

Exams and Quizzes

This item is used to evaluate student performance in a course. When an exam item is created, it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam banks, and add and edit exam and quiz information.

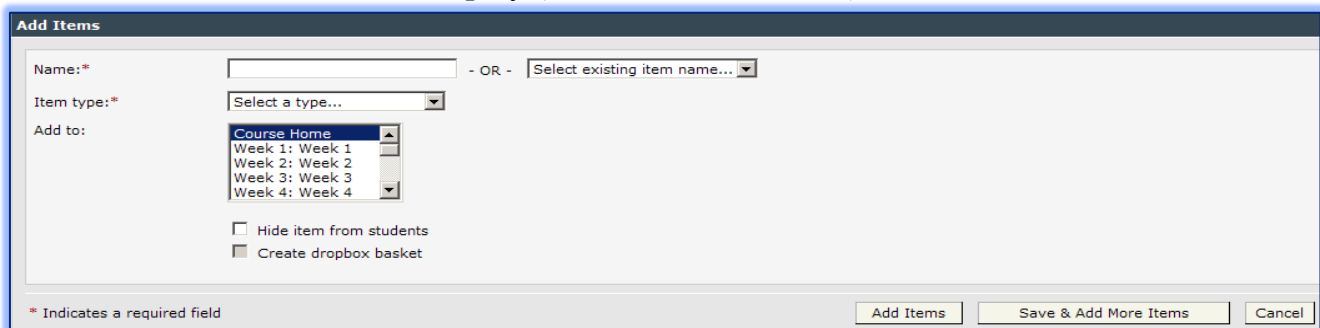
Add an Exam

This item is used to evaluate student performance in a course. When an exam item is created, it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam banks, and add and edit exam and quiz information. The Course Template for Siena .NEXT courses already has an Exam Content Item created for each week.

Add an Exam

Before an exam can be added to a course, the Exam Content Item must be added. After the Exam Content Item is added, then the content can be added to the exam.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Course Items**.
 - If the **Course Items** button is not available, click **Course Home** in the **Navigation Pane**.
 - You should see the **Course Items** button.
- ❖ Click **Add Items**.
- ❖ The **Add Items** window will display (see illustration below).



- ❖ In the fields that are provided, enter information accordingly. The table below shows the fields that are in this window.

In this field	Do this
Name	Input a name for the new Content Item, such as Quiz/Test. When the new name is entered, it will display in the Select existing item name list.
Select Existing Item Name	Click the list arrow for this item. It is used to select an existing content item to use for this item.
Item Type	In this list, select Exam .
Add to	In this area, select either Course Home or the Week into which the Exam is to be added. <ul style="list-style-type: none">▪ To select more than one week, click the first week, hold down the CTRL key and select the other weeks.▪ To select all the weeks, select the first week, hold down the SHIFT key and click on the last week.
Assign to	This option is only available if groups have been setup for the course.

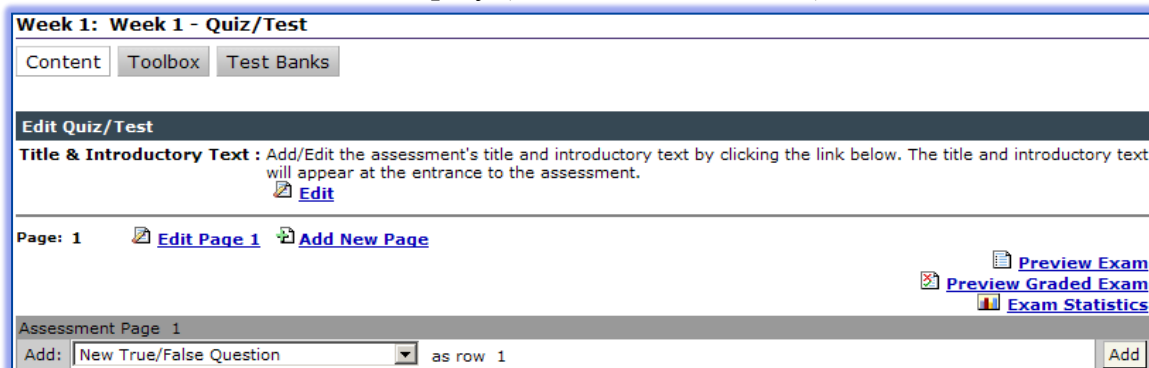
In this field	Do this
Hide Item from Students	Click the check box for this item if students will not be allowed to view the item at this time.
Create Dropbox Basket	This item is not available for exams. The exam is automatically added to the Gradebook.

