



Creating Tests/Quizzes

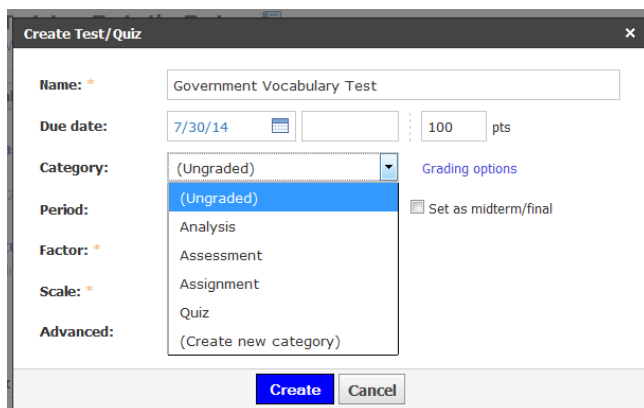
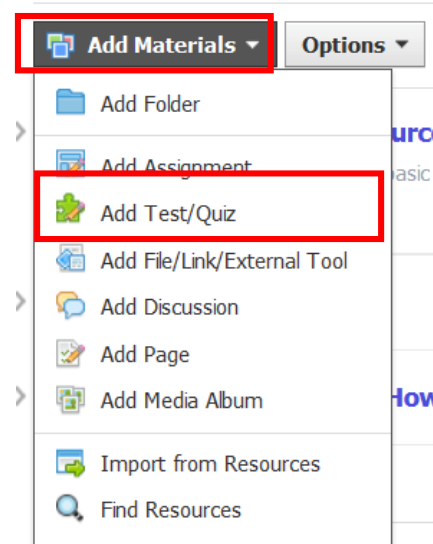
You can create online Tests/Quizzes for students to take in Schoology. Currently, this feature supports the following question types:

1. True/False
2. Multiple Choice
3. Ordering
4. Short Answer/Essay
5. Fill in the Blank
6. Matching

Each test/quiz appears in the Gradebook and is automatically graded unless there are subjective questions (e.g. short answer/essay questions). You can manually override these grades, add comments, and customize a wide variety of setting for each test/quiz.

To create an online test/quiz, follow these steps:

1. Select the Add Materials dropdown menu and click **Add Test/Quiz**.
2. Fill out the test/quiz form.
 - Set a due date to place the test/quiz in the Course Calendar and Upcoming area.
 - If you wish for this test to appear in the Gradebook, you must select a Category other than (Ungraded).
3. Click Create to complete.



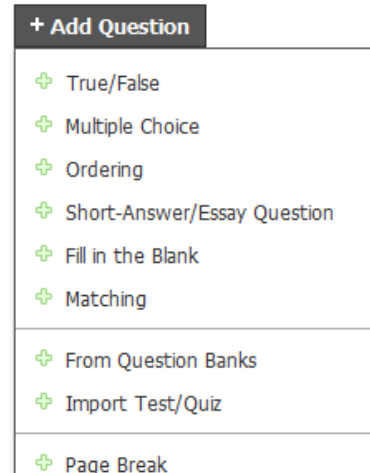
Note: Tests/Quizzes can also be created within course folders or added to folders after their creation.

Add Questions

To create questions, follow these steps:

1. Click the Add Question button.
2. Select a question type from the menu.
3. Fill out the fields. Each form includes different question type specific fields.
4. Click Create Question to complete.

