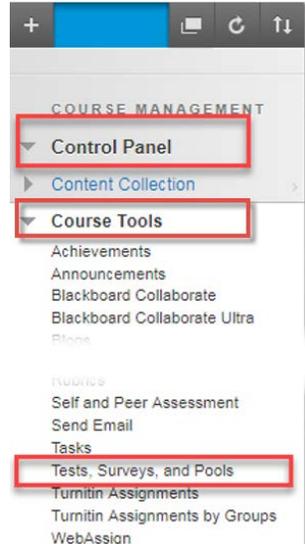


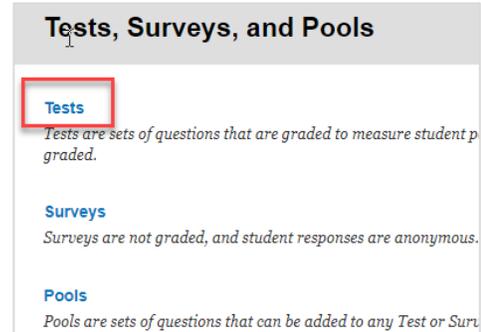


HOW TO CREATE AN EXAM

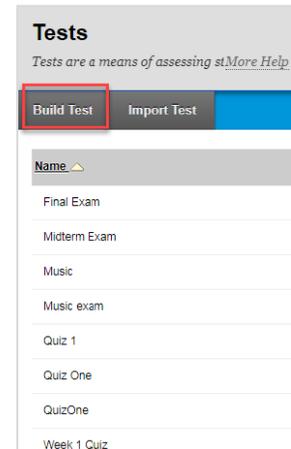
1. In your course menu, go to **Control Panel > Course Tools > Test, Surveys, and Pools.**



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.**



Test Information
Type a Name for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)

** Indicates a required field.*

1. **Test Information**

Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p

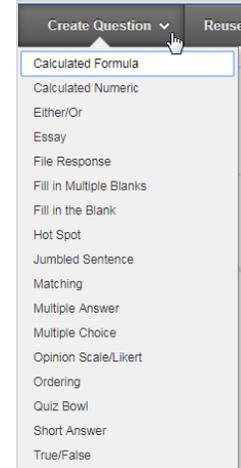
Instructions

Path: p

2. **Submit**
Click **Submit** to proceed. Click **Cancel** to go back.



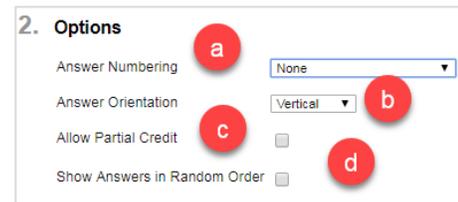
5. You will now see the **Test Canvas** page. From the **Create Question** tab, select the type of question you want to create. **For this tutorial, we will focus on a Multiple Choice question.**



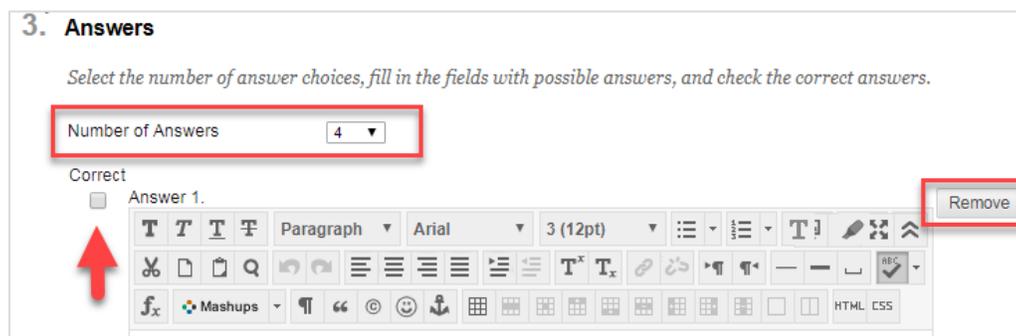
6. Enter the **Question Text** in the box provided. [Question Title is optional]

7. In the Options section:

- Answer Numbering** allows you to change between numbers, Roman numerals, or uppercase or lowercase letters.
- Answer Orientation** allows you to display questions vertically down the page or horizontally across the page.
- 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.
- 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.





- In the **Feedback** sections, you may choose to provide students feedback for answers.

4. Feedback

Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.

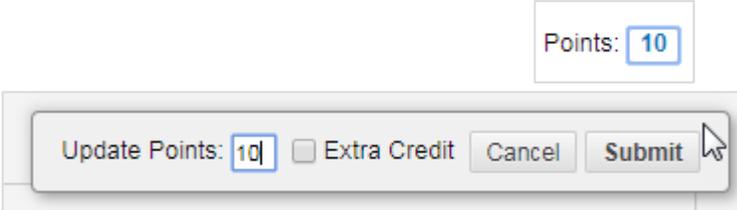
Correct Response Feedback



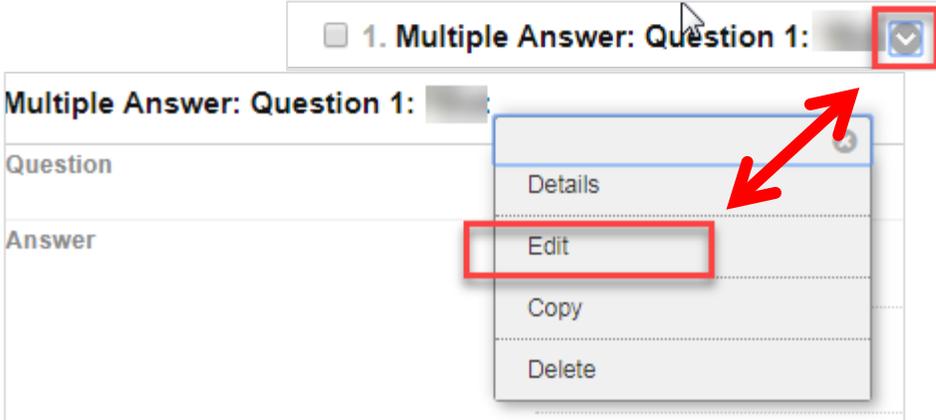
- Click **Submit** to continue and return to the **Test Canvas** page.

ASSIGNING POINTS TO THE QUESTIONS

- 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.



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