

How to Create a Test

|  |
| --- |
| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

You can create tests, surveys and pools that will allow you to post questions to your students.

1. Go to the content area you would like to create the test in and choose Assessments 🡪 Tests.
2. Click Create a New Test
3. Type the test name and add a description and instructions if you wish.



1. Click Create Question and choose the type of question you would like to create.
2. Create the question.
3. Choose Submit or Submit and Create another.
4. Edit the number of points for each question.



1. Keep creating questions as needed. And Press OK.
2. Select the current test and click submit



1. Edit the test options
2. Ensure Test is available. Do not select Force Completion. Set the timer if required and set the display after and until dates. NOTE: Selecting a Display Until date will remove the test from the students grades. Instead set a due date and do not allow students to start after the due date.
3. Set due date and set that students cannot start the test after the due date.
4. Set exceptions if required. This is optional and can be used if a student needs extra time or needs to be able to write on a different date.
5. Choose when and how to provide students feedback if desired.
6. The default is for all the questions to be asked at once. You can change this to one at a time and decide if students may backtrack. You can also randomize the questions.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

