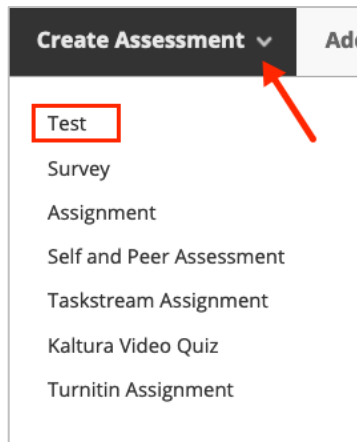# LINK TO A TEST OR QUIZ

Tests are created in the Course Tools area under Tests, Surveys, and Pools. In order for students to see and take a test, a link to the test needs to be added to a content area of your choice.
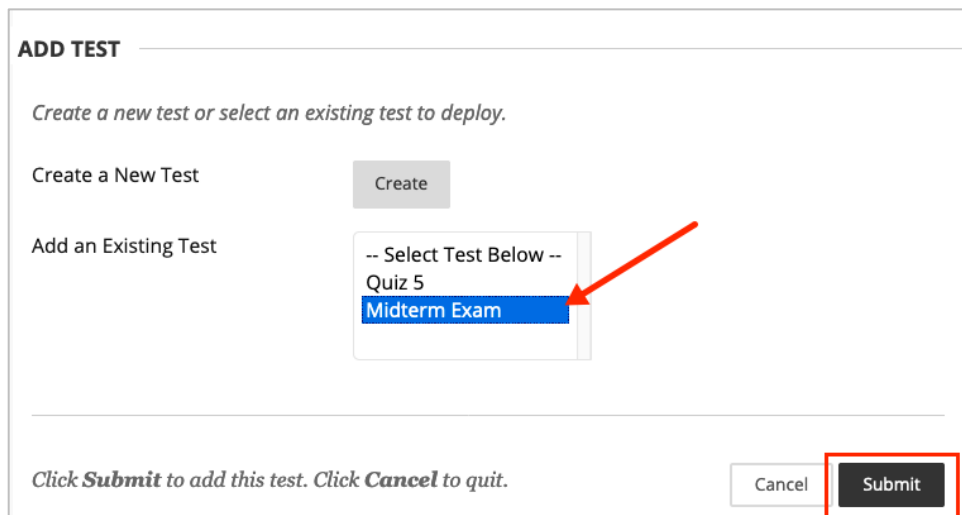
Instructions

1. Navigate to the content area (i.e., Week 7) you would like to place the test in. Hover over the Create Assessment button and select **Test** from the menu.

2. Select the desired test from the list under **Add an Existing Test**, then click **Submit**.

3. The Test Options screen will appear. The Test Title and Description are copied over from the test. Editing them here will not change the original test title and description, but will determine the title and description of the *link* to the test. Enter instructions for the students in the box.

4. Under the **Test Availability** section, click **Yes** to make the test or quiz available to students (even with date restrictions, this setting must always be Yes.

5. Decide if you wish to have Multiple Attempts. If so, click the box for Multiple Attempts, and enter a number of attempts or choose unlimited. If using multiple attempts, decide how you wish to score the attempts (Highest Grade is suggested).
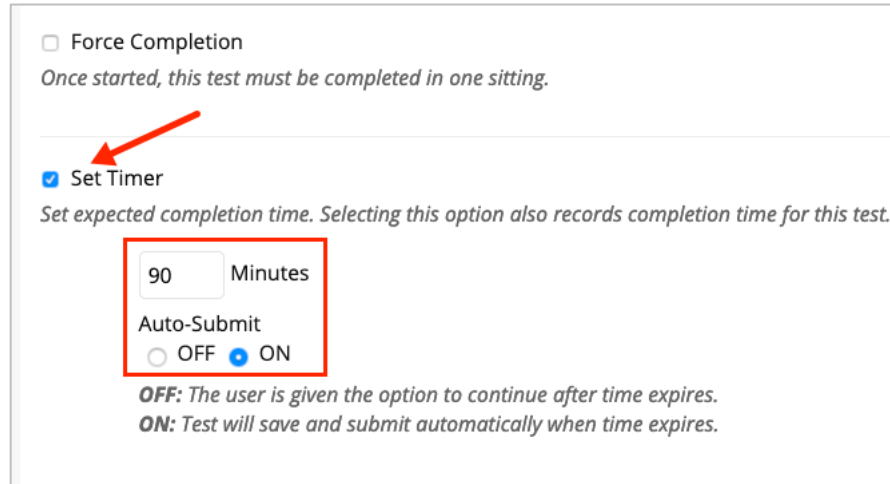
6. DO NOT set Force Completion. Students can have legitimate reasons for being bumped out of an exam and you have to give them another attempt. The best

