

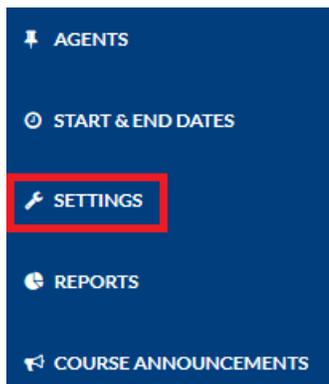
How to Create Tests

Edvance360 has a robust testing tool. The availability of the Tests tool depends on the settings configured by your site administrator. Tests are available in Courses/Trainings and Communities. The functionality is the same.

How to Enable Test Tool

If enabled by the site administrator instructors have the option to enable/disable the Test tool.

1. Navigate to **Courses/Trainings** > Select desired Course/Training
2. Scroll down to **Settings**



3. Select the **Module** Tab > Ensure Status is **Active** > **Save**

Name	Order	Status
Lessons	1	Active
Resources	2	Active
Tests	3	Active

Note: Instructors can change the order in which the course tools display and enable/disable course tools by selecting “Active” or “Inactive” from the Status dropdown menu.

How to Add Questions to Resources/Repository for Tests

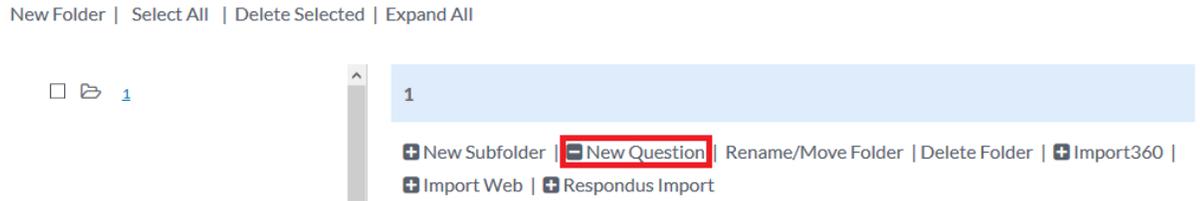
1. Navigate to 1-Resources > 2-Questions > 3-New Folder

The screenshot shows the Edvance360 user interface. At the top, the navigation menu includes Home, Trainings, Communities, Resources (highlighted with a red box and the number 1), Calendar, Admin, and Help. Below the navigation is the 'Resources' section header. On the left sidebar, there are two menu items: 'FILES' and 'QUESTIONS' (highlighted with a red box and the number 2). The main content area shows 'Resources » Questions' and a 'Manage Repository For:' dropdown menu with 'Stephens Ashley' selected. Below this is a 'Copy Folders Between Users' button. At the bottom of the main content area, there are two tabs: 'Files' and 'Questions'. Below the tabs, there is a 'New Folder' button (highlighted with a red box and the number 3) and a set of actions: 'Select All | Delete Selected | Expand All'.

2. Enter Folder Information > select Submit

The screenshot shows the 'Add Folder' form. It has a title 'Add Folder' and a required field '* Folder Name:' with a text input box containing the placeholder text 'Enter folder name here'. Below this is a 'Move To:' dropdown menu with 'Top Level' selected and a red note that says 'Used to create top level and sub level folders'. At the bottom of the form is a 'Submit' button (highlighted with a red box).

3. Select **Question Folder** > **New Question**



Note: Questions can be imported via Import360, Respondus and as part of a Common Cartridge. See specific tutorials on each topic for more information.

4. Select **Question Type**

Multiple Choice | True / False | Multiple Answer | Matching | Ordering | Fill in the Blank
| Essay

5. Enter **Question Information** (in this example, True/False question). Screenshot on the following pages.

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Resources » Questions » New Question

Question Editor (True / False)

Short Name

Question 1

Question Folder

1

Question:



Enter question here. This is an HTML editor so you can add hyperlinks, bold, number, etc. Similar to using website editor or Microsoft Word

Paragraphs: 0, Words: 0

+ Equation Editor

Image No file selected.

Secure Question

Randomize Answers

Feedback for Correct Answer:



Paragraphs: 0, Words: 0

Feedback for Incorrect Answer:



Paragraphs: 0, Words: 0

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Answers:

Answer 1 Select radio button next to correct answer

Select as Correct Answer Delete This Answer



Styles - Format - Font - Size - A- A+ ?

True

Paragraphs: 1, Words: 1

Feedback



Styles - Format - Font - Size - A- A+ ?

Enter desired feedback, if any.

Paragraphs: 0, Words: 0

Answer 2

Select as Correct Answer Delete This Answer



Styles - Format - Font - Size - A- A+ ?

False

Paragraphs: 1, Words: 1

Feedback



Styles - Format - Font - Size - A- A+ ?

Enter desired feedback, if any.