- ❖ Once all the options have been specified, click **Add Items**.

Add Questions

After an Exam Content Item has been added to the course, questions can then be added. In eCollege, it is possible to add Multiple Choice, Multiple Answer, True-False, Essay, Short Answer, Fill in the Blank, and Matching questions. In addition, it is possible to use the Question Pools feature to randomly extract questions from a pool of questions for use in the exam. It is also possible to store questions in the Test Bank for reuse in future courses. For information on adding the different types of questions, see the appropriate document on the **eCollege Page** of the **Siena Training Web Site**.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item**. For information on adding an **Exam Content Item**, see the **Add Content Item** document on the **eCollege Page** of the **Siena Training Web Site**.
- ❖ The **Edit Quiz/Test** window will display (see illustration below).



- ❖ In the **Title & Introductory Text** section, click **Edit** to add a title and introduction to the exam.
- ❖ In the **Page** section, select the page number to which the question is going to be added.
 - When a new test is being added, **Page 1** is the only option.
 - To add a new page to the exam, click **Add New Page**.
- ❖ In the **Add** list, select the type of question that is to be added.
- ❖ In the **as row**, type a number to specify the order in which the question is to appear on the page.
- ❖ Click **Add** to start creating the question.

Add Multiple Choice Question

This type of question can be auto-graded. When the student takes the test or quiz, the score automatically appears in the Gradebook.

- ❖ In the **Add** list, select **New Multiple Choice Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Multiple-Choice Question** window will display (see illustration top of next page).
- ❖ In the **Question** box, input the text for the question.
- ❖ When the box is clicked, the **Visual Editor Toolbar** will display. For an explanation of the buttons on this toolbar, see the **Visual Editor** document on the **eCollege Page** of the **Siena Training Web Site**.

- ❖ In the **Points** box, specify the number of points for this question.
- ❖ In the **Response** box, input one of the possible answers for the question.
- ❖ Scroll down the page to input additional answers for the question.
- ❖ Click the option button next to the box with the correct answer.
- ❖ Input an **Explanation** for the answer, if desired.
- ❖ Scroll down to the bottom of the window to input a **General Explanation** for the question.
- ❖ Once the question and answers are complete, click the **Add** button. This button appears at the top and the bottom of the window.
- ❖ A question added successfully confirmation box will appear.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Add True-False Question

This type of question can be auto-graded. When the student takes the test or quiz, the score will automatically appear in the Gradebook.

- ❖ In the **Add** list, select **New True-False Question**.
- ❖ Click the **Add** button on the right side of the window.

- ❖ The **Add True-False Question** window will display (see illustration below).
- ❖ In the **Question** box, input the text for the question.
- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ Click the option button for either **True** or **False** to specify the correct answer.
- ❖ Input an **Explanation** for the question, if desired.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Add Essay Question

An Essay question cannot be auto-graded.

- ❖ In the **Add** list, select **New Essay Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Essay Question** window will display (see illustration below).

- ❖ In the **Question** box, input the text for the question.
- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ Input a **General Explanation** of the question, if desired. In order for students to see the Explanation, the test or quiz needs to be made available in the Gradebook.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Add Short Answer Question

This type of question is not auto-graded. It functions the same as the Essay question. The only difference is that this question provides less space for the answer.

- ❖ In the **Add** list, select **New Short Answer Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Short Answer Question** window will display (see illustration on next page).
- ❖ In the **Question** box, input the text for the question.

- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ Input a **General Explanation** of the questions, if desired. In order for students to see the Explanation, the test or quiz needs to be made available in the Gradebook.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Multiple Answer

This type of question functions the same as a Multiple Choice question. The difference is that two or more correct answers must be selected.

- ❖ In the **Add** list, select **New Multiple Answer Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Multiple Answer Question** window will display (see illustration below).

- ❖ In the **Question** box, input the text for the question.

- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ In the **Response** boxes, input possible answers for the question.
- ❖ Click the check box beside the correct answers.
- ❖ If necessary, click the **Add Another Response** link to add additional responses for the question.
- ❖ Input an **Explanation** for each question, if desired.
- ❖ Scroll to the bottom of the window and input a **General Explanation** of the questions, if desired.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Add Fill-in-the-Blank Question

With this type of question, it is possible to add up to five acceptable responses for the question. The auto-grading feature is case sensitive. Therefore, it is important to be very specific about the answer for each question. When this type of question is auto-graded, all spaces and letters (capital and lower case) are taken into consideration. For this reason, you need to make sure you input all possible correct answers.

- ❖ In the **Add** list, select **New Fill-in-the-Blank Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Fill-in-the-Blank Question** window will display (see illustration below).

- ❖ In the **Question** box, input the text for the question.
- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ In the **Accepted Response** boxes, input possible answers for the question.
- ❖ Scroll to the bottom of the window and input a **General Explanation** of the question, if desired.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Add Matching Question

To create this type of question, just input the question and then enter matched pairs in the boxes provided.

- ❖ In the **Add** list, select **New Matching Question**.
- ❖ Click the **Add** button on the right side of the window.
- ❖ The **Add Matching Question** window will display (see illustration below).

- ❖ In the **Question** box, input the text for the question.
- ❖ Input the number of points that this question is worth in the **Points** box.
- ❖ In the **Matching Text** boxes, input possible answers for the questions.
- ❖ In the **Matching Answer** box, input the answer that matches the text on the left.
- ❖ If necessary, click the **Add Another Response** link to add additional responses for the question.
- ❖ Input an **Explanation** for each question, if desired.
- ❖ Scroll to the bottom of the window and input a **General Explanation** of the question, if desired.
- ❖ Click the **Add** button to insert the question into the test or quiz.
- ❖ A message will appear saying the question has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item** window.

Delete Test or Quiz

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Test** or **Quiz** that is to be deleted.
- ❖ Click the **Toolbox** button.
- ❖ Click the **Delete Quiz/Test** link.
- ❖ The **Delete Quiz/Test** window will display.
- ❖ Click **Delete** to permanently remove the test or quiz from the course.

Edit Test or Quiz

Once a test or quiz has been created, it is possible to make additional changes. It is a good idea to use the **Preview Exam** feature to ensure the test or quiz is correct before it is made available to students.

Add Pages

- ❖ Click the **Author** tab in the **Navigation Tree**
- ❖ Click the **Exam Content Item** that the page is to be added to.

- ❖ Click **Add New Page**.
- ❖ The **Add New Exam Page** window will display (see illustration below).

- ❖ In the **Page Title** box, input a title for the new page.
- ❖ In the **Page Instructions** box, input any instructions that are pertinent to the new page.
 - When the box is clicked, the Visual Editor Toolbar will display.
 - Use this toolbar to format the text in the Visual Editor.
- ❖ Click **Add Page**.
- ❖ A confirmation message will appear stating the page has been added successfully.
- ❖ Click **OK** to return to the **Exam Content Item**.

Reorder Questions

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** in which the questions are to be reordered.
- ❖ Find the question that is to be moved to another location within the test or quiz.
- ❖ In the **Row** box, input a new row number for the question (see illustration below). This box is not visible unless there is more than one question on a page.

Row			Move To
1.	MC	1. Who is the current president of the United States.	row <input type="text"/> ↕
2.	TF	2. Abraham Lincoln is the current president of the United States.	row <input type="text"/> ↕

- ❖ Click the arrow at the end of the **Row** box to move the question to the specified position.
- ❖ A confirmation box will appear saying the question has been moved successfully.
- ❖ Click **OK** to return to the **Exam Content Item**.

