

How to Facilitate an Exam

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Planning Committee & Presenter Declarations

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Learning Objectives

Participants will be able to...

- Create a Blackboard Test
- Describe the Question Types
- Explain the Test Settings



Tests / Quizzes

- Student completes online quiz or test
- Many question types can be auto-graded

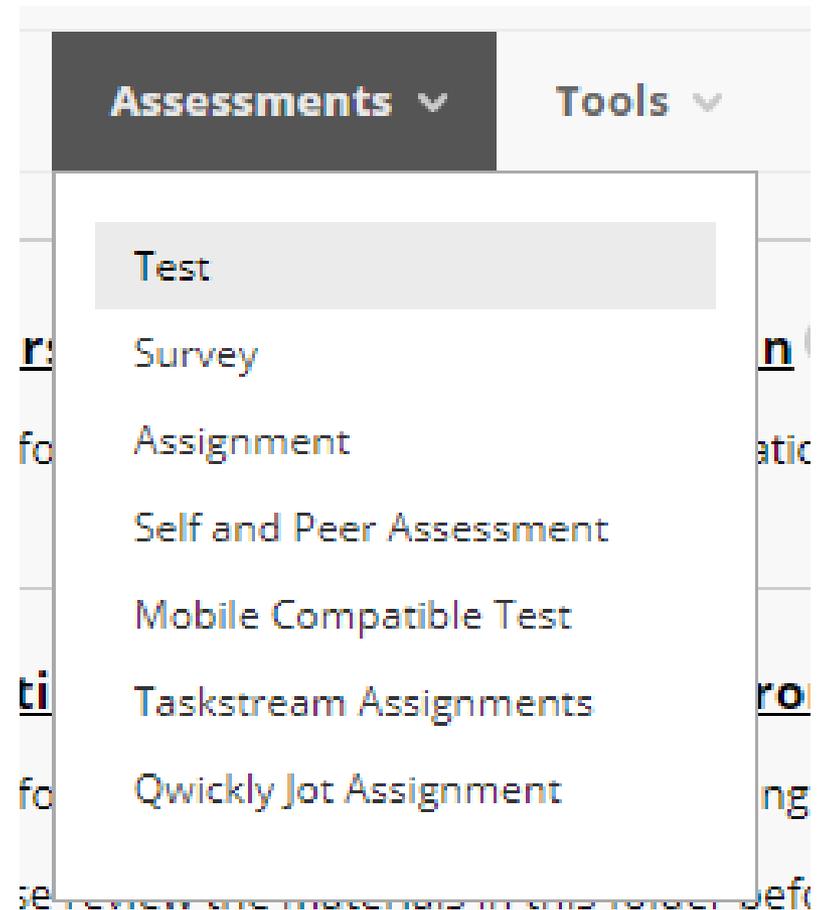


CREATE THE TEST



Adding a Test

- From within a content area in Blackboard
- Choose Assessments
- Choose Test



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Quiz - Module 2
Quiz - Learning and Motivation Readings
Quiz - Learning and Motivation Readings #2
Group Lesson Choices
Quiz - Motivation Readings
sample

Create a New Test
-or-
Add an Existing Test



* Indicates a required field.

TEST INFORMATION

* Name

Description

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and other formatting options.

Path: p Words:0

Instructions

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and other formatting options.

Path: p Words:0

*Click **Submit** to proceed.*

Cancel Submit

Test Name

Test Description
and Instructions

Display when
student clicks the
Begin button

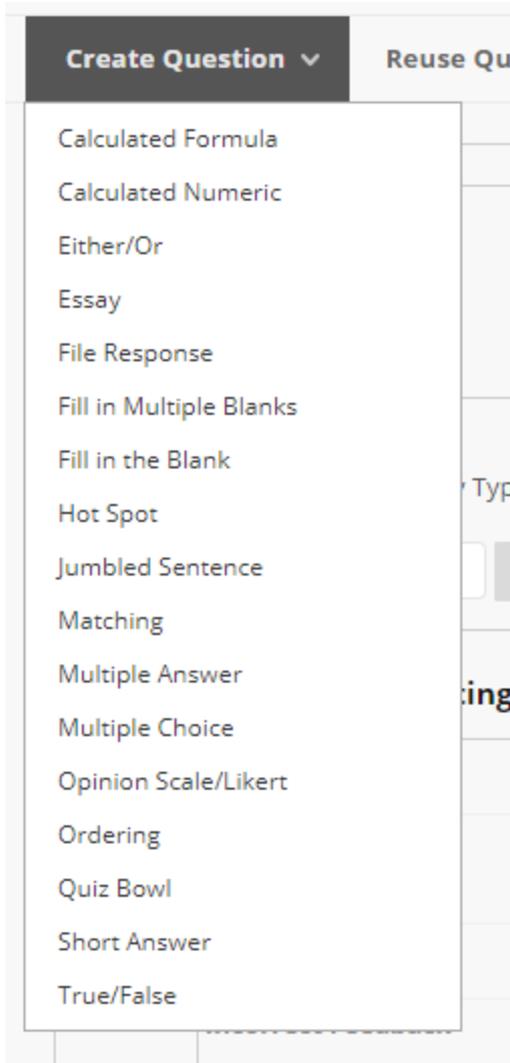


CREATE QUESTIONS



Question Types

- Many of these can be auto-graded



Multiple Choice Question

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

* Question Text

Rich text editor toolbar with options: Paragraph, Arial, 5 (18pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, Table, Table of Contents, Undo, Redo, Source, HTML, CSS.

