



ECAMPUS TRAINING
BASIC

BT 102-PART I
POOLS & ASSESSMENTS
(EXCLUDING QUESTION SET ASSESSMENTS)

2013/2014



Table of Contents

Pool Canvas	3
Overview of Pool Canvas	3
Creating a New Pool.....	5
Question Settings	7
Adding Questions to a Pool	9
<i>Multiple Choice Questions</i>	<i>11</i>
<i>True/False Question</i>	<i>17</i>
<i>Hot Spot Question.....</i>	<i>24</i>
<i>Fill in the Blank</i>	<i>30</i>
<i>Essay Questions</i>	<i>37</i>
Creating Tests.....	40
Naming a Test	40
Creating a Test (from Pools and/or Tests)	42
Creating a Random Block Test	43
Creating Tests Using the Find Questions Tool	51
Managing Tests	59
Deploying a Test	59
<i>Section 1: Test Information</i>	<i>65</i>
<i>Section 2: Test Availability.....</i>	<i>66</i>
<i>Section 3: Test Availability Exceptions</i>	<i>67</i>
<i>Section 4: Due Date</i>	<i>70</i>
<i>Section 6: Test Feedback.....</i>	<i>71</i>
<i>Section 7: Test Presentation</i>	<i>72</i>
Test Tips.....	73
<i>Instructor Test Giving Tips.....</i>	<i>73</i>
<i>Student Test Taking Tips (Instructions for Students).....</i>	<i>75</i>

eCampus BT102: Assessments and Surveys

There are different ways of creating assessments. One way of creating assessments is to:

1. Create one or more pools of questions in the Pool Canvas
2. Create a test using one or more pools of questions (or specific questions)
3. Deploy the test by selecting the desired test options.

Note: Test questions can also be created directly in a test. We prefer creating the questions in a Pool so that, if desired, the **Create Random Block** and/or the **Create Question Set** option can be used to create a test.

Pool Canvas

Overview of Pool Canvas

A (*question*) **Pool** is a series of related questions grouped together. This grouping is what creates the "pool." The questions should be related by

- Topic, or subject matter, or chapters, etc.; AND by
- Value (if creating exams with questions of different levels of difficulty).

If you plan on creating exams with questions of different levels of difficulty, *you need to create a pool for each level* so that each student will get an exam with the same number of easy, medium and hard questions. For example, if some questions are worth twice as much as other questions you may want to create two pools and name them in such a way that you can tell from the title what your intention is. For example, Pool 1 (25 pts), Pool 2 (50 pts), or Pool 1 (Multiple Choice), Pool 2 (Essay).

Although, when creating a pool, we do not assign a point value to pool questions, we group pool questions by their **value** (worth). We assign all of the questions in a Pool a point value *when creating a test*, (e.g., 25 points, or 50 points, etc.). Questions from a pool *--the same pool--* may be assigned one point value in a test (e.g., 25), another point value in a quiz (e.g., 10) and even a third point value in a final exam (e.g., 5). The key point is that all questions in a pool should have the **same value** (worth).

Multiple Pools can be combined (using **Reuse Question** in the **Test Canvas**) to create a single test. One can, for example, when creating a test, select questions from two different pools and assign one pool's questions 25 points per question and the other pool's questions 50 points per question. (This is covered in the **Creating a Random Block Test** tutorial.)

NOTE (We prefer to assign each pool's point value when creating the test in the **Tests Canvas** --to be covered later).

One has the option of creating assessment questions in

- **Test Canvas** or the
- **Pool Canvas**

It is best to create your questions in the **Pool Canvas**—*rather than in Tests*— for these reasons:

- Instructors can store questions for easy access and repeated use in **Pools** (in the **Pool Canvas**)
- Instructors can use the **Create Random Block** or the **Create Question Set** option to create random questions-selection tests (*from questions located in Pools in the Pool Canvas*)

NOTE: Although it is possible to assign questions in a Pool a default point value, we have found it more effective to assign a **Pool's** point value at the time the test is created in **Tests** (using **Create Random Block** or **Create Question Set**).

Creating a New Pool

1. Log in to **eCampus** (if not already logged in) and select a **Course**.

The screenshot shows the eCampus interface for a course titled '2010JC_Template_XTEC_1 000_94570 (BT 102 eCampus Basics II)'. The left sidebar shows the 'COURSE MANAGEMENT' menu with 'Course Tools' expanded. A red arrow points to the 'Course Tools' menu item, and another red box highlights 'Tests, Surveys, and Pools' in the expanded list. The main content area is titled 'Tests, Surveys, and Pools' and contains three sections: 'Tests', 'Surveys', and 'Pools'. The 'Pools' section is highlighted with a red box. The 'Pools' section text reads: '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.'

2. Expand **Course Tools** (by selecting the arrow next to **Course Tools**.)
3. Select **Test, Surveys and Pools**
4. Select **Pools**

The screenshot shows the 'Pools' section of the eCampus interface. The title 'Pools' is displayed in a large font. Below the title is a paragraph of text: 'Pools are sets of questions that can be used in multiple tests or surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)'. At the bottom of the section, there are two buttons: 'Build Pool' and 'Import Pool'. The 'Build Pool' button is highlighted with a red box.

5. Select **Build Pool**

Pool Information
*Type a **Name** for the Pool. This is a required field. Use a descriptive name to identify the Pool. [More Help](#)*

* Indicates a required field.

Cancel Submit

1. Pool Information

* Name

Description

T T T Arial 3 (12pt) T [List Icons] [Link Icon] [Unlink Icon] [Info Icon] [Fullscreen Icon] [Close Icon]

6. Name the **Pool** (see **NOTE** below)

7. Select **Submit**

NOTE: When naming a pool, differentiate among your pools by

- topic (e.g., Civil War) or by the Chapters (Ch1-5), etc., AND by
- value (of the Pool's questions). The value is often described by:
 - level of difficulty, e.g., Ch1-5 Pool (easy); Ch1-5 Pool (hard);
 - expected point value: e.g., Ch1-5 Pool (25 pts); Ch1-5 Pool (50 pts); or by
 - percentages: e.g., Ch1-5 Pool (25%); Ch1-5 Pool (50%);
 - type of question: e.g. Pool 1 (Multiple Choice), Pool 2 (Essay)

*Use whatever terminology will allow you to distinguish your pools by content area **AND** pool value.*

Examples of a pool names:

Civil War Pool (hard)

Ch 1-5 Pool (50 pts)

Civil War Pool (50%)

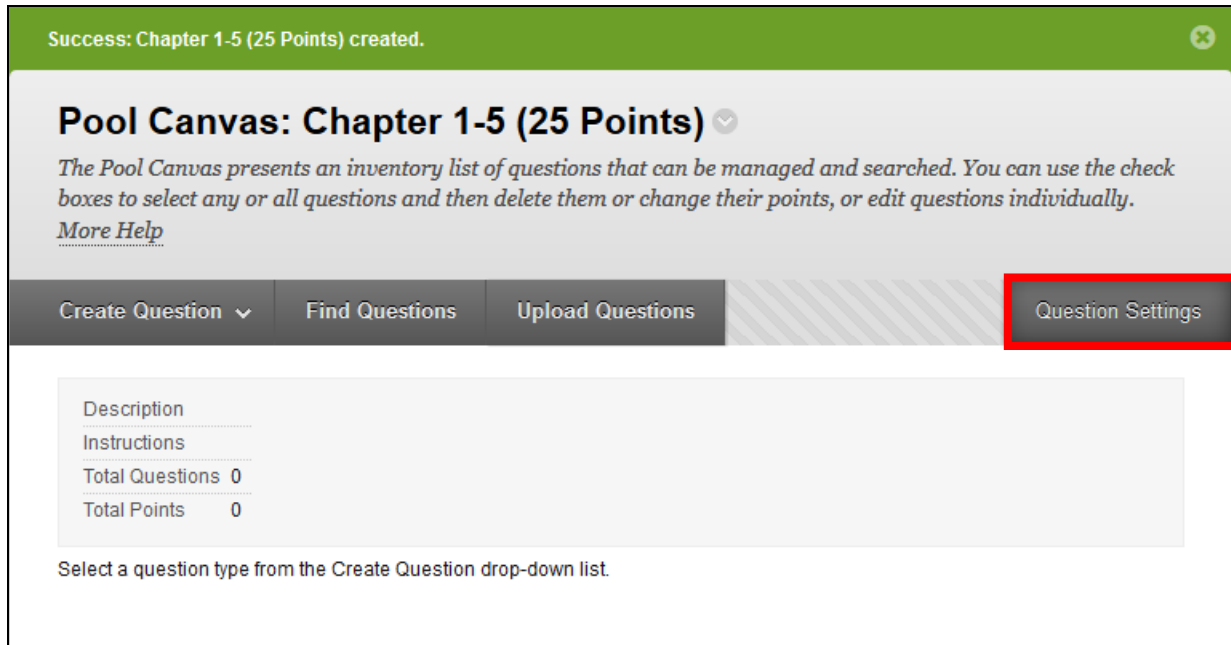
Civil War Pool (Multiple Choice)

Keep in mind that whatever the value of a pool's questions, the assigned **point value** may be different depending whether the questions are used in a test, quiz or final exam.

We have created our first pool. (The pool has been named but does not yet contain any questions.)

Question Settings

Question Settings should always be chosen before adding questions to a Pool. **Question Settings** allows the instructor to select the desired question options for *all* the questions in the pool.



The screenshot shows a success message at the top: "Success: Chapter 1-5 (25 Points) created." Below this is the "Pool Canvas: Chapter 1-5 (25 Points)" section. A descriptive paragraph explains that the Pool Canvas is an inventory list of questions that can be managed and searched. Below the text are four buttons: "Create Question" (with a dropdown arrow), "Find Questions", "Upload Questions", and "Question Settings" (which is highlighted with a red box). Below the buttons is a summary table with the following data:

Description	
Instructions	
Total Questions	0
Total Points	0

Below the table, there is a prompt: "Select a question type from the Create Question drop-down list."

1. Select **Question Settings**


Pool Question Settings

Question Settings control the options available when creating Pool questions. Not all options are available for all question types. [More Help](#)

Cancel Submit

- Feedback** This provides feedback for individual questions.
 Provide feedback for individual answers.
- Images, Files, and Web Links** This allows you to add images, files, or external links to the questions and/or answers.
 Add images, files, and web links to questions.
 Add images, files, and web links to answers.
- Question Metadata** This allows you to categorize questions (*rarely used*).
 Add categories, topics, levels of difficulty, keywords and instructor notes to questions.
- Scoring** Scoring may be used to set point value for Pool questions. We have found it more effective to set the point value on the **Test Canvas** page.
 Specify default point values for questions.
 Use the point values specified in the question.
 Use default points when finding and adding questions.
- Display** This area sets display options.
 Specify random ordering of answers.
 Specify the horizontal or vertical display of answers.
 Specify numbering options for answers.
- Submit**
Click Submit to proceed. Click Cancel to quit.

Cancel Submit



2. Select desired settings (In this example, **Add Images** and **Specify random ordering of answers** are selected.)
3. Select **Submit**.

The next two sections show how to add questions to a **Pool**.

Adding Questions to a Pool

In a **Pool**, the following types of questions can be created:

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

Questions will now be added to the previously created pool, Ch1-5 Pool (25 Points). In this example the following question types will be added:

- **Multiple Choice**
- **True/False**
- **Hot Spot**
- **Multiple Answer**

The screenshot shows the eCampus interface. On the left is a sidebar with a navigation menu. The main content area is titled 'Tests, Surveys, and Pools'. The 'Pools' option is highlighted with a red box in both the sidebar and the main content area.

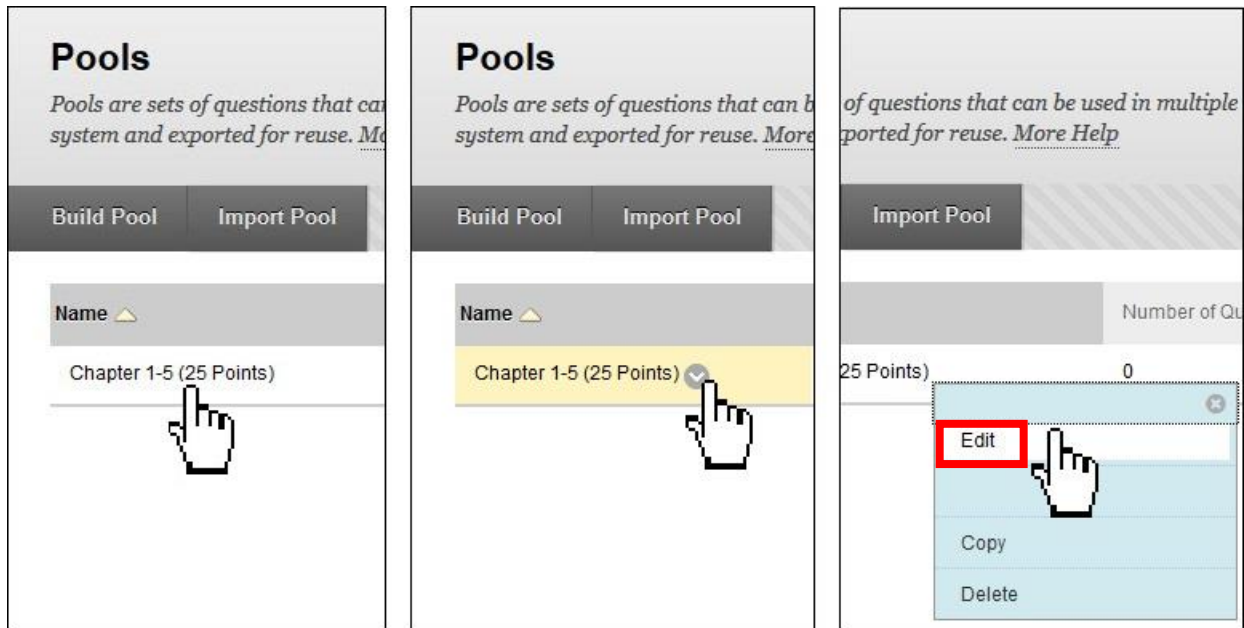
Tests, Surveys, and Pools

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.

