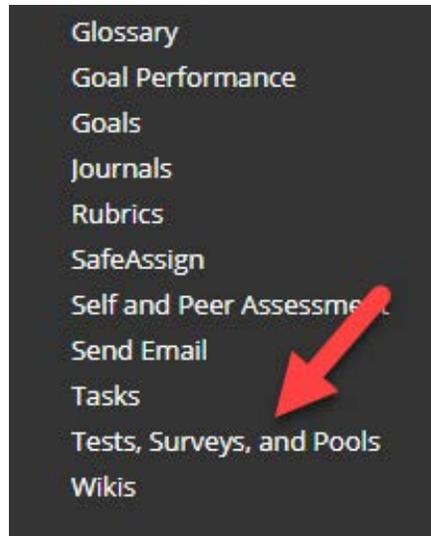




Job Aid Objective: Provide faculty with the steps associated with creating a test using an already existing question pool. The question pools are created by lead faculty and copied into running courses.

Step 1: In the left-hand navigation, under Course Tools, click **Tests, Surveys, and Pools**.



Step 2: Then, select **Tests**.

Tests, Surveys, and Pools

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**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.*

Step 3: Next, click **Build Test**.

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

NAME 	DEPLOYED	DATE LAST EDITED
Week 1 Practice Test	Week One	June 10, 2020 10:23 AM
Week Four Test	Week Four	May 21, 2020 10:13 AM

Step 4: Create a name for your test. Optional: Include a description and/or instructions in the textboxes below. Then, click **Submit**.

\* Indicates a required field.

#### TEST INFORMATION

\* Name

Test

Description

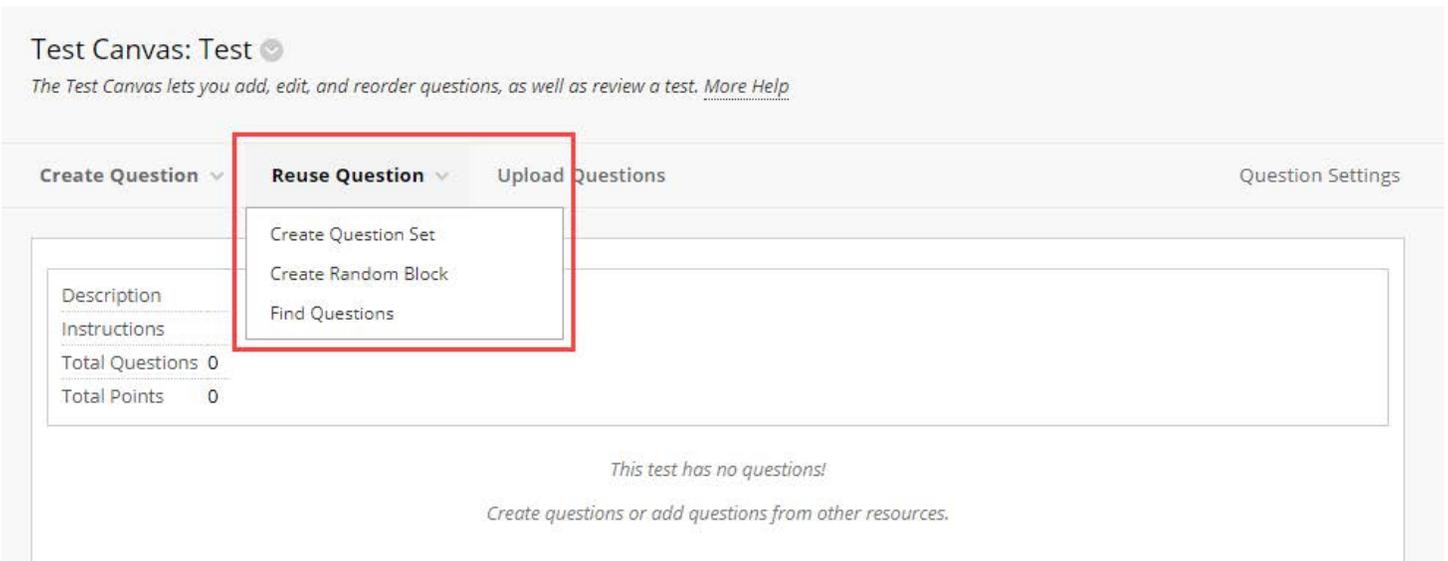
**B** *B* B   Arial   3 (12pt)   T                           

Click **Submit** to proceed.