Path: p Words:0

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers



Answer List

Number of Answers 4

Correct

- Answer 1. Remove
- Answer 2. Remove
- Answer 3. Remove
- Answer 4. Remove

The screenshot shows a user interface for managing an answer list. At the top, there is a 'Number of Answers' dropdown menu set to '4'. Below this, a 'Correct' radio button is selected. The main area contains four answer entries, each labeled 'Answer 1.' through 'Answer 4.'. Each entry consists of a rich text editor with a toolbar (including options for bold, italic, underline, text color, background color, and font size) and a text area. Below the text area, there are fields for 'Path: p' and 'Words:0'. To the right of each answer entry is a 'Remove' button. Red arrows are overlaid on the image: one points to the 'Number of Answers' dropdown, another points to the 'Correct' radio button, and a third points to the right side of the first answer editor's text area.



Feedback to Learner

FEEDBACK

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Path: p Words:0



Incorrect Response Feedback

Path: p Words:0



Every auto-graded question type will have option of adding feedback



Example Multiple Choice

QUESTION 2

If $5x + 32 = 4 - 2x$, what is the value of x ?

- 4
- 3
- 4
- 7
- 12



Similar to Multiple Choice

- Multiple Answer
- True False
- Either Or

QUESTION 1

True or False: The earth is the fourth planet from the sun.

- True
 False
-

QUESTION 4

Which two of the following numbers have a product that is between -1 and 0 ?

Indicate both of the numbers.

- -20
 -10
 2^{-4}
 3^{-2}



Essay and Short Answer

* Indicates a required field.

QUESTION

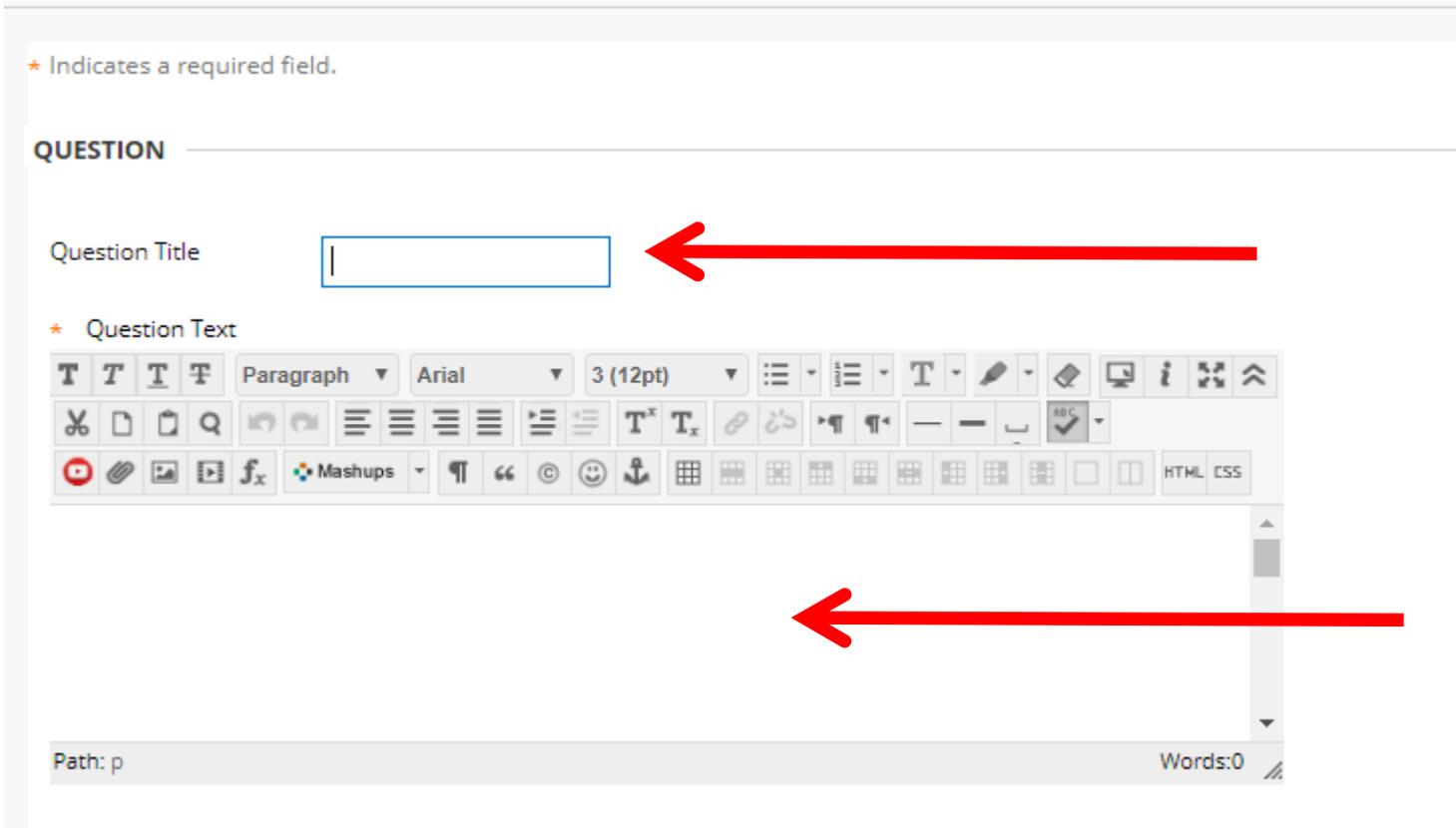
Question Title

* Question Text

Paragraph Arial 3 (12pt)

Rich text editor toolbar with various icons for text formatting, alignment, and insertion.

