

from the current unit. If you've used the content item elsewhere in the course, those instances will not be deleted.

Adding Exams to your course

The Exam item helps you evaluate student performance. Within the exam item, you can add sections (pages) to exams, add and edit questions and pools of questions, use existing exam test banks, and add and edit exam/quiz information. Before you can add content to an exam, however, you need to create an exam and add it to a unit. You also need to determine general exam information like exam passwords, access dates and times, grading options, etc. (see below).

To create an exam:

- Step 1: Click the **Author** tab in the upper left corner of your screen.
- Step 2: In the left toolbar, click the unit to which you want to add an exam.
- Step 3: Click **Add Content Item** at the top of the screen.
- Step 4: From the **Select Item(s)** drop-down list, choose **Exam**. *Note: If you've renamed the Exam Content Item, look for the new name in the drop-down list.*
- Step 5: Click **Add to Unit**. The exam appears in the current unit.

Once you've created the exam, you need to determine some general setup information—like introductory text, how many times students can access the exam and for how long, and grading options—for the exam.

Note: You can also "hide" an exam or quiz from students. This is useful, for example, if you want to use pop quizzes in your course, or if you want to incorporate an entire publisher test bank (hidden from students) that can be referenced in quizzes and tests throughout the course. You can subsequently "show" or display the exam/quiz at any time. For information about hiding exams, see the Help topic [Hiding Content](#).

To determine general exam information:

- Step 1: Click the specific exam content item you want to set up using the navigation on the left side of your course.
- Step 2: Click the **Author** tab. You will see the main Exam Builder screen.
- Step 3: To add or edit the **Exam title and/or Introductory text**, click the **Edit** button at the top of this page. You'll see a new screen where you can enter a title for the exam. You can also add introductory text that students will see before they start the exam. See the Help topic **Formatting Content** for information about formatting this text. Click **Save Changes** to return to the main Exam Builder screen.
- Tip: If you are creating a course that must meet Section 508

Accessibility Requirements, you'll need to make sure that your Exam intro text meets the requirements. For more information about Section 508 Requirements, go to <http://www.access-board.gov/sec508/guide/1194.22.htm>.

Step 4: Click the **Toolbox** button at the top of your screen.

Step 5: Click the **Edit Schedule** link on this page to:

- set Exam access dates and times
- set a date on which students can review their Exam in the Gradebook
- set Calendar display options for the Exam

Make sure you click **Save Changes** before closing the Scheduler.

Step 6: In the Toolbox, you can also determine whether students can access the exam more than once, or one time only:

Click **Students may only take the exam once** for single access; click **Students may re-take the exam** for repeated access to the Exam.

Step 7: Set a time limit for the Exam. This will determine how long students have to complete the exam. If you want to automatically remove students from the exam after the time limit expires, check the appropriate check box. *Note: The time limit option only applies if you selected **Students may only take the exam once**, above.*

Step 8: Click **Use Auto-Grading to score questions** if you want all objective questions in the exam to be automatically graded by the system. If you select this option, you can also choose to automatically display the auto-graded score to students in the Gradebook, and/or to display an auto-graded summary to students at the time they submit their exam. This summary immediately tells students how many questions they got right (by question type).

Step 9: Select how the results of the graded exam will be displayed to students in the Gradebook.

Step 10: (Optional) Set a password for the exam. Students will not be able to access the exam unless they enter the correct password. You are responsible for notifying students of the password.

Step 11: (Optional) Assign the exam to a specific group of students, or assign the exam to all students using the drop-down list. This option is available in the Toolbox ONLY if you have created groups in your course.

Note: Use the other **Toolbox** options as needed.

Step 12: Click **Save Changes**.

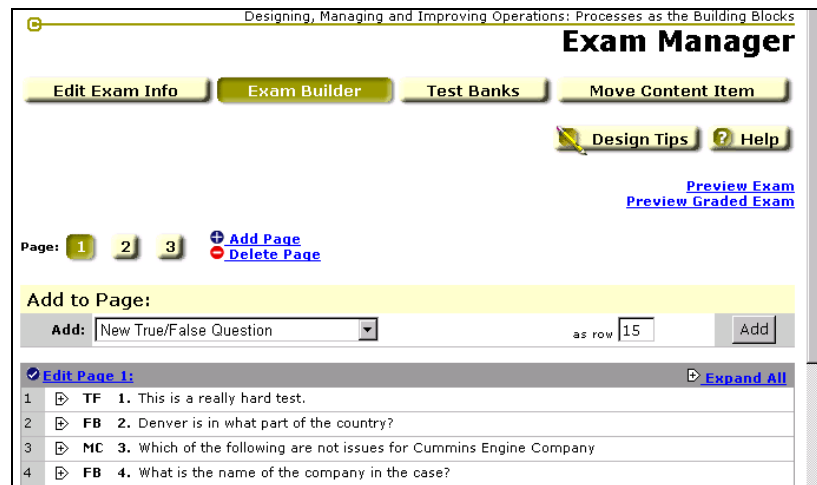
Once you've set up the exam, you can add pages, questions, and content.