Move Questions to Different Page

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** in which the questions are to be reordered.
- ❖ Find the question that is to be moved to another location within the test or quiz.
- ❖ In the **Page** box, input a new page number for the question (see illustration below). This box is not visible unless more than one page has been added to the test or quiz.

2.	MC	(1) 1-25. Some level of computer ____, or a knowledge and understanding of computers and their uses, is essential to be successful in today's world.	row <input type="text"/> ↕ page <input type="text"/> ↕
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- ❖ Click the arrow at the end of the **Page** box to move the question to the specified page.

- ❖ A confirmation box will appear saying the question has been moved successfully.
- ❖ Click **OK** to return to the **Exam Content Item**.

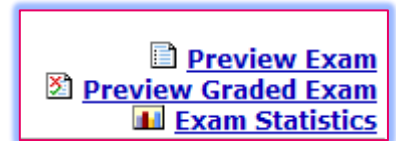
Edit Questions

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** that is to be edited.
- ❖ On the left side of the question, click the plus (+) sign.
- ❖ The **Question Answer** will display.
- ❖ Click the **Edit** button under the question.
- ❖ Make the necessary changes to the question.
- ❖ Click the **Update** button.
- ❖ A confirmation box will appear saying the changes have been made successfully.
- ❖ Click **OK** to return to the **Exam Content Item**.

Exam Statistics

This option provides both exam-level and question-level statistical analysis for exams. It is possible to download and save this analysis for archiving purposes.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** for which the **Statistics** are to be displayed.
- ❖ Click **Exam Statistics** (see illustration at right).
- ❖ The **Exam Statistics** window will display.
 - It is possible to download and save the exam statistics report.
 - Click the **Download** button.
 - Click **Save**.
 - The report will be saved as an HTML document in the specified storage area.
 - The report is not stored in the system once the report page is closed.
 - However, the report can always be run again.

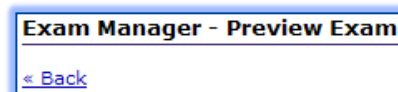
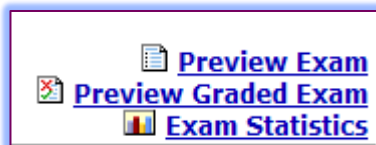


Preview Exams

As a test or quiz is being built, it is possible to see the test or quiz as the students will view it. It is also possible to take the test or quiz to see what students will experience at exam time.

Preview Exams

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** that is to be previewed.
- ❖ Click **Preview Exam** (see illustration below left).

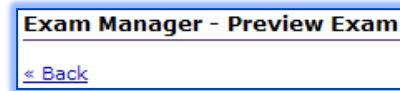
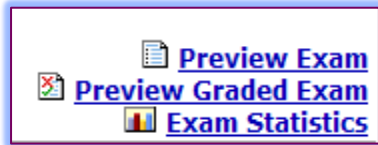


- ❖ The test or quiz will preview in the same view as students will see it.
- ❖ Click the **Back** button (see illustration above right) at the top of the window on the left side to return to the **Exam Content Item**.

Preview Graded Exams

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Exam Content Item** that is to be previewed.

- ❖ Click **Preview Graded Exam** (see illustration below left).



- You may receive a message saying that you must Preview the Exam before you can Preview a Graded Exam.
- If this message appears, click the **Preview Exam** link.
- ❖ The test or quiz will display in the same view as students will see it.
- ❖ Click the **Back** button at the top of the window on the left side to return to the **Exam Content Item**.

Reset or Grant Additional Time

It may be necessary at times to either reset a test or quiz for a student or grant the student additional time for the test or quiz. If a student loses his/her internet connection while taking a test or quiz, the system thinks the student has already taken the exam. If the test or quiz is set for multiple attempts, the student will be able to get back into the test or quiz. If it is not, then the student will not be able to access the test or quiz until one of the options is granted.