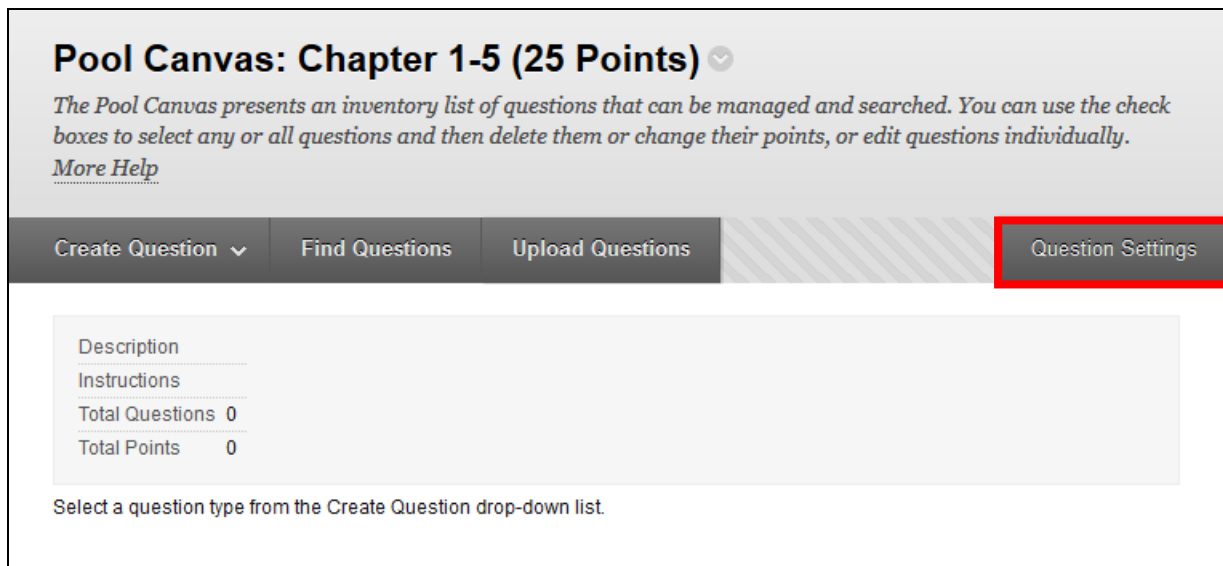
Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

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.

1. Navigate to the **Pool Canvas** by going to **Control Panel**, selecting **Course Tools**, selecting **Test, Surveys, and Pools** and selecting **Pools**



2. Mouse over the desired Pool to make the drop-down button appear.
3. Select the drop-down menu next to the desired **Pool**
4. Select **Edit**

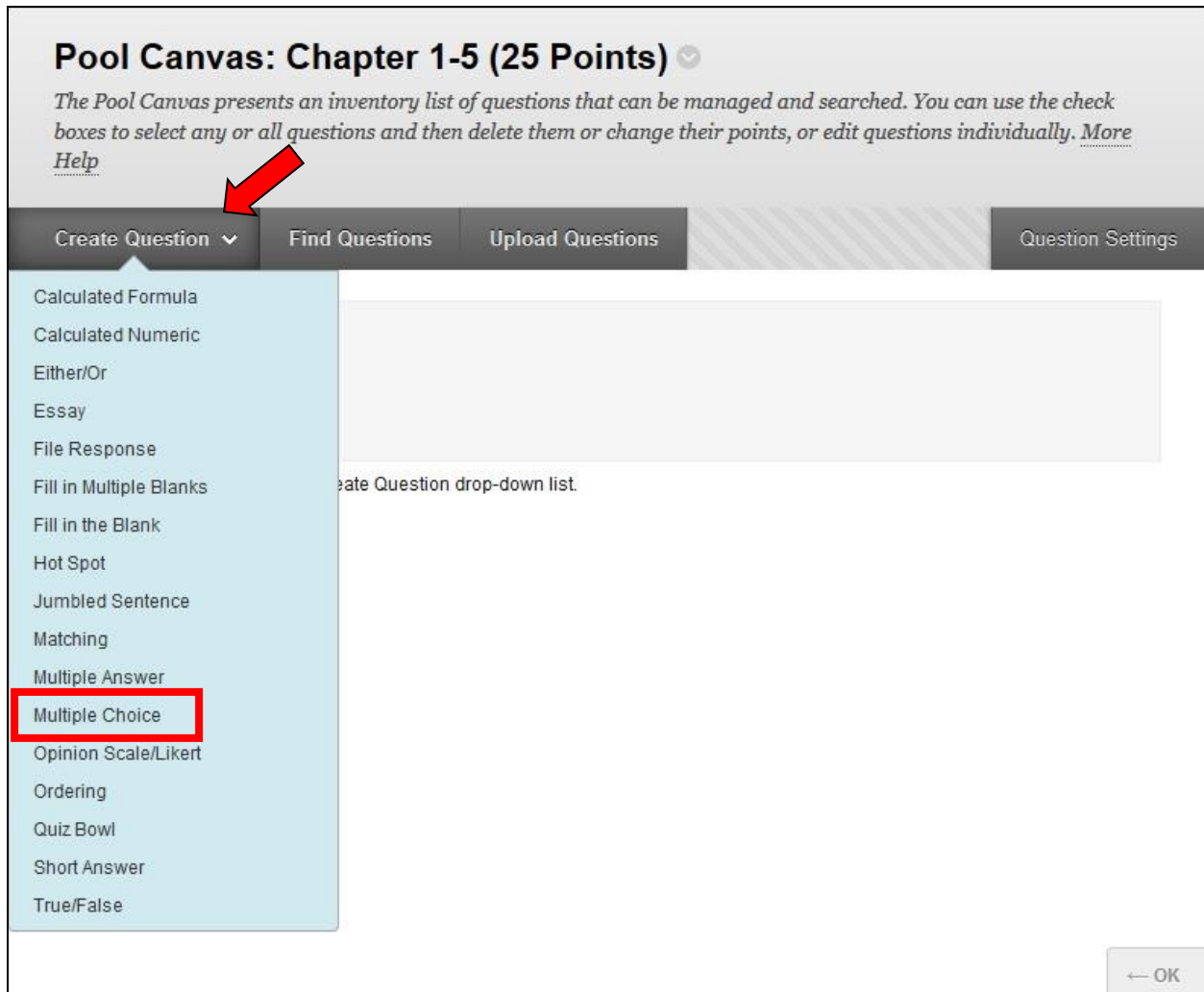


NOTE: If the desired **Question Settings** have not been selected, please do so before creating/adding questions.

NOTE: Ideally, each pool contains a large number of questions, e.g., 100 or more. In our example, we will be creating only a few questions.

Multiple Choice Questions

The first question added to the **Pool** will be a **Multiple Choice Question**.



The screenshot shows the 'Pool Canvas: Chapter 1-5 (25 Points)' interface. A red arrow points to the 'Create Question' dropdown menu, which is open and displays a list of question types. The 'Multiple Choice' option is highlighted with a red box. The interface includes a header with the pool name and a description, a navigation bar with 'Create Question', 'Find Questions', 'Upload Questions', and 'Question Settings', and a main content area with a '← OK' button in the bottom right corner.

1. In **Pool Canvas** scroll over **Create Question**
2. Select **Multiple Choice**

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.

Cancel

Submit and Create Another

Submit

1. Question

Question Title

* Question Text

What is 2+ 2=

Path: p Words:4

2. Options

3. Type the question
4. (Optional) Format the question using the toolbar commands

What is 2+ 2=

In this example, the Commands Toolbar is not fully visible.

NOTE: If you cannot see a particular tool, click the down arrows to the right of the toolbar area.

Paragraph Arial 3 (12pt)

HTML CSS

After selecting the down arrows on the right side, the Commands Toolbar is now fully visible.

Path: p Words:3

2. Options

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

Allow Partial Credit

Show Answers in Random Order

3. Answers


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


Number of Answers 4 ▼

Correct

Answer 1.

Remove





- Once you have written the question, scroll down to the **Answers** section. Use the drop down menu to select the number of answers. Four is the smallest number of possible answers.

HINT: If you want three answers or less, press the **Remove** button next to the undesired answer text box.

3. Answers

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

Number of Answers

Correct

Answer 1. Remove

Answer 2. Remove

Answer 3. Remove

Answer 4. Remove

6

0

2

Correct Answer radio button

4

6. Enter the desired answers in each answer box

Select the radio button next to the correct answer (*the first answer is selected by default; so if the first answer is not the correct answer, select the correct answer's radio button*)

4. Feedback

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

Feedback (optional)

Correct Response Feedback

Rich text editor for Correct Response Feedback with a toolbar and a text area. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, link, unlink, and image insertion. The text area is currently empty. Below the text area is a 'Path:' field and a 'Words:0' counter.

Incorrect Response Feedback

Rich text editor for Incorrect Response Feedback with a toolbar and a text area. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, link, unlink, and image insertion. The text area is currently empty. Below the text area is a 'Path:' field and a 'Words:0' counter.

5. Categories and Keywords

Click **Add** to add a Category, Topic, Level of Difficulty to access a complete list of Categories, Topics, and Levels of Difficulty.

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

6. Instructor Notes

Instructor Notes

Form for Instructor Notes with a dropdown menu (currently showing 'All') and a large text area for notes.

Also optional, Categories and Keyword or adding Instructor Notes.

7. Submit

Click **Submit** to proceed. Click **Cancel** to quit. Click **Submit and Create Another** to submit and create another.

Buttons for 'Cancel', 'Submit and Create Another', and 'Submit'. A red arrow points to the 'Submit' button.

7. Select **Submit**

Pool Canvas: Chapter 1-5 (25 Points) ▾

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 questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question ▾ Find Questions Upload Questions Question Settings

Description
Instructions
Total Questions 1
Total Points 0

Search current re Go

Criteria Summary
Question types All Pool Questions

Displaying 1 to 1 of 1 items

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	What is 2+2=	Multiple Answer	-

Delete Points Update Question Display ▾

Delete Points Update Question Display ▾

We have created our first question.

Next a **True/False** question *with an image* will be added.

True/False Question

Pool Canvas: Chapter 1-5 (25 Points) ▼

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 questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question ▼ Find Questions Upload Questions Question Settings

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

← OK

1. In **Pool Canvas** scroll over **Create Question**
2. Select **True/False**

Create/Edit True/False Question

A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. [More Help](#)

* Indicates a required field.

Cancel

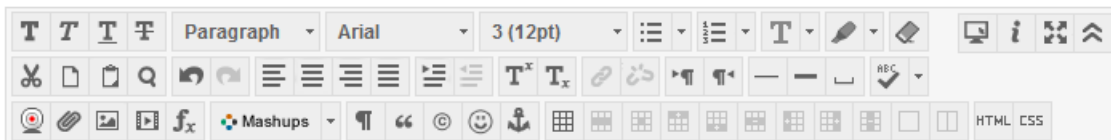
Submit and Create Another

Submit

1. Question

Question Title

* Question Text

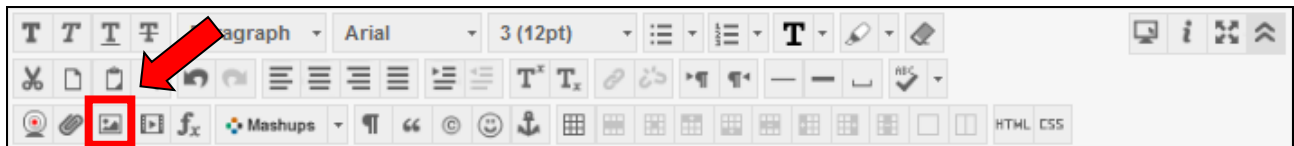


The tallest volcano on Earth is Mauna Kea.

