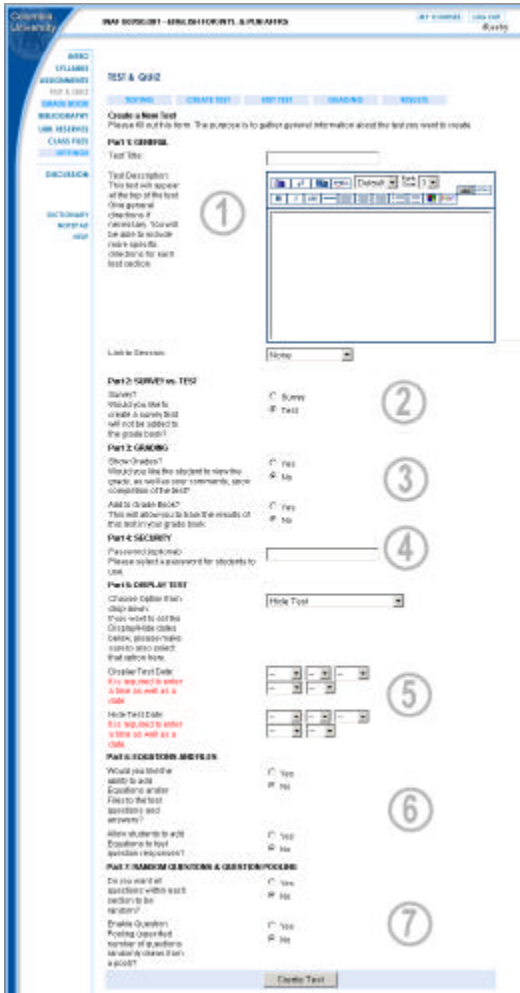


**Before you begin:** It is recommended that you begin with your test questions written out beforehand.



### Creating Your Test

Begin by entering CourseWorks. Enable the Test & Quiz section, and click the **CREATE TEST** button. You should see a page like the one pictured at left.

There are seven sections required to format your test, as shown in the picture to the left:

**Part 1: GENERAL.** Provide an overall title and description for the test (later you'll add sections, which have their own subtitles and descriptions). If this test is to be associated with a particular session, select the session from the pull-down menu.

**Part 2: SURVEY vs. TEST.** You have the option to administer your questions as an anonymous survey instead of a graded examination. Click the radio button for the desired selection.

**Part 3: GRADING.** You may choose whether to allow students to see their scores after tests are graded (CourseWorks can automatically grade multiple choice and true/false tests). You can also elect to add the test to the grade book.

**Part 4: SECURITY.** You can restrict access to your test by securing it with a password. If you select this option, you'll need to provide this password to your students.

**Part 5: DISPLAY TEST.** There are three display options: hide the test, display the test immediately, and display the test on a specified date. If you select "Display Test Immediately", your students will be able to take the test with no time parameters. If you select "Hide Test", you will need to make it visible again at a later time. When selecting "Use Display/Hide Dates Below", you'll

need to use the multiple pull-down menus to specify the date and time during which the test should be made available to students. In the example to the right, the "Use Display/Hide Dates Below" option is selected and the test will be displayed for eight hours on the 26<sup>th</sup>. You can also manually control the display status by selecting "Hide Test" or "Display Test Immediately" from the pull down bar.

Use Display/Hide Dates Below ▾

FEB ▾ 26 ▾ 2002 ▾

04:00 ▾ PM ▾

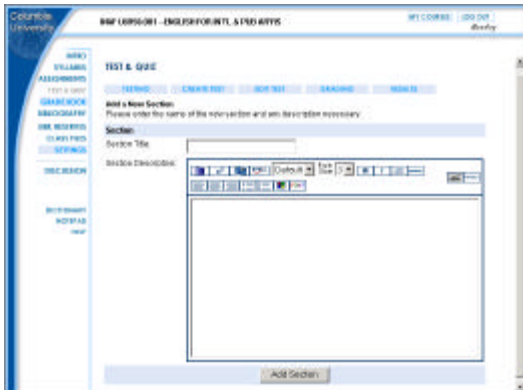
FEB ▾ 27 ▾ 2002 ▾

12:00 ▾ AM ▾

**Part 6: EQUATIONS AND FILES.** You can decide whether you want students to be able to attach files or equations (using CourseWorks' equation editor) with their tests. This might be useful if, for example, you're using the Test & Quiz section to deliver an exam that requires students to use a word processing or spreadsheet document.

**Part 7: RANDOM QUESTIONS & QUESTION POOLING:** This section

might be useful if the test is administered in a lab situation and/or you're concerned about cheating. If you select "yes" for the first option, each section of the test will contain the same questions for all students, but they'll be presented in a different order. If you enable "pooling" you will be asked to specify the number of questions to be randomly drawn from a larger "pool" of questions.