Reset an Exam

This option will clear all saved information from the individual exam database. The user will be able to begin the exam again, as if it had never been taken.

- ❖ On the **Tools Menu**, click **Gradebook**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All items within the selected **Gradebook View** will display.
- ❖ Click an individual score for a given exam.
- ❖ Click **Clear Answers** to reset the exam.
- ❖ Click **Save & Close**.

Grant Additional Time

This option allows the student to access the exam again for the amount of time specified. Information that was saved previously is still there. The student will be able to start the exam where he/she left off.

- ❖ On the **Tools Menu**, click **Gradebook**.
- ❖ Select a **Gradebook View** from the list.
- ❖ Click **Go**.
- ❖ All items within the selected **Gradebook View** will display.
- ❖ Click the specific test or quiz for which the additional time will be granted.
- ❖ In the **Grant additional minutes** field, enter the number of additional minutes that are being granted.
- ❖ Click **Grant**.
- ❖ Click **Save & Close**.

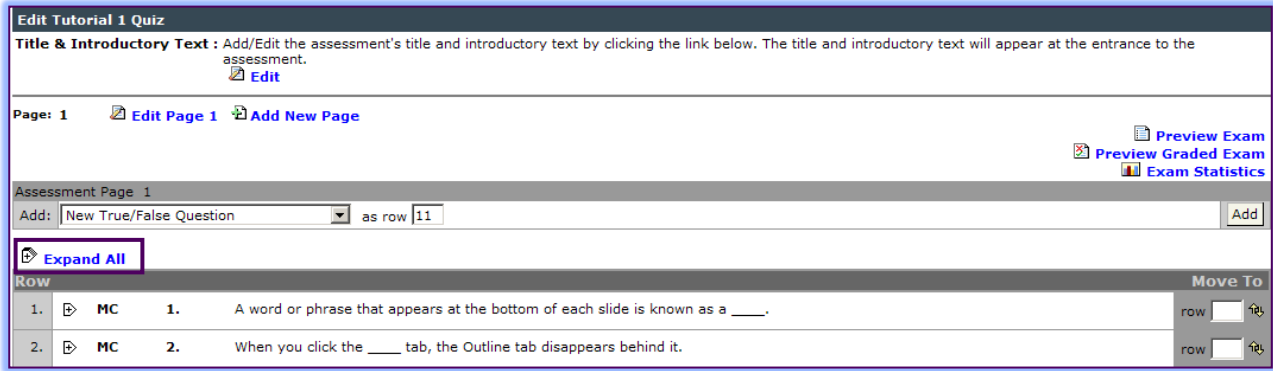
Edit or Delete a Test Question

Once a test has been created, it is possible to make changes to the questions.