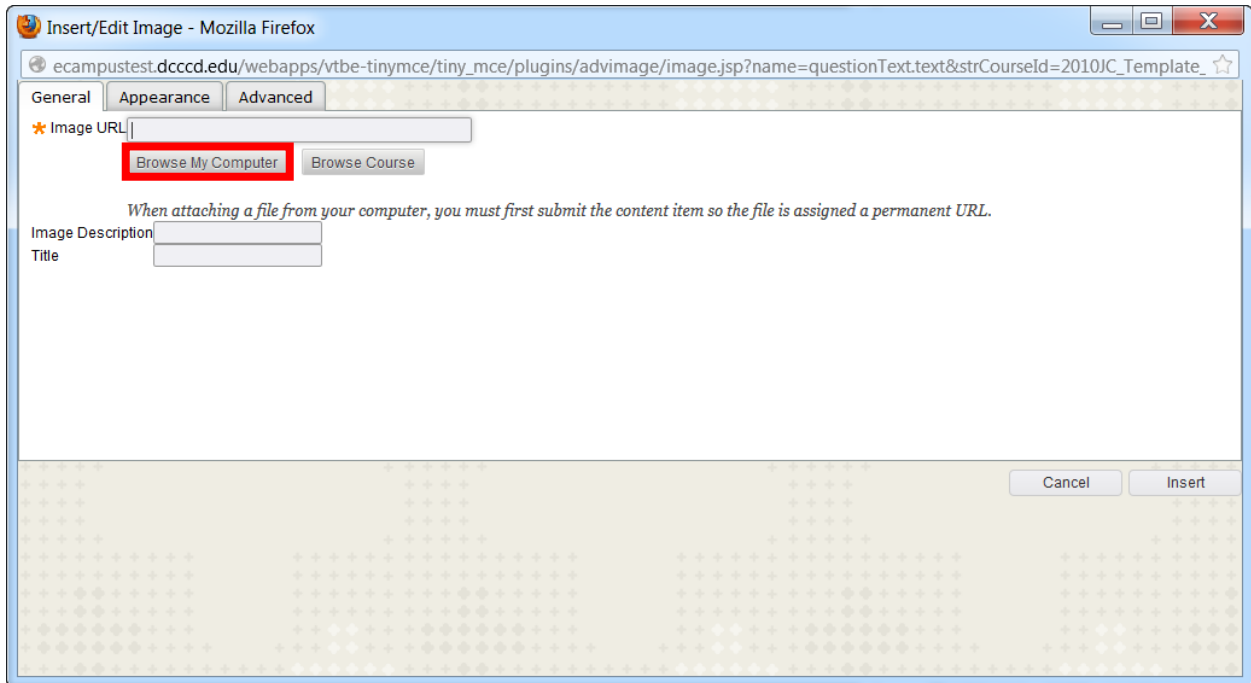
Path: p

Words:8

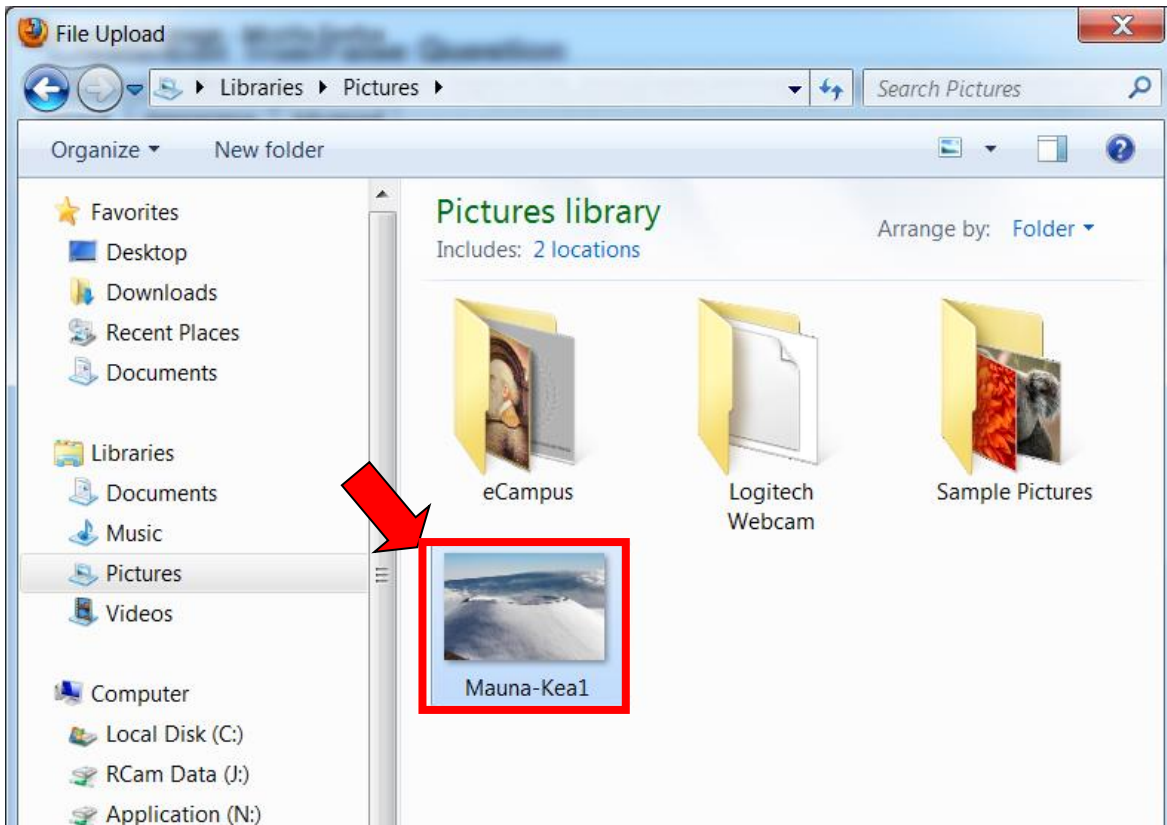
3. Type the question



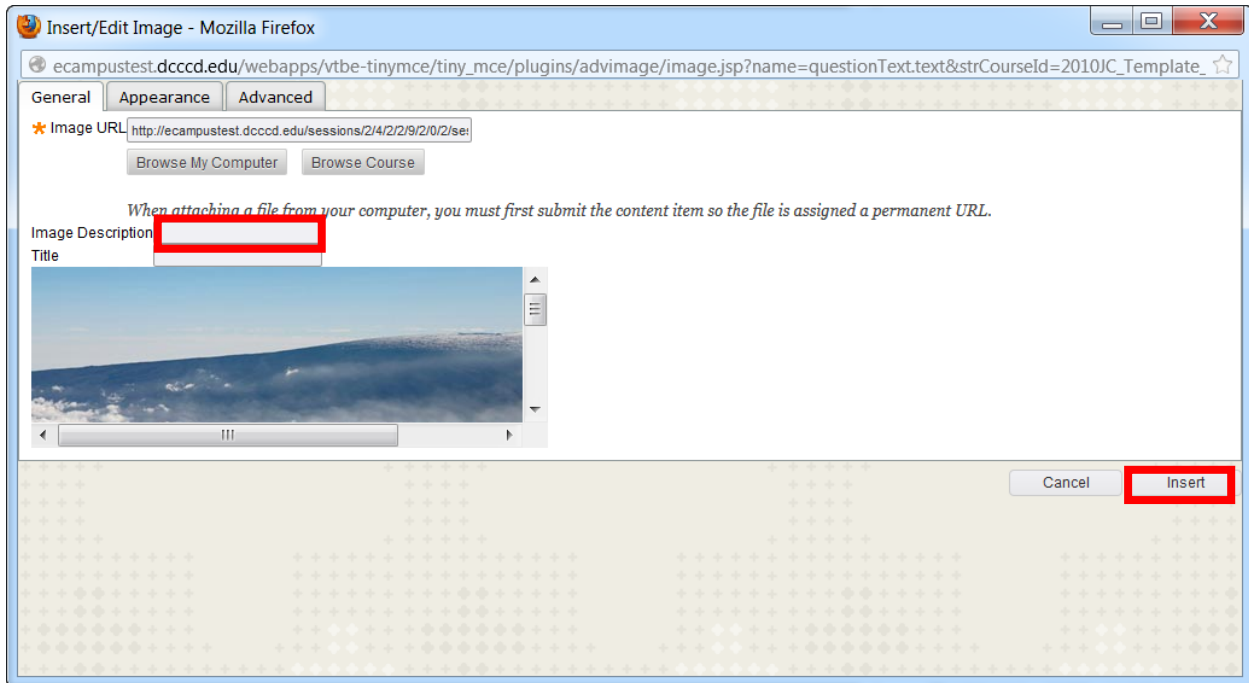
4. Select **Insert/Edit Image** to insert a picture in the question



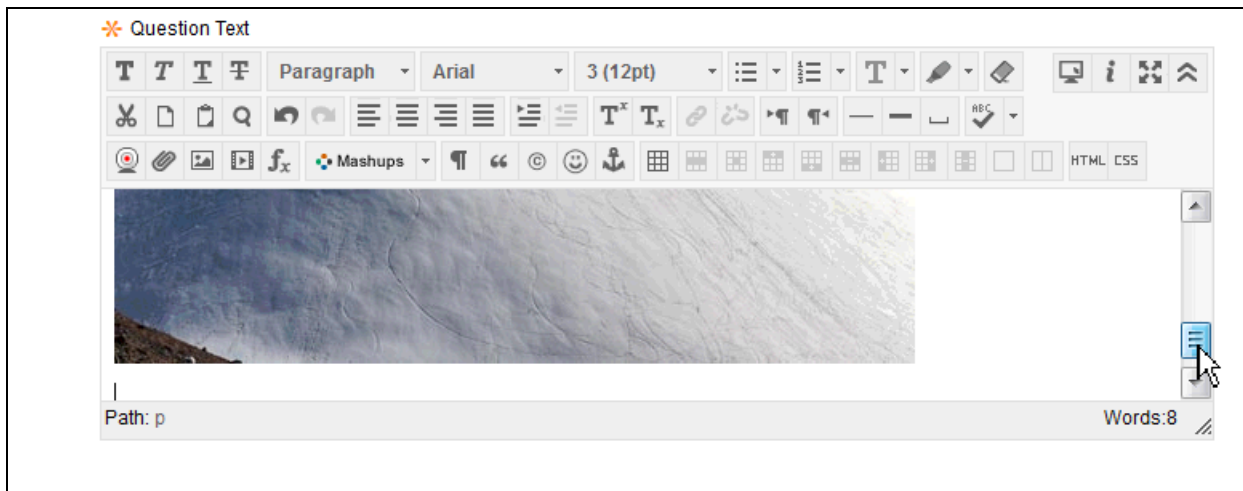
5. If you have not uploaded the image already, select **Browse My Computer**



6. Double click the desired image

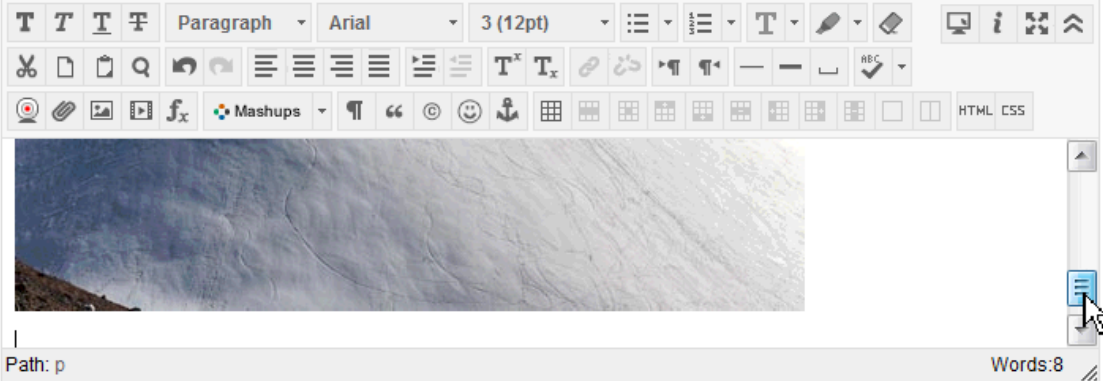


7. Type a description. The image may not be accessible to some users with disabilities, or to those using a text browser, or browsing the Web with images turned off.
8. Select **Insert**



The image is now loaded underneath the question.

*** Question Text**



2. Answers

Answer

True
 False

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

9. Select the **True** or **False** radio button

The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), and font size (3 (12pt)). Below the toolbar is a large empty text area. At the bottom of the editor, there is a status bar showing 'Path: p' and 'Words:0'. Below the status bar are several input fields: 'File' with a 'Browse...' button, 'Special Action' with a dropdown menu set to 'Create a link to this media file', 'Web Link', and 'Link Name'. Below these fields, the text '4. Submit' is displayed in blue. Underneath, there is a line of italicized text: 'Click Submit to proceed. Click Cancel to quit. Click Save As New to save as new.' At the bottom right, there are three buttons: 'Cancel', 'Submit and Create Another', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box, and a red arrow points down towards it from the right side of the editor.

10. Select **Submit**

Description
Instructions
Total Questions 2
Total Points 0

Search current re: Go

Criteria Summary
Question types: All Pool Questions

Displaying 1 to 2 of 2 items

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	What is 2+2=	Multiple Answer	-
<input checked="" type="checkbox"/>	The tallest volcano on Earth is Mauna Kea.	True/False	-

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

We have created our second question.

NOTE: To see the full question including the image and possible answers, click on the **details** icon (which appears immediately before each question).

Create Question | Find Questions | Upload Questions

Description
Instructions
Total Questions 2
Total Points 0

Search current re: Go

Criteria Summary
Question types: All Pool Questions

Displaying 1 to 2 of 2 items

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	What is 2+2=	Multiple Answer	-
<input checked="" type="checkbox"/>	The tallest volcano on Earth is Mauna Kea.	True/False	-

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

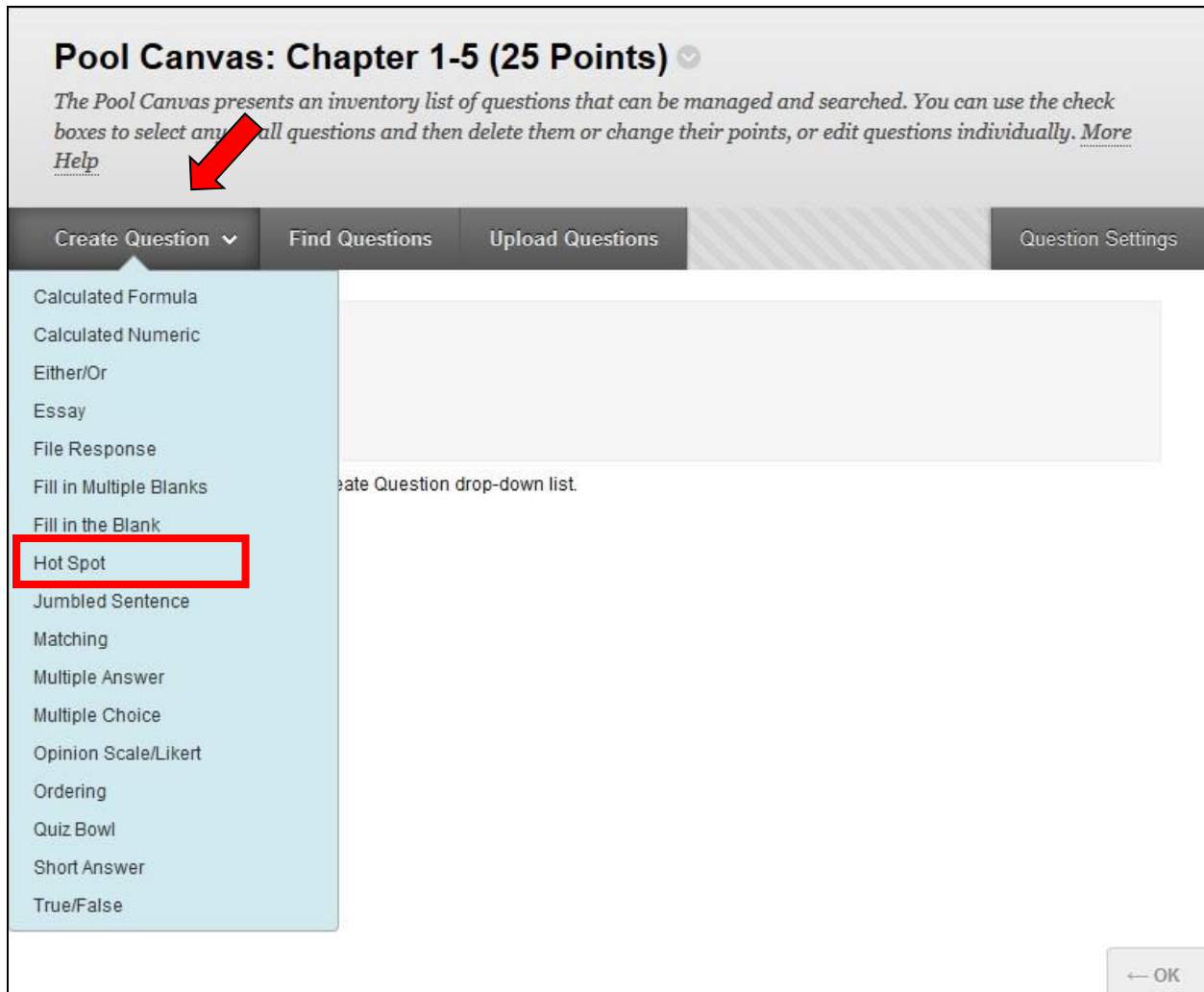
Question: The tallest volcano on Earth is Mauna Kea.

Answer: True
 False

Next a **Hot Spot** question will be added.

