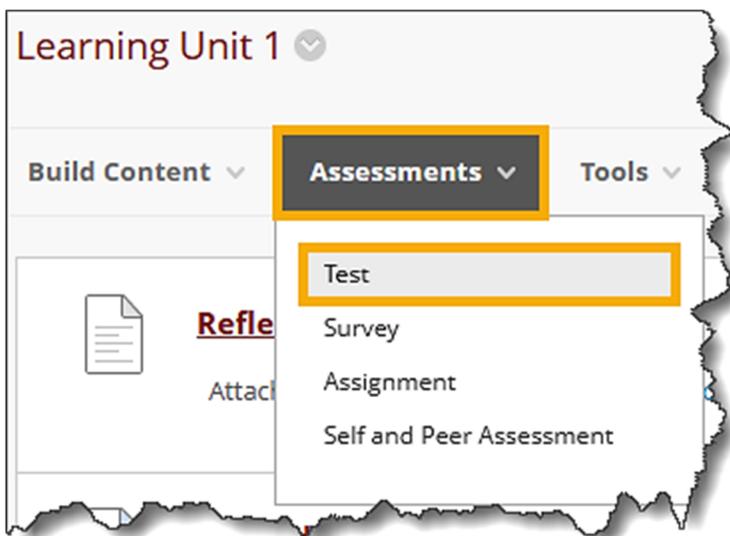


Faculty Tutorial:
Create a Test

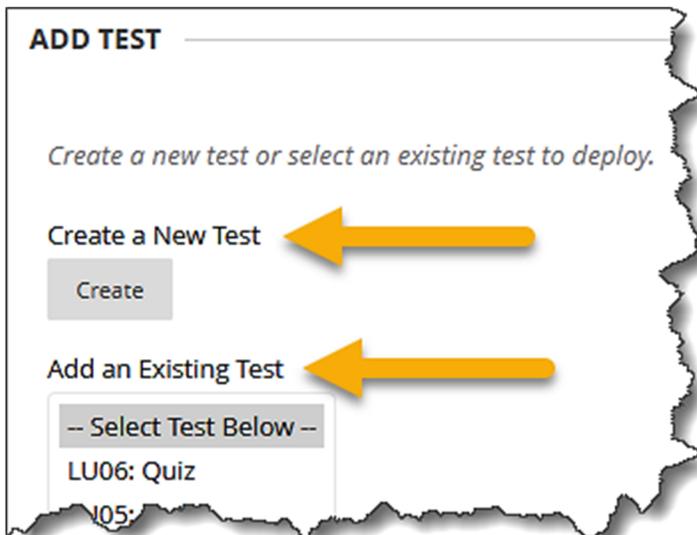
Purpose: To show instructors how to create a “Test,” add a multiple choice question to the test, and setup the “Test Options” in MyHills.

First, let’s create a test from within a content area. From within a course content area, hover your cursor over “**Assessments.**”

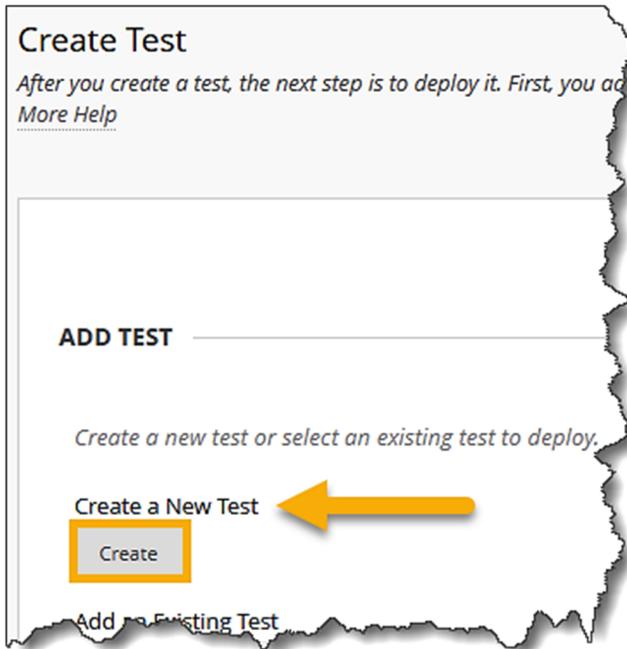
In the sub-menu that opens, click “**Test.**”



The “Create Test” page will open. From this page, you can choose to Create a New Test or to Add an Existing Test, if you have a test that’s already been created.



To Create a New Test, under “Add Test,” click “**Create.**”



The “Test Information” page will open.

IMPORTANT: There is a “Description” text box and a “Content Link Description” text box that you can use when creating and deploying a test. These areas are both optional. The content in the “Description” box, on the “Test Information” page, will only appear *after* a student actually begins taking the test, *unless* you check the option to “Show Test Description to students before they begin the test” on the Test Options page.

Note: Like the “Description” text box, the “Instructions” text box is optional.

TEST INFORMATION

* Name

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

B	<i>I</i>	<u>U</u>	↺	Paragraph	▼	Open Sans, ari
☰	☰	☰	☰	☰	☰	X ² X ₂ 🔗 ✂

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

B	<i>I</i>	<u>U</u>	↺	Paragraph	▼	Open Sans, ari
☰	☰	☰	☰	☰	☰	X ² X ₂ 🔗 ✂

You can edit your “Description” or “Instructions” using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

TEST INFORMATION

* Name
LU01: Test

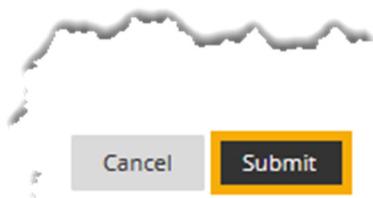
Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Font, Size, Lists, Indent, Link, Unlink, Table, and other formatting tools.

You will have one hour for this test. This will cover all the materials from Learning Unit 1.

18 WORDS POWERED BY TINY

Next, click “**Submit.**”



A “Success” message will appear at the top of the page.

Success: LU01: Test created.