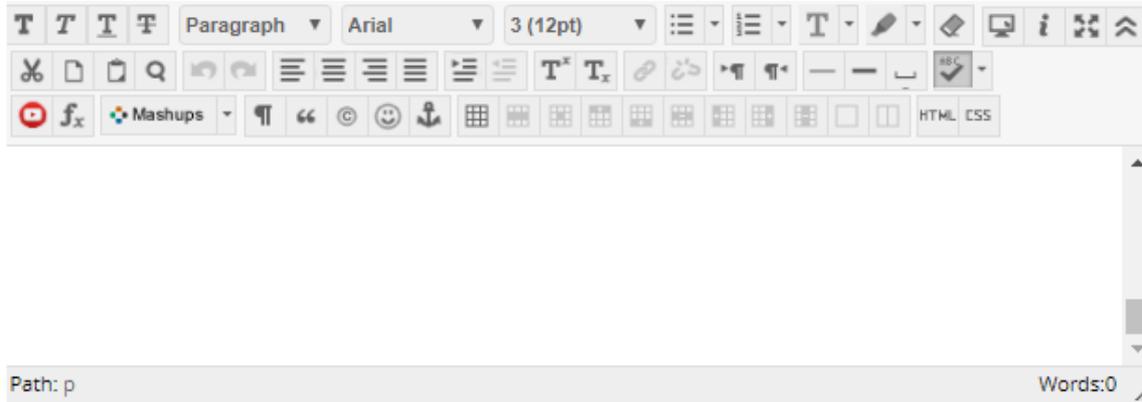
Path: p Words:0

The image shows a screenshot of a question editor interface. At the top, there is a note: "* Indicates a required field." Below this, the section is titled "QUESTION". There are two main input areas: "Question Title" and "Question Text". The "Question Title" field is a simple text box with a vertical cursor, and a red arrow points to it from the right. The "Question Text" field is a rich text editor with a complex toolbar containing icons for bold, italic, text color, background color, paragraph style, font face, font size, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo, and other text manipulation tools. A second red arrow points to the text area of the rich text editor from the right. At the bottom of the editor, there is a status bar showing "Path: p" and "Words:0".

Sample Answer / Rubric

ANSWER

Enter an answer to provide an example of a correct response.



A rich text editor interface. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link/unlink, and image insertion. Below the toolbar is a large text area. At the bottom of the text area, it shows "Path: p" on the left and "Words:0" on the right.

RUBRICS

Add Rubric 



Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------



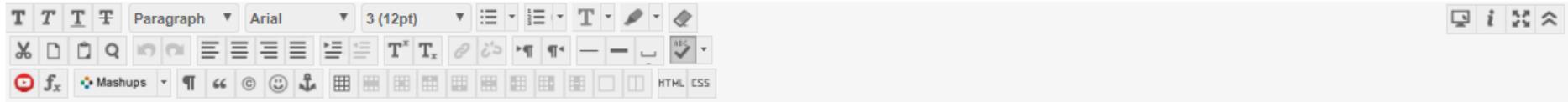
Example Essay

QUESTION 5

As you read the passage in this file [SampleReading.pdf](#), consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage. Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

A rich text editor toolbar with various icons for text formatting, alignment, and editing. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, undo, redo, and a 'Mashups' dropdown menu. The font is set to Arial and the size is 12pt. There are also icons for help, full screen, and a scroll bar on the right side.

Path: p

Words:0



File Response

* Indicates a required field.

QUESTION

Question Title

* Question Text

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, and other text formatting options.

HTML CSS

Path: p Words:0

RUBRICS



Example File Response

QUESTION 6

As you read the passage in this file [SampleReading.pdf](#), consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage.

Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

Submit your essay as a Word document.

Attach File

Browse My Computer

Browse Content Collection



Fill in the Blank

* Indicates a required field.

QUESTION

Question Title

* Question Text



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Number List' icon is highlighted with a black box.

I only have to _____ my head
above water one more week.

Path: p

Words:0



Expected Answer

ANSWERS

Add answers for all possible correct responses.

Number of Answers

* Answer 1

Case Sensitive

Auto-graded!



Example Fill in the Blank

QUESTION 11

I only have to _____ my head above water one more week.



Fill in Multiple Blanks

* Indicates a required field.

QUESTION

Question Title

* Question Text

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Number List' icon is highlighted with a red box and a red arrow pointing to the text below.

Four [a] and [b] years ago is the beginning of the Gettysburg Address.

Path: p

Words:0



Expected Answers

ANSWERS FOR: A

Number of Answers

*Answer 1 Case Sensitive

ANSWERS FOR: B

Number of Answers

*Answer 1 Case Sensitive

Auto-graded!



Example Multiple Blanks

QUESTION 12

Four and years ago is the beginning of the Gettysburg Address.