Hot Spot Question

In a **Hot Spot** question, users have to select a specific spot within an image (e.g., Texas within a map of the United States). A range of pixel coordinates is used to define the correct answer. **Hot Spot** refers to the area of an image that, when selected, yields a correct answer.



The screenshot shows the 'Pool Canvas: Chapter 1-5 (25 Points)' interface. At the top, there is a title and a description: 'The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any/all questions and then delete them or change their points, or edit questions individually. [More Help](#)'. Below this is a navigation bar with buttons for 'Create Question', 'Find Questions', 'Upload Questions', and 'Question Settings'. The 'Create Question' button is active, and its dropdown menu is open, listing various question types. The 'Hot Spot' option is highlighted with a red box. A red arrow points to the 'Create Question' button. The background of the interface is a light gray color.

1. In **Pool Canvas**, scroll over **Create Questions**
2. Select **Hot Spot**

Create/Edit Hot Spot Question

Hotspot questions are based on students identifying an area in an image file. The area is set by pixel coordinates and if students click within this range, the answer is recorded as correct. Points and Extra Credit are handled in the inline Points fields for each question on the canvas. [More Help](#)

* Indicates a required field.

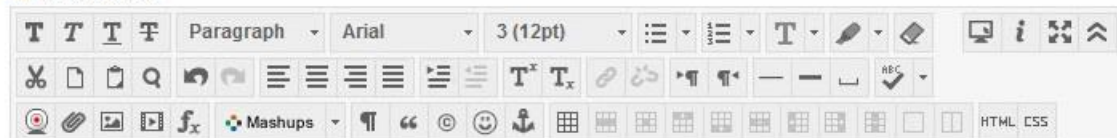
Cancel

Next

1. Question

Question Title

* Question Text



Where is the sunset?

Path: p

Words:4

2. Upload Image

* Attach File

Browse My Computer

Browse Course

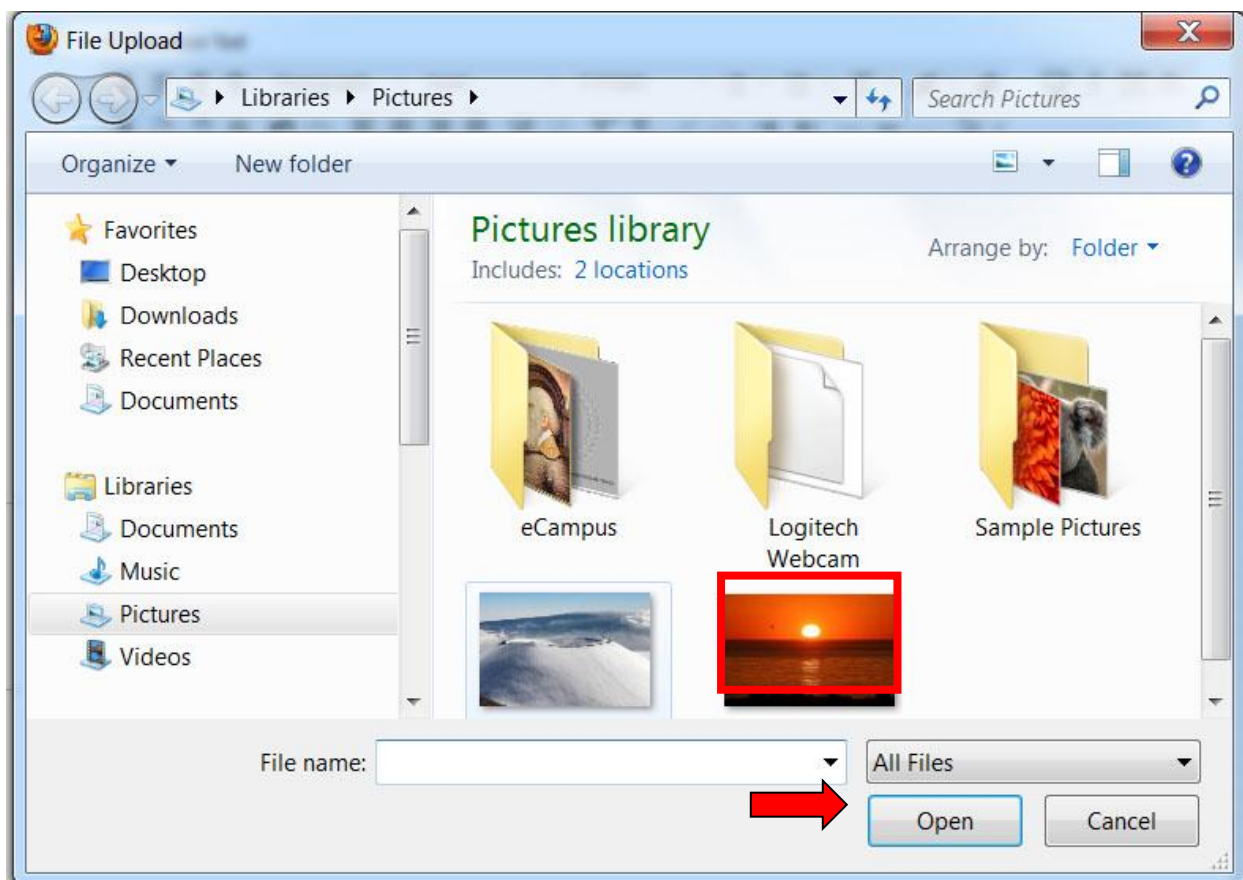
3. Submit Information

Click **Next** to continue creating this Hot Spot question. Click **Cancel** to quit.

Cancel

Next

3. Enter the question
4. Under item **2. Upload Image**, select **Browse My Computer**

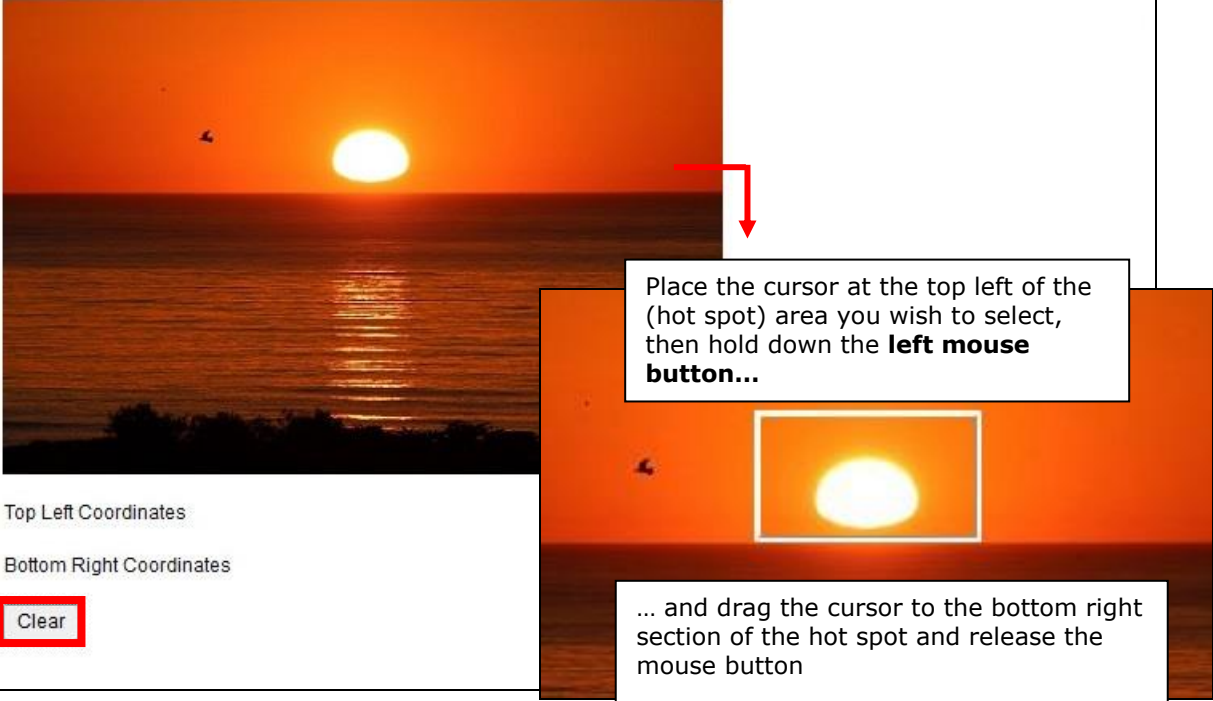


5. Navigate to the desired image file
6. Select the image
7. Select **Open**

9. Now create the **Hot Spot**. First hold the left cursor button down and drag from the top left to the bottom right of the rectangular area you wish to be the **hot spot** area.

1. 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.*



Top Left Coordinates

Bottom Right Coordinates

Place the cursor at the top left of the (hot spot) area you wish to select, then hold down the **left mouse button...**

... and drag the cursor to the bottom right section of the hot spot and release the mouse button

The **hot spot** can now be seen. If a different location is desired select **Clear** (see above) and repeat step 9.

A user has to click within that rectangular area to correctly answer the question. (You may want to explain that in your test question).

NOTE: The students cannot, of course, see the hot spot rectangle.

Create/Edit Hot Spot Question

Hotspot questions are based on students identifying an area in an image file. The area is set by pixel coordinates and if students click within this range, the answer is recorded as correct. Points and Extra Credit are handled in the inline Points fields for each question on the canvas. [More Help](#)



Cancel

Submit and Create Another

Submit

1. Answers

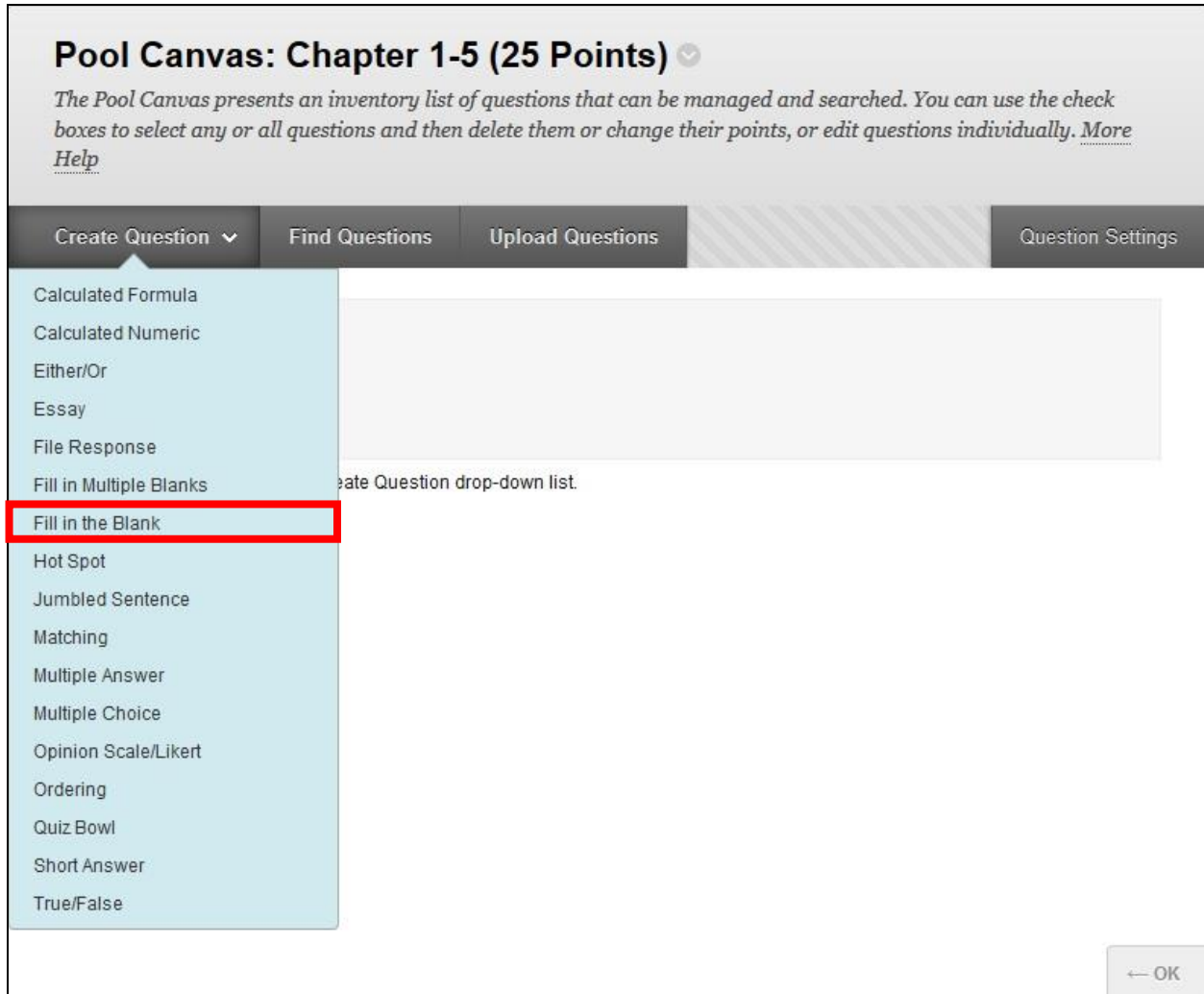
Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.



10. Select **Submit**

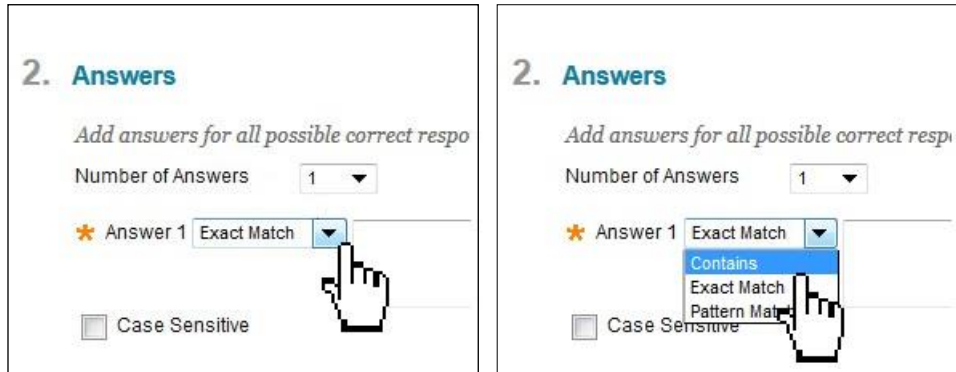
Fill in the Blank

Fill in the Blank allows users to choose more than one correct answer, and depending on the setting, each answer can allow spelling variations or misspellings.

