File Response Hot Spot
 Fill in Multiple Blanks Jumbled Sentence
 Opinion Scale/Likert Short Answer
 Either/Or Quiz Bowl

Use the point values currently assigned to the questions
 Assign Point Value

Cancel Search

Step 1: Choose Test/Pool

Step 2: Choose type of questions or leave the default selection to ALL

Step 3: Use the current point value assigned to the questions or assign your own

Step 4: Click Search

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08_SU_ACCT_102_SUPERCOURSE (08SU_ACCT_102_SUPERCOURSE_501_502) > CONTROL PANEL > TEST MANAGER

Search Pools and Assessments

Select All Remove All Insert

Type	Question Text	Name	Type
<input type="checkbox"/> Multiple Choice	Which major activities do managers carry out?	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	In an organizational chart, what do the boxes represent?	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	In the United States, the manager of the accounting department is known as the:	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	Recent information suggests that management accounting is about helping managers pursue organizational goals, and that:	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	Since the early 1980's, companies have gone through several waves of improvement programs. All of the following represent improvement programs except:	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	The just-in-time (JIT) production facet of the lean thinking model would likely have the most profound effects on the operations of companies that maintain:	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	Which of the following is true of just-in-time (JIT) production systems?	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	Which of the following is a procedure inherent in the Theory of Constraints?	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	The process improvement method that relies on customer feedback and fact-based data gathering and analysis techniques to drive process improvement is known as:	Chapter 1: Multiple Choice Quiz	Test Preview
<input type="checkbox"/> Multiple Choice	The IMA's Standards of Ethical conduct for Practitioners of Management Accounting and Financial Accounting includes which of the following broad categories?	Chapter 1: Multiple Choice Quiz	Test Preview

Select the questions to add to the assessment. Click **Submit** to finish. Click **Cancel** to return to the previous page.

Cancel Submit

Step 5: **Checkmark the questions you want to use.

You can preview the question by clicking on the preview button to the right of the screen selections

Step 6: Click Submit

Step 7: Repeat steps 1 -6 for each pool/test and/or page.

****Instructors may select 20 questions at a time from a pool or another assessment to add to a test. If more the 20 questions are found during the search (multiple pages), instructors may only select and submit questions from one page at a time.**