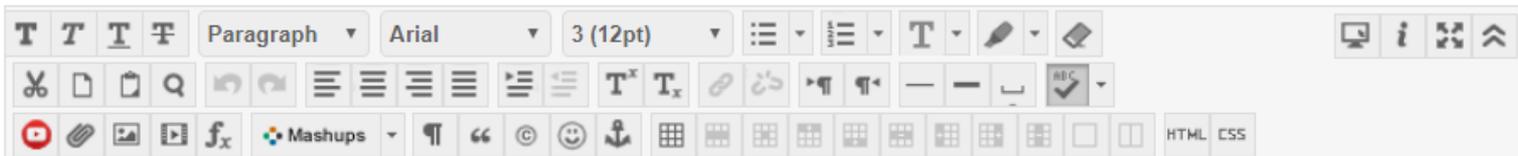
Matching

QUESTION

Enter the question text, the set of items, and matching responses in display order.

Question Title

* Question Text



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), font color, background color, bulleted and numbered lists, indentation, link, unlink, table, and other functions. It also includes a 'Mashups' dropdown menu and 'HTML' and 'CSS' buttons.

Match the state to its capital

Path: p

Words:6



Provide Pairs

Number of Questions 4 ▼

Update Partial Credit %



Question/Answer Pair 1

* Question

Remove

Rich text editor toolbar for the question field, including options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

California

Path: p

Words:1

* Answer

Rich text editor toolbar for the answer field, including options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Sacramento



Ordering of Answers

ANSWER ORDER

Order item answers

- Randomly
- Manually



↑↓	Answer Choice	Answer
	Answer Choice 1	a
	Answer Choice 2	n
	Answer Choice 3	c
	Answer Choice 4	r

Auto-graded!



Example Matching

QUESTION 10

Match the state to its capital

- ▼ California
- ▼ Idaho
- ▼ Nevada
- ▼ New York

- A. Sacramento
- B. Albany
- C. Carson City
- D. Boise



Ordering Questions

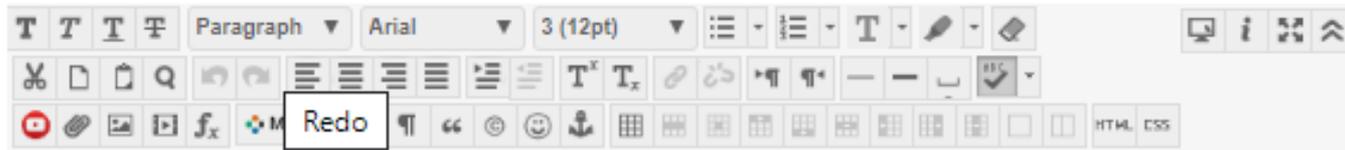
QUESTION

Enter the question text, set the point value, then add the answers in the correct order. Click Next to set the display order for the answer for user responses.

Question Title

ExampleOrdering

* Question Text



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Redo' button is highlighted with a white box. The toolbar includes options for bold, italic, underline, strikethrough, paragraph style, font face (Arial), font size (3 (12pt)), bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo, insert link, insert image, insert video, insert audio, insert table, insert table of contents, insert page number, insert page header, insert page footer, and HTML/CSS options.

Place the levels of Blooms taxonomy in order

Path: p

Words:8



List of Items

ANSWERS

Select the number of answer items and enter the answers in their correct order.

Number of Answers



Answer 1.

Remove

Rich text editor toolbar for Answer 1. It includes options for Paragraph, Arial font, 3 (12pt) size, and various text formatting tools like bold, italic, underline, and list creation.

Knowledge

Path: p

Words:1

Answer 2.

Remove

Rich text editor toolbar for Answer 2. It includes options for Paragraph, Arial font, 3 (12pt) size, and various text formatting tools like bold, italic, underline, and list creation.

Comprehension



Arrange Answer List

ANSWERS

Set the display order for the answer items.

Correct Order	Display Order 
Position: 1 Knowledge	Correct Position: 6 Evaluation
Position: 2 Comprehension	Correct Position: 5 Synthesis
Position: 3 Application	Correct Position: 1 Knowledge
Position: 4 Analysis	Correct Position: 2 Comprehension
Position: 5 Synthesis	Correct Position: 3 Application
Position: 6	Correct Position: 4



Auto-graded!



Example Ordering

QUESTION 17

Place the levels of Blooms taxonomy in order

- ▼ Evaluation
- ▼ Synthesis
- ▼ Knowledge
- ▼ Comprehension
- ▼ Application
- ▼ Analysis