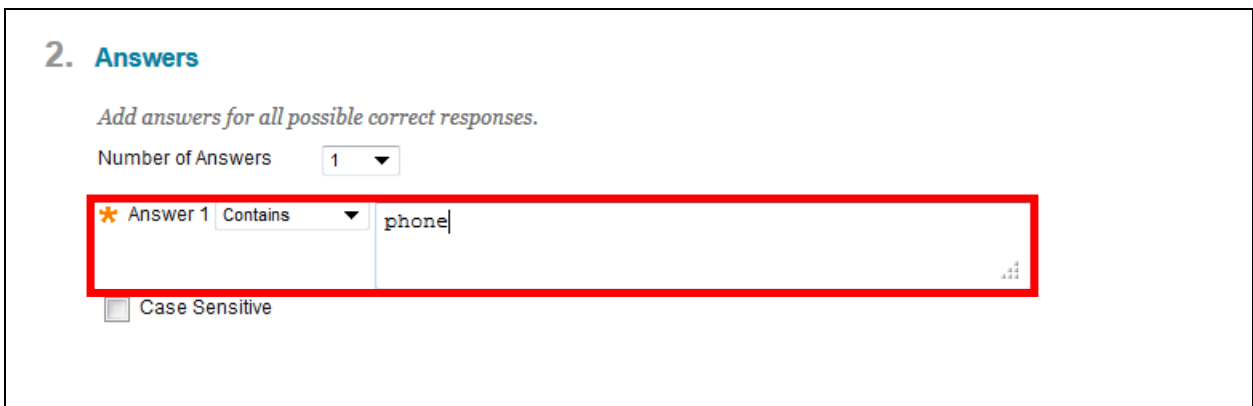


1. In **Pool Canvas** scroll over **Create Question**
2. Select **Fill in the Blank**

- To allow submissions that contain parts of the correct answer to be accepted, click the drop-down menu tab next to **Exact Match** and select **Contains** from the drop-down menu.



Note: Pattern Match accepts variations other than spelling to be accepted. However, these variations need to be entered and tested in a separate eCampus window.



- Accepted answers now include phone and variations containing the word phone. (i.e. telephone, smart phone, or cellphone.)

7. Select the dropdown menu for **Number of Answers** if you need to enter more answers.

2. Answers

Add answers for all possible correct responses.

Number of Answers **1** ▼

* Answer 1 Contains phone

Case Sensitive

3. Feedback

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

Correct Response Feedback

Arial 3 (12pt)

8. Enter another answer.

2. Answers

Add answers for all possible correct responses.

Number of Answers 2 ▼

* Answer 1 Contains phone

Case Sensitive Remove

* Answer 2 Exact Match cell


Case Sensitive Remove

Other Answers settings **Case Sensitive** and **Remove** are available.


2. Answers

Add answers for all possible correct responses.

Number of Answers

★ Answer 1 

Case Sensitive

★ Answer 2 

Case Sensitive

9. **Case Sensitive** is available, but is not selected.

10. To remove additional answers, select **Remove**.

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.

Categories	None	<input type="button" value="Add"/>
Topics	None	<input type="button" value="Add"/>
Levels of Difficulty	None	<input type="button" value="Add"/>
Keywords	None	<input type="button" value="Add"/>

5. Instructor Notes


Instructor Notes

REC


Character count: 0

6. Submit


Click **Submit** to proceed. Click **Cancel** to quit. Click **Submit and Create Another** to submit and create another.



11. Once you have entered the answers and settings desired, scroll down and click **Submit**.

Pool Canvas: Chapter 1-5 (25 Points) 

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 questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question  Find Questions Upload Questions Question Settings

Description

Instructions

Total Questions 10

Total Points 0

Search current results:


Browse Criteria

▶ Question types


Criteria Summary

Question types All Pool Questions


Displaying 1 to 10 of 10 items

Points 

<input type="checkbox"/>	Question Text	Question Type	Default Points
<input type="checkbox"/>	What is 2+2=	Multiple Answer	-
<input type="checkbox"/>	What are three advantages and three disadvantages of taking an online course?	Essay	-
<input type="checkbox"/>	2+2=5	True/False	-
<input type="checkbox"/>	Rubric	Multiple Choice	-
<input type="checkbox"/>	Click on the Sunset.	Hot Spot	-
<input type="checkbox"/>	Is the world oval?	True/False	-
<input type="checkbox"/>	Telling the truth is always the best.	True/False	-
<input type="checkbox"/>	What is 2+3?	Multiple Choice	-
<input type="checkbox"/>	Yellow is a color?	True/False	-
<input type="checkbox"/>	I can only count to nine. I can send and I can end. You might find me somewhe...	Fill in the Blank	-

Points 

Displaying 1 to 10 of 10 items



This is the completed Ch 1- 5 (25 Points) **Pool**.

Select **OK** when all a pool's questions have been added. Remember a (*question*) **Pool** is

1. a series of related questions
2. all (questions) having the same *expected* point value.

Since we want our test to have questions having a different point values, we are going to create a second pool, **Ch 1- 5(50 Points) Pool**.

Essay Questions

This **Essay** question will be added to a different, previously created, pool, Ch 1-5 Pool (50 Points), since the expected point value of the questions this pool, 50, is different than the point value of the first pool. The 50 points value will be assigned to the question when creating the test using the **Tests** tool.

NOTE: As mentioned previously, ideally, each pool contains a large number of questions, e.g., 100 or more. In our example, we are only creating one question for this second pool.

1. Navigate to the **Pool Canvas** by selecting **Pools** (in Test, Surveys, and Pools)

Pools
Pools are sets of questions that can be used in multiple tests or surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)

Build Pool Import Pool

Name ▲	Number of Questions	Date Last Edited
Chapter 1-5 (25 Points)	10	July 24, 2013 1:26 PM
Chapter 1-5 (50 Points)	0	June 13, 2013 12:36 PM
Find Questions	0	July 10, 2013 8:45 AM

Displaying 1 to 3 of 3 items Show All Edit Paging...

2. Select **Edit** from the menu of the previously created Ch 1- 5 Pool (50 points)
Pool

Pool Canvas: Chapter 1-5 (50 Points) ▼

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 questions and then delete them or change their points, or edit questions individually. [More Help](#)

Create Question ▼ Find Questions Upload Questions **Question Settings**

Description
Instructions
Total Questions 0
Total Points 0

Select a question type from the Create Question drop-down list.

NOTE: If desired **Question Settings** have not been set, please do so before creating/adding the questions.

Pool Canvas: Chapter 1-5 (50 Points)

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 questions and then delete them or change their points, or edit questions individually. [More Help](#)

Buttons: **Create Question** (highlighted with a red arrow), Find Questions, Upload Questions, Question Settings

Dropdown menu items: Calculated Formula, Calculated Numeric, Either/Or, **Essay** (highlighted with a red box), File Response, Fill in Multiple Blanks, Fill in the Blank, Hot Spot, Jumbled Sentence, Matching, Multiple Answer, Multiple Choice, Opinion Scale/Likert, Ordering, Quiz Bowl, Short Answer, True/False

3. Scroll over **Create Question**

4. Select **Essay**

Create/Edit Essay Question

Essay questions require students to enter an answer into a text box. [More Help](#)

* Indicates a required field.

Buttons: Cancel, Submit and Create Another, **Submit**

1. Question

Question Title:

* Question Text

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, HTML CSS

Text area (highlighted with a red box):
What are three advantages and three disadvantages of taking an online course?

Path: p Words: 12

1. Type a question

2. Answer

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

Advantages:

1. It saves time -- no commuting.
2. It saves money -- no car expenses.
3. One can take classes at any oline campus.

Disadvantages:

1. There is no direct interaction with instructors.
2. There is little bonding among classmates.
3. Since lectures are not live, I fall asleep reading the textbook.

Path: ol » li Words:45

Optional: Enter an example of a correct response.

Warning: When deploying, publishing, the test, If the test options, **Correct Answer** is selected, any student that has taken the test will be able, at any time, to see and share all of that test's correct answers. (Some instructors, for review purposes, make Correct Answers visible only after all the students have taken the test.)

3. Rubrics

[Add Rubric](#)

Name	Type	Date Last Edited	Show Rubric to Students

Also Optional: Provide a **Rubric** that explains the grade breakdown.

6. Submit

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.



2. Scroll down and select **Submit**

Pools

Pools are sets of questions that can be used in multiple tests or surveys. Pools can be imported from outside the system and exported for reuse. [More Help](#)

Build Pool Import Pool

Name ▲	Number of Questions	Date Last Edited
Chapter 1-5 (25 Points)	10	July 24, 2013 1:26 PM
Chapter 1-5 (50 Points)	1	June 13, 2013 12:36 PM

Displaying 1 to 4 of 4 items Show All Edit Paging...

The **Pools** page now has the two **pools**.

In our example test, a **Random Block Test**, both **pools** will be used and each **pool** will be assigned a different point value.

Creating Tests

Naming a Test

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. 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.

Navigate to **Tests** (in Test, Surveys, and Pools)

Tests

Tests are a means of assessing student performance. [More Help](#)

Build Test

Import Test

Click **Build Test** to start.

- Select **Build Test**

Test Information

Enter a **Name** for the Test. This is a required field. The name is the title text that appears in the Content Area. Use a descriptive name to help users identify the Test. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Test Information

* Name

Unit One Test

Description

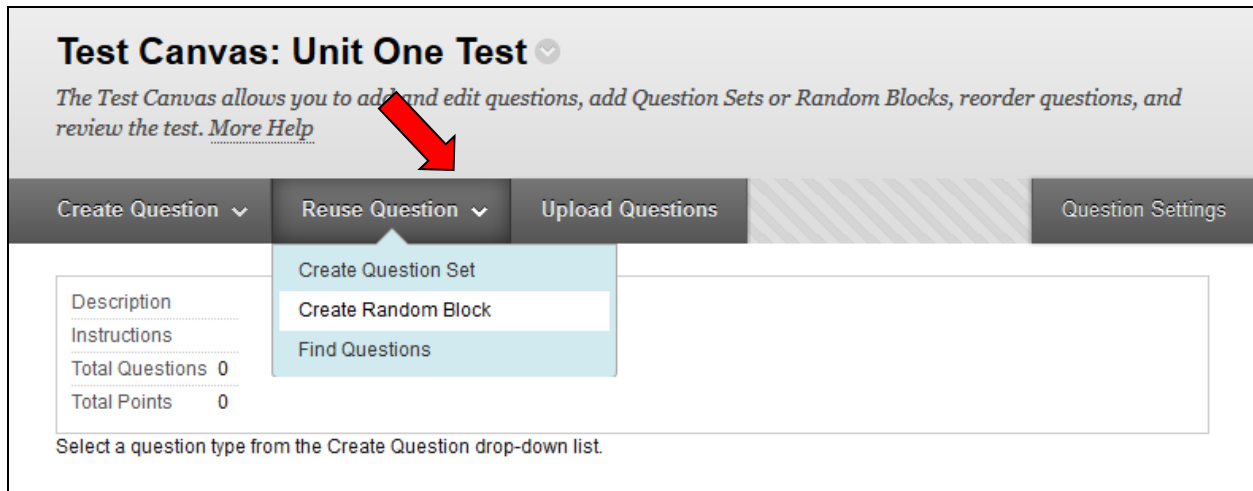
Rich text editor toolbar with various formatting options including bold, italic, underline, text color, background color, font face, font size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and HTML/CSS options.

Path: p

Words:0

- Enter a **Test Name**
- Select **Submit**

Creating a Test (from Pools and/or Tests)



Using the **Reuse Question** menu, one can create three types of tests

1. **Create Question Set** from specific questions chosen from Pools or Tests (A type of Random Block test –see the **Create Question Set** tutorial)
2. **Create Random Block** from Pools only(A type of Random Block test --see below)
3. **Find Questions** from Pools or Tests (A test having all the same questions – see below: **Creating a Test Using the Find Questions Option**)

A Few Random Selection Terms

- **Create Random Block: Create Random Block** enables the instructor to create a test that randomly selects a certain number of questions from one or more pools. (Be aware that it is not possible to add questions randomly from another **Test** or **Survey**.)
- **Create Question Set: Create Question Set** enables an instructor to create a test that randomly selects a certain number of questions from a set of questions the instructor specifically chose from a Pool and/or Tests.

We are going to create a **Random Block** test.

Creating a Random Block Test

- Random question selection tests are created in **Tests (Test Canvas)** using the **Reuse Question** menu and selecting **Create Random Block**.
- One or more **Pools** can be combined (*using the **Test Canvas tool***) to create a single test.
- If a **Random Block** test is going to have questions having different point values, the questions must be selected from multiple pools.

In our example, the **Create Random Block** option will be used to create a **Random Block** test using questions from two **pools** (located in the **Pool Canvas**). At the time the test is taken, questions will be selected at random from these two **pools**.

NOTE: If you want all a test's questions to be the same / identical for all students, do not select **Create Random Block**, select **Find Questions**. For additional information on creating tests having all the same / identical questions, please see **the Creating a Test Using the Tests tool (From Find Questions)** tutorial.

The screenshot shows the 'Tests, Surveys, and Pools' interface. The left sidebar contains a navigation menu with the following items: 2010JC_Template_XTEC_1 (with a home icon), COURSE MANAGEMENT, Control Panel, Files, Course Tools (with a dropdown arrow), and a list of tools including Announcements, Basic LTI tools, Blogs, CengageNOW Gradebook, CengageNOW Instructor Tools, Collaboration, Contacts, Course Calendar, Course Gallery, Course Health Check, Course Messages, Discussion Board, Glossary, Journals, Respondus LockDown Browser, Rubrics, SafeAssign, Send Email, SoftChalk - Synchronize Copied Content, SoftChalk Publish with ScoreCenter, Tasks, Tests, Surveys, and Pools (highlighted), and Wikis.