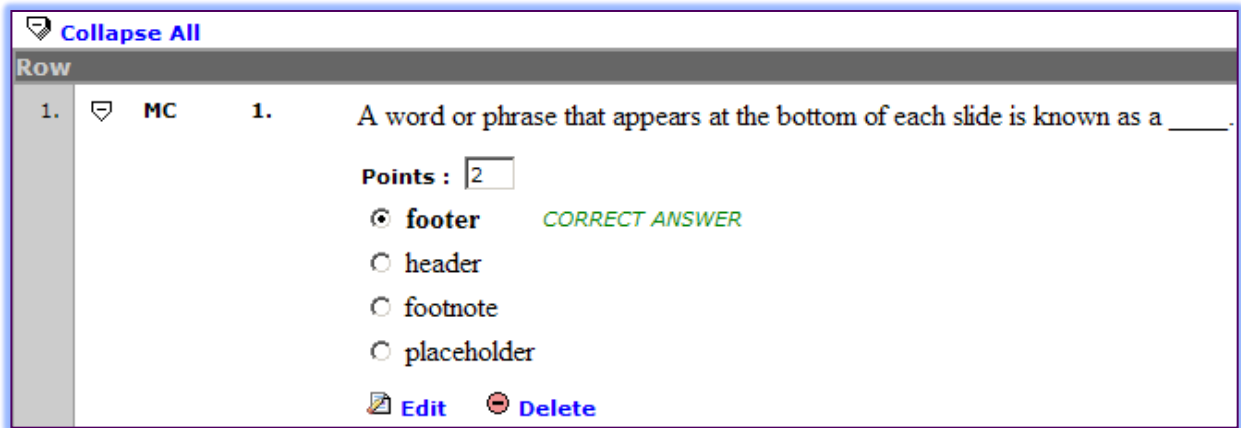
Edit a Test Question

- ❖ Click the **Author** tab in the course where the test is stored.
- ❖ In the **Navigation Pane**, click the week or unit where the test is stored.

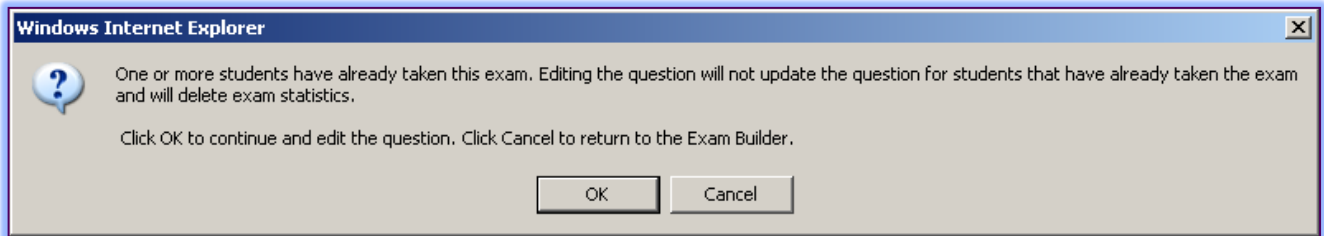
- ❖ Click on the test for which the changes are to be made.
- ❖ The test will open in the **Test View** window (see illustration below).



- ❖ Click the **Expand All** button.
- ❖ Click the **Edit** button which is located directly below the question that is to be changed (see illustration below).

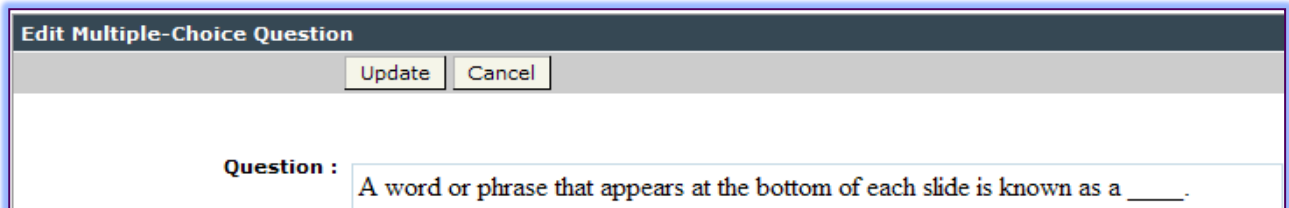


- ❖ If students have already taken the test or quiz, the message in the illustration below will



appear.

