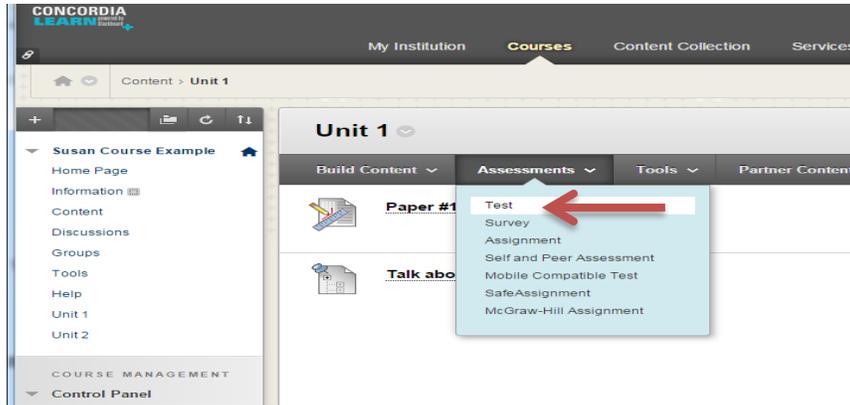


1. Create an Assessment

- a. To create an assessment (test), click on Content, then the folder where you want to create the test. Click on Assessments, then Test.



- 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
Enter 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.

Cancel Submit

1. Test Information

* Name

Description

Instructions

Path: p Words: 0

Instructions

Path: p Words: 0

2. Submit
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

d. You've now created an assessment. Before adding questions, click on Question Settings to set the number of points for each question (you can later edit individual questions for variations).

TEST CANVAS: TEST 1

Create Question Reuse Question Upload Questions

Question Settings

Description
Instructions
Total Questions 0
Total Points 0

This test has no questions!
Create questions or add questions from other resources.

e. Under the Scoring section, enter the number of points you want to assign to each question as a default, such as 1. If it is an ungraded quiz, enter zero. Click Submit to save changes.

SCORING

Specify default points when creating questions. Default point value

Use the currently assigned points when finding and adding questions.

Use default points when finding and adding questions.

Specify partial credit options for answers.

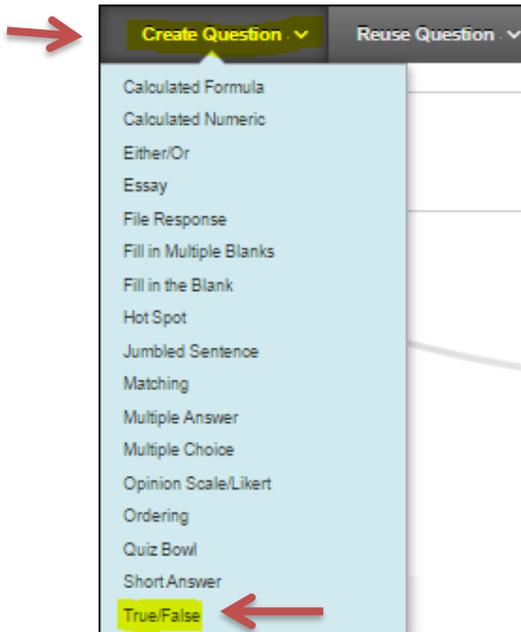
Specify negative points options for answers.

Provide option to assign questions as extra credit.

2. You will return to the Test Canvas to begin adding questions. Two types are described below.

a. **True/False**

i. To add a true/false question, select Create Question and choose True/False.

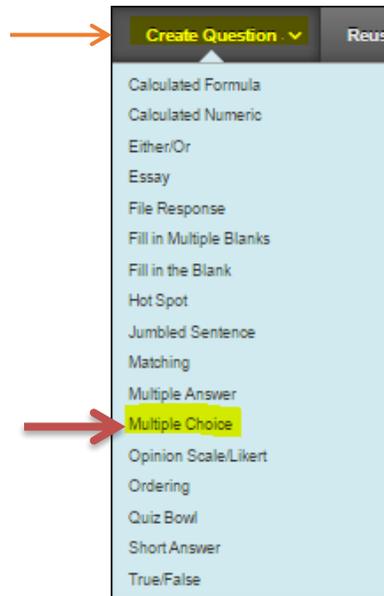


ii. Write the true or false statement under Question Text and select under Answers whether the answer is true or false; then click Submit.