The main content area is titled 'Tests, Surveys, and Pools' and contains the following sections:

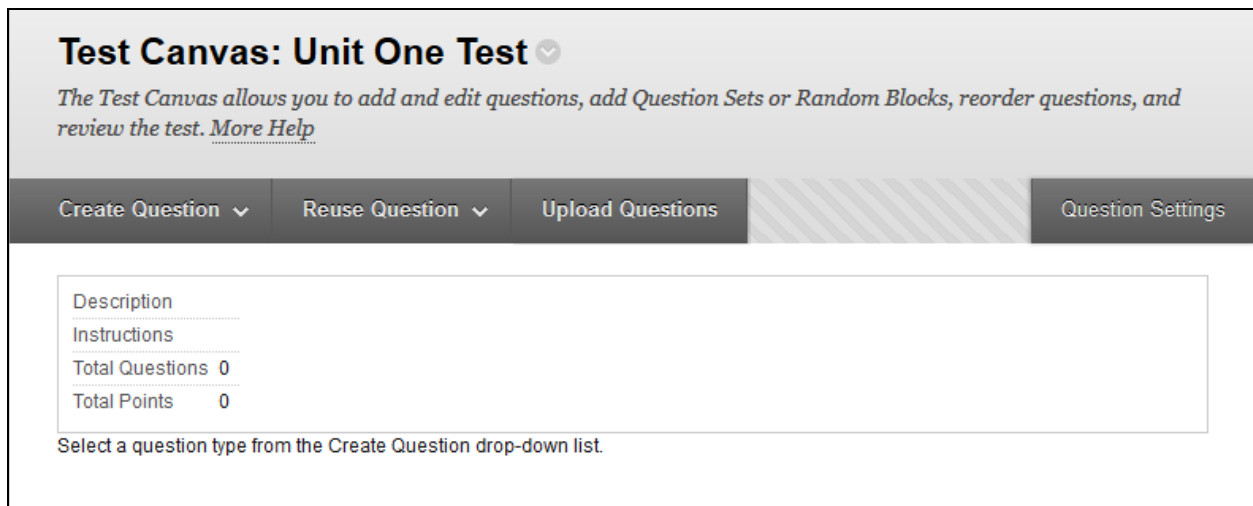
- Tests** (highlighted with a red box): Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types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

To create a **Random Block** test

1. Navigate to **Tests**



2. Select **Edit** (You will need to mouse over the test and click the drop-down that appears to the right, for the menu to appear.)



The **Test Canvas** page is where we can add, modify, and remove questions.

In our example, the **Unit One Test** will be worth 100 points and will be created by importing questions from two pools.

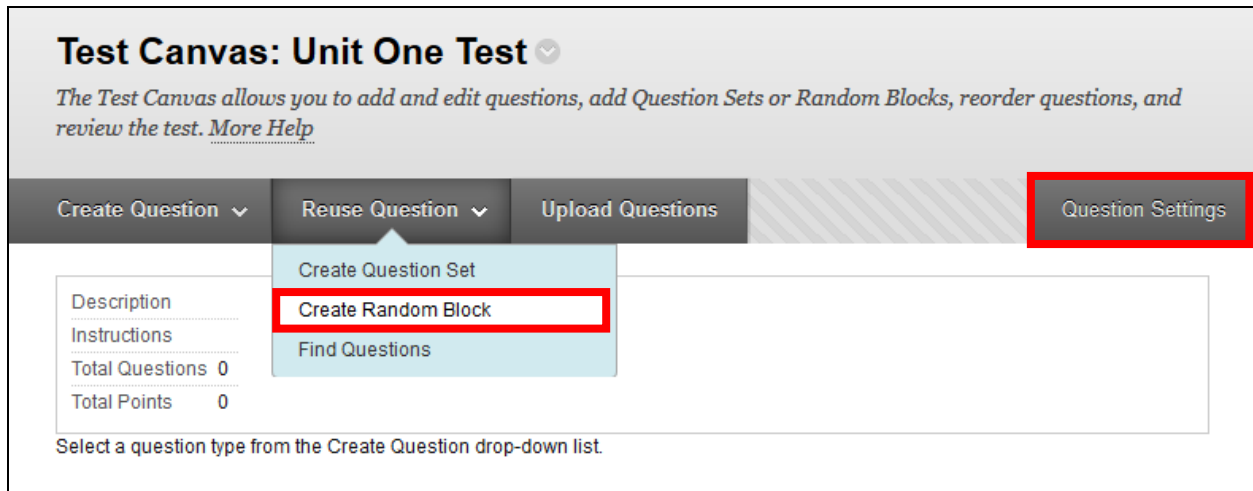
From the first pool, *Ch1-5 Pool (25 Points)*,

- **2** questions are going to be imported and
- these 2 questions will be assigned **25 points** each (*for a total, so far, of 50 points*)

Later, from the second pool, *Ch1-5 Pool (50 Points)*,

- **1** question will be imported and
- this 1 question will be assigned **50** points (*for a final total of 100 points*)

Note: Questions can be imported from only one pool at a time. (If all the test questions will have the same point value, multiple pools can be imported at the same time.)



Test Canvas: Unit One Test ▾

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings

Create Question Set
Create Random Block
Find Questions

Description
Instructions
Total Questions 0
Total Points 0

Select a question type from the Create Question drop-down list.

3. Select, on the **Test Canvas** page, the **Reuse Question** button
4. Select **Create Random Block**

NOTE: Generally speaking, when adding questions from a **Pool**, there is no need to check the **Question Settings**. The questions added from a **Pool** retain their **Pool Question Settings**.

Many instructors have 100+ questions in each pool so that all, or mostly all of the students' test questions, when selected at random, will be different. The greater the pool of questions the greater the odds that **each student's** test questions will be different.

NOTE: When a student retakes a test, the questions are selected at random again and the test will display different questions.

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

View ▾ Reset to Default

Pool

- Chapter 1-5 (25 Points)
- Chapter 1-5 (50 Points)
- Chapter 1-5 (50 Points)
- Find Questions

Question types

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

Selected Criteria

Pool Chapter 1-5 (25 Points) + Question types All Pool Questions

Preview questions that match the criteria

Question Display ▾

Displaying 1 to 10 of 10 items

Question Text	Question Type	Source Name
<input type="checkbox"/> 2+2=5	True/False	Chapter 1-5 (25 Points)
<input type="checkbox"/> Click on the Sunset.	Hot Spot	Chapter 1-5 (25 Points)
<input type="checkbox"/> I can only count to nine. I can send and I can end. You might find me somewhere...	Fill in the Blank	Chapter 1-5 (25 Points)
<input type="checkbox"/> Is the world oval?	True/False	Chapter 1-5 (25 Points)
<input type="checkbox"/> Rubric	Multiple Choice	Chapter 1-5 (25 Points)
<input type="checkbox"/> Telling the truth is always the best.	True/False	Chapter 1-5 (25 Points)
<input type="checkbox"/> What are three advantages and the online course?	Multiple Choice	Chapter 1-5 (25 Points)
<input type="checkbox"/> What is 2+2=	Multiple Answer	Chapter 1-5 (25 Points)
<input type="checkbox"/> What is 2+3?	Multiple Choice	Chapter 1-5 (25 Points)
<input type="checkbox"/> Yellow is a color?	True/False	Chapter 1-5 (25 Points)

Question Display ▾

5. Select –by clicking on the Pool-- the first **Pool** of questions that will be added to the test (*only one **Pool** of questions can be added at a time –in a test having different point value questions*)
6. Select the type of question(s) desired; e.g., All Pool Questions

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

View Reset to Default

Pool

- Chapter 1-5 (25 Points)
- Chapter 1-5 (50 Points)
- Chapter 1-5 (50 Points)
- Find Questions

Question types

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

Selected Criteria

Pool Chapter 1-5 (25 Points) + Question type All Pool Questions

Preview questions that match selected criteria

Displaying 1 to 10 of 10 items

Question Display

Question Text	Question Type	Source Name
2+2=5	True/False	Chapter 1-5 (25 Points)
Click on the Sunset.	Hot Spot	Chapter 1-5 (25 Points)
I can only count to nine. I can send and I can end. You might find me somewhere...	Fill in the Blank	Chapter 1-5 (25 Points)
Is the world oval?	True/False	Chapter 1-5 (25 Points)
Rubric	Multiple Choice	Chapter 1-5 (25 Points)
Telling the truth is always the best.	True/False	Chapter 1-5 (25 Points)
What are three advantages and three disadvantages of taking an online course?	Essay	Chapter 1-5 (25 Points)
What is 2+2=	Multiple Answer	Chapter 1-5 (25 Points)
What is 2+3?	Multiple Choice	Chapter 1-5 (25 Points)
Yellow is a color?	True/False	Chapter 1-5 (25 Points)

Question Display

Cancel

Submit

7. Once you have selected the desired Question types, select **Submit**.

Test Canvas: Unit One Test ⌵

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ⌵ Reuse Question ⌵ Upload Questions Question Settings

Description

Instructions

Total Questions 1

Total Points 10

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

 Points

↑

1. **Random Block** ⌵ Points per question: 10

Total Points: 10

Success: Random block saved. Edit number of questions to display and points. ✕

Total Questions: 10

Number of Questions to display: 1

Source Pool: Chapter 1-5 (25 Points)

Question Types: All Pool Questions

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

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

 Points

8. Select, by clicking on the number shown for **Number of Questions to display**, and then type the desired **Number of Questions to display** from this **Pool**
9. Select, by clicking on the number shown for **Points per question**, and then type the **Points per question** (*i.e., the point value of each question in this pool*)

Questions to display in the block:

Update Points:

NOTE: Once you type the desired Number of Questions to display and Points per question, you will need to select **Submit** for each.

Test Canvas: Unit One Test ⌵

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ⌵ Reuse Question ⌵ Upload Questions Question Settings

Description
Instructions
Total Questions 2
Total Points 50

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

Delete Points Update Hide Question Details

1 - 2. **Random Block** ⌵ Points per question: **25** Total Points: 50

Success: Random block saved. Edit number of questions to display and points. ✕

Total Questions: 10
Number of Questions to display: **2**

Source Pool: Chapter 1-5 (25 Points)
Question Types: All Pool Questions

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

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

Delete Points Update Hide Question Details

So far, a **Create Random Block** test has been created that

- Will display **2** questions at **random** and
- Assign a **25 point value** to each question

10. To add questions from a second pool, select **Reuse Question** and repeat the previous steps. (In our example, we added one question from our second pool.)

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

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

1 - 2. **Random Block** Points per question:

Total Points: 50

Total Questions: 10

Number of Questions to display:

Source Pool: Chapter 1-5 (25 Points)

Question Types: All Pool Questions

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

3. **Random Block** Points per question:

Total Points: 50

Total Questions: 3

Number of Questions to display:

Source Pool: Chapter 1-5 (50 Points)

Question Types: Essay

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

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

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

[← OK](#)

This shows the completed **Test Canvas**. There are a total of three questions taken from two pools. The test, when deployed, will import:

- from the first pool, **2** questions worth **25** points each and
- from the second pool, **1** question worth **50** points (for a total of 100 points).

11. Once the random questions from the desired pool(s) have been imported, select **OK**

This concludes **Creating a Random Block Test**.

The **test** is now ready to be deployed (*refer to the **Deploying a Test** section*).

Creating Tests Using the Find Questions Tool

This method of creating a test will result in **all students having the same / identical test questions**. This example will use a previously created test *-having no tests questions yet--* named **Unit One Retest**.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is within a content folder before students can take the test. Test results are reviewed in the G types are not automatically graded.

Surveys

Surveys are not graded. They are useful for gathering data from students that is not used. 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 more than one Test or Survey.

1. Navigate to the **Tests** link

Tests

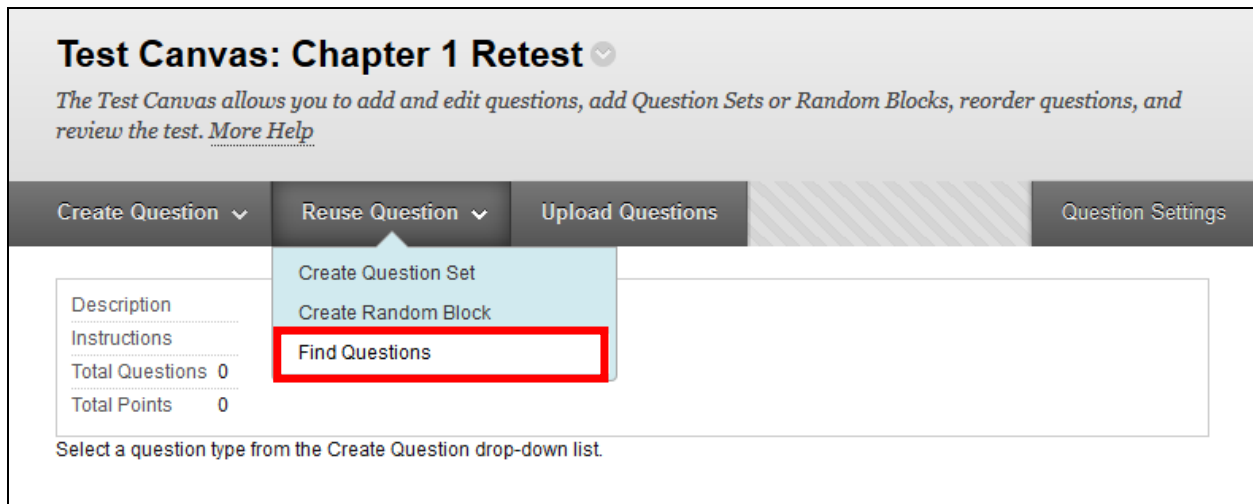
Tests are a means of assessing student performance. [More Help](#)

Build Test Import Test

Name ▲	Deployed	Date Last Edited
Chapter 1 Retest	No	June 26, 2013 10:32 AM
Find Me!		July 26, 2013 12:57 PM
Question Set Tes		June 26, 2013 2:13 PM
Unit One Test		July 26, 2013 3:11 PM

Displaying 1 to 4 of 4 items Show All Edit Paging...

2. Select **Edit** from the desired test's menu (double-down arrows)



Test Canvas: Chapter 1 Retest ▾

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings

Create Question Set
Create Random Block
Find Questions

Description
Instructions
Total Questions 0
Total Points 0

Select a question type from the Create Question drop-down list.