option is to **Set a Timer**, add the **minutes**, set **Auto-Submit to On**. This means that at the end of the time you've set, the test will automatically submit no matter where the student is on the test.
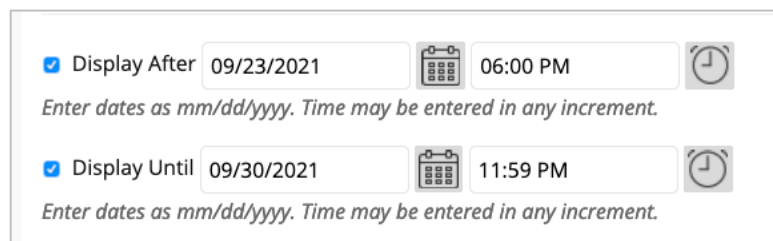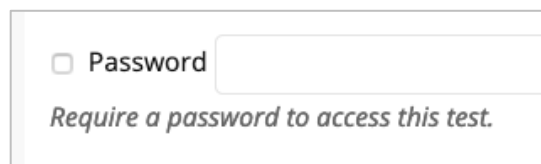
7. Set the **Display After Date and Time** and the **Display After Date and Time** – this will give the student a window of time to do the test.

8. Passwords are not required for tests unless you have a special instance of a student who needs access to the test either before or after the due date. With a password, only that student or students you give the password to can enter.

9. If you have students who have test accommodations and need extra time on the test, you can set them here. View the user guide for more detailed information on setting Test Availability Exceptions.

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U N I V E R S I T Y

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for co
for exceptions. If you choose to use group
test.

Add User or Group

10. Set a **Due Date and time**. Decide whether you do not want to allow students to start
the Test after the due date has passed by checking the box.

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.

11. Under Self-Assessment Options, ensure that "Include this Test in Grade Center score
calculations" is **checked** (unless you're using a practice test and don't want it to
count, uncheck the box).

Note:

Under no circumstance should you ever check the box to "Hide results for
this test completely from the instructor and the Grade Center."

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade C
will be deleted.

☑ Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weig
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
privacy, this choice cannot be reversed later without deleting all attempts.

12. The **Show Test Results and Feedback to Students** section allows you to determine what feedback, if any, students receive, and when they will receive it. You may create up to 2 rules. See this user guide for more detailed information on this.

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 ▾	☑	☐ All Answers ☐ Correct ☐ Submitted	☐	☐
After Availability End Date ▾ 09/30/2021 11:59 PM	☑	☑ All Answers ☑ Correct ☑ Submitted	☐	☑

13. Under Test Presentation, it is suggested you choose **All at Once** and that you check **Randomize Questions** (this shuffles the order of questions for each student and/or each attempt if using multiple attempts).

14. Click **Submit** to save your Test Options.

15. You will see your new test link in the course content area. This example has the test not available until a certain date and time. To make edits to the link or the test options, click on the **down arrow** to the right of the link's title. Select **Edit the Test Options** from the drop down menu to be brought back to the Test Options page.

Midterm Exam

Availability: Item is hidden from students. It will be available after Sep 23, 2021 6:00 PM.
You will have 90 minutes to take the midterm exam, which is composed of 50 multiple-choice questions. Please do not start the exam until you have studied. You will not be able to enter the exam after the due date, Sunday, 11:59 PM