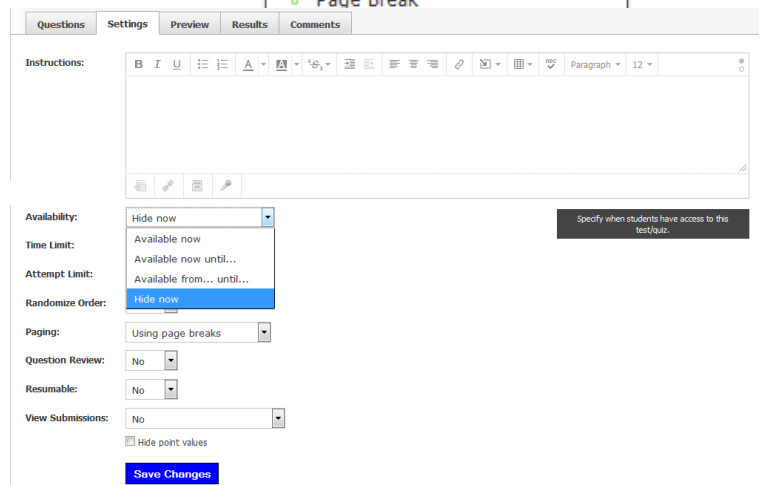
Note: The window for each question type has some similarities but also its own unique qualities.



Settings

Click on the Settings tab of the Test/Quiz profile to adjust the following settings:

- Instructions – The text you enter here will be accessible while students are taking the test/quiz.
- Availability – Specify when students have access to take the test/quiz.
- Time Limit – Set a time limit for the entire test/quiz. If enabled, individual questions cannot be timed.
- Attempt Limit – Specify a limit to the number of times a student can take the test/quiz.
- If students can take it more than once, select how the test/quiz will be graded using Graded By.
- Paging – A quick way to set one question per page.
- Randomize Order – Give each student a different version of the same test/quiz.
- Question Review – If enabled, students will be able to see an overview page at the end of the test/quiz where they can review their answers before submitting.
- Reasonable – Allows students to resume an incomplete submission.
- View Submissions – Allows students to view their submissions after they have submitted the test/quiz.
- Hide point values – Allows you to hide the point value for each question. If you’ve enabled the setting to View Submissions, the total point values will appear when students view their submissions.



Preview

You can preview the quiz from the Preview area of the test/quiz. This feature allows you to check your questions and setting before you make the test Available to students.

Results

The Results area allows you to view student submissions by student, and by question. The default view displays submissions in the View by Student view. If your test/quiz has subjective questions, you must grade the test or test question manually for the student to receive a score. To grade a test/quiz from the View by Student area, follow these steps:

1. To grade the overall test, click on the asterisk and enter a score.
2. To grade a test/quiz question, click on the View Attempts option to the right.
3. If your test/quiz allows for multiple submissions, each submission will be listed under the selected student's name. To view a particular submission, click on the gear to the right and click View/Edit.
4. Enter a score for the subjective question and adjust other automatically graded questions if needed.
5. Click Save Changes.
6. Click on the Students' name to toggle to another students' submission.

To grade a test/quiz from the View by Question area, follow these steps:

1. Click on the area to View by Question. A list of test/quiz questions will appear below.
2. To enter a grade for a particular question, click on the View Responses link.
3. Enter a score for the subjective question or adjust the automatically graded question if needed.
4. Click Save Changes.
5. Click on the View by Question link at the top to return to the list of questions.

Note: Test/quizzes save student answers automatically. Tests/quizzes can remain open for a maximum of 6 hours before the session expires. Please make sure you tell students to exit the test/quiz and resume it at a later time if the test will take longer than 6 hours to complete.

Import Questions

To import a question from a Question Bank, you must already have a question bank in your Resources. If you already have a question bank, follow these steps:

1. Click the Add Question button.
2. Select the option to add a question From Question Banks.
3. Click on a Question Bank folder from your Resource collections.
4. Select the questions you'd like to add to your quiz.
5. Use the Auto-select feature to randomly select a specified number of question from your question bank (optional).
6. Use the Browse/Selected filters to view available and selected questions, respectively (optional).
7. Use the Set Points button to bulk-set point values for each question.
8. Click Add Questions to complete.

To import a test/quiz from Exam View, follow these steps:

1. Click the Add Question button.
2. Select the option to Import Test/Quiz.
3. Exam View questions can be imported by first exporting them to the Blackboard format.
4. Click Next and select a file from your computer.
5. Click Import to complete.