BT 102-9
ASSESSMENTS AND SURVEYS
2009/2010
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eCampus BT102: Assessments and Surveys

Assessments are created in three steps:
1. Creating one or more pools of questions in the Pool Manager
2. Creating a test using one or more pools of questions (or specific questions)
3. Deploying the test by selecting the desired test options

**Pool Manager**

**Overview of Pool Manager**

A *(question)* Pool is a series of related questions grouped together. This grouping is what creates the “pool.” The questions might be related by topic or subject matter, or chapters, etc.

When creating your Pools, group your questions by topic and by *expected* point value

- Questions in a Pool do not have point values associated with them
- Questions in a Pool will *have the same point value* (e.g., 25 points) associated with them at the time that the questions *are added to a test*. *(The Pool questions’ point value will be determined when creating the test using the Tests tool— to be covered later)*
- Multiple Pools can be combined *(using the Tests tool)* to create a single test

One has the option of creating assessment questions in

- Tests or the
- Pool Manager

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

- Instructors can store questions for repeated use in Pools in the Pool Manager
- Instructors can create random questions-selection tests *(from questions located in Pools in the Pool Manager)*

**HINT:** When creating your Pools, group your questions by topic and by *expected* point value.
Create a New Pool

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

2. Expand Course Tools (by selecting the double-down arrows)

3. Select Tests, Surveys, and Pools (by selecting the double-down arrows)

4. Select Pools

5. Select Build Pool
6. Name the **Pool**

7. Select **Submit**

**HINT**: It is useful to include the word ‘**Pool**’ in the Name. This helps to differentiate a **Pool** from an assessment in **Tests**.

It is also useful to include in the Name of the Pool the intended point value of the questions in the pool. **The point value is set later in **Tests**.**
**Creation Settings**

*Creation Settings* should always be chosen before adding questions.

1. Select **Creation Settings**

   ![Pool Creation Settings](image)

   - **Feedback**: Provides feedback for individual questions
   - **Images, Files, and External Links**: Allows you to add images, files, or external links to the questions and/or answers
   - **Question Metadata**: Allows you to categorize questions (rarely used)
   - **Display**: Sets display options

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.
Creating Questions in 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
- Ordering
- File Response
- Essay
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot

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**

1. Navigate to the **Pool Manager** by going to **Control Panel**, selecting **Course Tools**, selecting **Test, Surveys, and Pools** and selecting **Pools**
2. Select the drop-down menu next to the desired **Pool**

3. Select **Edit**

**NOTE:** If the desired **Creation Settings** have not been selected, please do so before creating/adding questions.
Multiple Choice Questions
The first question added to the Pool will be a Multiple Choice Question.

1. In Pool Canvas scroll over Create Question
2. Select Multiple Choice
3. Type the question
4. (Optional) Format the question using the toolbar commands

What is 2 + 2?

In this example the toolbar commands is not visible.

**NOTE:** If the toolbar commands cannot be seen, press the down arrows on the left of the toolbar area.

After selecting the arrows on the left side, the toolbar commands are now visible.
5. Use the drop down menu to select the number of answers. 4 is the smallest number in the list.

**HINT:** If you have more answers than you want, press the **Remove** button next to the answer. If you want three answers, simply remove the last one.
6. Enter possible answers in each box

7. Select the radio button next to the correct answer (the first question is selected by default)
8. Select **Submit**
Here is the first question. Next a True/False question with an image will be added.

1. In **Pool Canvas** scroll over **Create Question**
2. Select **True/False**
3. Type the question
4. Select Browse to insert a picture in the question
5. Select the desired image
6. Select **Open**
7. Select the drop down arrow next to **Action**

8. Select **Display image within the page**

**NOTE: External Link** options:

- Create a Link to this media file / Display image within the page

If **Create a Link to this media file** is selected, the students will have to click on the link to view the image. The image will open in a separate window.

9. Select the **True** or **False** radio button
10. Scroll down and select **Submit**
Here are the first and second questions. 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.

1. In **Pool Canvas**, scroll over **Create Questions**
2. Select **Hot Spot**
3. Enter the question

4. Under item **2. Upload Image**, select **Browse for Local File**

**NOTE:** One can only create a **Hot Spot** question by using the **Upload Image** option. One cannot create a **Hot Spot** question by using the **File/Browse** option (found under the question).
5. Navigate to the desired image file
6. Select the image
7. Select **Open**
8. Select **Next**
9. Now the **Hot Spot** will be selected. To insert a **hot spot**, the left cursor button is held down and dragged from the top left to the bottom right of the rectangular area you wish to be the **hot spot** area.

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

10. Click and drag the cursor from top left to bottom right of the area you wish to be the **hot spot** area

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

**NOTE:** The students cannot, of course, see the hot spot rectangle.
11. Select **Submit**
This is the completed Pool.

Select OK when all a pool’s questions have been added. Remember a (question) Pool is (a) a series of related questions grouped together and (b) all having the same expected point value.
Essay Questions

This Essay question will be added to a different pool, Ch 1-5 Pool (50 Points), since the expected point value of the questions this pool will be 50 points.