Test Canvas: LU01: Test

The Test Canvas lets you add, edit, and reorder questions, as well as review a test. [More Help](#)

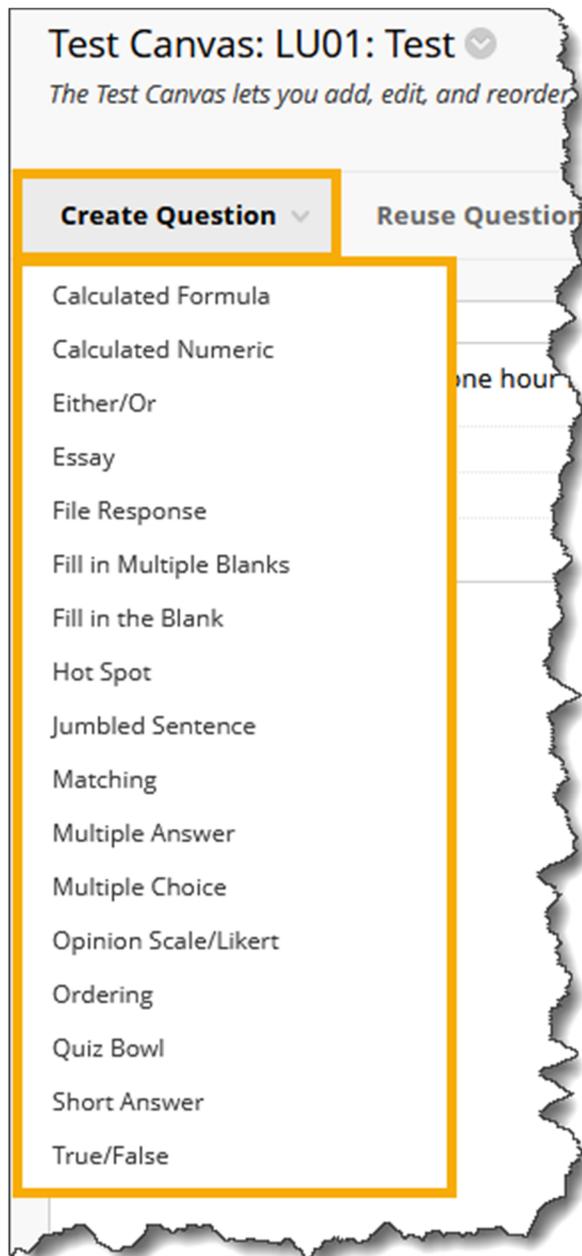
Create Question Reuse Question Upload Questions

Now, let's add questions to the test.

On the "Test Canvas" page, hover your cursor over "Create Question."

The sub-menu that opens will include every type of question available. Select the type of question you would like to create.

Note: In this tutorial, the steps are shown for creating a "Multiple Choice" question. For instructions on how to create other types of test questions, please see the tutorial "Create Test Questions in MyHills"



On the “Create/Edit Multiple Choice Question” page, enter the “Question Text.”

You can edit your question using the WYSIWYG editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc.

QUESTION

Question Title

* Question Text

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

B I U S Paragraph Open Sans,ari... 10pt

What was Iowa's first capital city?

P 6 WORDS POWERED BY TINY

Under “Options,” select your preference for “Answer Numbering” from the drop-down menu.

Note: “None” will be selected by default. “Lowercase Letters (a, b, c)” is recommended.

“Answer Orientation” may be “Vertical” or “Horizontal.”

Note: “Vertical” will be selected by default.

If you would like the answers to be randomized, which is the recommended setting, check the box next to “Show Answers in Random Order.”

IMPORTANT: Do not check this box if answers must stay in the order in which you entered them. Examples of such answers include “All of the Above” and “None of the Above.”

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
Lowercase Letters (a, b, c) ▾