Adding Questions to an Exam

Once you create an exam item, whether it's a quiz, a midterm, or a final exam, you need to add content to the exam. You can always edit any questions you add.

To add questions to an exam:

- Step 1: Locate the specific exam you want to add questions to using the navigation on the left side of your course and click the **Author** tab.
- Step 2: Make sure you're on the **Exam Builder** page.
- Step 3: Page icons representing existing exam pages appear on the left of the Exam Builder screen. Click on a Page # to add questions to that page. To add a new page, see the Help section called **Adding Pages**.



- Step 4: Once you've selected a page to add questions to, select the type of question you want to add from the **Add** drop-down list.
- Step 5: Select where you want the new question to appear on the page in relation to the other questions on that page by entering a number in the **as row** box. For example, if you enter a "2," this question will be the second question on this exam page.
- Step 6: Click **Add** on the right side of the screen to add the new question. Depending on the question type you selected, a question wizard appears in which you can build your actual question:

Multiple Choice

Enter a question and the number of points the question is worth (optional). Then, in the boxes below, enter the possible answers, and select the button next to the correct answer.

Multiple Answer

Functions the same as Multiple Choice, but you must select two or more correct answers.

True-False

Functions the same as Multiple Choice, but the answer options are "True" and "False."

Essay

Cannot be auto-graded. Enter a question and, if you want, you can enter the number of points possible, as well as an explanation for the answer. Students will see this explanation when you make it available in the Gradebook.

Short Answer

Cannot be auto-graded. Functions the same as Essay, only less space for the student to reply.

Fill in the Blank

Enter a question and up to five Acceptable Responses in the boxes provided. The auto-grading feature is case-sensitive, so make sure you enter all possible correct answers.

Matching

Enter a question, and then enter matched pairs in the boxes provided. The system will mix the entries in boxes on the right side of the screen.

Step 7: After you enter each question, click **Add**. *Note: For information about formatting your exam questions, see the Help topic **Formatting Content**.*

Tip: If you are creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that your Exam questions meet these requirements. For more information about Section 508 Requirements, go to <http://www.access-board.gov/sec508/guide/1194.22.htm>.

You can edit or modify the point values you assigned to each question by clicking the **Expand All** link at the top of the exam page. This will open or expand all the exam questions. Change the point values for as many questions as you'd like, and then make sure you click **Update Points** at the bottom of the page. This option is useful because you don't have to open, edit, and save each individual exam question.

Adding Pages to an Exam

Creating pages within your online exam lets you group similar questions together. Pages also give students a sense of where they are in an exam.

To add pages to an exam:

- Step 1: Locate the specific exam you want to add pages to using the toolbar on the left side of your course and click the **Author** tab.
- Step 2: Make sure you're on the **Exam Builder** page.
- Step 3: Existing exam pages appear on the left side of the Exam Builder screen. If you have not created any pages for your exam, only one page icon displays. You can click on a Page # to add questions to or modify that page.
- Step 4: To add a new page, click **Add Page**. The Add New Exam Page screen appears.

Step 5: Enter a title for the new page.

Step 6: Enter any instructions that might be specific to that exam page. You can format your page instructions using the Visual Editor toolbar. See the Help topic **Formatting Content** for information on using this toolbar.

Tip: If you are creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that your page instructions meet these requirements. For more information about Section 508 Requirements, go to <http://www.access-board.gov/sec508/guide/1194.22.htm>.

Step 7: Click **Add**.

Adding Question Pools

As you create your online exam, you may want to create a question pool. A question pool is a set number of questions randomly drawn from a larger base of questions. For example, you may create 20 questions in a pool, and then have the system randomly select 5 questions from the pool for each student. Question pools are an effective way to ensure that students see different questions on an exam.

To create a question pool:

Step 1: Locate the specific exam you want to create a question pool for and then click the **Author** tab.

Step 2: Click **Exam Builder**.

Step 3: From the **Add** drop-down list, select **Question Pool**. If you know where you'd like the new Question Pool to appear in relation to existing questions, enter a row number in the **as row** box; otherwise the new Question Pool will appear at the bottom of your current exam questions. Click **Add** on the right side of your screen. The Add Question Pool screen opens.