### Adding a Section

After you create the test, you'll see a page similar to the one at left. Provide a section title and description – you must provide a section title, but you may leave the description blank if you wish. When you submit this page, you'll see a page that looks almost identical to the one you just submitted.



At the bottom of the page, you'll see that the first section has already been added. If you have only one section, click on the "Add Questions" button. If you have multiple sections in your test, add another section, repeating the process above. When you're done adding sections, click the "Add Questions" button.



### Define The Number And Types Of Questions

In this screen, you define the types of questions (Multiple Choice, True/False, Short Answer, and Long Answer) that you'll ask in the section and how many of each type of question there will be. When you define Multiple Choice, you must also designate the number of possible answers (Please note that you are required to provide the same number of potential answers for each multiple choice question). You will also be asked to define a default point value for each question (this value can be edited on a per-question basis when you enter the question's text on the next page).



### Writing the Questions

Now provide the text for each question in the section.

After you submit the questions and their answers, you will be presented with the Add Sections page again (see the top of this page). However, if you're done adding sections...

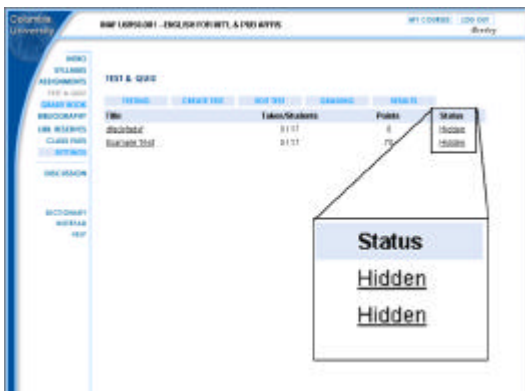


...scroll down and there will be a link at the bottom of the page (circled in the image to the left).



## Viewing your Test

This is how the test will appear to your students. When your students log in and take the test, the date and time will be recorded (you'll notice it appears at the top of the test when you access it). Note: Since you are viewing this screen through administrator-level access, no grades will be recorded if you complete and submit the test from this page.



Click the **TESTING** button to display a list of the tests you've created. Both of the tests in the list at left are "Hidden". Clicking the word "Hidden" will toggle the setting to "Viewable" (and vice versa).



## What Your Students See

Once you've made the test viewable, your students will see it in their test listing (the view at left is a student view – currently there is no feature that allows faculty to see a precise student view of the course site). The test example on the left was set up so that the student's grades were available. In this example the student sees "N/A / 70" (the test hasn't been graded yet). When the student follows the link "Example Test" in his or her list, a test page will appear similar to the one shown above in the "Viewing your Test" section.

When the student submits the test, their grade will remain N/A / 70, until you grade their short and long answer questions.



## Grading the Test

Click the **GRADING** button and you'll see a page like the one at left. The Test Title column is the test's name and the # to Grade column shows how many tests that have been submitted, but not yet graded. You can grade the test by "Student" or by "Question". If you grade by "Student", you'll be provided a list of students who have taken the test and the amount of time each student spent on it. You may also click "Reset Test" if you want to provide students with the opportunity to retake the test. When you click the "Grade" button next to a student's name, you'll see the test with the student's answers and (if applicable) whether or not the student got the question correct. You may provide point values for the short- and long-answer questions and/or correct grading errors made by CourseWorks on the Multiple Choice or T/F questions. When you submit the form, students will be able to access their grade (if applicable). Students will also be able to see the point

value of their grade, compare their answers against the correct ones, and read your comments. However, the student will not be able to retake the test.



### Viewing Test Results

When you click the **RESULTS** button, you'll be given an option to see the student's scores (top image at left), the distribution of correct answers by question (middle image at left), and graphs and stats of the mean, median and mode of grades in both percentages and total points (bottom image at left).



### Editing a Test

You may make changes to your tests at any time. Click the **EDIT TEST** button and you'll see a screen like the one pictured at left. You may edit, add, delete, or copy tests or content within tests through this view using the pull-down menu.

### Frequently Asked Questions:

- Q: Can a student take the same test more than once?  
 A: Yes, but only with the instructor's permission. To do this, click the "Grading" button, then "student" in the "Grade by" column of the row in which the test appears. Click "Reset Test" in the appropriate row.
- Q: If a student retakes a test, does the student's new grade replace the previous one?  
 A: Yes, the student's new grade replaces the old one.
- Q: Can I create a timed test?  
 A: Yes, but if a student accesses a test when it's available, the test will not disappear if he or she runs over the allotted time. The time and duration of the test, however, will both be recorded.
- Q: Can an instructor modify a grade after a test has been graded?  
 A: Yes, you may grade a test after it has been automatically graded. To re-grade a test, click the "Grading" button, then click "Student" in the "Grade by" column of the row in which the test appears. Click the "Regrade" button next to the student's name.