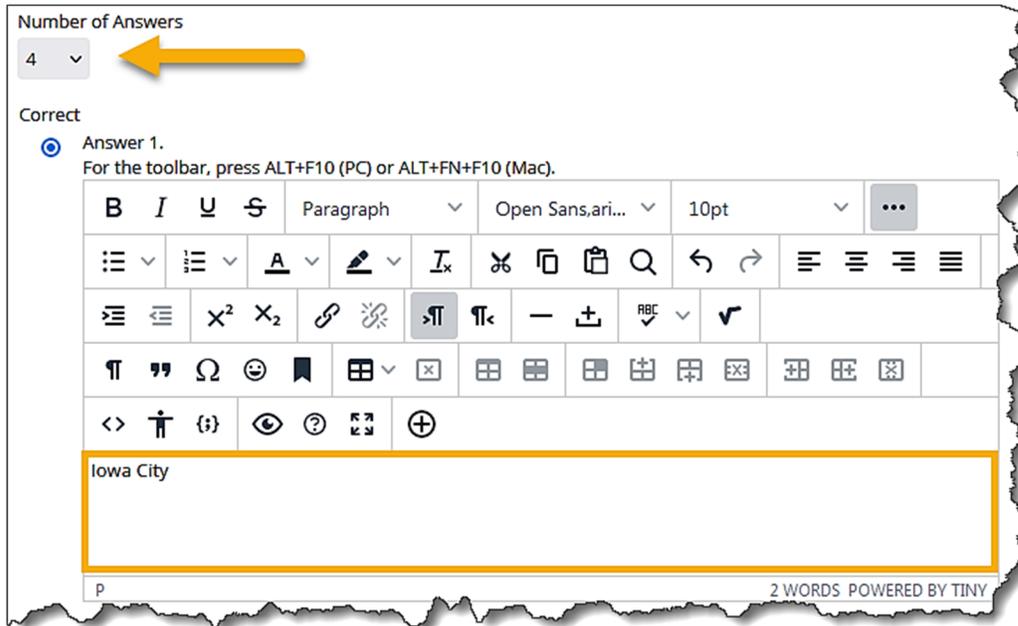
Answer Orientation
Vertical ▾

Allow Partial Credit

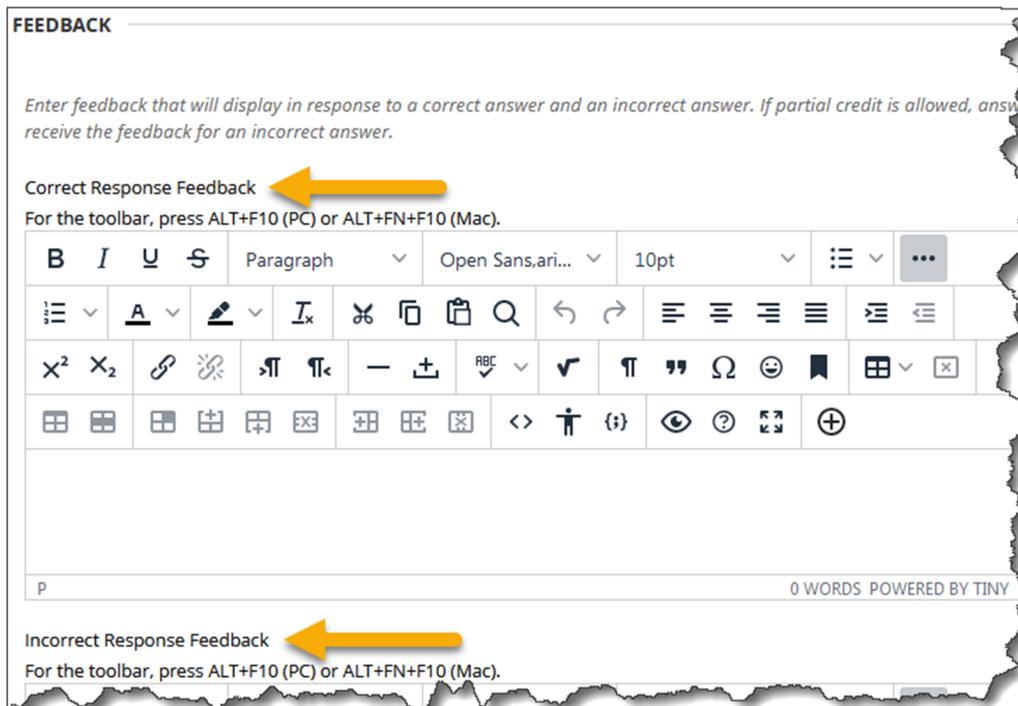
Show Answers in Random Order

Under “Answers,” select the number of answer choices in the box next to “Number of Answers.”

Then, type one possible answer in each answer box and select the radio button next to the correct answer. You can edit your answer using the WYSIWYG editor, above the text box.



Under “Feedback,” you have the option to provide students with feedback for both correct and incorrect answers.



The “Categories and Keywords” section allows you to add extra information about a test question, such as its level of difficulty. If you wish to reuse questions on future tests, you may want to add information here so that questions are easier to locate later.

CATEGORIES AND KEYWORDS

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories
None

Topics
None

Levels of Difficulty
None

Keywords
None

“Instructor Notes” is an area for instructors to add notes to a test question. These notes are for instructor reference only and are **not** visible to students.

INSTRUCTOR NOTES

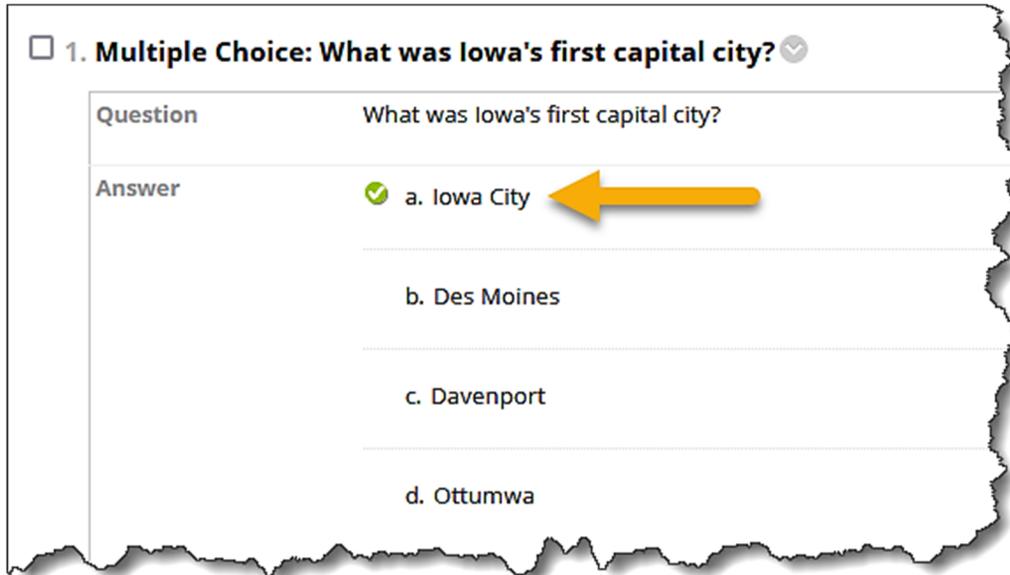
Instructor Notes
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

ABC ✓

Once you have made your selections, click “**Submit and Create Another**” to create another question of the same type. Click “**Submit**” to create a different type of question.

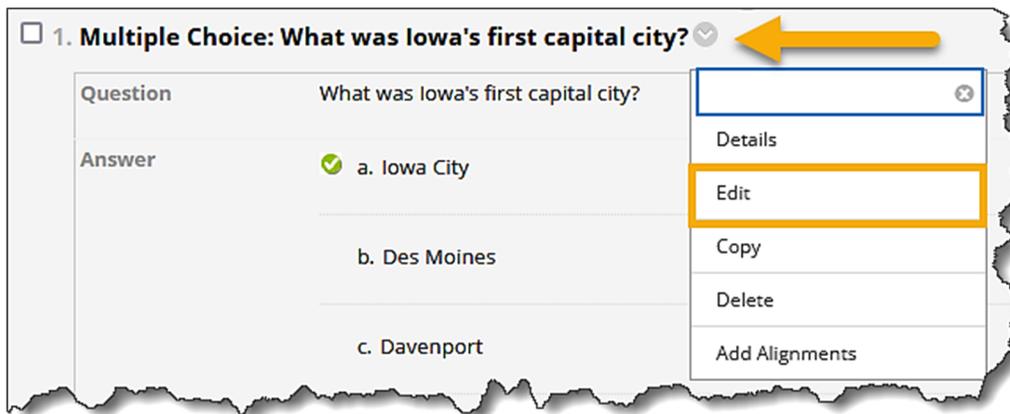
of the same type.

