1. **Create an Assessment (Test)**
   a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.
   
   ![Create Test](image)

   b. Click on Create, then Submit.
c. Enter a name of the test. Enter an optional description and instructions. Click Submit when finished.

![Test Information](image)

d. You’ve now created an assessment. Now questions need to be added.

![Test Canvas: Test 1](image)

***Refer to the next page for step-by-step instructions to create various types of test questions.***
2. Question Types
   a. True/False
      i. To add a true/false question, select Create Question and choose True/False.
      
      ![Create Question interface with True/False highlighted]

      ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.

      ![Create Edit True/False Question interface]

      - Question:
        - Question Text: The United States of America is the largest (area) country in the world.
        - Answer Options:
          - True
          - False
b. **Multiple Choice**

   i. To add a multiple choice question, select Create Question and choose Multiple Choice.

   ii. Write the question under Question Text and select how the answer choices should be numbered.
iii. Select the number of answer choices you would like to display. Add the answer choices in the
individual text boxes. Make sure to check the bubble next to the correct answer choice.

iv. Click Submit when done.
c. Matching
   i. Select Create Question and choose Matching.
   
   ![Create Question dropdown menu with Matching selected]

   ii. Enter the question text. If you want to allow partial credit, leave that box checked.

1. Question

   Question Title

   Question Text

   Match to following cities to the state in which they reside.

2. Options

   Allow Partial Credit

   Answer Numbering: Uppercase Letters (A, B, C)
iii. Enter the number of question pairs; The minimum is 4 and the maximum is 20. Enter the question/answer pair sets. Click Submit when finished.

3. Questions

Number of Questions: 4
Update Partial Credit %

Question/Answer Pair 1

Question
Wisconsin

Answer
Milwaukee
d. **Hot spot.** A Hot Spot question allows you to set up a question that is an image. Students will click on an area of the image to answer a Hot Spot question.
   
i. Click on Create Question, then Hot Spot.

   ![Hot Spot image]

   ii. Enter question text. Browse your computer to find and upload the image. Click Next.
iii. Drag mouse over the area of the image that is the correct answer. Note: the correct answer area can only be in the shape of a square. Click Submit.

3. **Deploy an Assessment**
   
a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.
b. Click on Assessments, then Test.

![Diagram of Assessments menu]

Select the test you just created in Add an Existing Test and click Submit.

![Diagram of Add Test and Submit]

d. You can edit the test name or add an optional description.
e. Select Yes to make the test available to students. We recommend Force Completion NOT be used. Instead, consider using a timer so students must finish in an allotted amount of time. To have the test auto-submit once the maximum time allotted has been reached, click Auto-Submit to ON.

f. Choose the date you want the test to be opened and closed to students. You can also add an optional password. **If using Respondus, leave Password blank.**

![Test Availability](image)

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

Password

Require a password to access this Test.

![](image)  

Select Password.

Auto-Submit

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

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

Set expected completion time. Selecting this option also records completion time for this Test.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Test.

g. Enter a Due Date and time, and select whether or not students are allowed to take the test after the due date.
h. You can select when you want test results to be shown to students. You can also select what answers should be shown and if incorrect questions should be marked.

i. Choose whether you want questions to be shown all at once or one at a time, then click Submit.

j. The test is now available to students.