

How to Facilitate an Exam

Eric Fredericksen, EdD

Associate Vice President for Online Learning
Professor in Educational Leadership

Lisa Brown, EdD

Assistant Director

University IT & URMC Institute for Innovative Education



Learning Objectives

Participants will be able to...

- Create a Blackboard Test
- Describe the Question Types
- Explain the Test Settings



Tests / Quizzes

- Student completes online quiz or test
- Many question types can be auto-graded

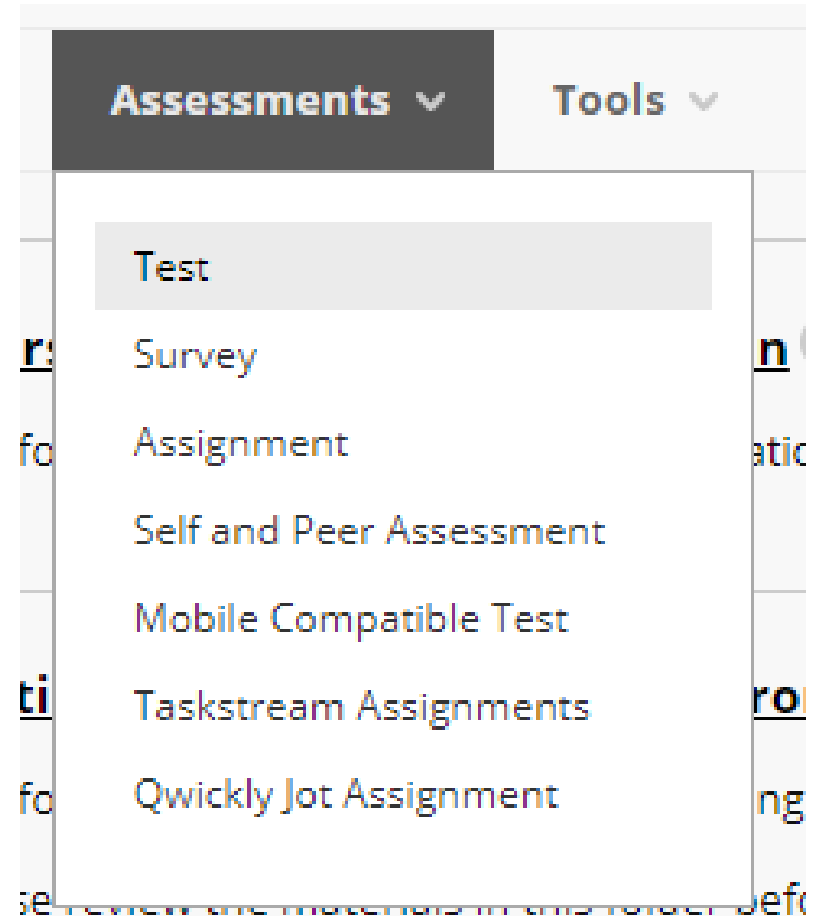


CREATE THE TEST



Adding a Test

- From within a content area in Blackboard
- Choose Assessments
- Choose Test



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Quiz - Module 2
Quiz - Learning and Motivation Readings
Quiz - Learning and Motivation Readings #2
Group Lesson Choices
Quiz - Motivation Readings
sample

Create a New Test
-or-
Add an Existing Test



TEST INFORMATION

* Name

sample

Description

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

A screenshot of a rich text editor interface. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), paragraph style (Paragraph), font face (Arial), font size (14px), bulleted list, numbered list, text color (A), background color, and a menu icon (three dots). Below the toolbar is a text area containing the letter 'P'. At the bottom right of the text area, it says '0 WORDS POWERED BY TINY'.

Instructions

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

A second screenshot of the same rich text editor interface, showing the toolbar and a text area that is currently empty.