On the “Test Canvas” page, the question you created, along with the possible answers and feedback, will appear. A checkmark will indicate the correct answer to the question.



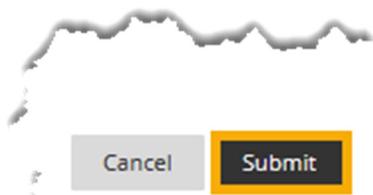
If you need to edit a test question, hover your cursor over the question (which will highlight the question) and click the drop-down arrow that appears.

In the sub-menu that opens, click “Edit.”



The “Create/Edit” question page will open. Here you can edit the question, using the same steps for entering a question shown earlier in this tutorial.

Once you have made your changes, click “Submit.”

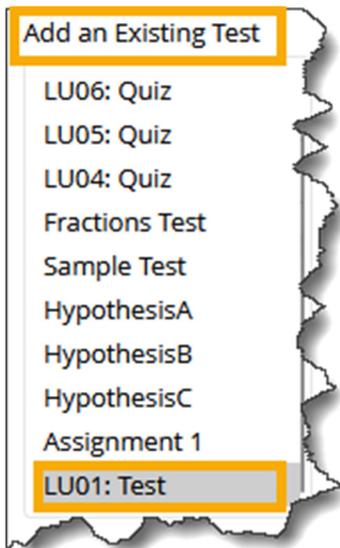


Once you have finished adding questions to your test, click “OK,” which is located in the bottom-right corner of the “Test Canvas” page.

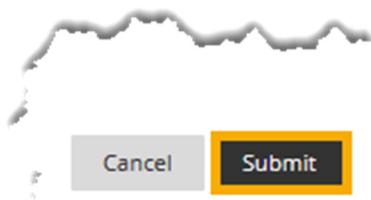


You will be taken back to the “Create Test” page. In the box next to “Add an Existing Test,” select the test you created.

Note: This will be at the bottom of the list of existing tests that have already been created.



Then, click “Submit.”



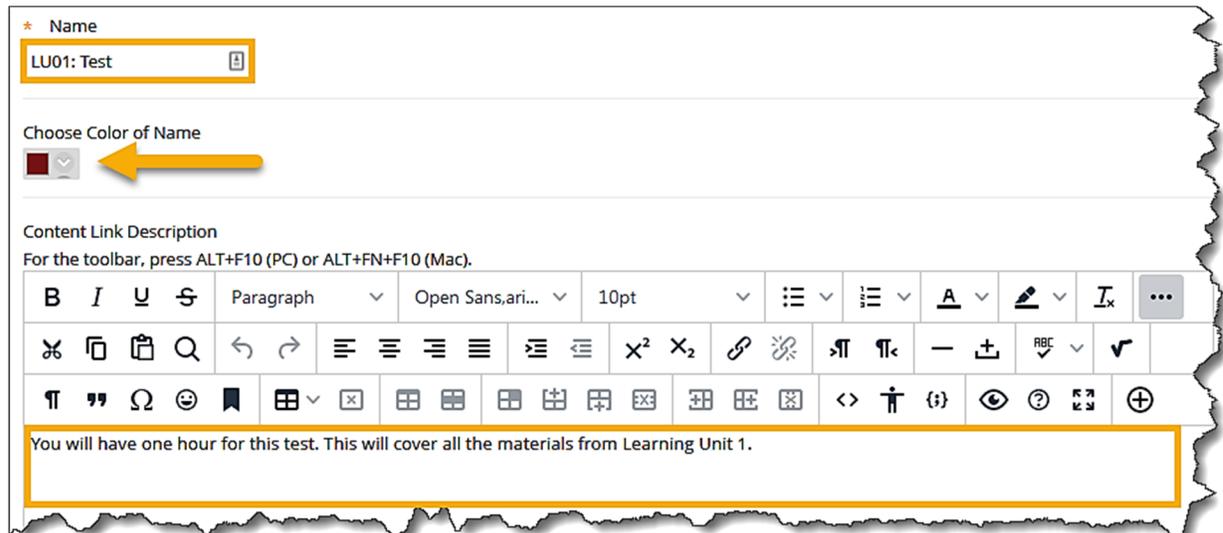
The “Test Options” page will open. A “Success...” message will appear at the top of the page stating that your test was “created.”

Under “Test Information,” you may edit the “Name” of the test. Below this, you will see the “Content Link Description” text box.

IMPORTANT: The content in the “Content Link Description” text box, on the “Test Options” page, will appear “outside” the actual test, directly under the link to the test, which will appear in the content area of your course. So, students will be able to easily see this content *prior* to taking the test. (For an explanation of the “Description” text box, see earlier in this tutorial, where we discuss the “Test Information” page.)

If you entered content into the “Description” text box on the “Test Information” page, when you created the test, then it is used by the system to automatically populate the “Content Link Description” text box, which may or may not suit your purposes. If not, you can edit this text, as appropriate, or, if you did not enter text into the first text box and this one is empty, you can add text to this one, now.

Note: Editing/adding a description here will not change the description you added earlier.



The screenshot shows a form with the following elements:

- Name:** A text box containing "LU01: Test" with a lock icon to its right.
- Choose Color of Name:** A dropdown menu currently showing a maroon color. A yellow arrow points to the dropdown arrow.
- Content Link Description:** A rich text editor with a toolbar. The text area contains the text: "You will have one hour for this test. This will cover all the materials from Learning Unit 1." A yellow box highlights this text.

If you would like the title color of the file to be consistent with the color palette set for Indian Hills Community College, you may change the “Color of Name” by clicking the drop-down arrow next to “Black.”

Note: Please see the tutorial “Add a Content Folder” for more information on adding changing the color of a title.

Note: Please use the Indian Hills color palette or leave the color black.

Reminder that the color code for maroon is #741213 and the color code for blue is #2E5073

Check the box next to “**Show Test Description to students before they begin the test**” if you would like the description to appear prior to students starting the test.

Note: This is recommended for timed tests.