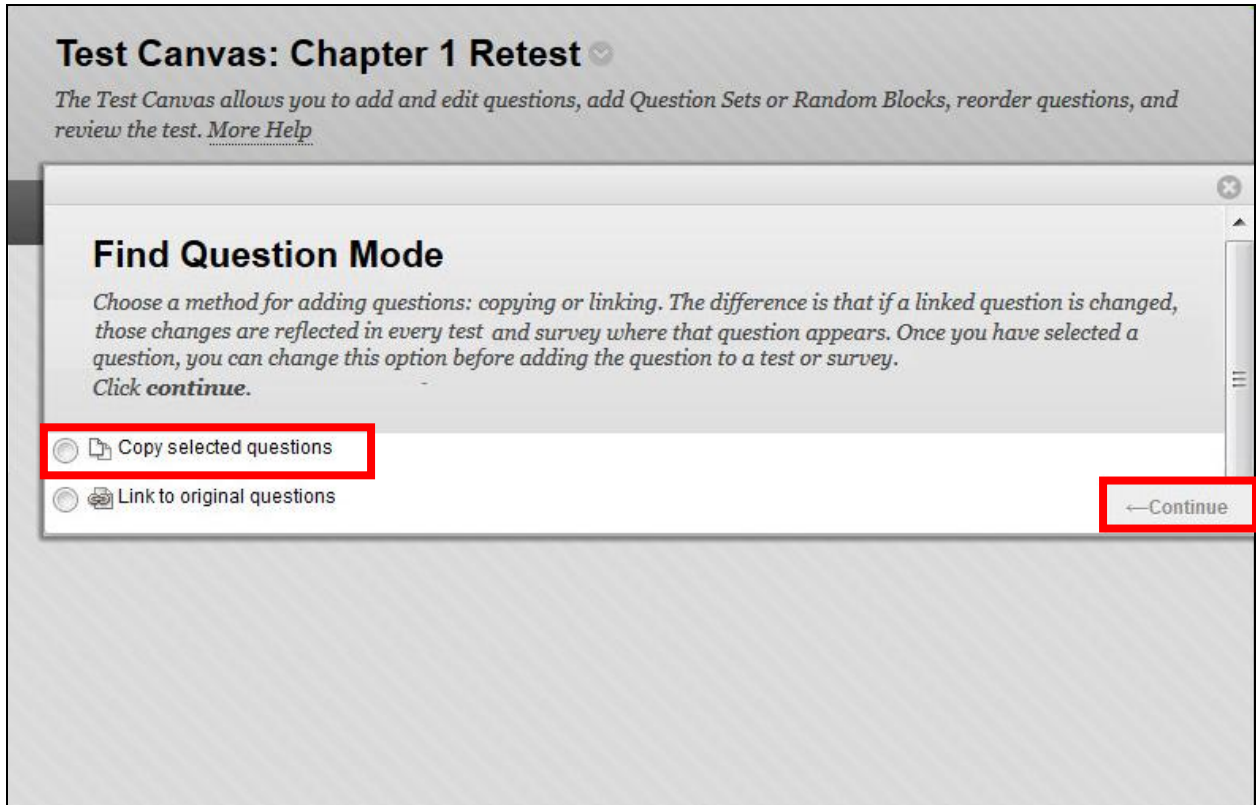
3. Scroll over **Reuse Question**
4. Select **Find Questions**

NOTE: As mentioned previously, selecting the **Find Questions** option will create a test having all the same / identical questions.

To create a test having all (or substantially all) **different** questions for each student, use the **Create Random Block** or the **Create Question Set**.

Generally speaking, when adding questions from a **Pool**, there is no need to check the **Question Settings**. The questions added from a **Pool** retain their **Pool Question Settings**.

5. If this is the first test created for a course, you may be asked to choose between copying and linking questions.



6. Choose Copy selected questions to ensure the original questions keep their null value.
7. Select Continue

NOTE: The **All Pools** and **All Test** options are deselected by default.

Find Questions

*Questions are organized by the **Criteria** listed on the page. Use the **Criteria** drop-down lists to search for questions to add to the test. Click **Submit** to finish. Click **Cancel** to return to the previous page. [More Help](#)*

Criteria Summary

To find questions, browse and select criteria.

Browse Criteria

- ▼ **Pools**
 - All Pools
 - Chapter 1-5 (25 Points)
 - Chapter 1-5 (25 Points)
 - Chapter 1-5 (50 Points)
 - Find Questions
- ▶ **Tests**
- ▶ **Question types**
- ▶ **Categories**
- ▶ **Topics**

Search current results

Browse Criteria

▼ Pools

- All Pools
- Chapter 1-5 (25 Points)
- Chapter 1-5 (50 Points)

▼ Tests

- All Tests
- Chapter 1 Retest
- Question Set Test
- Unit One Test

► Question types

► Categories

► Topics

Criteria Summary

Pools

Displaying 1 to 9 of 9 items

Question Display

Mode Copy selected questions Link to original questions

<input type="checkbox"/>	Question Text <input type="button" value="v"/>	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	<input type="button" value="v"/> 2+2=5	True/False	<input type="button" value="v"/> Copy	-	Chapter 1-5 (25 Points)	Pool
<input type="checkbox"/>	<input type="button" value="v"/> Click on the Sunset.	Hot Spot	--	-	Chapter 1-5 (25 Points)	Pool
<input checked="" type="checkbox"/>	<input type="button" value="v"/> Is the world oval?	True/False	<input type="button" value="v"/> Copy	-	Chapter 1-5 (25 Points)	Pool
<input type="checkbox"/>	<input type="button" value="v"/> Rubric	Multiple Choice	--	-	Chapter 1-5 (25 Points)	Pool
<input type="checkbox"/>	<input type="button" value="v"/> Telling the truth is always the	True/False	--	-	Chapter	Pool

Selected Questions: 2

8. Select the desired **Pool(s)** and or **Test(s)** to display the questions belonging to those Pool and/or Tests. In our example, we are selecting the questions from one pool.

9. All the questions contained in the selected pool are shown.

10. Select the desired questions by selecting the check box next to the desired questions

11. Select **Submit**

NOTE: A large **pool** will display the questions on multiple pages.

Test Canvas: Chapter 1 Retest

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ▾ Reuse Question ▾ Upload Questions Question Settings ↑↓

Description
Instructions
Total Questions 2
Total Points 20

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

Delete Points Update Hide Question Details

1. True/False: 2+2=5 Points: 10

Question 2+2=5
Answer True
 False

2. True/False: Is the world oval? Points: 10

Question Is the world oval?
Answer True
 False

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

Delete Points Update Hide Question Details

← OK

1. If you want to assign a point value other than the points shown, select the **Points** box

Update Points:

2. Type the desired point value per question in the **Update Points** box and select **Submit**.

Create Question **Reuse Question** Upload Questions Question Settings ↑↓

Description
Instructions
Total Questions 4
Total Points 40

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

→ Delete Points Update Hide Question Details

1. **True/False: 2+2=5** Points: 10

Question 2+2=5

Answer True
False

2. **True/False: Is the world oval?** Points: 10

Question Is the world oval?

Answer True
False

3. To add questions from a second pool scroll over **Reuse Question** and repeat the previously shown steps.

Test Canvas: Chapter 1 Retest ▼

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. [More Help](#)

Create Question ▼
Reuse Question ▼
Upload Questions
Question Settings
↑↓

Description

Instructions

Total Questions 2

Total Points 20

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

1. True/False: 2+2=5 Points: 10

Question	2+2=5
Answer	<input type="text" value="True"/> <input checked="" type="checkbox"/> False

2. True/False: Is the world oval? Points: 10

Question	Is the world oval?
Answer	<input type="text" value="True"/> <input checked="" type="checkbox"/> False

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

← OK

This shows the completed test. There are a total of three questions taken from two pools; 2 questions worth 25 points each from the first pool and one question worth 50 points from the second pool, totaling 100 points.

Using this method, every student will have the same questions.

4. Select **OK** when you have finished selecting the desired questions

The **test** is now ready to be deployed (*refer to the **Deploying a Test** section*).

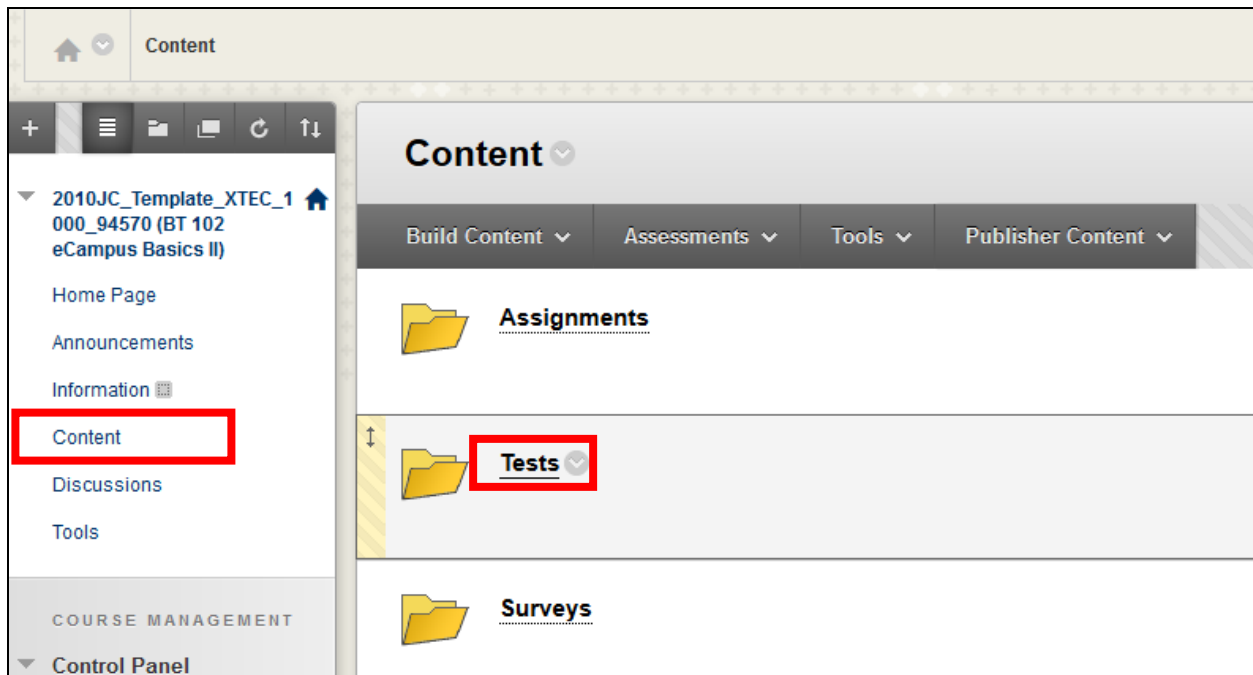
Managing Tests

Deploying a Test

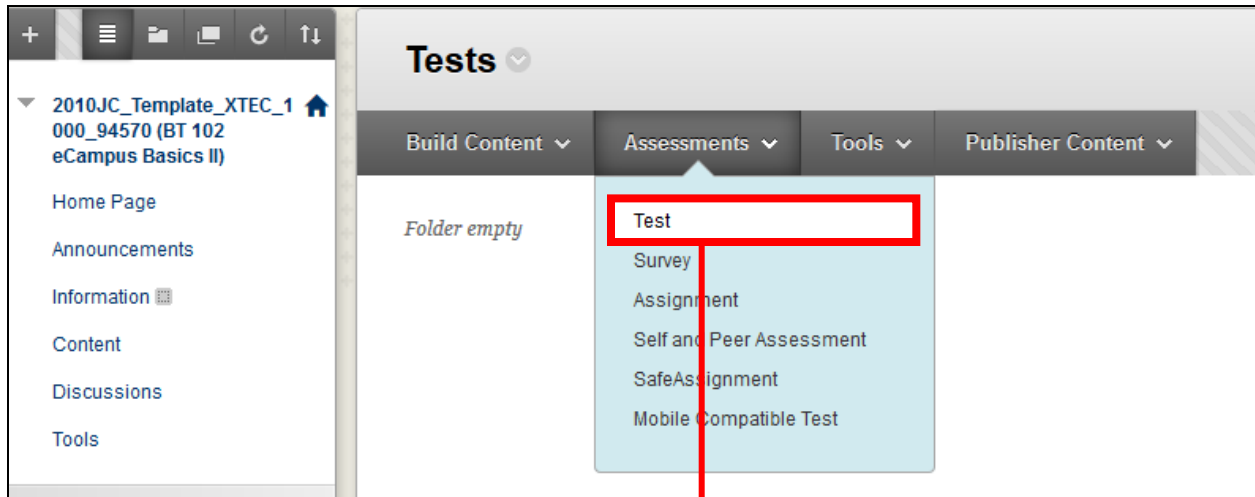
Once a test is created in **Tests**, the test can be deployed in the desired **Content Area**.

NOTE: One deploys a test by selecting and submitting the desired **Test Options**.

We have created a new folder in **Content, Tests**, to make it easier for users to locate their tests. You do not have to create a new **folder** to deploy a test. A test can be deployed in any one of the **Content Areas**.

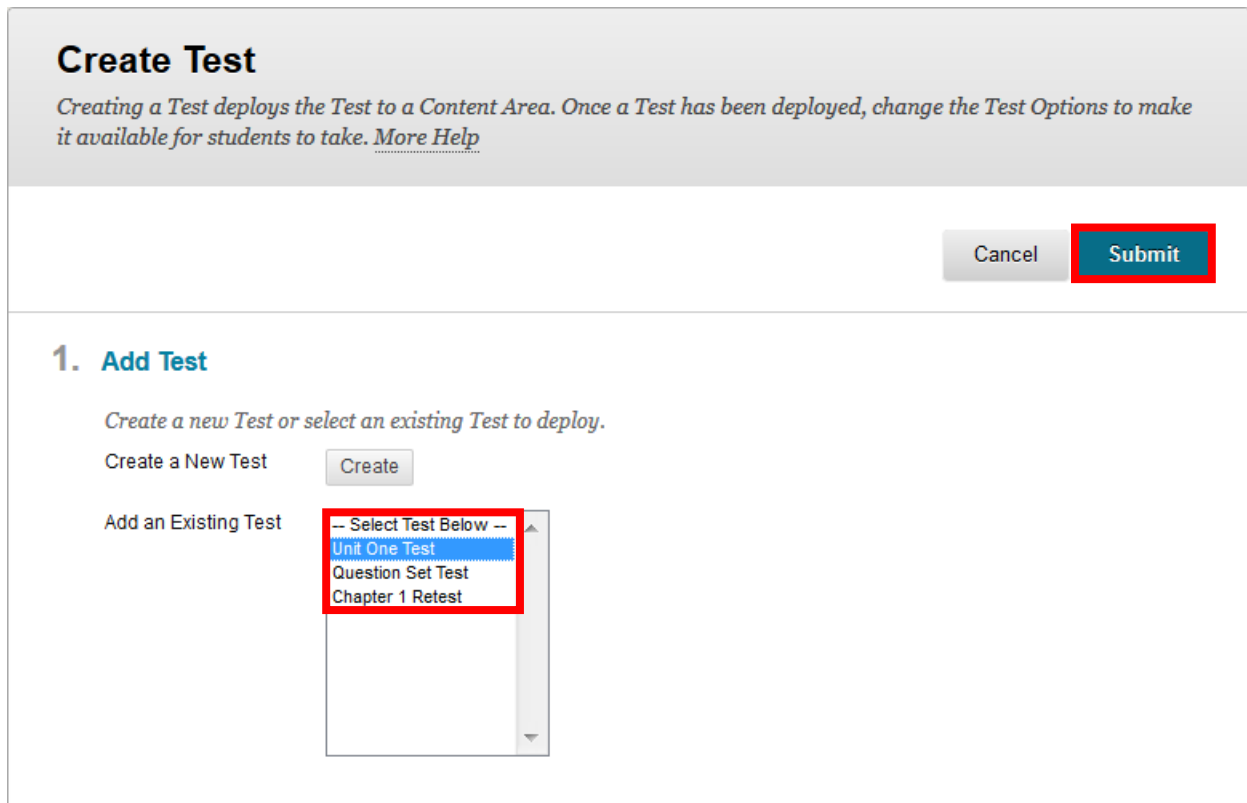


1. Select **Content** (or whatever **Content Area** the test will be deployed in)
2. Select the **Tests** Folder (if applicable)



3. Scroll over **Assessment**

4. Select **Test**



5. Select the desired test – in this case **Unit One Test**

6. Select **Submit**

NOTE: Only tests that have **not** been deployed will be listed.