Test Name

Test Description
and Instructions

Display when
student clicks the
Begin button

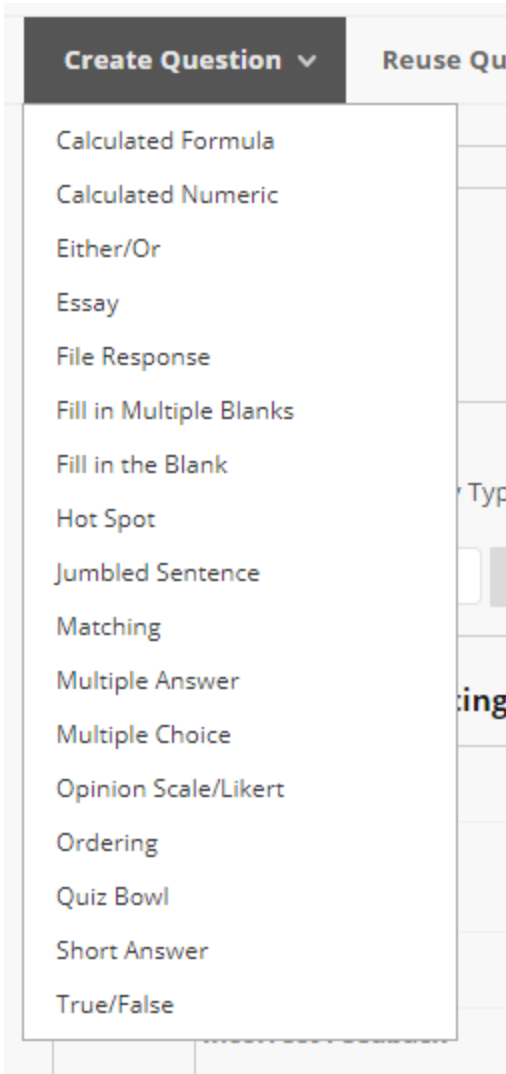


CREATE QUESTIONS



Question Types

- Many of these can be auto-graded



Multiple Choice Question

QUESTION

Question Title



* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☰	<u>A</u>		⋮							
<i>I</i> _x							☰	☰	☰	☰	x^2	x_2					ABC	
✓																		
P																		
															0 WORDS		POWERED BY TINY	



Multiple Choice Options

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

None ▼



Answer Orientation

Vertical ▼



Allow Partial Credit

Show Answers in Random Order



Answer List

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

4

Correct



Answer 1.

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	...							
☰	☰	A	✎	<i>I</i>	✂	📄	🔍	↶	↷					
☰	☰	☰	☰	☰	☰	x^2	x_2	🔗	🔗	↶	↷	—	⬆	ABC
✓	↶	”	Ω	😊	📄	☒	☒	☒	☒	☒	☒			
☒	☒	☒	<>	👤	(;)	👁	?	🔄	⊕					