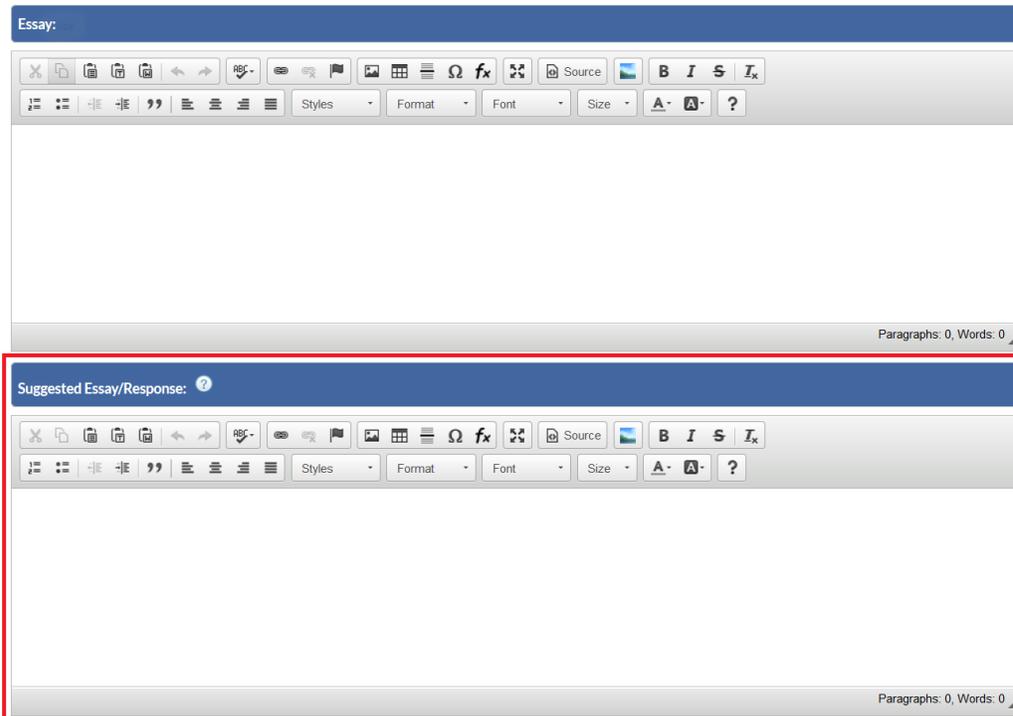
Paragraphs: 0, Words: 0

[Add A New Answer](#) [Save And Continue Editing](#) [Save And Return To Question Bank](#)

QuickStart Guide: How to Create Tests

Suggested Essay (v8.1.2)

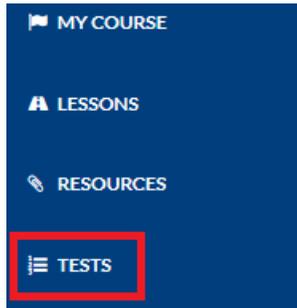
Sample essay or notes on what the essay should include to provide a guide while grading a student's submitted essay on tests. This has been added to Version 8.1.2. The guiding essay or notes can be added to the essay question itself. These guides are (obviously) only available to those who grade the essays and not to students.



How to Create Tests

1. Navigate to **Courses/Trainings** > Select desired Course/Training

2. Select **Tests** from left-hand course menu



3. Select **Add New** (green plus sign)



- Student View (

4. **Enter Test information.** Once test is created it is automatically added to the Gradebook. Tests/Quizzes are automatically graded as long as the answer was entered when the test/quiz was added to the Resources. Screenshot provide on the next page.

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rainings > Tests > Add

- Test Information

Title

Enter test title, for example, Quiz 1

Instructions

Enter test instructions, for example, complete the test and score an 80 or higher prior to progressing to the next lesson. If needed, you can retake the test to score 80 or higher.

Paragraphs: 0, Words: 0

Story

This option only works with inline test questions.

The story will appear in the test for users while answering questions.

Pre Test Confirmation

Messages that displays prior to the learner starting the test. For example, once you begin the test you will have 30 minutes to complete the 25 questions.

Post Test Confirmation

Message that displays once the learner selects Finish Test. For example, you have indicated that you have completed the test. By selecting OK you are confirming that you have completed the test and it will be submitted for grading.

Test Complete Message

Message that display to learner once the test has been completed. For example, congratulations on completing your test.

Save Select to save Test Information

5. Select **Restrictions** settings (if any) > **Save**

The screenshot shows a 'Restrictions' settings panel. At the top, there is a blue header with the word 'Restrictions'. Below this, there are several sections:

- Password Protect:** A checkbox that is currently unchecked. Below it is a text input field labeled 'Test Password'.
- Restrict Date:** A checkbox that is currently unchecked. Below it are two text input fields labeled 'Test Start Date' and 'Test End Date'.
- Time Limit:** A dropdown menu currently showing '10 minutes'.
- Set Individual Assessment Time:** A section header.
- Restrict Re-entry To Test:** A checkbox that is currently unchecked.

