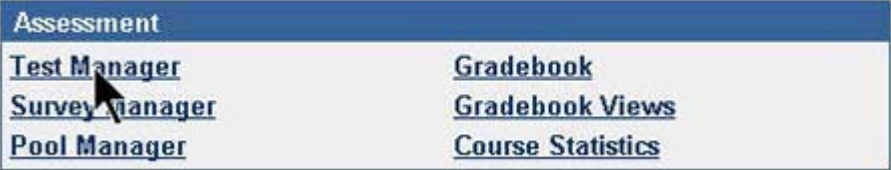
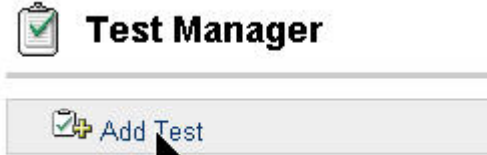


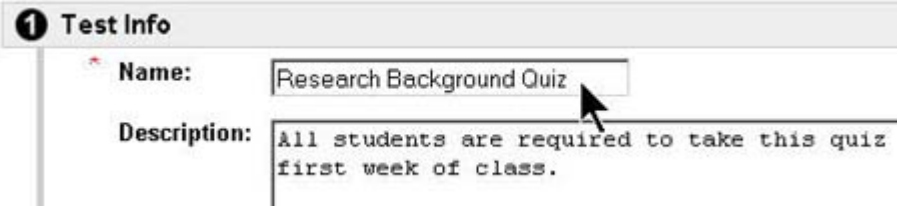
## Creating a Test

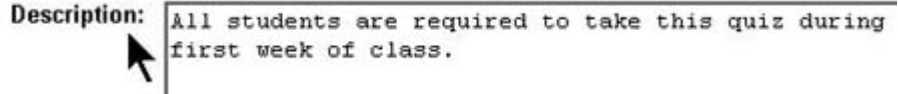
This tutorial is designed to help you create a test using the Test Manager tool.

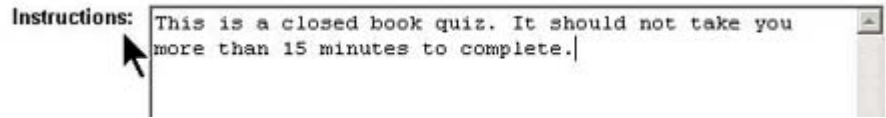
- 1 To create a test, click on the **Test Manager**.



- 2 To create a new test, click on **Add Test**.


- 3 First, give the test a **Name**.


- 4 Next, add a **Description** of the test.


- 5 Add necessary **Instructions** for the students.


- 6 When you are finished, click on **Submit**.



- 7 You can set the creation tools. To access these settings, click on **Creation Settings**.

## Test Canvas

Add Question:

**Name:** Research Background Quiz  
**Description:** All students are required to take this quiz during the first week of class.  
**Instructions:** This is a closed book quiz. It should not take you more than 15 minutes to complete.

- 8 Click in the box next to the desired setting. Re-click on the box to turn off any selected setting.

## Test Creation Settings

### Creation Settings

#### Display the following options during the creation of this test

- Provide feedback for individual answers
  - Add images, files, and URLs to questions
  - Add images and files to answers
  - Add categories and keywords to questions
  - Specify default point values for questions
- Default point value:

- 9 Next, click on **Submit**.

- 10 A **Creation Settings** receipt screen will appear showing you the status of all the settings. Click on **OK** to continue.

## Creation Settings

**Provide feedback for individual answers:** No  
**Add images, files, and URLs to questions:** No  
**Add images and files to answers:** No  
**Add categories and keywords to questions:** No  
**Specify default point values for questions:** No

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- 11 To add a question to the test, click on the down arrow next to **Add Question**. Highlight the type of question you would like to create and click on **Go**.



## Test Canvas

**Add Question:** Multiple Choice

**Name:** Random Block

**Description:** All questions are graded

**Instructions:** The questions are randomized

Choose a question type from a Question Pool or Assessment Upload Questions

- Multiple Choice
- True/False
- Multiple Answer
- Ordering
- Matching
- Fill in the Blank
- Essay
- Random Block

- 12 Enter the test question and desired **Point Value**.

**1 True/False Question**

\* **Question Text:** I took Stats 221 prior to this course.

Smart Text  Plain Text  HTML

\* **Point Value:** 2

- 13 Select the correct answer for the **True** or **False** question. Then, enter any desired feedback you want to give the students.

**2 Answers**

**Correct Answer Answer Values**

True

False

**3 Feedback**

Enter a response to a correct answer and a response to an incorrect answer.

**Correct Response:**

Great! Stats 221 will give you a good review of this course.

- 14 When you are finished creating the question, click on **Submit**.



- 15 When you finish adding questions, click on **OK**.

Question 1 True/False 2 points Modify Remove

**Question:** I took Stats 221 prior to this course.


**Answer:**  True  
 False


**Correct Feedback:** Great! Stats 221 will give you a great advantage in this course.

**Incorrect Feedback:** I suggest that you enroll in Stats 221 instead of this course.

[Add Question Here](#) OK

- 16 To get back to the **Control Panel**, click on **OK**.

 **Test Manager**

 Add Test

Name	Deployed	Date	Modify	Remove
<input checked="" type="checkbox"/> Research Background Quiz	No	October 29, 2003	<span>Modify</span>	<span>Remove</span>
<input checked="" type="checkbox"/> Unit 1 Quiz	No	October 24, 2003	<span>Modify</span>	<span>Remove</span>

OK