Jumbled Answer

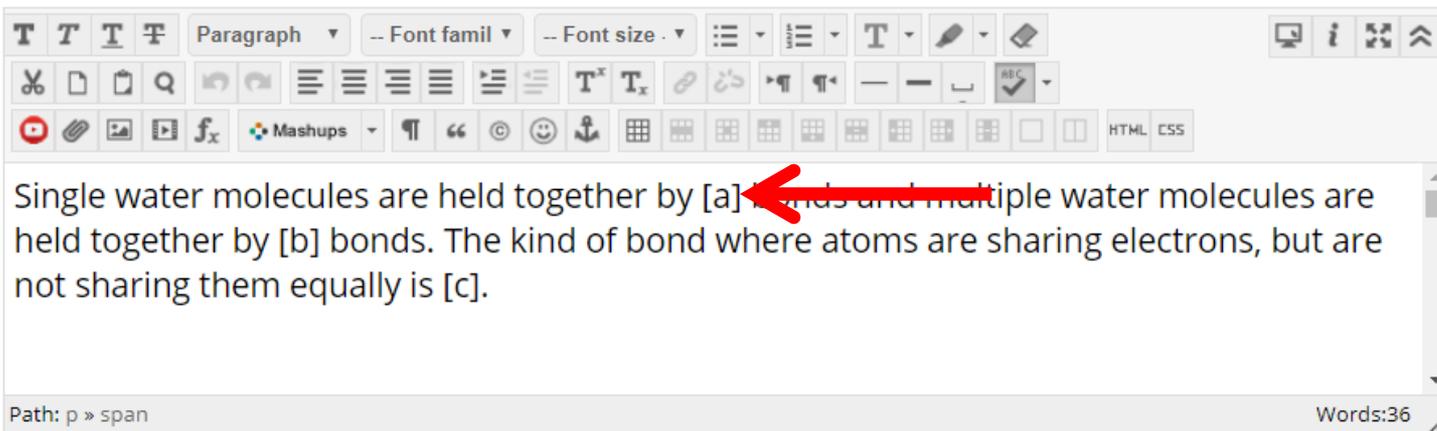
QUESTION

Add question text that includes variables in square brackets [x] corresponding to locations in the text where the drop-down list of answers should appear. Must be unique and cannot be reused. Click **Next** after completing the fields on this page to specify correct answers.

Question Title

ExampleJumbled

* Question Text



The screenshot shows a rich text editor interface. The top toolbar includes options for Paragraph, Font family, Font size, and various text formatting tools. The main text area contains the following text: "Single water molecules are held together by [a] _____ and multiple water molecules are held together by [b] bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is [c].". A red arrow points to the bracketed variable [a]. The bottom status bar shows "Path: p » span" and "Words:36".



Possible Choices

ANSWERS

Select the number of answers for this question and enter the answers that will appear in the drop-down list.

Number of Answers



Answer 1 hydrogen

Remove

Answer 2 polar covalent

Remove

Answer 3 nonpolar

Remove

Answer 4 covalent

Remove

You can have more choices than spaces!



Correct Answers

CORRECT ANSWERS

Specify the correct answers by selecting them in each drop-down list. Provide feedback for correct and incorrect answers.

Single water molecules are held together by bonds and multiple water molecules are held together by bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is .

Auto-graded!



Example Jumbled Sentence

QUESTION 13

Single water molecules are held together by bonds and multiple water molecules are held together by bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is .

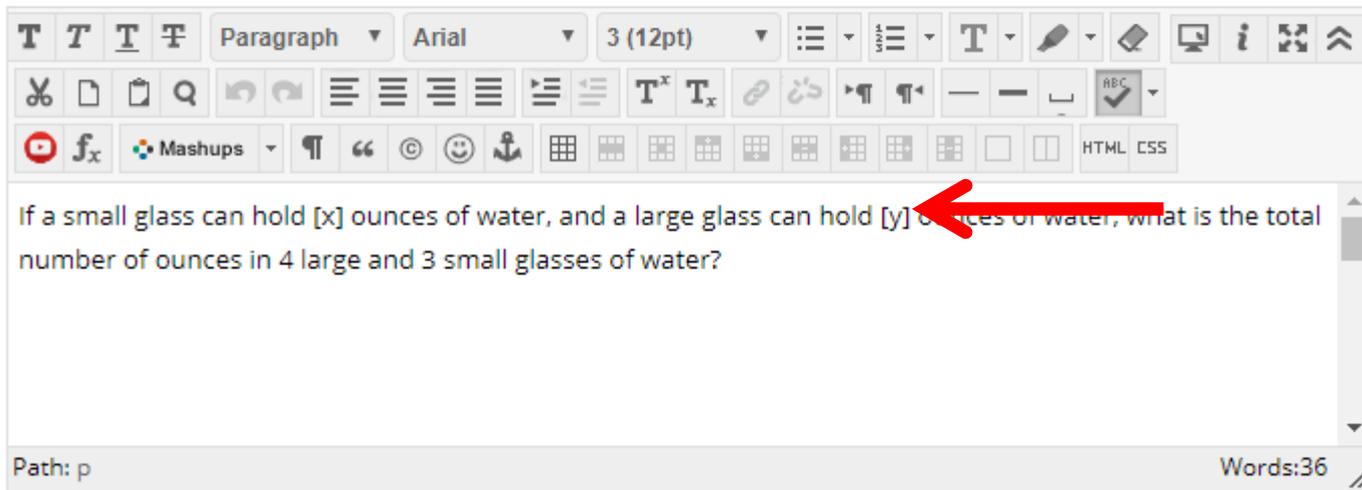


Calculated Formula

Question Title

ExampleCalcFormula

* Question Text



The screenshot shows a rich text editor interface. The top toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), and font size (3 (12pt)). Below the toolbar is a text input area containing the question text: "If a small glass can hold [x] ounces of water, and a large glass can hold [y] ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?". A red arrow points to the variable [y] in the text. At the bottom of the editor, there is a status bar showing "Path: p" and "Words:36".



Formula

* Answer Formula

$\frac{\square}{\square}$ $\sqrt{\square}$ $\sqrt[\square]{\square}$ \square^\square (\square) $(\square\square)$ \times π α Ω sin   

$$4y + 3x$$

OPTIONS

Define the correct answer range, plus or minus a number exact, the range should be 0. If partial credit is allowed that will be given if the answer is within the partial credit range the total points can be deducted from the points given

* Answer Range +/-

Numeric ▼

Allow Partial Credit

Units Required



Variables

DEFINE VARIABLES

Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.

