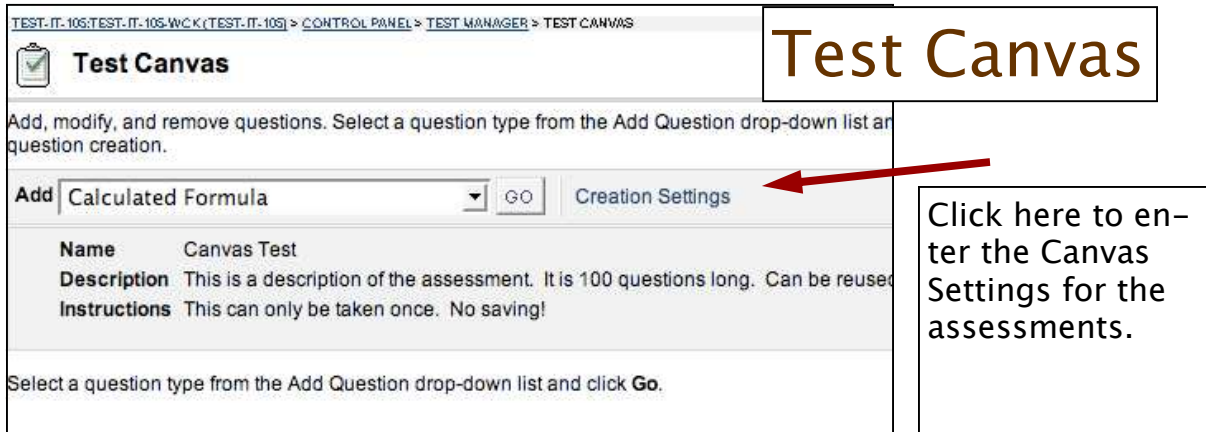


# Assessments

Instructors use Assessments to test Student knowledge, measure Student progress, and gather information from Students. There are two types of Assessments: Tests and Surveys. This tip sheet will focus on creating tests.



**Test Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go.

Add Calculated Formula  [Creation Settings](#)

**Name** Canvas Test  
**Description** This is a description of the assessment. It is 100 questions long. Can be reused.  
**Instructions** This can only be taken once. No saving!

Select a question type from the Add Question drop-down list and click Go.

**Test Canvas**

Click here to enter the Canvas Settings for the assessments.

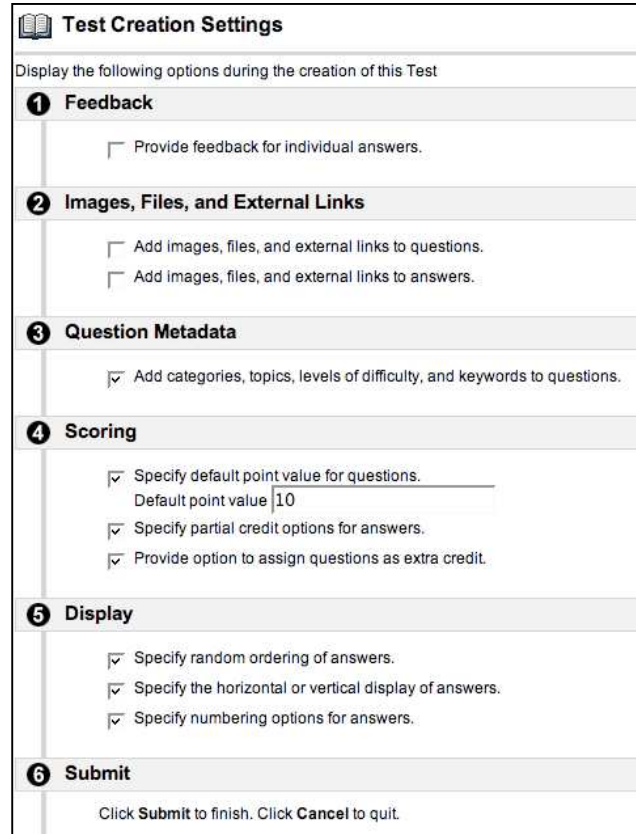
Within the Test Creation Settings, you will find settings for:

- Feedback
- Image, Files and External Links
- Question Metadata
- Scoring
- Display

The **scoring** is one of the **essential** items to check before creating the rest of your test. It is at this point that you can set a Default Point Value for each of the questions. If you don't do this before you create your test, you will have whatever default value was in the settings.

Feedback allows you to generate some information about each question for the student to view when done with the assessment.


Display will allow you to set random ordering of answers, vertical display and numbering options.