**NOTE:** This essay question was added to this second pool so a different point value can be assigned to it when creating the test using the Tests tool.

Navigate to the Pool Manager by selecting Pools (in Test, Surveys, and Pools)

1. Select **Edit** from the menu of the desired Pool

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

3. Select **Essay**
4. Type the question
5. Select Submit
Creating Pools Having Different Point Values

To create an assessment having questions with different point values, one must create a pool for each set of point values.

For example, if a test is going to have some questions worth 25 points and some questions worth 50 points, two pools must be created, one for the 25 point questions, one for the 50 point questions.

In the example, a second Question Pool has been added which, when deployed, will have a different point value from the first pool created.

**NOTE:** One selects/assigns a Pool’s point value at the time the test is created in Tests (using Create Random Block or Find from Pool or Test).

As mentioned previously, Create Random Block enables the instructor to use a random selection of questions from a Pool so that each student’s test questions will be selected at random. Be aware that it is not possible to add questions randomly from another Test or Survey.

The Pool Manager has two pools. In our example test, both pools will be used and each pool will be assigned a different point value. (For additional information, refer to the Create a New Pool and Creation Settings sections.)
Creating Tests

Naming a Test

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

- Select **Build Test**
- Enter a **Test Name**
- Select **Submit**
Creating a Random Block Test

A Random Block Assessment randomly selects an instructor-determined number of questions from one or more question pools. Random Question selection tests are created in Tests using the Reuse Question / Create Random Block.

In this example, the Tests tool will be used to create a Random Block test using questions from two pools (located in the Pool Manager). At the time the test is taken, questions will be selected at random from these two pools.

NOTE: If you want to create a test having all the same/identical questions, do not use the Create Random Block option.

A Few Terms

• Pool Manager: The Pool Manager allows Instructors to store questions for repeated use.
• Tests tool: The Tests tool is used to create, modify and remove tests.
• Create Random Block: Create Random Block enables the Instructor to use a random selection of questions from one or more Pools so that each student’s test questions will be selected at random. Be aware that it is not possible to add questions randomly from another Test or Survey.

To create a Random Block test

1. Navigate to Tests
2. Select **Edit** (from the **Unit One Test** double arrow drop down menu)

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 both 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.
3. Select, in the Test Canvas for Unit One Test, 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 Creation Settings. The questions added from a Pool retain their Pool Creation Settings.

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 from Pool or Test. For additional information on creating tests having all the same / identical questions, please see the Creating a Test Using the Tests tool (From Find from Pool or Test) tutorial.
In this example, the first pool contains 3 questions, the second one 1 question.

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.
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)

6. Select the type of question desired (All is set by default)

7. Type the desired Number of questions to be imported from this Pool

8. Type the Points per question (i.e., the point value of each question in this pool)

9. Select Import
So far, a **Create Random Block** test has been created that

- Will select **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.
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 totaling 100 points.

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

The test is now ready to be deployed (refer to the Deploying a Test section).
Creating Tests Using the Test Tool (Find from a Pool or Test)

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

1. Navigate to the **Tests** link

2. Select **Edit** from the desired test’s menu (double-down arrows)
3. Scroll over **Reuse Question**
4. Select **Find from Pool or Test**

**NOTE:** Selecting the **Find from Pool or Test** 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** method in the previous section.

Generally speaking, when adding questions from a **Pool**, there is no need to check the **Creation Settings**. The questions added from a **Pool** retain their **Pool Creation Settings**.
5. Select the desired **pool**
6. If you want to assign a point value other than the default point value, select the **Assign Point Value** radio button
7. Type the desired point value per question
8. Select **Search**
The questions contained in the selected pool are shown.

9. Select the check box next to the desired questions

10. Select **Add Selected**

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

11. To add questions from a second pool scroll over **Reuse Question** and repeat the previous steps.
This shows the completed Test Canvas. There are a total of three questions taken from two pools. The first pool uses 2 questions worth 25 points each and the second pool uses one question worth 50 points totaling 100 points. **Every student will have the same questions.**

12. Select **OK** when you have finished importing 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 on any one of the Content Areas.

**NOTE:** Edit mode has to be set to ON to add content.

1. Select **Content** (or whatever Content Area the test will be deployed in)
2. Select the **Tests** Folder
3. Scroll over **Evaluate**
4. Select **Create Test**

5. Select the desired 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.

Section 1 deals with test instructions and the test location.

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

Section 4 deals with the **Set Test Feedback** options.

Section 5 deals with the **Test Presentation** options.
Section 1: Test Information

7. *(Optional)* Type instructions that will appear under the test link *(not in the test)*

8. 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

9. Set **Make the link available** to **Yes** (if the test is to be available)

10. Check **Multiple attempts** if desired
   
   a. Unlimited is the default OR...
   
   b. Type a specific **Number of attempts**

11. It is preferable to select **Force Completion**

12. Set a time limit by selecting **Set Timer** and using the **Hours** and **Minutes** drop down arrows (from Test Giving Tips: "Limit assessments to what can be accomplished in 55 minutes")

13. Set a date range if desired

14. 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 4: Test Feedback

15. Select which feedback should be displayed upon completion and in *My Grades*

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

**CAUTION:** If you select more than the *Score* check box (*e.g.*, *Correct Answers*), 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*.

