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

2013/2014
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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 or 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.

2. Expand Course Tools (by selecting the arrow next to Course Tools.)

3. Select Test, Surveys and Pools

4. Select Pools

5. Select Build Pool
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 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.

1. Select Question Settings
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

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.

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

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.

After selecting the down arrows on the right side, the Commands Toolbar is now fully visible.
5. 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.
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 you have multiple correct or incorrect answers that are partially correct will receive the feedback for an incorrect answer.

Correct Response Feedback

Incorrect Response Feedback

Also optional, Categories and Keyword or adding Instructor Notes.

5. Categories and Keywords

6. Instructor Notes

7. Submit

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

7. Select Submit
We have created our 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 **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.
9. Select the **True** or **False** radio button
10. Select **Submit**
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).
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**
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

1. Question
   - Question Title
   - *Question Text
   
   Where is the sunset?

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.

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**
8. Select **Next**

(Note if you do not see **Next**, you are not in a **Hot Spot** question.)
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.

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

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
3. Enter the question

![Create/Edit Fill in the Blank Question](image)

1. **Question**

   **Question Title**

   **Question Text**

   *I can only count to nine. I can send and I can end. You might find me somewhere close to reach someone far. I am a________.*

2. **Answers**

   ![Add answers for all possible correct responses.](image)

   **Number of Answers**: 1

   **Answer 1**: Exact Match

   [Case Sensitive]

4. Currently the one correct answer is allowed. No other spellings or alternate terms are accepted.
5. 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.

![Image of dropdown menu with Exact Match and Contains options]

**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.

![Image of dropdown menu with Pattern Match option]

6. 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.

8. Enter another answer.
Other Answers settings **Case Sensitive** and **Remove** are available.

9. **Case Sensitive** is available, but is not selected.
10. To remove additional answers, select **Remove**.
11. Once you have entered the answers and settings desired, scroll down and click **Submit**.
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)

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

NOTE: If desired Question Settings have not been set, please do so before creating/adding the questions.
3. Scroll over Create Question
4. Select Essay

1. Type a question

What are three advantages and three disadvantages of taking an online course?
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.)

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

2. Scroll down and select Submit
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.

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

![Screenshot of Test Information](image)

• Enter a **Test Name**
  - **Name**: [Test One Test]

• 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.

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

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

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

2. Type the desired point value per question in the Update Points box and select Submit.
3. To add questions from a second pool scroll over **Reuse Question** and repeat the previously shown steps.
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.

Section 1 deals with **Test Information**

**Test Information**

- **Name**: Unit One Test
- **Choose Color of Name**: Black
- **Content Link Description**: Test deadline if December 25th.
- **Test Description**: Test that covers basic calculus and geometry.
- **Test Instructions**: You will have twenty minutes to answer the following questions.
- **Open Test in New Window**: No
Section 2 deals with the **Test Availability** options.

Section 3 deals with the **Test Availability Exceptions**.
Section 4 Due Date options

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

Section 6 deals with the **Test Results and Feedback** options
Section 7 deals with the **Test Presentation** to students.
Section 1: Test Information

1. **Test Information**

   ![Test Information Form](Image)

   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

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**
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)

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**Section 3: Test Availability Exceptions**

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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**.
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**.
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 AutoSubmit 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 (x). 

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.

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.

“De Bon Matin”
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.

<table>
<thead>
<tr>
<th>When</th>
<th>Score</th>
<th>Answers</th>
<th>Feedback</th>
<th>Show Incorrect Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Due Date</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Choose...</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

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.

**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.

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](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.