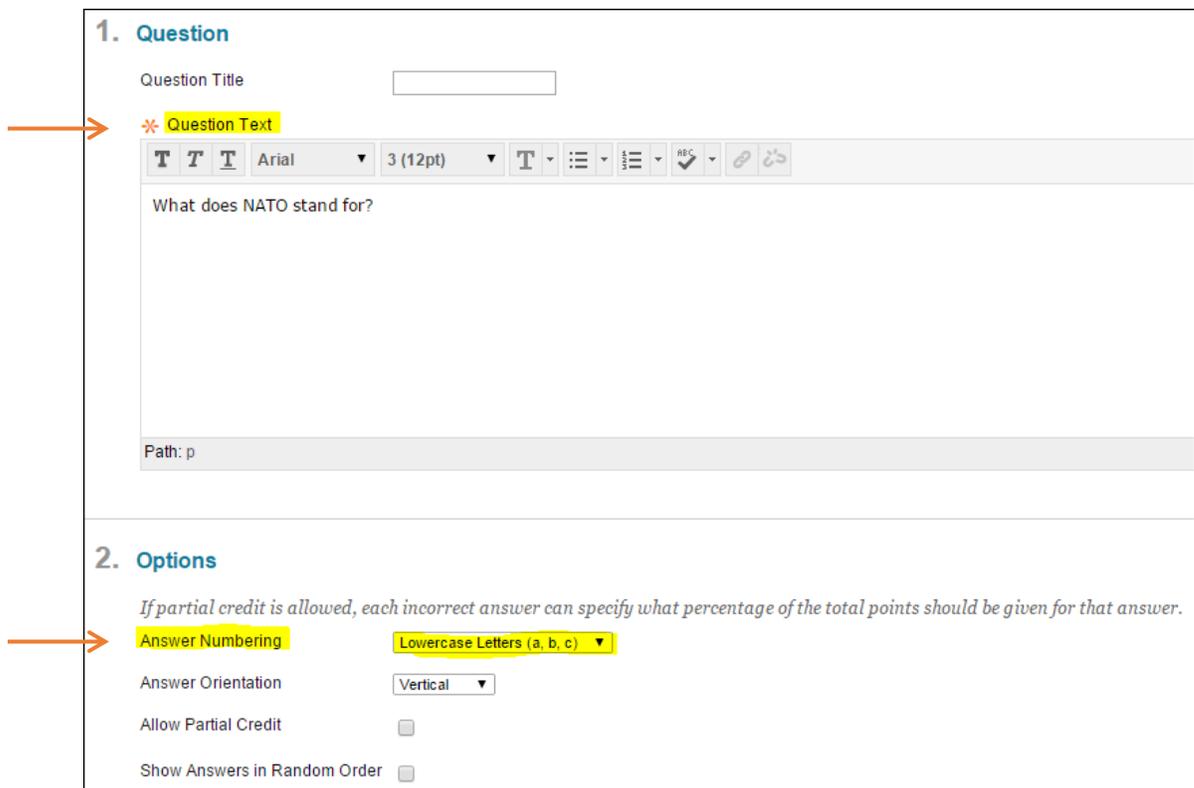
A screenshot of the 'Create/Edit True/False Question' form. The form has a title bar and a subtitle: 'A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. More Help'. Below the subtitle is a legend: '* Indicates a required field.' and three buttons: 'Cancel', 'Submit and Create Another', and 'Submit'. The form is divided into three sections: 1. Question, 2. Options, and 3. Answers. In the 'Question' section, there is a 'Question Title' field and a 'Question Text' field with a rich text editor. The text in the editor is 'The United States of America is the largest (area) country in the world.' In the 'Options' section, there is a dropdown for 'Answer Orientation' set to 'Vertical'. In the 'Answers' section, there is a label 'Answer' and two radio buttons: 'True' and 'False', with 'False' selected. Annotations include a red arrow pointing to the 'Submit' button, an orange arrow pointing to the 'Question Text' field, and another orange arrow pointing to the 'Answer' label.

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.

3. 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.

Answer 1: National Agreement for Traditional Organization

Answer 2: North Atlantic Treaty Organization

Answer 3: North American Target Officials

- iv. Click Submit when done.