	Variable Name	Minimum Value	Maximum Value	Decimal Places
1.	x	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/> ▼
2.	y	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/> ▼

ANSWER SET OPTIONS

Calculate Answers to ▼ ▼

Number of Answer Sets



Answer Sets to Review

EDIT ANSWER SETS

Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.

	x	y	Calculated Answer (0 Decimal places)	
1.	<input type="text" value="95"/>	<input type="text" value="80"/>	605	Remove
2.	<input type="text" value="41"/>	<input type="text" value="51"/>	327	Remove
3.	<input type="text" value="14"/>	<input type="text" value="95"/>	422	Remove
4.	<input type="text" value="36"/>	<input type="text" value="50"/>	308	Remove
5.	<input type="text" value="91"/>	<input type="text" value="4"/>	289	Remove
6.	<input type="text" value="79"/>	<input type="text" value="82"/>	565	Remove

Auto-graded!



Example Calculated

QUESTION 18

If a small glass can hold 70 ounces of water, and a large glass can hold 45 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?



Correct Answer

ANSWERS

* Correct Answer

98.6



Answer Range +/-

1

Auto-graded!



Example Numeric

QUESTION 19

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?



Hot Spot

QUESTION

Question Title

* Question Text

Paragraph Arial 3 (12pt)

Question text here about image

Path: p Words:0



Upload Image

UPLOAD IMAGE

* Attach File

Image Alternate Text

Make sure image is correct resolution so that it will appear in the test nicely!



Select Correct Area of Image

ANSWERS

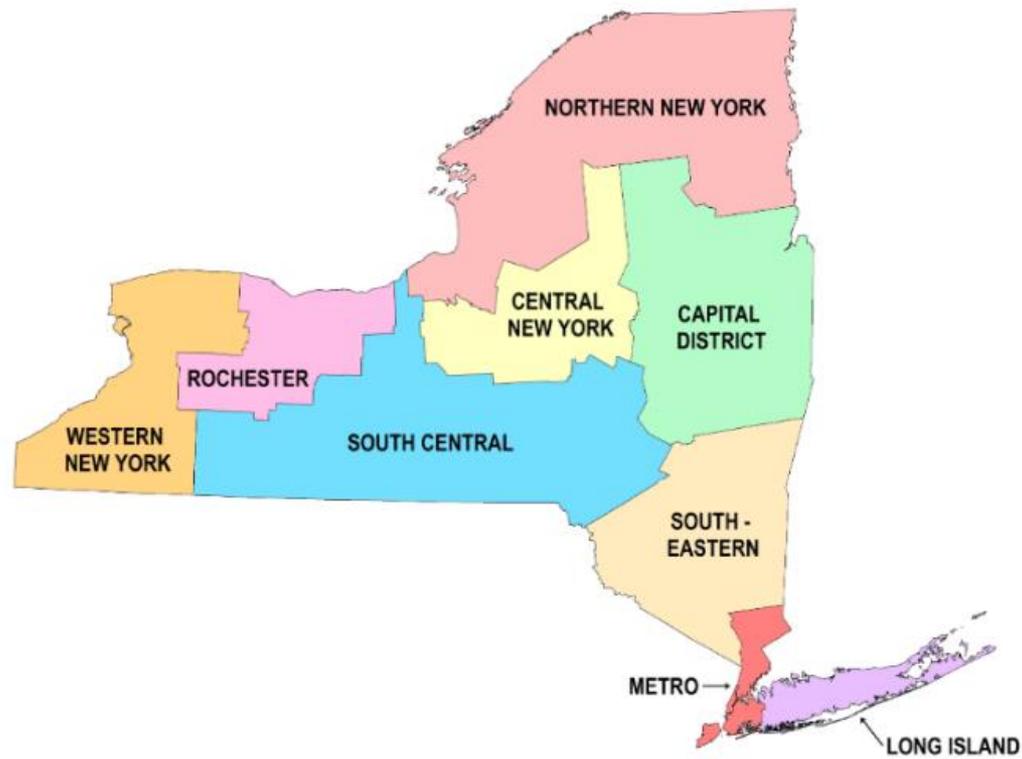
*Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.*

Drag mouse over
image area that is
correct!



Example Hot Spot

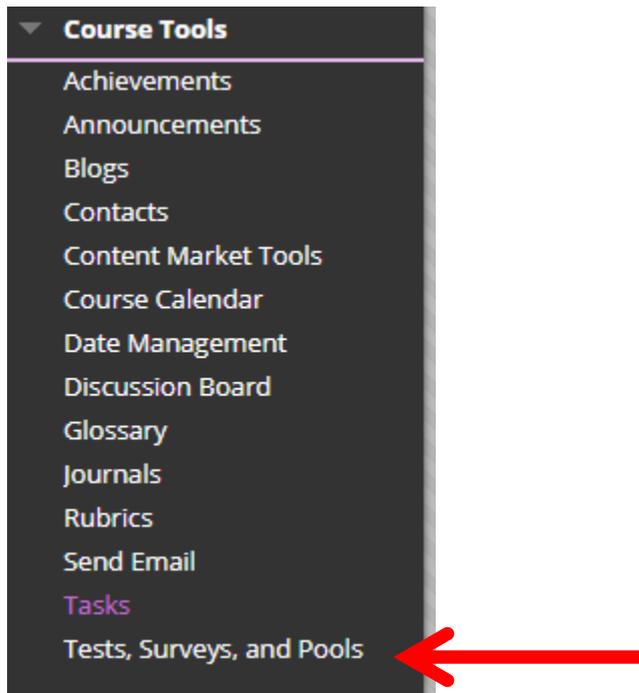
Where is Buffalo on this map?