p 0 WORDS POWERED BY TINY

Remove



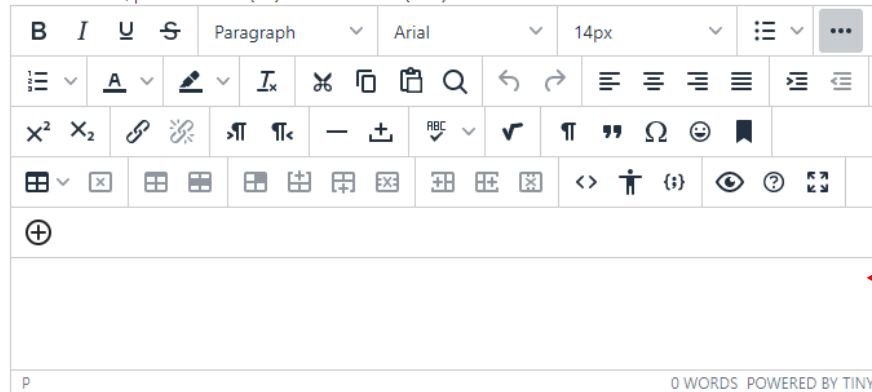
Feedback to Learner

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

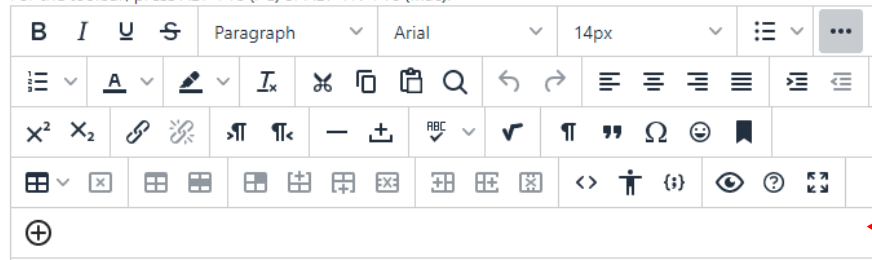
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font style (Arial), font size (14px), and other editing functions. Below the toolbar is a text input area with a plus sign icon in the top left corner. At the bottom right of the input area, it says "0 WORDS POWERED BY TINY".

Incorrect Response Feedback

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



A rich text editor toolbar identical to the one above, with a text input area below it. A red arrow points to the plus sign icon in the top left corner of the input area.

Every auto-graded question type will have option of adding feedback



Example Multiple Choice

QUESTION 2

If $5x + 32 = 4 - 2x$, what is the value of x ?

- 4
- 3
- 4
- 7
- 12



Similar to Multiple Choice

- Multiple Answer
- True False
- Either Or

QUESTION 1

True or False: The earth is the fourth planet from the sun.

- True
 False
-

QUESTION 4

Which two of the following numbers have a product that is between -1 and 0 ?

Indicate both of the numbers.

- -20
 -10
 2^{-4}
 3^{-2}



Sample Answer / Rubric

ANSWER

Enter an answer to provide an example of a correct response.

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

A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font style (Arial), font size (14px), bulleted and numbered lists, text color, background color, link, unlink, insert link, insert table, insert image, insert video, insert code, and insert table of contents. Below the toolbar is a large text area for entering an answer. At the bottom of the text area, it shows 'P' and '0 WORDS POWERED BY TINY'.

RUBRICS

Add Rubric



Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------



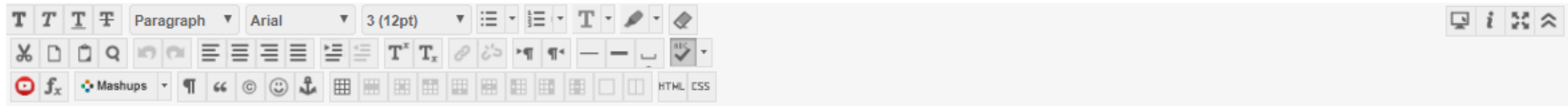
Example Essay

QUESTION 5

As you read the passage in this file [SampleReading.pdf](#), consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage. Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

A rich text editor toolbar with various icons for text formatting, alignment, and editing. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, font face (currently set to Arial), font size (currently set to 3 (12pt)), bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, undo, redo, and a 'Mashups' dropdown menu. There are also icons for help, full screen, and a scroll bar on the right side.

Path: p

Words:0














































File Response

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph ▾	Arial ▾	14px ▾	☰ ▾	☷ ▾	<u>A</u> ▾	 ▾	⋮										
<i>I</i> _x																			ABC ▾		
																					
																					
P																					
																		0 WORDS		POWERED BY TINY	



Example File Response

QUESTION 6

As you read the passage in this file [SampleReading.pdf](#), consider how Paul Bogard uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Write an essay in which you explain how Paul Bogard builds an argument to persuade his audience that natural darkness should be preserved. In your essay, analyze how Bogard uses one or more of the features in the directions that precede the passage (or features of your own choice) to strengthen the logic and persuasiveness of his argument. Be sure that your analysis focuses on the most relevant features of the passage.

