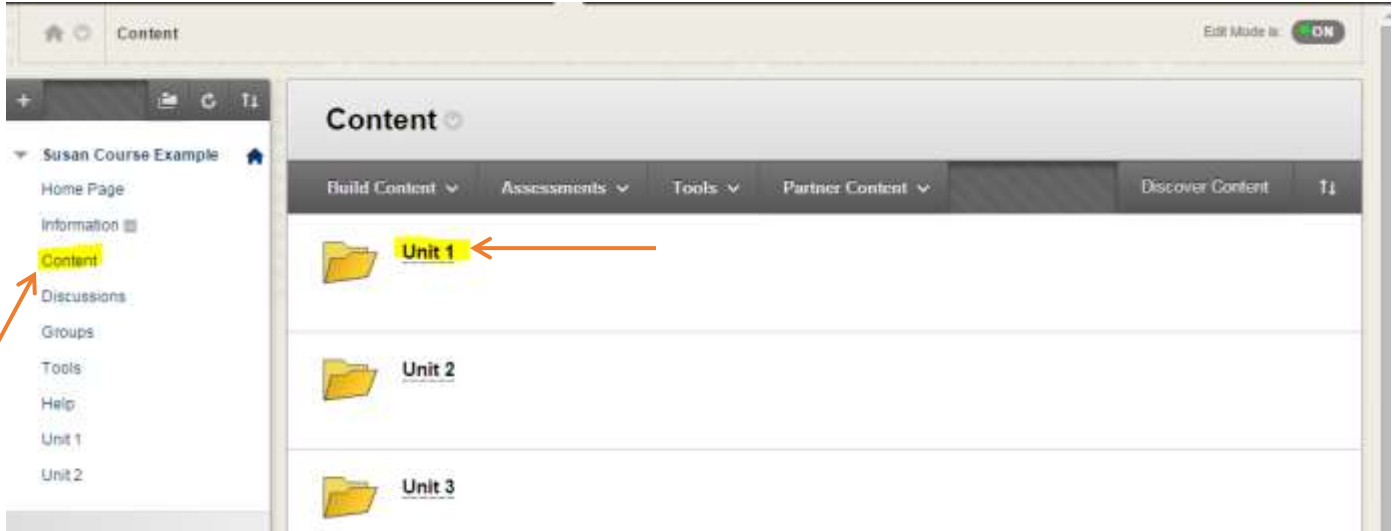
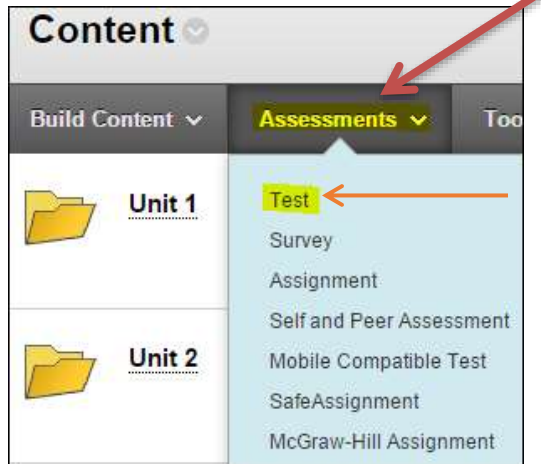


1. Deploy an Assessment

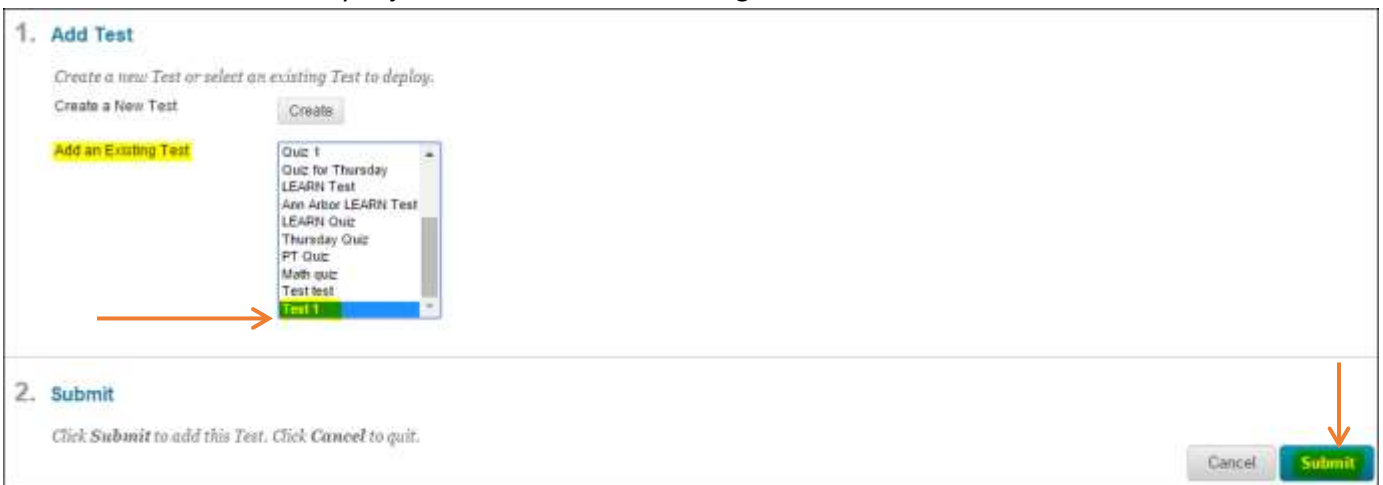
- a. Once you have added all your desired test questions, you can now deploy the test so that students can view and take it. Click on Content, then the folder where you want to place the test.



- b. Click on Assessments, then Test.



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



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

1. Test Information

* Name

Choose Color of Name Black

Content Link Description

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

- 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.

2. Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion
If started, this test must be completed in one sitting.

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

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.

- 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.****

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 (i)	Score per Question (i)	Answers (i)	Feedback (i)	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.

The screenshot shows a configuration interface for a test. It is divided into two main sections: '7. Test Presentation' and '8. Submit'. In the '7. Test Presentation' section, there are three radio button options: 'All at Once' (selected), 'One at a Time', and 'Prohibit Backtracking'. Below these is a checkbox for 'Randomize Questions'. In the '8. Submit' section, there are two buttons: 'Cancel' and 'Submit' (highlighted in green). Orange arrows point to the 'All at Once' radio button, the 'One at a Time' radio button, and the 'Submit' button.

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.