ADVANCED TEST SETUP



Test, Surveys, Pools



Tests, Surveys, and Pools

Tests



Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools



Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.



Question Pools

Pools

Pools are sets of questions that you can use in multiple tests or surveys. You can import pools from outside t

Build Pool



NAME 

NUMBER OF QUESTIONS

sample questions

19



Build Pool

Pool Canvas: sample 2

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all q points, or edit questions individually. [More Help](#)

Create Question 

Find Questions

Upload Questions

Description

Instructions

Total Questions 0

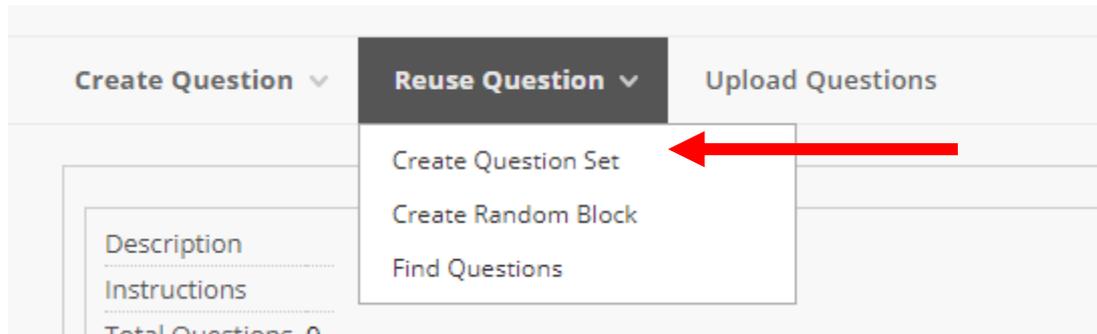
Total Points 0

This test has no questions!

Create questions or add questions from other resources.



Create Question Sets



Create sets of questions to pull from in your Test



Choose from Questions in this Course

Create Question Set

Question sets are groups of questions that can be presented in a random fashion determined by the instructor. [More Help](#)

Search current res

Criteria Summary

To find questions, browse and select criteria.

Browse Criteria

View

▼ **Pools**

sample questions

▶ **Tests**

▶ **Question types**

▶ **Categories**

▶ **Topics**

Selected Questions: **0**



Question Set

6.  Question Set ⌵

Points per question:

Total Points: 10

Success: Question set saved with 3 questions. Edit number of questions to display and points. ✕

Total Questions: 3

Number of Questions to display:

▶ Questions in the Set

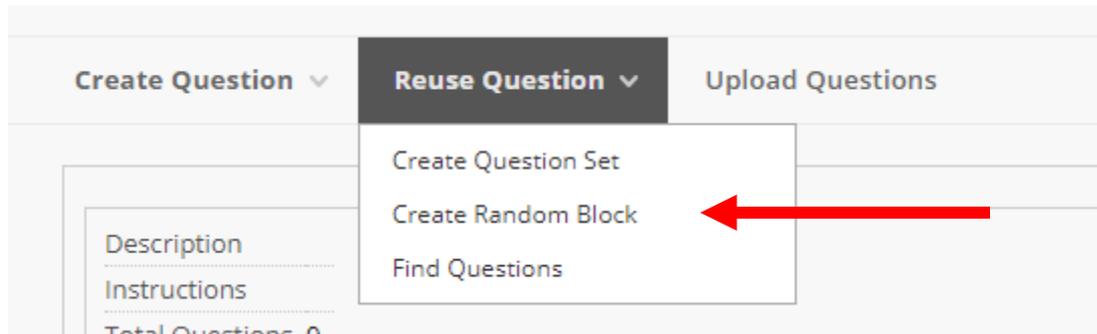


Difference between Question Set and Random Block

- You can manually choose questions from all tests, surveys, and pools for question sets. **Random blocks draw questions from pools only**, so you can't include questions from other tests or surveys.
- You can search questions and browse metadata to create question sets. You can't search questions or browse metadata when you create random blocks.
- **You can delete questions in a question set.** The question is removed from the set, but not deleted from your course. You can't delete questions within a random block. If you don't want a question included in your random block, remove it from the pool.