Your essay should not explain whether you agree with Bogard's claims, but rather explain how Bogard builds an argument to persuade his audience.

Submit your essay as a Word document.

Attach File

Browse My Computer

Browse Content Collection



Expected Answer

ANSWERS

Add answers for all possible correct responses.

Number of Answers

* Answer 1

Case Sensitive

Auto-graded!



Example Fill in the Blank

QUESTION 11

I only have to _____ my head above water one more week.



Fill in Multiple Blanks

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☷	A		⋮			
<i>ℒ</i>														ABC
✓														
Four [a] and [b] years ago is the beginning of the Gettysburg Address.														
P														0 WORDS POWERED BY TINY



Expected Answers

ANSWERS FOR: A

Number of Answers

*Answer 1 Case Sensitive

ANSWERS FOR: B

Number of Answers

*Answer 1 Case Sensitive

Auto-graded!



Example Multiple Blanks

QUESTION 12

Four and years ago is the beginning of the Gettysburg Address.



Provide Pairs

Number of Questions 4

Update Partial Credit %



Question/Answer Pair 1

* Question

Remove

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

B	<i>I</i>	<u>U</u>		Paragraph	▼	Arial	▼	...
p 0 WORDS POWERED BY TINY								

* Answer

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

B	<i>I</i>	<u>U</u>		Paragraph	▼	Arial	▼	...
p 0 WORDS POWERED BY TINY								

Partial Credit %

25.00



Ordering of Answers

ANSWER ORDER

Order item answers

- Randomly
- Manually



↑↓	Answer Choice	Answer
	Answer Choice 1	a
	Answer Choice 2	n
	Answer Choice 3	c
	Answer Choice 4	r

Auto-graded!



Example Matching

QUESTION 10

Match the state to its capital

- ▼ California
- ▼ Idaho
- ▼ Nevada
- ▼ New York

- A. Sacramento
- B. Albany
- C. Carson City
- D. Boise



Ordering Questions

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☷	A	✎	⋮									
<i>I</i> _x	✂	📄	📋	🔍	↶	↷	☰	☷	☰	☷	☰	☷	☰	☷	☰	☷	☰	☷	ABC	
✓	¶	”	Ω	😊	📌	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	
👁	?	↔	⊕																	
P																				
																	0 WORDS		POWERED BY TINY	



List of Items

ANSWERS

Select the number of answer items and enter the answers in their correct order.

Number of Answers

4



Answer 1.

Remove

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	⋮
P 0 WORDS POWERED BY TINY								

Answer 2.

Remove

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


B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	⋮



Arrange Answer List

ANSWERS

Set the display order for the answer items.

Correct Order	Display Order 
Position: 1 Knowledge	Correct Position: 6 Evaluation
Position: 2 Comprehension	Correct Position: 5 Synthesis
Position: 3 Application	Correct Position: 1 Knowledge
Position: 4 Analysis	Correct Position: 2 Comprehension
Position: 5 Synthesis	Correct Position: 3 Application
Position: 6	Correct Position: 4



Auto-graded!



Example Ordering

QUESTION 17

Place the levels of Blooms taxonomy in order

- ▼ Evaluation
- ▼ Synthesis
- ▼ Knowledge
- ▼ Comprehension
- ▼ Application
- ▼ Analysis



Jumbled Answer

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☰	<u>A</u>		⋮				
<i>I_x</i>									x^2	x_2					ABC

Single water molecules are held together by [a] bonds and multiple water molecules are held together by [b] bonds. The kind of bond where atoms are sharing electrons , but not sharing theme equally is [c].

0 WORDS POWERED BY TINY



Possible Choices

ANSWERS

Select the number of answers for this question and enter the answers that will appear in the drop-down list.