At the bottom left of the form, there is a blue button labeled 'Save', which is highlighted with a red rectangular box.

6. Select **Options** settings (if any) > **Save**

Options

Question Display

Normal
 Random
 Random Block of Questions.

Answer Questions Inline

Answer Questions Inline (no popups)

Question Numbering

No Yes

Question Per Page

How many question per page?
(Only applies to inline questions)

Allow Users

Allow users to automatically retake the test: times or until a grade of % / 100% is achieved.

Save

If instructors want to allow users to retake tests enter desired settings into Allow Users section. For example, select allow users to automatically retake the test 3 times or until a grade of 80% is achieved.

7. Select **Review** Settings (if any) > **Save**

Review Settings

Feedback/Review

Allow student to review test after completion.

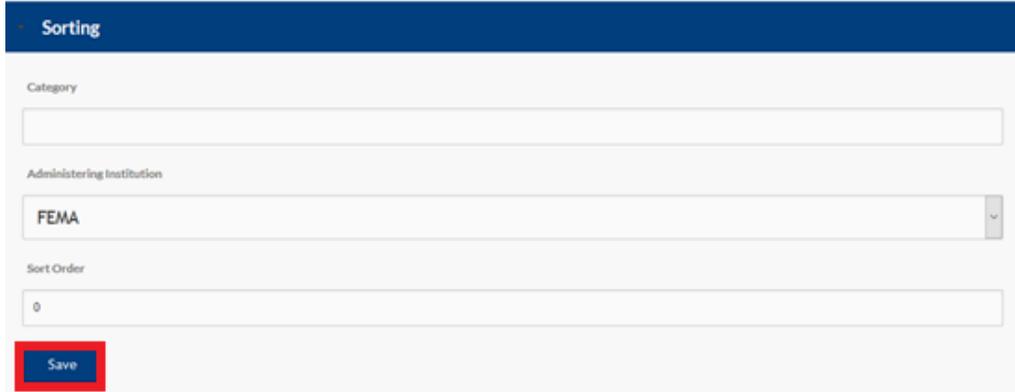
Display Correct Answers to Student

No

Save

It is recommended to “Allows student to review test after completion”.

8. Select **Sorting** settings (if any)



The screenshot shows a form titled "Sorting" with a dark blue header. Below the header, there are three input fields: "Category" (an empty text box), "Administering Institution" (a dropdown menu with "FEMA" selected), and "Sort Order" (a text box containing "0"). At the bottom left of the form is a red "Save" button.

- *Category*: This will display next to the item in the Gradebook. For example, Test or Quiz.
- *Administering Institution*: This is set up by the site administrator. The name and logo of an administering institution may be selected which will appear for learners when they select the test.
- *Sort Order*: This is the order the tests will appear for learners. It is recommended that you sort the tests in the order the learner will be taking them to make it easier to find in the list of tests.

9. Test homepage features

Trainings » Tests



-  *Edit*: select to edit test settings from steps 5-9 above, add questions and values.
-  *Review and Grade*: Allows instructors to review and grade questions that are not auto-graded like essays.
-  *Stats*: Provides stats on tests. For example, max score, min score, score range, median score, etc.
-  *Print Test*: Print test to PDF.
-  *Print Answer Key*: Print test and answers to PDF.
-  *Delete*: Delete the test.
-  *Map to Gradebook*: Map to gradebook for grading.

10. Select **Edit** on test homepage to add test questions and values. Note: This assumes you have already added test questions to the Resources/Repository.

Trainings » Tests



11. Select **Questions > Folder > Folder Questions** to add > **Add Questions to Test**

The screenshot displays the 'Questions' tab in the Edvance360 interface. At the top, there are three tabs: 'Settings', 'Questions' (highlighted with a red box), and 'Question Values'. Below the tabs is a blue bar labeled 'Add Questions To Test'. Underneath, there is a 'Select Folder' dropdown menu with '--- Quiz 1' selected, also highlighted with a red box. Below this is another blue bar labeled 'Folder Questions'. Underneath, there is a 'Filter Question Type' section with a 'Select Question Type' link. Below that is a 'Question' section with three items: 'Grass Color', 'Sky Color', and 'Rainbow Colors', each with an unchecked checkbox. A blue bar labeled 'Add Selected Question To Test' is located below the question list. At the bottom, there is a table titled 'Questions on Test' with a 'Delete' button in the top right corner. The table has columns for 'Name', 'Question Text', 'Creation Date', 'Points', 'Order', and 'Actions'. The table contains three rows of data:

<input type="checkbox"/>	Name	Question Text	Creation Date	Points	Order	Actions
<input type="checkbox"/>	Grass Color	What is the color of grass?	06 Oct, 2016	10.0		
<input type="checkbox"/>	Rainbow Colors	Name the colors in the rainbow.	06 Oct, 2016	10.0		
<input type="checkbox"/>	Question with Image	What color is the girl's shirt.	02 Mar, 2017	10.0		

Note: You can change **Points** per question and the **Order** in the appropriate column. Be sure to select **Save** after making any changes.