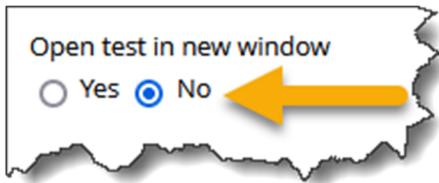


The screenshot shows a form with the following elements:

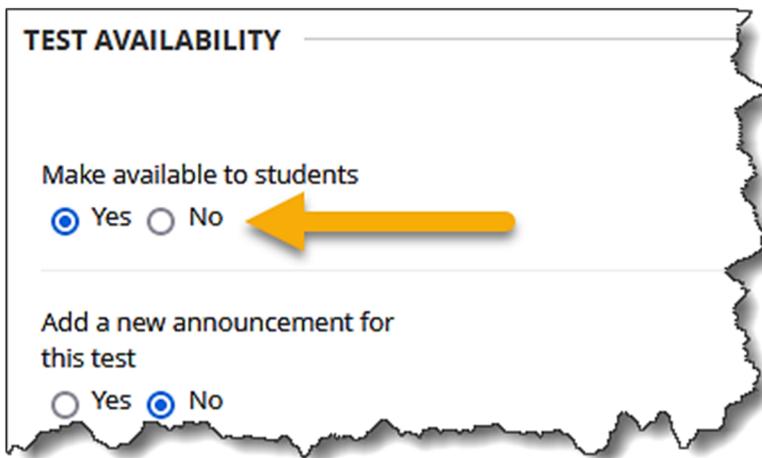
- Test Description:** A text box containing the text: "You will have one hour for this test. This will cover all the materials from Learning Unit 1."
- Show test description to students before they begin the test:** A checkbox that is checked. A yellow arrow points to the checkbox.

Next, is the “Open Test in New Window” option.

Note: “No” is the default setting, and is recommended to avoid issues with pop-up blockers.



The “Test Availability” section is where the majority of test options are located. Please read through this section carefully so that you are able to make the best choices for your course.



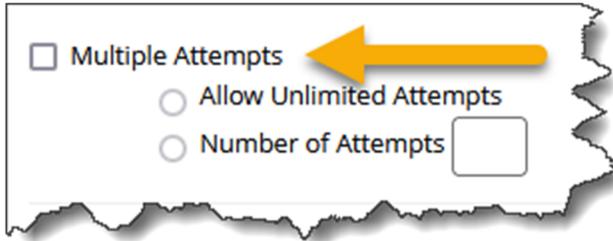
Click “Yes” for “Make the Link Available.” Choosing yes will make the test available to students.

Note: It is recommended that you select “Yes.” If you do not want the test to be available to students immediately, you can set time and date restrictions (these are shown later in this tutorial). If you do not make the test available now, you must remember to go back into this area and change the radio button to “Yes” later. If you do not, the test will not be available to students. “No” is selected by default.

If you would like to add a *generic* announcement for the test, click “Yes” next to “Add a New Announcement for this Test.”

Note: It is suggested that you create an original announcement for each test rather than using this generic tool. However, it is an option of which you should be aware.

If you would like to allow students to take the test multiple times, check the box next to “Multiple Attempts” and set the appropriate options.



Multiple Attempts 

Allow Unlimited Attempts

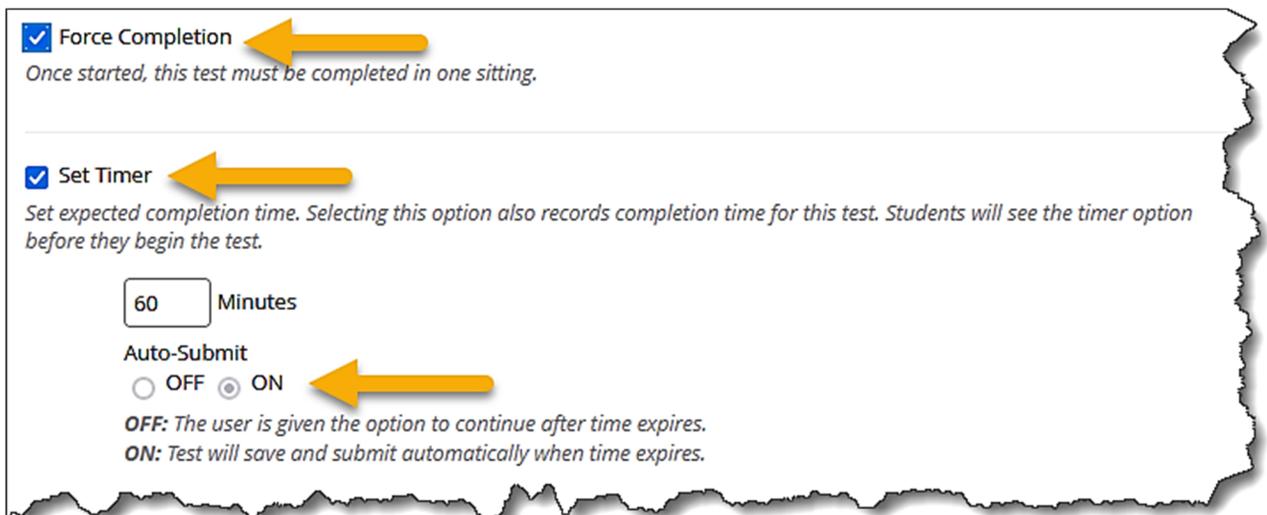
Number of Attempts

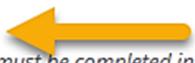
Check the box next to “Force Completion,” if the test must be completed in one sitting.

Note: “Set timer” is recommended over “Force Completion,” because it allows students to access the test again if they lose their internet connection, their laptop battery dies, etc.

Check the box next to “Set Timer” if students are required to complete the test in a certain amount of time. Then, type the amount of time in the “Minutes” box.

IMPORTANT: Once a test is started, students only have the set amount of time to complete the test. If a student exits the test, the timer continues to count down. For example, if the timer is set for one hour, and a student begins the test at 5:00 p.m., he/she only has until 6:00 p.m. to complete the test. You will also want to be sure that you set “Auto-Submit” to “ON” so that tests are automatically submitted once time has expired (explained on next page). These steps are *strongly* recommended to discourage cheating.