Number of Answers



Answer 1 hydrogen

Remove

Answer 2 polar covalent

Remove

Answer 3 nonpolar

Remove

Answer 4 covalent

Remove

You can have more choices than spaces!



Correct Answers

CORRECT ANSWERS

Specify the correct answers by selecting them in each drop-down list. Provide feedback for correct and incorrect answers.

Single water molecules are held together by bonds and multiple water molecules are held together by bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is .

Auto-graded!



Example Jumbled Sentence




QUESTION 13

Single water molecules are held together by bonds and multiple water molecules are held together by bonds. The kind of bond where atoms are sharing electrons, but are not sharing them equally is .



Formula

* Answer Formula

$\frac{\square}{\square}$ $\sqrt{\square}$ $\sqrt[\square]{\square}$ \square^\square (\square) $(\square\square)$ \times π α Ω sin   

$$4y + 3x$$

OPTIONS

Define the correct answer range, plus or minus a number exact, the range should be 0. If partial credit is allowed that will be given if the answer is within the partial credit range the total points can be deducted from the points given

* Answer Range +/-

Numeric ▼

Allow Partial Credit

Units Required



Variables

DEFINE VARIABLES

Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.

	Variable Name	Minimum Value	Maximum Value	Decimal Places
1.	x	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/> ▼
2.	y	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="0"/> ▼

ANSWER SET OPTIONS

Calculate Answers to ▼ ▼

Number of Answer Sets



Answer Sets to Review

EDIT ANSWER SETS

Tip: you can use scientific/exponential notation to represent numeric values. Eg., -0.0001 can be written as 1.0e-4 or as 1.0E-4. Spaces are not allowed.

	x	y	Calculated Answer (0 Decimal places)	
1.	<input type="text" value="95"/>	<input type="text" value="80"/>	605	Remove
2.	<input type="text" value="41"/>	<input type="text" value="51"/>	327	Remove
3.	<input type="text" value="14"/>	<input type="text" value="95"/>	422	Remove
4.	<input type="text" value="36"/>	<input type="text" value="50"/>	308	Remove
5.	<input type="text" value="91"/>	<input type="text" value="4"/>	289	Remove
6.	<input type="text" value="79"/>	<input type="text" value="82"/>	565	Remove

Auto-graded!



Example Calculated

QUESTION 18

If a small glass can hold 70 ounces of water, and a large glass can hold 45 ounces of water, what is the total number of ounces in 4 large and 3 small glasses of water?













































Calculated Numeric

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph ▾	Arial ▾	14px ▾	☰ ▾	☰ ▾	A ▾	 ▾	⋮										
<i>I_x</i>											x^2	x_2							ABC ▾		
✓																					
																					

If the average human body temperature under normal conditions ranges between 38.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?

0 WORDS POWERED BY TINY



Correct Answer

ANSWERS

* Correct Answer

98.6



Answer Range +/-

1

Auto-graded!



Example Numeric

QUESTION 19

If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?



Hot Spot

QUESTION

Question Title

* Question Text

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

B	<i>I</i>	<u>U</u>	S	Paragraph	Arial	14px	☰	☷	<u>A</u>		⋮			
<i>I</i>														ABC
Question text here about image														
P												0 WORDS POWERED BY TINY		



Upload Image

UPLOAD IMAGE

* Attach File

Image Alternate Text

Make sure image is correct resolution so that it will appear in the test nicely!