This is the **Test Options** screen. The following pages will discuss some of the various options.

Test Options

Test Options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test.
[More Help](#)

* Indicates a required field.

Cancel Submit

1. Test Information

* Name

Choose Color of Name Black

Content Link Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Undo, Redo, and other formatting tools.

Test deadline if December 25th.

Test Description

Show Test Description to students before they begin the test.

Test Instructions

Show Instructions to students before they begin the test.

Open Test in New Window Yes No

Section 1 deals with **Test Information**

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No
An announcement was created on 10/17/13

Section 2 deals with the **Test Availability** options

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

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

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.

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.*

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

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

Password
Require a password to access this Test.

3. Test Availability Exceptions

*Click **Add User or Group** to search for course users and groups to add to the Completion must be enabled in the previous Test Availability step to enable those use groups, you must make the group unavailable if you do not want students to **Exceptions** to delete all exceptions for the test.*

Section 3 deals with the **Test Availability Exceptions**

Add User or Group

4. Due Date

Section 4 **Due Date** options

Set the date the assessment is due. Optionally, do not allow students to take the test after the due date.

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 checked.

5. Self-assessment Options

Section 5-Caution: If you select **Hide Results**, you will never be able to see test results

If this test is a self-assessment, choose to include or exclude the test in the Grade Center after it was hidden.

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 Instructor and the Grade Center

If this option is checked, 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.

6. Show Test Results and Feedback to Students

Section 6 deals with the **Test Results and Feedback** options

Test results and feedback are available to students after they complete a test. Rules occur based on the events selected.

When <i>i</i>	Score <i>i</i>	Answers <i>i</i>	Feedback <i>i</i>	Show Incorrect Questions <i>i</i>
After Due Date 12/25/2013 11:59 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

7. 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.

Section 7 deals with the **Test Presentation** to students.

8. Submit

Click **Submit** to edit options for this Test. Click **Cancel** to quit.

Cancel

Submit


Section 1: Test Information

1. Test Information

* Name

Choose Color of Name Black

Content Link Description



Test Description

Show Test Description to students before they begin the test.

Test Instructions

Show Instructions to students before they begin the test.

Open Test in New Window Yes No

1. (Optional) Type description that will appear under the test link (*before the students take the test*)
2. (Optional) a **Test Description** and **Instructions** can be shown prior to students taking the test.
3. The **Open Test** in new window radio button should always be set to **No** (If it is set to Yes and if a student's Pop Up Blocker is turned on, the student probably will not see the test)

NOTE: Once a student starts a test, some system generated test instructions (e.g., **Timed Assessment**, **Force Completion**, etc.) will automatically appear in the test's heading.

Section 2: Test Availability

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No
An announcement was created on 10/17/13 8:17 AM.

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

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

1. Set **Make the link available** to **Yes** (if the test is to be available)
2. Check **Multiple attempts** if desired
 - a. **Allow Unlimited Attempts** is the default OR...
 - b. Type a specific **Number of Attempts**
3. Do not use **Force Completion**

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.

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.*

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

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

Password
Require a password to access this Test.








4. Set a time limit by selecting **Set Timer** and using the **Minutes** drop down arrow (from Test Giving Tips: "Limit assessments to what can be accomplished in 55 minutes")
5. Set a date range if desired
6. Set a **Password** if desired (The Password feature is often used after the test deadline to allow absent/ill students to make up a missed test)

Section 3: Test Availability Exceptions

3. 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.*

Test Availability Exceptions can grant a student or group extra attempts, more time, or a different date to take the test. To create an exception, click on **Add Users or Group**.

<input type="checkbox"/>	<u>User or Group</u>	<u>User ID or Group Name</u>	<u>First Name</u>	<u>Last Name</u>
<input type="checkbox"/>		June Chi	June	Chi
<input checked="" type="checkbox"/>		Student June Chi	Student June	Chi
<input type="checkbox"/>		ABOUT GROUPS		
<input type="checkbox"/>		Group Manual Enroll 1		
<input type="checkbox"/>		Group Manual Enroll 2		
<input type="checkbox"/>		Group Manual Enroll 3		
<input type="checkbox"/>		Random Group Enroll 1		

Displaying 1 to 7 of 7 items |

A window will appear that will list **Users and Groups** that are members of your course. Select the **User** or **Group** you want to grant an exception and then select **Submit**.

The screenshot displays a user interface for configuring exceptions. At the top, there are two buttons: "Add User or Group" and "Remove All Exceptions". Below this is a table with columns: "User or Group", "Name", "Attempts", "Timer", "Availability", and "Force Completion". The table contains one row for "Student June Chi". The "Attempts" column has a dropdown menu set to "Multiple Attempts" and a text input field containing "3". The "Timer" column has a checked checkbox and a text input field containing "55". Below the timer input is an unchecked checkbox labeled "Auto Submit". The "Availability" column has an unchecked checkbox and a calendar icon. The "Force Completion" column has an unchecked checkbox and a red "X" delete button. An "Edit" button is located at the bottom right of the row.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Student June Chi	Multiple Attempts <input type="text" value="3"/>	<input checked="" type="checkbox"/> <input type="text" value="55"/> <input type="checkbox"/> Auto Submit	<input type="checkbox"/>	<input type="checkbox"/>

Attempts will allow Single, Multiple or Unlimited Attempts.

Timer will change the minutes allotted to the **User** or **Group**.

Availability will change the Test's availability. However if a test cannot be taken after a certain date, the test will not appear. (See Section 4 for further details.)

Force Completion and **Auto Submit** will prompt test takers to submit the test, but it is not recommended to select either option.

If it becomes unnecessary to add an exception, the **User** or **Group** can be removed using the Delete Button ().

NOTE: 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.

Section 4: Due Date

Instructors can prevent Students from taking the Test if the **Due Date** option is checked.

4. 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 checked.

Students can be prevented from taking a test if the **Do not allow students to start the Test if the due Date has passed.**

NOTE: If Students are prevented from taking a test past the **Due Date**, the **Availability** for **Test Availability Exceptions** will not work

Section 6: Test Feedback

6. 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.

When (i)	Score (i)	Answers (i)	Feedback (i)	Show Incorrect Questions (i)
After Due Date 12/25/2013 11:59 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Up to two rules can be established when feedback should be displayed to students upon test completion and in **My Grades**. Options are as follows:

1. **When** determines the date and duration students can see **Test Results and Feedback** with default setting as **After Due Date**.
2. Select **Score**, a student will see only the test score.
3. If **All Answers** is selected, students will see all possible answers.
4. Select **Correct** for students to see the correct answers.
5. **Submitted** shows the answers students submitted.
6. You can also opt to **Show Incorrect Questions**.

HINT: If you select **Score**, a student will see only the test score not the **Submitted Answers** or the **Correct Answers** or **Feedback**.

When (i)

After Due Date ▼

----Choose----

After Submission

One-time View

On Specific Date

After Due Date

After Availability End Date

After Attempts are graded

CAUTION: If you select **After Submission** or **One-Time View** and choose more than the **Score** check box, a student will see the test score and whatever other feedback was selected (1) after the test is submitted AND (2) whenever the test results are viewed in **My Grades**.

Other options for **Show Test Results** only appear under specified date ranges or after all attempts are graded.

Section 7: Test Presentation


7. 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.



Select **All at Once**. **All at Once** reduces the opportunity for students to make navigation and interface errors.

(Optional) Choose **Randomize Questions** **only** if the test was created using **Reuse Question > Find Questions**. If the test was created using **Reuse Question > Create Random Block or Create Question Set**, **do not use Randomize Questions**, as this will often lock a student out of the assessment.

When you are finished with your **Test Options**:

8. Submit

*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

Cancel

Select **Submit**

Test Tips

Instructor Test Giving Tips

- Technical difficulties are always a possibility anytime exams are scheduled online. There are as many configurations of computers as there are users—and each is very different. Here are a few tips to help you along the "online testing superhighway," so that your students can minimize "assessment gridlock."
- Consider all assessments in eCampus to be "open-book," unless proctoring is required.
- Limit assessments to what can be accomplished in 55 minutes. If an assessment must be longer than 55 minutes, consider making two exams.
- If you teach on-campus courses, consider a backup testing method.
- Avoid setting an assessment to open in a new window, as this tends to introduce user navigation errors and browser issues.
- Do not use Force Completion.
- Use only the 'All at Once' presentation method rather than the 'One at a Time' method, unless your exam contains many images. Using the 'All at Once' method reduces the chances of students being locked out of assessments.
- Choose Randomize Questions in the Test Options (for all same questions test) or in the Test Manager (if using Random Block). **Do not use both**, as this will often lock a student out of an assessment.
- Keep your *optimized for web* test images small, e.g., 400 x 400 pixels. (All images should be fully visible without requiring any scrolling.)
- When adding test images, put a description of the image in the text box. When adding images or any other course content, please follow the Accessibility Checklist found at:
<http://fastteam.pbworks.com/f/QMS8+Checklist.doc>
- DO NOT use external or internal scripts to prohibit copying or printing. Students who have difficulties need to contact Technical Support directly to determine if the issue is with the students' settings, (e.g. browser settings, Java, etc.).

- To avoid loss of grades, do not make ANY configuration changes (e.g., point values, names of exams, names of exams in Grade Center, adding or subtracting questions, etc.) after the assessment has been released to students.
- Give careful consideration to using proctors or testing centers for high stakes assessments.
- Be consistent in your design and deployment.
- At the beginning of the semester, create a simple practice assessment containing question formats you will be using throughout the course. Allow your students to take it multiple times so they become acclimated to your deployment style. This should help them understand and overcome any technical problems and questions before taking a graded assessment.
- Give very clear instructions before each assessment.
- Avoid releasing an assessment to students until you have attempted it yourself.
- Avoid requiring students to use other software or browse other websites to find assessment answers. Accessing other applications/websites often interferes with the correct functioning of the assessment area.
- If you are using eCampus for testing in a lab setting or in testing centers for large groups, organize the class into small groups (5 or less) and stagger the start time of each group by 15 or 30 seconds per group.

Student Test Taking Tips (Instructions for Students)

Before Taking the Test

- Note: If you are taking a test using the Respondus LockDown Browser, some of the tips shown may not work.
- Do not wait until the last minute to take exams; if you experience technical problems they will take time to be resolved.
- Allocate ample time and ensure no distractions during this time period (turn phones off, children are cared for, pets have been cared for, no sandwich or TV breaks, etc).
- Ensure you have a reliable Internet connection and avoid using wireless Internet connections.
- eCampus has a 3-hour session time limit. If you have been logged-in for awhile before taking an exam, please logout and close your browser, then reopen your browser and login to take your exam.
- Consider having a program, e.g., music running in the background, to keep your internet connection active.
- Do not use iPad, iPhone, iPod Touch, Netbooks, or other hand held devices for exams.
- Close all other applications except eCampus, especially instant message applications like AIM, Yahoo! Messenger, etc.
- If the test contains essay questions, leave Notepad open.
- Check your Java settings by going to Java.com and verifying the Java Version by selecting "Do I have Java?" Check to see if you have other versions of Java installed. (See information found at: <http://ecampus.dcccd.edu/> for the recommended Java version.) If more than one version is installed, remove the older versions. To check your installed versions do the following:
 - Windows XP: Click on Start>Control Panel>Double Click on Java icon.
 - Windows Vista and Windows 7: Start>Control Panel> In Control Panel Search, enter Java. Click Java icon.
- Use a supported browser. (See supported browsers at: <http://ecampus.dcccd.edu/>)

- Turn off popup blockers.
- Maximize browser window and do not resize or refresh during the exam.
- Do not enter exam until you are ready to take it or you may be locked out of exam.
- Once you have entered an exam do not leave until finished.
- Wait for all questions to load before starting the exam.
- Do not answer any questions until entire exam has loaded. (You can follow the downloading of an exam by monitoring the browsers Status Bar Indicator found at the bottom of the browser window.)

During the Test

- Do not use navigation buttons (e.g., browser Back Button); use buttons provide in exam.
- Do not attempt to print exams.
- Do not attempt to access other web pages or files during exam -- this may cause exam to fail.
- Do not click outside exam area. For example, do not click any Blackboard menu links such as Assignments or Announcements.
- Avoid using return/enter key, up & down arrow keys and mouse scroll wheel.
- If you must navigate between applications, use keyboard commands (e.g. Alt-Tab in Windows).
- Use Save buttons sparingly, if at all.
- Do not double click exam links or buttons (single click only).
- Type answers to essay questions in word processor (Notepad) then copy and paste the answers into Blackboard (that is, into the text fields provided for each essay question). This way, you have a copy of your answers just in case you lose your Internet connection and need to re-take the exam.
- Avoid using Microsoft Word to record/complete your essay questions. If you must use Word copy and paste into another word processor like Word Pad or Note Pad before you copy and paste into Blackboard.

- If you have issues with your exam content or if you are locked out of your exam, contact your instructor. Only your instructor can clear your attempt (re-set your exam). If you have technical problems, immediately contact Technical Support for help at 1-866-374-7169 or 972-669-6402.

Upon completion of the Test

- Once you have completed the assessment, single click the Submit button and wait until you get a confirmation. Do not select Save. Only Submit will send the completed exam to the instructor.
- Click Submit only once. If your Internet connection is slow, you may think the quiz is not being sent. Wait at least 3-5 minutes for a confirmation that your quiz was received. The quiz must be sent, scored, and the results returned to you.
- When you receive the confirmation, print the screen so that you will have a record of your attempt. To do a Print Screen, press the Print Screen key on your keyboard.



LeCroy Center

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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