Some instructors, for review purposes, check all the *Test Feedback* check boxes only after all the students have taken the test.
16. Select **All at Once**. **All at Once** reduces the opportunity for students to make navigation and interface errors.

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

When you are finished with your Test Options:

18. Select **Submit**
Test Tips

Instructor Test Giving Tips

Minimizing Online Test Gridlock: 8 Quick-Tips for Faculty

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".

1. Consider all assessments in eCampus to be "open-book", unless proctoring is required.

2. Limit assessments to what can be accomplished in 55 minutes. If an assessment must be longer than 55-minutes, consider making two exams.

3. Consider a backup testing method, if you teach on-campus courses.

4. Avoid setting an assessment to open in a new window, as this tends to introduce user navigation errors and browser issues.

5. Use only the All at Once presentation method rather than the One at a Time method. All at Once reduces the opportunity for students to make navigation and interface errors.

6. Choose Randomize Questions only if the test was created using Reuse Question > Find from Pool or Test. If the test was created using Reuse Question > Create Random Block do not use Randomize Questions, as this will often lock a student out of an assessment.

7. Keep images in your exams small.

8. 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.).
**Student Test Taking Tips**

**Things to Do When Taking Exams on eCampus**

1. 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.

2. Check your Java settings, if more than one version exists then remove the older versions. To check versions do the following: Click on Start>Control Panel>Add or Remove Programs>Look for J2SE Runtime Environment.

3. Use a Firefox 2.0 browser.

4. Turn off popup blockers and antivirus software while taking exams.

5. Turn off the Visual Text Box Editor. To turn off the Visual Text Box Editor: when logged into eCampus, under MY DCCCD tab, in the TOOLS box, click on Personal Information> Set Visual Text Box Editor Options> then Unavailable and click Submit.

6. Wait for all questions to load before starting the exam.

7. If you have essay questions to answer, open NOTEPAD and type your answer in Notepad, then copy and paste your answers in the text box. To open Notepad: Click Start>All Programs>Accessories>Notepad.

8. Use Save buttons sparingly, if at all.

9. Single click the Submit button and wait until you get a confirmation.

10. When you receive your confirmation, print the screen, so you will have a record of your attempt. How to do a Print Screen: Press the Print Screen button on your keyboard, then click Save and name the file.

11. If you have issues with your exam content, contact your instructor. If you have technical questions contact Technical Support for help at 972-669-6402.
Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations or material being presented, and random checks of class knowledge.

Surveys differ from tests in these ways:

- Survey responses are anonymous
- Surveys cannot be graded (there are no right or wrong answers)
- Surveys cannot include Random Block questions (but can include questions Find from Pool or Test)

1. Navigate to the Surveys link (in Test, Surveys, and Pools)
2. Select **Build Survey**

3. Type the **Survey Name**

4. Select **Submit**
5. Select **Creation Settings**

6. Select desired settings

7. Select **Submit**
8. Scroll over **Create Question**

9. Select a question type, e.g., **Multiple Choice**
10. Type the **Question**
11. Type the **Answers**
12. Select **Submit**
The **Survey Canvas** page comes up. To create additional questions, repeat the steps shown previously.

13. Continue adding questions as desired
14. Select **OK** to return to the **Survey Manager**

Note that the **Survey** has not yet been deployed.
To make the **Survey** available to the students, it will have to be deployed. For additional information, see the **Deploying Surveys** section.
**Deploying Surveys**

To deploy a Survey, select the **Content Area** where the Survey is to appear.

**NOTE:** Surveys are deployed by selecting and submitting the desired Survey Options.

In this example, we created a Surveys folder in the Content area. *(For more information refer to the eCampus BT101 Part 2 manual section, Add/Create Content Area).*

**NOTE:** Edit mode has to be set to ON to add content.

1. Select **Content** *(or whatever Content Area the test will be deployed in)*
2. Select the **Surveys** Folder
3. Scroll over **Evaluate**

4. Select **Create Survey**
5. Select the desired **Survey**

6. Select **Submit**
(Optional) type a description

It is recommended that a Survey NOT open in a new window. (Students that have pop-up blockers turned on will not see the survey.)

Select Yes to make the survey available to the students

All at Once is the recommended Presentation Mode

7. Select the desired options
8. Select Submit
**View Survey Results**

The results of a Survey are available in the **Grade Center**.

To view the survey results in the **Control Panel**:

1. Expand **Evaluation** (by selecting the double down arrows)
2. Select **Grade Center**
3. Locate the survey and select the survey’s drop down menu
4. Select **Attempts Statistics**

**Results**
LeCroy Center
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
District Software Training & Support
9596 Walnut St. Dallas, TX 75243