Cancel

Submit

Step 5: Add questions to your test by hovering over **Reuse Questions**. There are three options you can use to add questions from a question pool.



**Find Questions** - Allows you to search through the question pool by criteria.

**Create Random Block** - Retrieves questions based on the question type and the number of questions available in the selected pool.

**Create Question Set** - Allows instructors to present the test questions in a random order.

## If you are using Find Questions:

Step 6: To view the questions select a pool by checking the appropriate box. As criteria are selected from the Browse Criteria section, the questions are displayed in a table. Once you are done selecting questions click **Submit**.

**Browse Criteria**

View Reset to Default

**▼ Pools**

Midterm Question Pool

**▶ Tests**

**▶ Question types**

**▶ Categories**

To find questions, browse and select criteria.

Selected Questions: **0**

Cancel **Submit**

Step 7: The questions are now added to the test. You can adjust the point value for each question by clicking the Points box. Lastly, click **OK**.

1. Short Answer: Short Answer: In three sentences, name your favorit... Points: **1**

**Success: 2 questions added as a copy.**

Question	In three sentences, name your favorite Olympic sport and why.
Answer	

Next, see step 8.

## If you are using Create Random Block:

Step 6: To create a random block, select a question type from the listed options on the left. You can select more than one question type. Then, click **Submit**.

**Pool**

- Midterm Question Pool

**Question types**

- All Pool Questions
- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Presentation Only
- Quiz Bowl

**Preview questions that match selected criteria**

Question Display ▾

Displaying 1 to 3 of 3 items

QUESTION TEXT	QUESTION TYPE	SOURCE NAME
<input type="checkbox"/> Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool
<input type="checkbox"/> Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool
<input type="checkbox"/> Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool

Displaying 1 to 3 of 3 items

Show All

Edit Paging...

Cancel **Submit**

Step 7: Next edit the number of questions you want displayed to the students. Adjust the point value for each question, if needed. Lastly, click **OK**.

3. **Random Block** ▾

Points per question:

Total Points: 10

**Success: Random block saved. Edit number of questions to display and points.**

Total Questions: 3

Number of Questions to display:

Source Pool: Midterm Question Pool

Question Types: Multiple Choice

[▶ Preview questions that match selected criteria](#)

Next, see step 8.

## If you are using Create Question Set:

Step 6: Choose questions for your question set by searching through the different criteria. Once you have finished selecting the questions click **Submit**.

**Browse Criteria**

View Reset to Default

▼ **Pools**

Midterm Question Pool

▶ **Tests**

▶ **Question types**

▶ **Categories**

▶ **Topics**

▶ **Levels of Difficulty**

▶ **Keywords**

Selected Questions: **0**

Cancel **Submit**

Displaying 1 to 6 of 6 items

<input type="checkbox"/>	QUESTION TEXT	QUESTION TYPE	SOURCE NAME	SOURCE TYPE
<input type="checkbox"/>	Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool	Pool
<input type="checkbox"/>	Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool	Pool
<input type="checkbox"/>	Multiple Choice: This is a Multiple Choice question.	Multiple Choice	Midterm Question Pool	Pool
<input type="checkbox"/>	Short Answer: Copy of In three sentences, name your favorite Olympic sport and why.	Short Answer	Midterm Question Pool	Pool

Step 7: Edit the number of questions to display to the students. If the number of questions to display is less than the list of questions, then the questions are randomly distributed so that each user may be viewing a different set of questions. Lastly, click **OK**.

4. **Question Set**

Points per question: **10**

Total Points: **10**

**Success: Question set saved with 6 questions. Edit number of questions to display and points.**

Total Questions: 6

Number of Questions to display:

▶ **Questions in the Set**

Step 8: The test will now appear in the Test content area.

**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**

NAME 	DEPLOYED	DATE LAST EDITED
Test	No	June 10, 2020 3:27 PM
Week 1 Practice Test	Week One	June 10, 2020 10:23 AM

\*To deploy the test please refer to the [Creating and Deploying Tests](#) job aid.