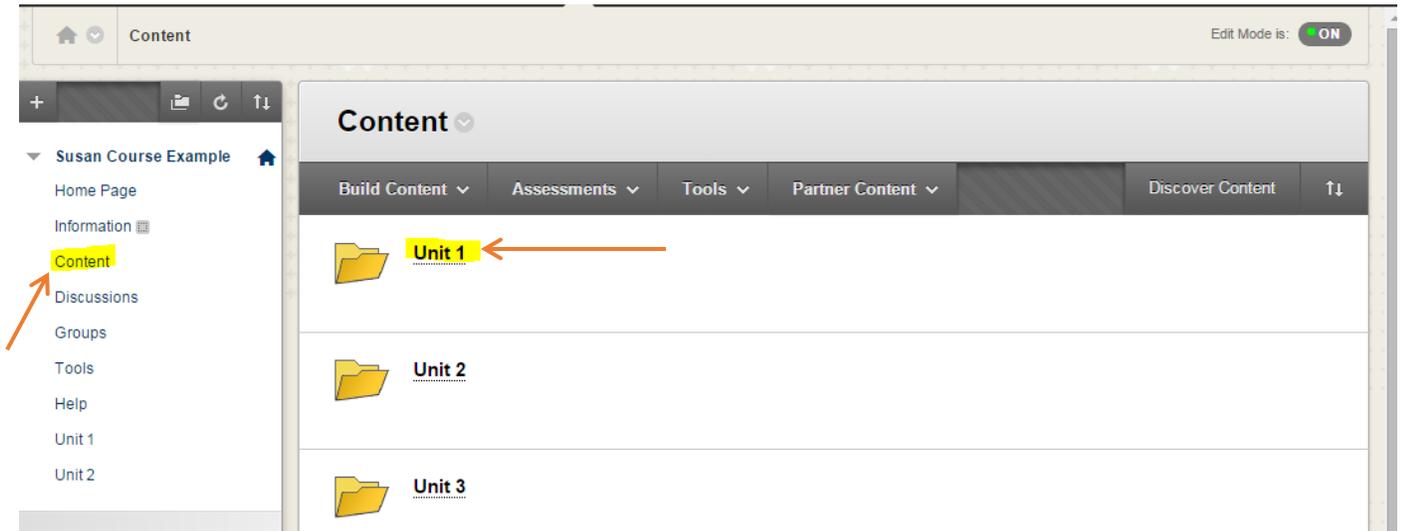
7. Submit

Click Submit to proceed. Click Cancel to quit. Click Submit and Create Another to submit and create another.

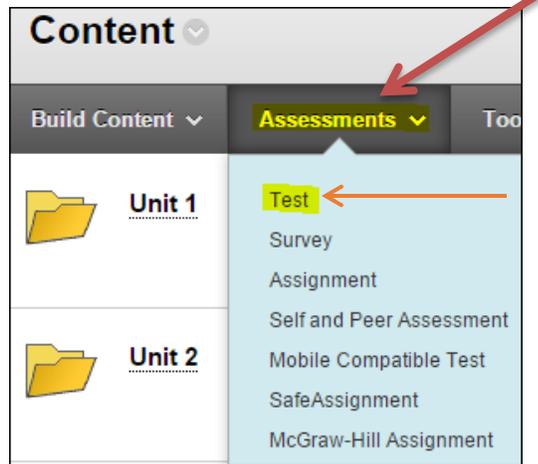
Cancel Submit and Create Another **Submit**

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.



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

1. Add Test

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

Create a New Test

Add an Existing Test

- Quiz 1
- Quiz for Thursday
- LEARN Test
- Ann Arbor LEARN Test
- LEARN Quiz
- Thursday Quiz
- PT Quiz
- Math quiz
- Test test
- Test 1**

d. You can edit the test name or add an optional description.

1. Test Information

* Name

Choose Color of Name Black

Content Link Description

Arial 3 (12pt)

- e. Select Yes to make the test available to students. Also available is a timer so that students have to finish in an allotted amount of time. If you want the test to auto-submit once the maximum time allotted has been reached, click Auto-Submit to ON.

TEST AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

Force Completion

Set Timer

- Minutes
- Auto-Submit
 - OFF
 - ON

- f. Choose the date you want the test to be opened and closed to students. You can also add an optional password.

Display After

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

Display Until

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

Password

Require a password to access 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.

4. 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 checked.

- 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.

6. 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.

When	Score per Question	Answers	Feedback	Show Incorrect Questions
After Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

7. 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.

8. Submit
*Click **Submit** to edit options for this Test. Click **Cancel** to quit.*

Cancel **Submit**

- j. The test is now available to students.

- 4. To make changes to the test, hover mouse over Test title. Click on the chevron that appears. Click on Edit Test Options to edit the options described above. Click on Edit Test to edit test questions or edit the points for questions. To change the points for a question, click on the question number, enter the desired number of points, then click Update.

The image shows two parts of the test management interface. On the left, a dropdown menu is open for 'Test 1', listing options like 'Edit the Test', 'Edit the Test Options', 'Make Unavailable', 'Adaptive Release', 'Add Alignments', 'Set Review Status(Disabled)', and 'Metadata'. A blue arrow points from this menu to the right-hand screenshot. The right-hand screenshot shows the 'TEST CANVAS: TEST 1' edit screen. It includes fields for 'Description', 'Instructions', 'Total Questions' (1), and 'Total Points' (10). Below these are 'Select' and 'Select by Type' options. A table of questions is visible, with the first question highlighted: '1 True/False: 1 + 2 = 3'. The 'Points' column for this question is set to '2', and the 'Update' button is highlighted.