HOW TO CREATE AN EXAM

1. In your course menu, go to Control Panel > Course Tools > Test, Surveys, and Pools.

2. Click on Test.

3. Click on Build Test. In other advanced features, you can either import tests or you can select from the options listed.

4. In the Test Information window, give the test a name and (optionally) a Description. Complete the Instructions box with information for your students. Click Submit.
5. You will now see the Test Canvas page. From the Create Question tab, select the type of question you want to create. For this tutorial, we will focus on a Multiple Choice question.

6. Enter the Question Text in the box provided. [Question Title is optional]

7. In the Options section:
   a. Answer Numbering allows you to change between numbers, Roman numerals, or uppercase or lowercase letters.
   b. Answer Orientation allows you to display questions vertically down the page or horizontally across the page.
   c. Allow Partial Credit – If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.
   d. Show Answers in Random Order – If checked, this will display the answers in a random order every time a question is presented.

8. In the Answers section, decide the number of responses you will provide. Click Remove to the right of an answer box to delete an answer choice. By default, the first question will be the correct response. You can leave it as it, if you have selected Show Answers in Random Order in the Options sections (as noted above.), as the answers will be randomly ordered.
9. In the Feedback sections, you may choose to provide students feedback for answers.

10. Click Submit to continue and return to the Test Canvas page.

ASSIGNING POINTS TO THE QUESTIONS

11. Once you click Submit, you can return to the Test Canvas, next to the question, on the right hand side, you can assign a point value to the question in the Points box.

12. Repeat the Create Question process until you have completed your test to your satisfaction.

13. To edit a test question, click on the chevron next to the question, to open up the menu options. Then select Edit.

PLEASE NOTE: THIS TUTORIAL COVERS HOW TO COMPLETE CREATING A TEST. HOWEVER, THE TEST IS NOT YET AVAILABLE TO STUDENTS. YOU MUST MAKE THE TEST AVAILABLE SO THAT THEY CAN SEE IT AND TAKE IT. PLEASE SEE “MAKING A TEST AVAILABLE” OR CONTACT ACADEMIC TECHNOLOGY FOR FURTHER TRAINING.