Create Random Blocks



Add a Random Block into
your Test



Choose from Questions in this Course

Create Random Block

A random block is a group of questions retrieved from a question pool. Questions are randomly retrieved from the selected question pool based on the question type and the number of questions available in the selected pool. [More Help](#)

Choose Criteria	Selected Criteria
<p>View  Reset to Default</p> <p>▼ Pool</p> <ul style="list-style-type: none"><input type="checkbox"/> sample 2<input type="checkbox"/> sample questions <p>▼ Question types</p> <ul style="list-style-type: none"><input type="radio"/> All Pool Questions<input type="checkbox"/> Calculated Formula<input type="checkbox"/> Calculated Numeric<input type="checkbox"/> Either/Or<input type="checkbox"/> Essay<input type="checkbox"/> File Response	<p><i>To create a random block, browse and select a source pool and at least one question type. The questions matching your criteria will be shown here. When done, click Submit to create the random block on your Test Canvas. The points per question and number of questions to use out of the block are set on the Test Canvas.</i></p>



Blocked Questions

↑

1 - 5.  **Random Block** 

Points per question:

Total Points: 50

Total Questions:	19
Number of Questions to display:	<input type="text" value="5"/>
Source Pool:	sample questions
Question Types:	All Pool Questions

▶ [Preview questions that match selected criteria](#)

+



REVIEW THE TEST



Test Canvas

The screenshot displays the Canvas LMS interface for a test. On the left is a dark blue navigation sidebar with various course and student support options. The main content area shows a test canvas with two questions. Each question is a multiple-choice type, with the correct answer highlighted by a green checkmark. The interface includes a top navigation bar, a description and instructions section, and a control panel for each question.

Course Management

- Course Schedule
- Assignment Checklist
- Syllabus
- Learning Modules
- Quickly Attendance
- Discussion
- Email
- Library Resources
- Textbooks
- Reserves
- Journals
- Groups
- Course Evaluations
- Student Support
- My Grades
- Tools
- Faculty Resources
- Private Faculty Reflection
- Calendar
- AEFIS Syllabus

Control Panel

- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Test Canvas

Description

Instructions

Total Questions 10
Total Points 2
Number of Attempts 11

Select: [All](#) [None](#) | Select by Type: [Question Type](#)

Delete and Regrade | Points | Update and Regrade | Hide Question Details

1. **Multiple Choice: Question 1: This learning theory was grounded in ...** Points: 0.2

Question: This learning theory was grounded in the study of observable behavior and does not take into consideration the functions of the mind.

Answer: Cognitivism
 Constructivism
 Behaviorism
 Humanism

Correct Feedback: Excellent!

Incorrect Feedback: Please refer to Chapter 4 in Effective Online Teaching.

2. **Multiple Choice: Question 2: This theory of learning became popula...** Points: 0.2

Question: This theory of learning became popular in the 1970's and focuses on how human memory works to acquire knowledge and promote learning.

Answer: Cognitivism
 Behaviorism
 Constructivism
 logical positivism

Correct Feedback: Great!

Incorrect Feedback: Please review Chapter 4 in Effectice Online Teaching.



Test Information

Description This test shows you all of the different question types in Blackboard.

Instructions Instructions go here!

Total Questions 19

Total Points 190



Points Review Update

Select: [All](#) [None](#) | Select by Type: - Question Type - ▼

→ [Delete](#) | Points [Update](#) | [Hide Question Details](#)



Question Information

1. True/False: Example TrueFalse: True or False: The earth is the ...

Points: 10

Question	True or False: The earth is the fourth planet from the sun.
Answer	True ✔ False
Correct Feedback	Great job!
Incorrect Feedback	Try again!



DEPLOY THE TEST



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Quiz - Module 2
Quiz - Learning and Motivation Readings
Quiz - Learning and Motivation Readings #2
Group Lesson Choices
Quiz - Motivation Readings
sample

Add an Existing Test



TEST INFORMATION

* Name

Quiz - Module 2

Choose Color of Name

Black

Provide Name – this is the link students will click to start the test

Content Link Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. The main text area contains the instruction: Provide Instructions. The status bar at the bottom shows Path: p and Words:0.

Open test in new window

Yes No



TEST AVAILABILITY

Make available to students Yes No

Available to students

Add a new announcement for this test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Number of attempts

Score attempts using

Last Graded Attempt ▼

Force Completion

Once started, this test must be completed in one sitting.



Timer – starts when student begins test

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

60 Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Automatically submit when timer ends?

Display After 03/11/2019 12:47 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 03/11/2019 12:48 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display availability

Password

Require a password to access this test.



DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Can students start test late?

Due Date – submissions after due date will be marked LATE

Late submissions require instructor to grade



Graded – counts in calculations

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Ungraded - Score hidden from Instructor



Feedback provided And when

SHOW TEST RESULTS AND FEEDBACK TO STUDENTS

Test results and feedback are available to students after they complete a test. Set up to two rules to show results and feedback. Rules occur based on the events selected. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Submission	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- After Submission ▼
- Choose----
- After Submission
- One-time View
- On Specific Date
- After Due Date
- After Availability End Date
- After Attempts are graded



TEST PRESENTATION

Test Presentation options

TEST PRESENTATION

All at Once

Present the entire test on one screen.

One at a Time

Present one question at a time.

Prohibit Backtracking

Prevent changing the answer to a question that has already been submitted.

Randomize Questions

Randomize questions for each test attempt.

All questions at once
One at a time

Random order



Exceptions

Exceptions for certain students
By Name or Group

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Add User or Group



Choose Who Needs Exceptions

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/> USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		

This is a table showing the attributes of a collection of items.



What Exceptions

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
	Single Attempt ▼	<input type="checkbox"/>	 ×
	Single Attempt ▼	<input type="checkbox"/>	 ×

After:  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Clear

Cancel

Save



Alternate solutions

- Proctoring
- Gradescope
- Examsoft



Export/Import Test/Pool



**THANK YOU
QUESTIONS?**



Evaluation

- <https://forms.gle/GScbrS5ctM6rMgRNA>



Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