Select Correct Area of Image

ANSWERS

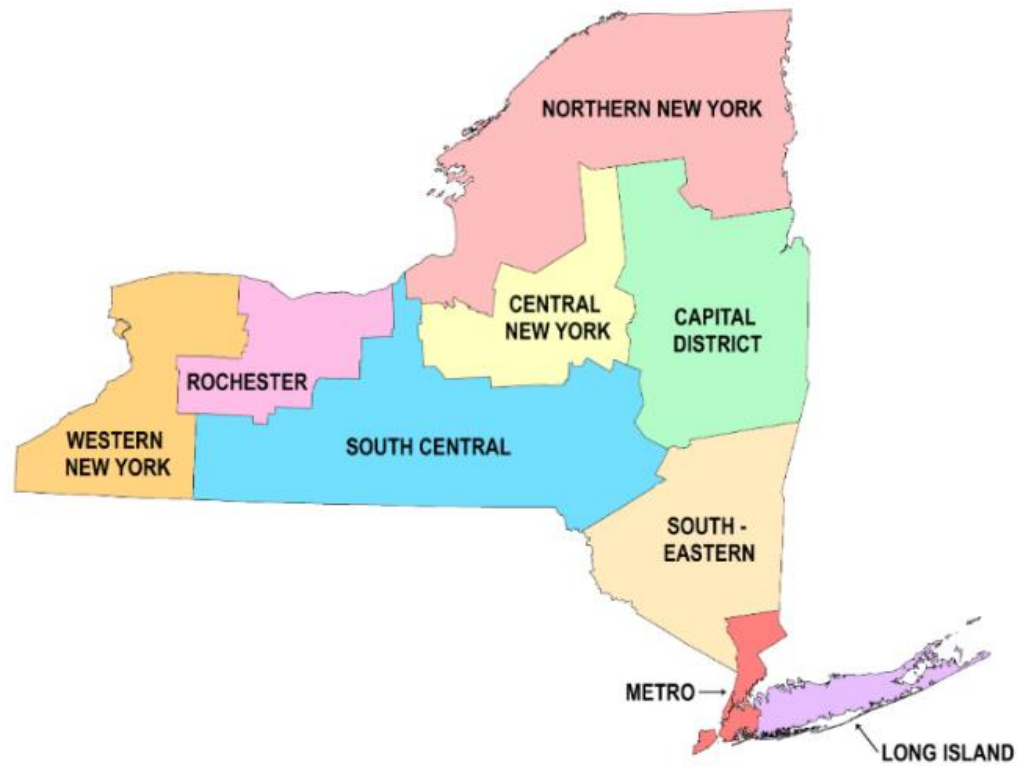
*Click and drag the mouse over an area in the image to specify the hot spot area for the correct answer. Start with the upper left corner of the rectangle and drag down to the lower right. Click **Clear** to remove the rectangle and start again.*

Drag mouse over
image area that is
correct!



Example Hot Spot

Where is Buffalo on this map?



REVIEW THE TEST



Test Canvas

The screenshot displays the Canvas LMS interface for a test. On the left is a dark blue navigation sidebar with various course and student support options. The main content area shows a test canvas with two multiple-choice questions. Each question includes a description, instructions, and a table of possible answers with feedback for correct and incorrect responses.

Course Management Sidebar:

- Course Schedule
- Assignment Checklist
- Syllabus
- Learning Modules
- Quickly Attendance
- Discussion
- Email
- Library Resources
- Textbooks
- Reserves
- Journals
- Groups
- Course Evaluations
- Student Support
- My Grades
- Tools
- Faculty Resources
- Private Faculty Reflection
- Calendar
- AEFIS Syllabus
- Course Management**
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Question 1: Multiple Choice: Question 1: This learning theory was grounded in ... (Points: 0.2)

Question	This learning theory was grounded in the study of observable behavior and does not take into consideration the functions of the mind.
Answer	<input type="checkbox"/> Cognitivism
	<input type="checkbox"/> Constructivism
	<input checked="" type="checkbox"/> Behaviorism
	<input type="checkbox"/> Humanism
Correct Feedback	Excellent!
Incorrect Feedback	Please refer to Chapter 4 in Effective Online Teaching.