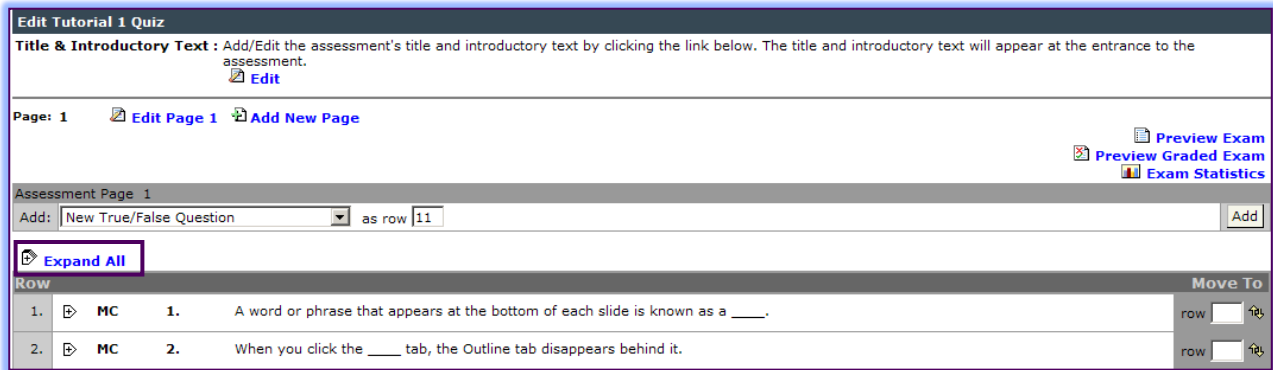
- ❖ Click **OK** to continue to the **Edit** window.
- ❖ The **Edit** window will appear.
- ❖ Make the necessary corrections to the question.
- ❖ Click the **Update** button to accept the changes (see illustration below).



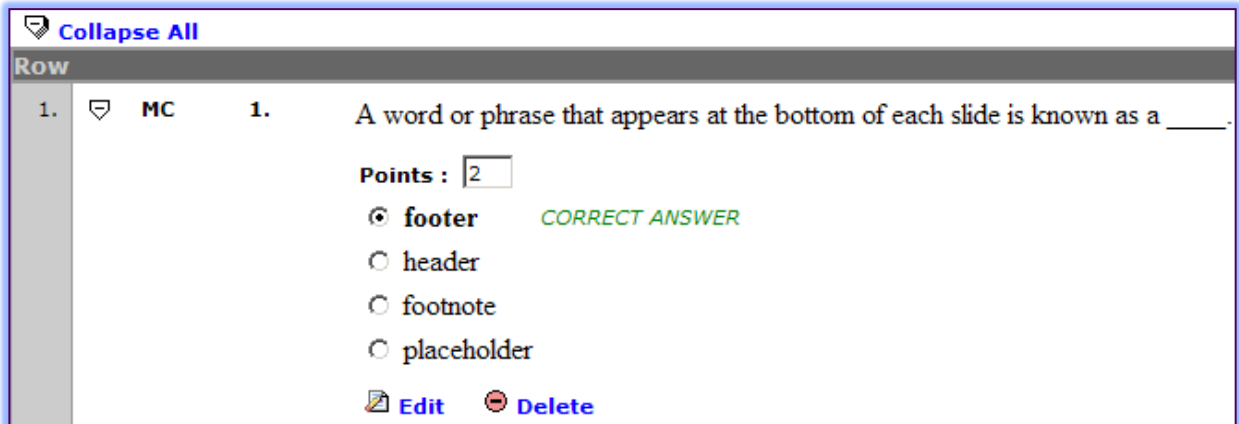
- ❖ The **Edit** window will close.
- ❖ The **Test View** window will display again.

Delete a Test Question

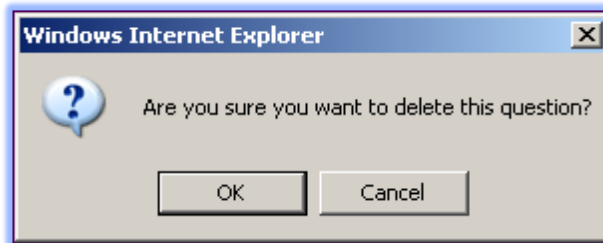
- ❖ Click the **Author** tab in the course where the test is stored.
- ❖ In the **Navigation Pane**, click the week or unit where the test is stored.
- ❖ Click on the test from which the question is to be deleted.
- ❖ The test will open in the **Test View** window (see illustration below).



- ❖ Click the **Expand All** button.
- ❖ Click the **Delete** button which is located directly below the question that is to be deleted (see illustration below).



- ❖ A confirmation window will appear (see illustration below).



- ❖ Click **OK** to permanently delete the question.
Click **Cancel** if the question is not to be deleted.