Force Completion 
Once 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. Students will see the timer option before they begin the test.

Minutes

Auto-Submit
 OFF ON 

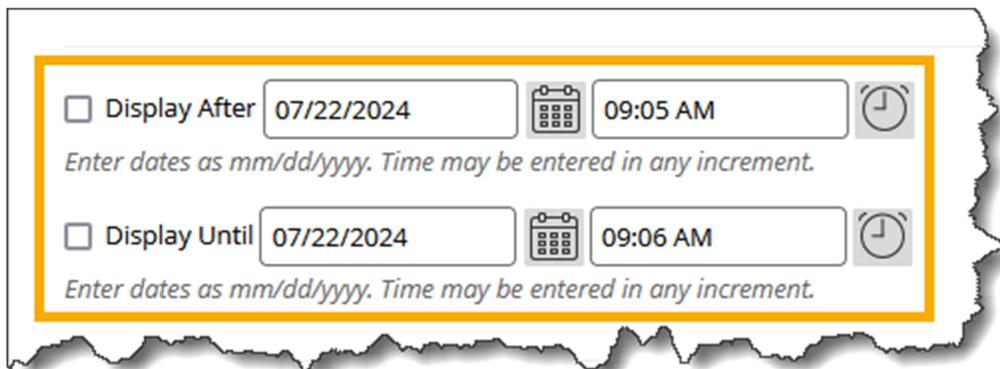
OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Set “Auto-Submit” to “ON” and students’ tests will be saved and submitted automatically when time expires.

Note: This is *strongly* recommended to discourage cheating. If “Auto-Submit” is set to “OFF,” which it is by default, students will be given the option to continue the test after time expires.

Instructors can limit access to a test using a “Display After” date and time, a “Display Until” date and time, or both. Students will only be able to access a test during the time period it is made available to them by instructors.

Note: For online courses, please do NOT require students to be online at a specific time to take a test. Rather, we encourage you to leave the “Display After” date empty and fill in the “Display Until” date, to have the test become unavailable after its “Due Date.”



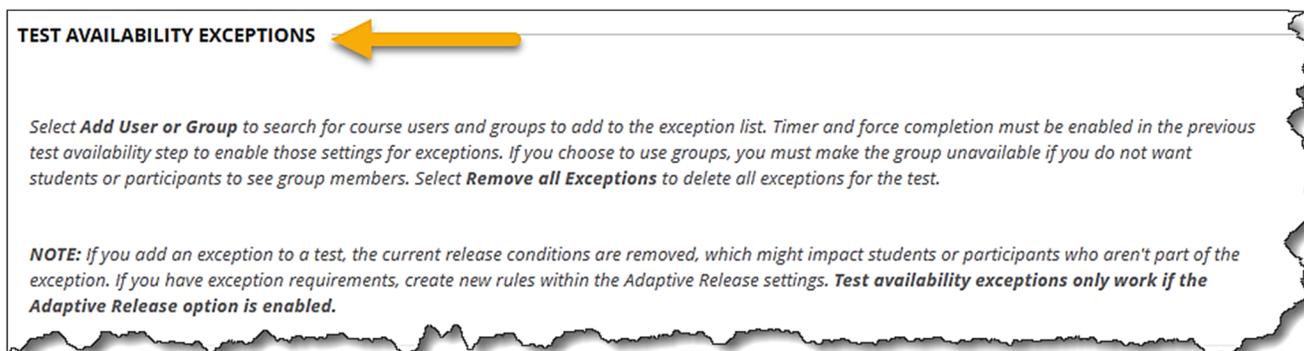
The image shows a screenshot of a test configuration interface with a yellow border. It contains two rows of settings. The first row is for "Display After" with a date field set to "07/22/2024" and a time field set to "09:05 AM". The second row is for "Display Until" with a date field set to "07/22/2024" and a time field set to "09:06 AM". Each row includes a checkbox, a date input field with a calendar icon, a time input field with a clock icon, and a descriptive instruction: "Enter dates as mm/dd/yyyy. Time may be entered in any increment."

If a password is required before a student can begin a test, such as for proctored tests, check the box next to “**Password**” and type the password in the text box.

Note: It is recommended that you use Respondus LockDown Browser and Monitor for proctoring tests as it gives the student more flexibility.

Use the options under “Test Availability Exceptions” to add an accommodation to your test.

Note: Please see the tutorial “Test Accommodation” for details.



The image shows a screenshot of a section titled "TEST AVAILABILITY EXCEPTIONS" with a yellow arrow pointing to the title. Below the title is a paragraph of instructions: "Select **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 or participants to see group members. Select **Remove all Exceptions** to delete all exceptions for the test." Below this is a **NOTE**: "If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have exception requirements, create new rules within the Adaptive Release settings. **Test availability exceptions only work if the Adaptive Release option is enabled.**"

Enter the date and time by which the test should be completed, using “Due Date.” It is recommended that instructors always assign a “Due Date,” because assessments will then appear for students in their “To Do” module on the “Course Home” page.

Note: A “Due Date” does not close an assessment. If you want an assessment to close, you must limit the availability as described earlier in this tutorial.

If late work will not be accepted, it is recommended that the box next to “Do not allow students to start the Test if the due date has passed” be checked. Tests can be started after the due date if this box is **not** checked.

Note: It is recommended that the “Display Until” date and time (shown earlier in this tutorial) match the “Due Date.” Also, be sure to indicate “Central Time” in your Course Schedule, so that online students in other time zones aren’t confused/surprised when tests close earlier or later in their various locations.

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.

Under “Self-assessment Options,” leave the default option “Include this Test in Grade Center Score Calculations” checked.

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.

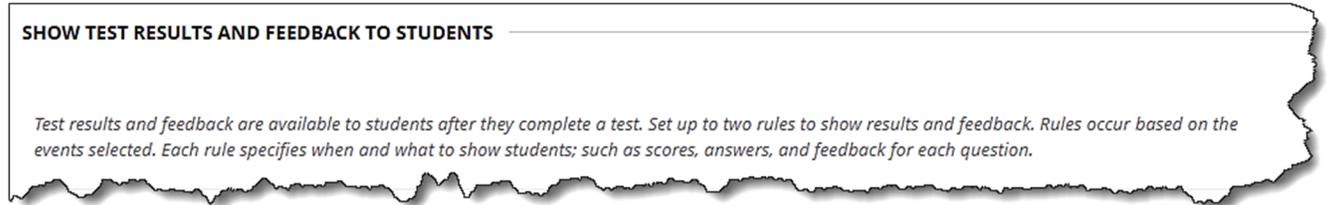
Include this Test in Grade Center score calculations

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.