Question 2: Multiple Choice: Question 2: This theory of learning became popula... (Points: 0.2)

Question	This theory of learning became popular in the 1970's and focuses on how human memory works to acquire knowledge and promote learning.
Answer	<input checked="" type="checkbox"/> Cognitivism
	<input type="checkbox"/> Behaviorism
	<input type="checkbox"/> Constructivism
	<input type="checkbox"/> logical positivism
Correct Feedback	Great!
Incorrect Feedback	Please review Chapter 4 in Effectice Online Teaching.



Test Information

Description This test shows you all of the different question types in Blackboard.

Instructions Instructions go here!


Total Questions 19

Total Points 190



Question Information

Points

1. True/False: Example TrueFalse: True or False: The earth is the ... 



Points: **10**

Question	True or False: The earth is the fourth planet from the sun.
Answer	True <input checked="" type="checkbox"/> False
Correct Feedback	Great job!
Incorrect Feedback	Try again!



Points Review

Update Multiple Questions

Select: [All](#) [None](#) | Select by Type:

[Delete](#) | Points [Update](#) | [Hide Question Details](#)



DEPLOY THE TEST



ADD TEST

Create a new test or select an existing test to deploy.

Create a New Test

Create

Add an Existing Test

-- Select Test Below --

Quiz - Module 2
Quiz - Learning and Motivation Readings
Quiz - Learning and Motivation Readings #2
Group Lesson Choices
Quiz - Motivation Readings
sample

Add an Existing Test




TEST INFORMATION

* Name

sample


Provide Name – this is the link students will click to start the test

Choose Color of Name

 Black

Content Link Description

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

B	<i>I</i>	<u>U</u>	S	Paragraph ▾	Arial ▾	14px ▾	☰ ▾	☷ ▾	<u>A</u> ▾	 ▾	...
----------	----------	----------	--------------	-------------	---------	--------	-----	-----	------------	---	-----

Provide Instructions



TEST AVAILABILITY

Make available to students Yes No

Available to students

Add a new announcement for this test Yes No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Number of attempts

Score attempts using

Last Graded Attempt ▼

Force Completion

Once started, this test must be completed in one sitting.



Timer – starts when student begins test

Set Timer

Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

60 Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

Automatically submit when timer ends?

Display After 03/11/2019 12:47 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 03/11/2019 12:48 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display availability

Password

Require a password to access this test.



DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Can students start test late?

Due Date – submissions after due date will be marked LATE

Late submissions require instructor to grade



Graded – counts in calculations

SELF-ASSESSMENT OPTIONS

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center

If this option is selected, the instructor will not be able to see any student grades, view answers, aggregate results, or download result details. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Ungraded - Score hidden from Instructor



Feedback provided And when

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. Each rule specifies when and what to show students; such as scores, answers, and feedback for each question.

WHEN ⓘ	SCORE PER QUESTION ⓘ	ANSWERS ⓘ	FEEDBACK ⓘ	SHOW INCORRECT QUESTIONS ⓘ
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
After Submission ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

- After Submission ▼
- Choose----
- After Submission
- One-time View
- On Specific Date
- After Due Date
- After Availability End Date
- After Attempts are graded

TEST PRESENTATION



Test Presentation options

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.

All questions at once
One at a time

Random order



Exceptions

Exceptions for certain
students
By Name or Group

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. 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. Click **Remove all Exceptions** to delete all exceptions for the test.*









Add User or Group




Choose Who Needs Exceptions

Add User or Group

Search: Any Not Blank Go

<input type="checkbox"/> USER OR GROUP	USERNAME	NAME
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		
<input type="checkbox"/> 		

This is a table showing the attributes of a collection of items.