**Test Creation Settings**

Display the following options during the creation of this Test

- 1 Feedback**
  - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
  - Add images, files, and external links to questions.
  - Add images, files, and external links to answers.
- 3 Question Metadata**
  - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
  - Specify default point value for questions. Default point value
  - Specify partial credit options for answers.
  - Provide option to assign questions as extra credit.
- 5 Display**
  - Specify random ordering of answers.
  - Specify the horizontal or vertical display of answers.
  - Specify numbering options for answers.
- 6 Submit**
  - Click **Submit** to finish. Click **Cancel** to quit.

 **Test Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list for question creation.

Add **Calculated Formula**  [Creation Settings](#)

<b>Name</b>	Canvas Test
<b>Description</b>	This is a description of the assessment. It is 100 questions long.
<b>Instructions</b>	This can only be taken once. No saving!

Select a question type from the Add Question drop-down list and click **Go**.

The Test Canvas also provides the area to create new questions. Select a question type with the drop down menu and click the go button. Based on your selection, you will have to populate the question with the pertinent information.

## Question Types

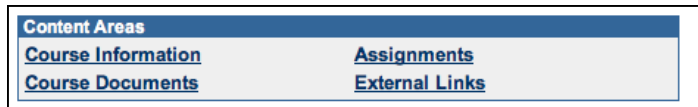
- **Calculated Formula**—A Calculated Formula question contains a formula, the variables of which can be set to change for each user.
- **Calculated Numeric**—This question resembles a fill-in-the-blank question. The user enters a number to complete a statement.
- **Either/Or** — Users are presented with a statement and asked to respond using a selection of pre-defined two-choice answers, such as: Yes/No, Agree/Disagree, Right/Wrong. This question type is very useful in Surveys to gauge user's opinions. It is a slight variation on the True/False question type, except more descriptive and meaningful answers may be used.
- **Essay** — Essay questions require the Instructor to provide Students with a question or statement. Students are given the opportunity to type an answer into a text field.
- **File Response** — Users upload a file from the local drive as the answer to the question. This type of question is graded manually.
- **Fill in Multiple Blanks** — This question type builds on fill-in-the-blank questions with multiple fill in the blank responses that can be inserted into a sentence or paragraph. Separate sets of answers are defined for each blank. This question type may be used if there are multiple variables.
- **Fill in the Blank** — Fill in the Blank answers are evaluated based on an exact text match. Accordingly, it is important to keep the answers simple and limited to as few words as possible.
- **Hot Spot** — Users indicate the answer by marking a specific point on an image. 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
- **Jumbled Sentence** — Users are shown a sentence with a few parts of the sentence as variables. The user selects the proper answer for each variable from drop-down lists to assemble the sentence. Only one set of answers is used for all of the drop-down lists.
- **Matching** — Matching questions allow Students to pair items in one column to items in another column
- **Multiple Answer** — Multiple answer questions allow users to choose more than one answer. This type of question may be used when more than one answer is correct; users can select the incorrect answers.
- **Multiple Choice** — Multiple-choice questions allow the users a multitude of choices with only one correct answer. In multiple-choice questions, users indicate the correct answer

by selecting a radio button. The number of answer choices is limited to 20.

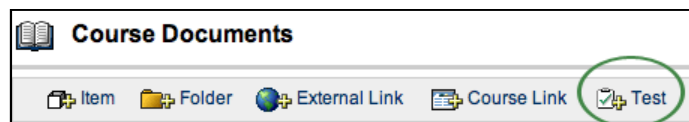
- **Opinion Scale/Likert** — Question type based on a rating scale designed to measure attitudes or reactions. This type of question is popular to use in surveys in order to get a comparable scale of opinion. Users indicate the multiple choice answer that represents their attitude or reaction.
- **Ordering**—Ordering questions require users to provide an answer by selecting the correct order of a series of items.
- **Quiz Bowl** — Quiz Bowl questions are a way to add fun and creativity to tests, such as self assessments or inclass contests. The user is shown the answer and responds by entering the correct question into a text box. An answer must include a phrase and a question word, such as who, what, or where, to be marked as correct. For example, the question may be "The person who invented the cotton gin", with the answer being "Who is Eli Whitney?" Partial credit may be given if the question word is not included in the answer.
- **Short Answer** — Short Answer questions are similar to essay questions. The length of the answer can be limited to a specified number of rows in the text box. Essay questions, Short Answer questions must be graded manually.
- **True/False** — True/False questions allow the user to choose either true or false. True and False answer options are limited to the words True and False.
- **Random Block** — Random Blocks enable the Instructor to use a random selection of questions from a Pool. Be aware that it is not possible to add a Random Block of questions from another Test or Survey.
- **From a Question Pool or Assessment** — Import questions from an existing assessment or pool from the pool manager.
- **Upload Questions** — Instructors may import files containing questions into an Assessment. The questions in the uploaded file must match the file structure explained below. The file may include Essay, Ordering, Matching, Fill in the Blank, Multiple Choice, Multiple Answer, and True/False questions.