You can set up to **two** rules to show test results and feedback to students under “Show Test Results and Feedback to Students.”



Note: If the rules conflict, the rule allowing students the most access will be granted. For example, test results would be available on the earliest date and at the earliest time, if two rules involving date and time for making feedback available were created.

Under “When,” select when you would like students to be able to access test results and feedback. You can select “After Submission,” “One-time View,” “On Specific Date,” “After Due Date,” “After Availability End Date,” or “After Attempts are graded.” When “On Specific Date” is chosen, you must enter the date and time in the appropriate fields. “One-time View” allows students to view test results one time after submission.

Note: “After Submission” will be selected for the first rule, by default. This would allow students to view their overall score once the test is submitted. This is the recommended setting for the first rule. Then, instructors can set up a second rule in which they can allow students to view additional information at a later date, such as correct or submitted answers.

Next, select the checkboxes next to the options you would like displayed to students upon completion of the options you chose under “When.” You may choose not to select any of the options, to select all of the options, or to select any combination of options.

IMPORTANT: Not allowing access to answer information until after the “Due Date,” the “Availability End Date,” or until after all students have submitted the test, will discourage cheating. This is *strongly* recommended.

When “Score” is checked, students will be able to see their score immediately after submitting the test, *if the test is automatically graded*. If the test must be manually graded, students will not be able to see their final score until the instructor grades the test.

When “Score” is the only option that is checked, students will **not** be able to view the test questions and/or answers. They will only be able to view their overall “Score” on the test.

When “Score” is checked, along with any other option, students will be able to view their “Score” for each individual question, as well as their overall score on the test.

Note: “Score” will be checked by default for the first rule.

If you *uncheck* “Score,” students **will** still be able to view their overall score for the test in their “My Grades” area of the course.

Note: If you do not want students to be able to view their overall “Score” for an assessment, you must choose to “Edit Column Information” from that assessment’s column options in the Grade Center. Then, select “No” next to the option “Show this Column to Students.” Simply unchecking “Score” will not keep students from viewing their overall score.

Select the checkbox next to “**All Answers**” if you would like students to be able to view the test questions, as well as all of the answer options (only applicable for multiple choice, multiple answer, matching, etc.). This option will not show students which answer(s) they chose or the correct answer(s). If “Score” is also checked, students will know whether they answered questions correctly. If “Score” is not selected, students will only be able to view the test questions and answer options.

Check the box next to “**Correct**” if you would like students to have access to the test questions and correct answers. If “Score” is also checked, students will know whether their answers were marked correct or incorrect. If “Score” is not checked, students will only be able to see the test questions, the correct answers, and their overall score on the test.

Check “**Submitted**” to allow students to view the test questions, along with their submitted answers. If “Score” is also checked, students will know whether their submitted answers were marked correct or incorrect. If “Score” is not checked, students will only be able to see the test questions, their submitted answers, and their overall score; they will not know which answers were correct/incorrect.

Select the box under “**Feedback**” if you would like correct/incorrect feedback to be displayed. Feedback will only be displayed if you have added feedback to the individual test questions. If you have not added feedback to questions, then only the test questions will be displayed. If “Score” and “Feedback” are both checked, students will be able to view their “Score” for each question, as well as each question and written feedback (if any). Students are not able to view any answers when feedback is selected.

Note: If you would like students to be able to review test questions, but not answers, select “Feedback.” Do not select any options under “Answers.” If you would like them to also know how many points they received for each question, keep “Score” selected (shown below).

Check the box under “**Show Incorrect Questions**” if you would like only test questions to be displayed. When displayed, the questions will be marked correct or incorrect, however the individual question “Score” and answer options will not be shown. If “Score” is also checked, students will be able to view their “Score” for each question, but they would not be able to view any answer options unless additional boxes were checked under “Answers.”

Note: If you would like students to be able to review test questions, but not answers, select “Show Incorrect Questions.” Do not select any options under “Answers.” If you would like them to also know how many points they received for each question, keep “Score” selected.

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"/> Submitte...	<input type="checkbox"/>	<input type="checkbox"/>
---Choose--- ▾	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitte...	<input type="checkbox"/>	<input type="checkbox"/>

Under “Test Presentation,” you can select the “Presentation Mode” for the test. You have the option to display test questions “All at Once” or “One at a Time.” If you choose “One at a Time,” you can also choose to “Prohibit Backtracking.”

It is recommended that “**Randomize Questions**” be checked so that questions are displayed in a random order each time the assessment is taken, in order to discourage cheating.

TEST PRESENTATION

All at Once 
Present the entire test on one screen.

One at a Time
Present one question at a time.

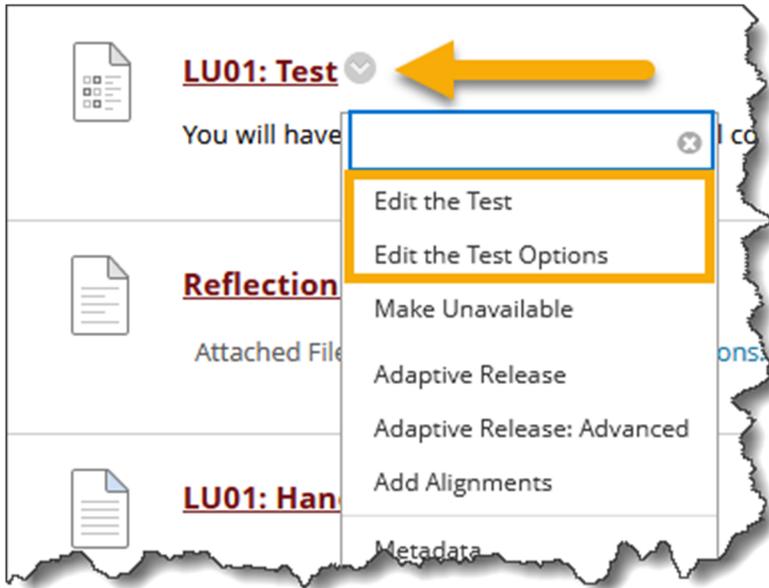
Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions 
Randomize questions for each test attempt.

