As an instructor there will be many occasions where you will need to know how to successfully create and deploy a test. The process can be divided into three main parts which will all be addressed in the documentation below. You will learn how to create a container for your test, how to create the questions, and how to actually deploy the test once everything is ready.

**CREATING THE CONTAINER FOR YOUR TEST**

1. Navigate to the course for which you are creating the test.

2. Click **Course Tools** in the Control Panel.
3. Select **Tests, Surveys, & Pools**.

4. Click **Tests**.
5. Click **Build Test**.

6. It is required that you add a name for the test.

   ![Test Information](image)

   1. **Test Information**

   ![Build Test](image)

   ![Import Test](image)

   ![Submit Test](image)

   ![Cancel](image)

   ![Submit](image)

   ![Optional](image)

   7. **(Optional)** You may also add a description or instructions for the test in the spaces below.

   ![Test Information](image)

   8. Once you have finished adding information click **Submit**.
CREATING THE QUESTIONS FOR YOUR TEST

NOTE: Creating detailed descriptions of each question type is beyond the scope of this documentation. Most of the questions types are fairly self-evident. When in doubt, the “More Help” link in the description of the question type will provide step-by-step details about the question type. For purposes of illustration, a typical fill-in-the-blank question type will be used.

1. Click Create Question.

2. Select the type of question that you would like to create.
3. Type the question in the **Question Text** box. *(Optional)* Add a title for the question.

4. Select the number of correct answers to the question. Type in the correct responses for each number you have selected.

You can force students to provide an “Exact Match” (default selection), allow students to provide an answer that “Contains” key words and phrases, or include pattern matching for key words and phrases. In addition, you can force case sensitivity on the answer.

**NOTE:** These options may or may not be applicable for other question types, which will have additional options of their own not available for fill-in-the-blank questions.
5. *(Optional)* Type in any automatic feedback that you would like for your students to see after the test is completed. You can add feedback for both correct and incorrect responses.

### 3. 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**

```
Excellent!
```

**Incorrect Response Feedback**

```
I'm sorry that was not correct.
```

6. You can also add a tag to identify the category, topic, level of difficulty, and/or any keywords.

### 4. Categories and Keywords

Click Add to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

<table>
<thead>
<tr>
<th>Category</th>
<th>None</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Levels of Difficulty</td>
<td>None</td>
<td>Add</td>
</tr>
<tr>
<td>Keywords</td>
<td>None</td>
<td>Add</td>
</tr>
</tbody>
</table>
7. *(Optional)* Type in any instructor notes in the next box.

8. Click **Submit**.

9. To add more questions click **Create Question** and repeat the steps outlined above.

   **NOTE:** You can also adjust the number of points each question is worth at this point by clicking on the number in the box labeled points.

10. If you are finished adding questions click **OK**.
**DEPLOYING THE TEST**

1. Click **Assignments** in the Course menu.

   **NOTE:** You can deploy a test in any content area. The Assignments section is simply a convenient choice.

2. Click **Assessment** and select **Test**.

3. Select the test you wish to deploy from the list below.

   **NOTE:** At this point it is possible to create a new test. Clicking **Create** will require you repeat all of the steps you have just completed.

4. Click **Submit**.
5. Type in a description for the test if desired. You can also determine if the test will open in a new browser window when started.

<table>
<thead>
<tr>
<th>1. Test Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Choose Color of Name</td>
</tr>
</tbody>
</table>

**Description**

This test is an assessment of your knowledge of chapters 3 and 4 in the textbook.

Path: p

Words: 14

Open Test in New Window ☐ Yes ☐ No
6. The next section allows you to modify the test availability options. You are given the opportunity to make the test link available, add a new announcement for the test, allow multiple attempts, score attempts (you can use highest grade, lowest grade, first graded attempt, last graded attempt, or an average of the attempts), force completion, set a timer, set a date/time range for availability, or even add a password to access the test.

**WARNING:** Force Completion is NOT recommended. Students who are kicked out of the test due to internet connectivity issues will not be able to return to the test. The instructor will have to reset the test completely for that student. EdTech instead recommends instructors use the Auto-Submit feature set to ON so that if a student is kicked out of a test, they can return to the test, time will still be recorded, and it will automatically be submitted when time runs out.

**IMPORTANT:** The option for “Make the Link Available” MUST be set to Yes in order for the test to be available to students at all, regardless of any other availability options that have been selected.

<table>
<thead>
<tr>
<th>2. Test Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the link available</td>
</tr>
<tr>
<td>Add a new announcement for this test</td>
</tr>
<tr>
<td>Multiple Attempts</td>
</tr>
<tr>
<td>Score attempts using</td>
</tr>
<tr>
<td>Force Completion</td>
</tr>
<tr>
<td>Set Timer</td>
</tr>
<tr>
<td>Auto-Submit</td>
</tr>
<tr>
<td>Off: The user is given the option to continue after time expires. ON: Test will save and submit automatically when time expires.</td>
</tr>
<tr>
<td>Display After</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
<tr>
<td>Display Until</td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</td>
</tr>
<tr>
<td>Password</td>
</tr>
</tbody>
</table>
7. To create exceptions for certain users or groups, click the **Add User or Group** button under Test Availability Exceptions.

![Add User or Group](image)

A new window will pop up. Select the checkbox next to the name of the user or group you want to make exceptions for. You can also search for a user or group using the bars at the top.

![Add User or Group](image)

Then click **Submit** at the bottom of the page.

![Cancel Submit](image)
Now you can edit what the exceptions are for each user or group. You have the option of changing the number of attempts, setting a timer, changing the availability and force completion.

<table>
<thead>
<tr>
<th>Name</th>
<th>Attempts</th>
<th>Timer</th>
<th>Availability</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Phelps</td>
<td>Single Attempt</td>
<td>▼</td>
<td></td>
<td>Force Completion</td>
</tr>
</tbody>
</table>

**NOTE:** To use the timer for exceptions, Set Timer and Auto-Submit must be selected in Step 6.

8. To choose a date that the assignment is due, check the box. Then, using the calendar and clock icons, choose a date and time. If needed, you can also select the **Do not allow students to start the Test if the due date has passed** checkbox.

9. This section allows you to choose whether the score(s) of this test will be recorded in the Grade Center or completely hidden from both the Grade Center and the instructor.

**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.
10. This section allows you to select how the test results and feedback are shown to students. You are given the options of choosing when results are shown (after submission, one-time view, on specific date, after due date, after availability end date or after attempts are graded), if the score is shown, what answers are shown, if feedback is shown and if incorrect questions are shown.

11. Select the way you would like to present your test.

12. Click **Submit**.