What Exceptions



TEST AVAILABILITY EXCEPTIONS



Click **Add User or Group** to search for course users and groups to add to the exception list. 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. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

Remove All Exceptions

NAME	ATTEMPTS	TIMER	AVAILABILITY
	Single Attempt ▼	<input type="checkbox"/>	 ×
	Single Attempt ▼	<input type="checkbox"/>	 ×

After:   ×
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Clear

Cancel

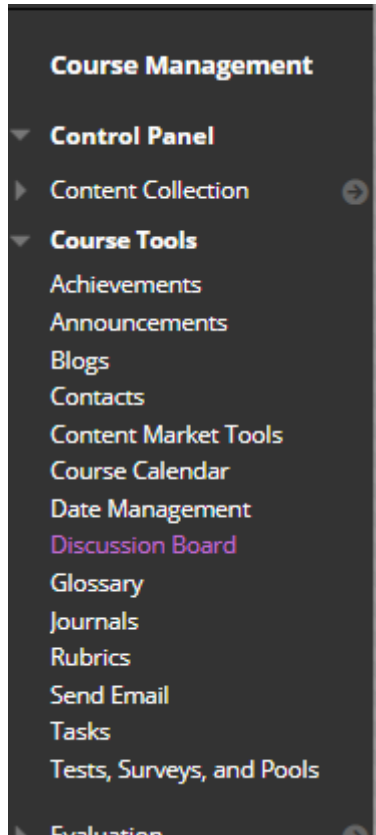
Save



COPY TESTS TO OTHER COURSES



Export a Test/Pool



Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

From the course where the test/pool resides



Export to Local Computer

NAME ▲

Acceptance of Academic Honesty Policy

Quiz - Module 1

Quiz - Module 2

Quiz - Module 3

Quiz - Module 4

Quiz - Module 5

Quiz - Module 6

Quiz - Module 7

Random Question Set

- Edit
- Export to Local Computer
- Export to Content Collection
- Copy
- Delete
- Item Analysis

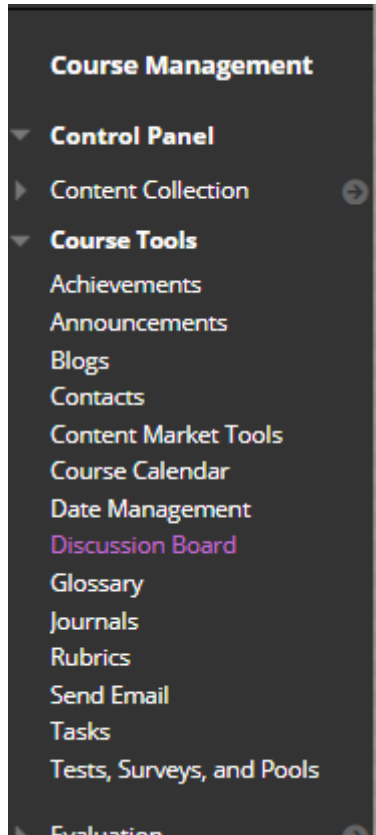
The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Downloads >'. The main area displays a table of files. Under the 'Today (1)' group, there is a file named 'Test_ExportFile_Admin.SampleCourse.Tools_Random Question Set' with a date modified of '11/20/2020 10:16 AM'. The file icon is a yellow folder with a blue 'i'.

Name	Date modified
Today (1)	
Test_ExportFile_Admin.SampleCourse.Tools_Random Question Set	11/20/2020 10:16 AM

Creates a downloaded ZIP file



Import a Test/Pool



Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys

Surveys are not graded, and student responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

In the course where you want to copy the test



Import the ZIP file

Tests

Tests are a means of assessing student performance. You have the option to build a test or import a test. [More Help](#)

Build Test

Import Test

TEST IMPORT

Click **Browse** to locate a file to import.

Attach File

Browse My Computer

Browse Content Collection

Selected File

File Name

Test_ExportFile_Admin.SampleCourse.Tools_Random Question Set.zip

Do not attach



Alternate solutions

- Gradescope – contact ASE IT
- Examsoft – contact SON IT



Proctoring Solutions

- Paid Services
- Do It Yourself
 - Zoom monitoring



**THANK YOU
QUESTIONS?**



More Workshops

<http://rochester.edu/online-learning/index.html>



Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