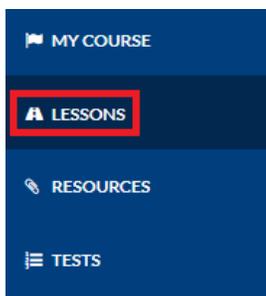
12. Assign point values in **Points** field next to each question or navigate to **Question Values** > Enter points into **Set All Questions** to > **Save**

The screenshot shows the 'Question Values' tab in a software interface. At the top, there are three tabs: 'Settings', 'Questions', and 'Question Values', with 'Question Values' being the active tab. Below the tabs is a dark blue header bar with a document icon, the text 'Questions on Test', and a 'Save' button on the right. The main content area is divided into two sections. The top section contains two input fields: 'Total Points:' with a value of '30' and 'Set all questions to' with an empty field. Both fields are highlighted with a red border. Below this is a table with columns: 'Graded', 'Name', 'Question Text', and 'Points'. The table contains three rows of questions, each with a checked checkbox in the 'Graded' column and a '10.00' value in the 'Points' column.

Graded	Name	Question Text	Points
<input checked="" type="checkbox"/>	Grass Color	What is the color of grass?	10.00
<input checked="" type="checkbox"/>	Rainbow Colors	Name the colors in the rainbow.	10.00
<input checked="" type="checkbox"/>	Question with Image	What color is the girl's shirt.	10.00

How to Add Tests to Lessons

1. Navigate to **Lessons**

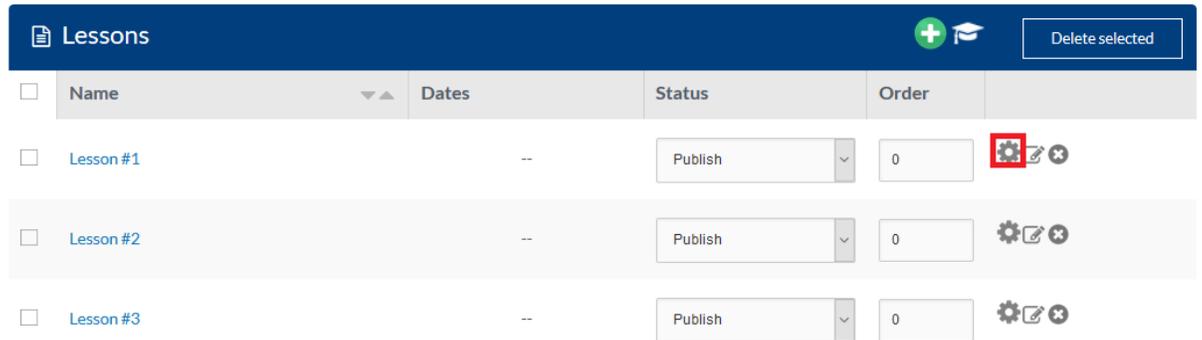


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2. Select **Add New** (green plus sign) Lesson. Enter Lesson Information.



3. Select **Manage** next to the Lesson where you want to add the test.



A screenshot of the 'Lessons' table. The table has a dark blue header bar with 'Lessons' and a green plus sign icon. The table has columns for Name, Dates, Status, and Order. There are three rows of lessons. The 'Manage' icon (a gear) for the first lesson is highlighted with a red square.

<input type="checkbox"/>	Name	Dates	Status	Order	
<input type="checkbox"/>	Lesson #1	--	Publish	0	<input type="checkbox"/>   
<input type="checkbox"/>	Lesson #2	--	Publish	0	  
<input type="checkbox"/>	Lesson #3	--	Publish	0	  

4. Select **Add New** (green plus sign) Lesson Content



5. Enter Lesson Content

Trainings » Course Lessons » Add Lesson Contents

* Name 

Enter Lesson Title, for example, Lesson One

* Lessons

Lesson #1

Instructions



Enter Instructions, for example, complete the test below. You must pass with a score of 80 or higher before you can progress to the next lesson.

Paragraphs: 0, Words: 0

Select Content Type **Select Test from the dropdown menu**

Test

Select Content **Select Test you want to add to lesson**

Quiz #2

Status **Select Publish**

Publish

Save

Select to Save all settings

The item will be added to the bottom of the lesson items. You can move the lesson items by dragging the item where you want it to appear.