Once you have completed all of the test options, click “**Submit.**”

You will be taken back to the content folder. A “Success...” message will be at the top of the page, and the assessment you created will appear on the page.

If you would like to edit the test, edit the test options, or delete the test, hover your cursor over the test (which will highlight it) and click the drop-down arrow that appears.



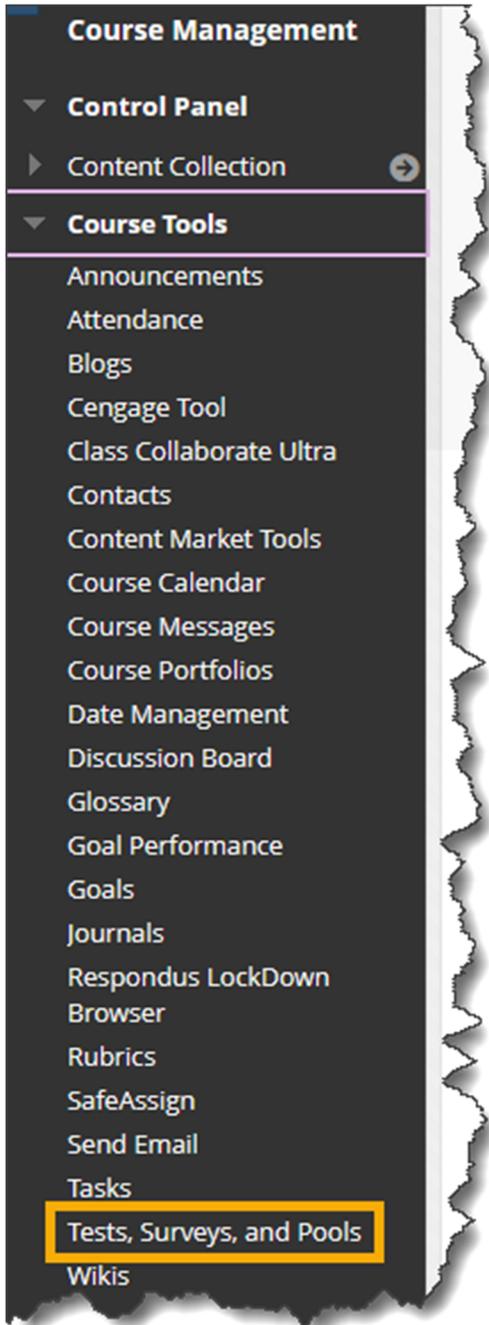
In the sub-menu that opens, select “**Edit the Test**” to add, edit, or delete test questions. Select “**Edit the Test Options**” to change any of the settings on the “Test Options” page. Select “**Delete**” to remove the test from the content area.

Note: “Delete” removes the test from the content area in which it is located; it does not permanently delete the test from MyHills. After the test is removed, it is still available to be added to any content area. To permanently delete a test from MyHills, it must be deleted from the “Tests” area within “Tests, Surveys, and Pools.”

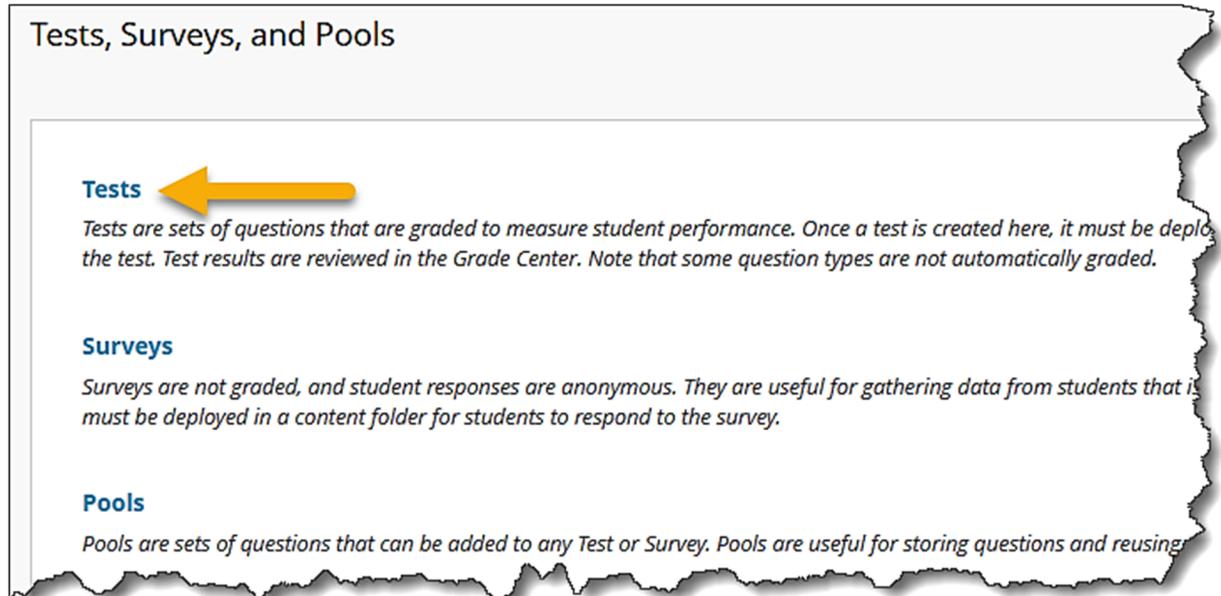
You can also create a test from the “Tests, Surveys, and Pools” area of the course.

In the “Course Management” menu, click “**Course Tools.**”

In the menu that opens, click “**Tests, Surveys, and Pools.**”



On the “Tests, Surveys, and Pools” page, click “Tests.”



On the “Tests” page, click “Build Test.”



The “Test Information” page will open. You may finish creating the test using the steps above.

Congratulations! You now know how to create a test!

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For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
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