To add a test or assessment to your **Course Documents**, enter into the **Control Panel**, then click on the **Course Documents** in the Content Areas

Need control  
Panel image.



Within **Course Documents**, click on the **Test** button to add a new test.



Within the **Add Test** screen, you can either create a new test or Add an existing test that you created in the **Test Manager**. If you have already added a test to your **Course Documents**, it will not be displayed here since it is already in use.

Remember to click on submit at the bottom of the page when you have selected your test. You will then be taken to a page that will verify that you submitted the test. Click **OK** on that page to go to the **Modify Test** page.

Clicking on **Modify the Test** will take you back to the Test Canvas where you can add questions and modify the Creation Settings of the Test.



## Modify Test

- ▶ [Modify the Test](#)  
Modify the Test in the Test Canvas.
- ▶ [Modify the Test options](#)  
Modify the Test options, such as availability and feedback.

By Clicking on the **Modify Test Options**, you will be presented with a list of **Test Options** that you can modify such as:

- **Test Information**
- **Test Availability**
- **Self-Assessment Options**
- **Test Feedback**
- **Test Presentation**

The Test Information area allows you to name the test, give it a custom color for display in CourseVU, an area for description of the test.

In addition, there is an area to select whether or not you would like the test opened in a new window.

**1 Test Information**

Name: test 4

Choose Color of Name:   Pick

Description: Normal 3  
this is test four

Path: body

Open Test in new window:  Yes  No

The next area is for **Test Availability**. You can make the link available for the class to view. The option to add an announcement incorporates this task into this section. **Multiple Attempts** can be allowed and you can specify the number of attempts that the student can use.

If you check the Set Timer feature, a small timer will appear in the upper left corner of the assessment while the student is taking the exam.

Display times and dates can be specified if their respective boxes are checked. The final part of this section is an optional password for the test.

**2 Test Availability**

Make the link available:  Yes  No

Add a new announcement for this Test:  Yes  No

Multiple attempts

- Allow unlimited attempts.
- Number of attempts:

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours:  Minutes:

Display After: Sep 05 2007

Display Until: Sep 05 2007

02 55 PM

Password. Require a password to access this Test.

Password:

**3 Self-assessment Options**

**Include this test in Gradebook score calculations.**  
Gradebook items excluded from summary calculations are also excluded from we will be skewed.

**Hide the score of this test from the Gradebook.**  
If this item is checked, then grade will not be displayed in the Gradebook.

The **Self-assessment Options** will allow you to either Include the test in the **Gradebook** calculations or hide it from being used in the **Gradebook**. If you want to hid the score from the students when they view the **Gradebook**, then select the **Hide Score** option. If you want them to see their scores, then select the first option.

**4 Test Feedback**

Select which feedback should be displayed upon completion.

**Score**

**Submitted answers**

**Correct Answers**

**Feedback**

Test feedback will allow you to control what is shown after an assessment is completed in CourseVU. You can choose from displaying the following items: **Score, Submitted Answers, Correct Answers and Feedback** (if given).

You can select all, some or none of the options depending on what you would like the student to see following the exam.

## 5 Test Presentation

**Presentation Mode**

- 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.
- Randomize Questions.** Randomize questions for each Test attempt.

The Test Presentation section allows you to control how much of the exam is shown at any one time. You can select from All at Once or One at a Time. If One at a Time is selected, then you can Prohibit Backtracking within the exam and prevent students from changing answers during the exam.

Randomizing questions will scramble the order in which the questions are presented during the assessment attempt.

An example is shown below of the timer that students would see if it was activated for an exam.

Please note that this does not force the completion of the exam. It is there for their benefit if you have timed the exam.

The screenshot shows the Valparaiso University LMS interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'System Admin' tabs. Below this is a sidebar with various course management tools like 'Announcements', 'Course Information', 'Instructor Inform', etc. The main content area displays 'Preview Assessment: Quiz from Pool'. In the top right corner of this area, a yellow box shows 'Elapsed Time: 0 hr, 0 min, 53 sec'. Below this, there are fields for 'Name' (Quiz from Pool) and 'Instructions'. A 'Timed Assessment' section indicates a 1-hour timer. Other sections include 'Multiple Attempts' (Not allowed) and 'Force Completion' (This Test can be saved and resumed later). A 'Question Completion Status' section is partially visible. The first question is displayed with a '10 points' value and a 'Save' button.