Step 4: Enter the total number of questions from the pool that you want to include in the exam. For example, if you have 20 total questions in the pool, and you want each student to answer 10 questions, enter "10" in the **Number of Questions** field. Each student will see 10 random questions drawn from the pool of 20 questions.

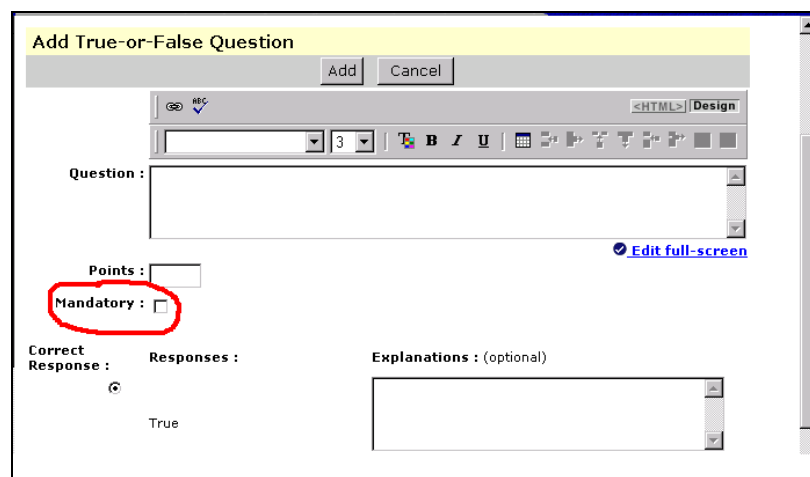
Step 5: Enter a title for your question pool (optional). A pool title can help you organize your pooled questions.

Step 6: Click **Add**. Your new question pool appears in dark gray in your Exam Builder.

To add a new question to a question pool:

- Step 1: Make sure the question pool you created displays in gray in the Exam Builder. You need to create a question pool before you can add new or existing questions into the pool.
- Step 2: You add questions to a question pool just as you would add them anywhere else in the exam. You simply need to make sure the question gets "placed" within the question pool. Select the type of question you want to add from the drop-down list and locate the text that says **as row**. In this box, enter a row number that falls within your current question pool. For example, if your question pool currently occupies rows 5 and 6, enter a "6" in the **as row** box. This ensures that your new question is included in the question pool.
- Step 3: To enter a new question outside of your question pool, simply enter a row in the **as row** box that falls outside your question pool. For example, if your question pool currently occupies rows 5 and 6, enter a "7" in the **as row** box.

Tip: If you're using a question pool but there is a question that you want all students to see, click the **Mandatory** checkbox that appears when you create the question. This checkbox only appears if you create the question *within* the question pool.



The screenshot shows a dialog box titled "Add True-or-False Question". At the top, there are "Add" and "Cancel" buttons. Below them is a toolbar with a "Design" mode indicator. A text area labeled "Question:" is present. Below the text area are fields for "Points:" and "Mandatory:" with checkboxes. The "Mandatory:" checkbox is circled in red. Below these are sections for "Correct Response:" (with a radio button), "Responses:" (with a text box containing "True"), and "Explanations: (optional)" (with a text box). An "Edit full-screen" link is visible on the right side.

To add existing questions to a question pool:

- Step 1: Find the question you want to move into the question pool.
- Step 2: Enter a new row number for the question in the **Row** box for that question. Make sure the new row you enter falls within the question pool.
- Step 3: Click the check mark icon to the right of the **Row** box. The question moves to its new location within the pool.

To move an entire question pool to a new location on the current page:

Step 1: Enter a new row number in the **Entire Pool To Row** box for the question pool and click the checkmark to the right of the box.



The image shows a screenshot of a control panel with three rows of input fields. Each row consists of a text box followed by a checkmark icon. The rows are labeled: 'Pool Start To Row', 'Entire Pool To Row', and 'Entire Pool To Page'.

The entire question pool (and all the questions within the pool) is moved to the new location. The pool does not absorb any new questions.

Note: The new row number you enter must exist on the current page. Question pools cannot span multiple exam pages.

To move an entire question pool to a new page:

Step 1: Select a new page number in the **Entire Pool To Page** drop-down list box for the question pool and click the checkmark to the right of the box. The entire question pool (and all the questions within the pool) is moved to the *bottom* of the page you designated. The pool does not absorb any new questions.

To move the starting row for a question pool:

Step 1: Enter a new row number in the **Pool Start To Row** box and click the checkmark to the right of the box. The question pool now begins on the row you specified, absorbing all existing questions that fall between the new start row and the old start row into the pool.

Note: The new row number you enter must exist on the current page. Question pools cannot span multiple pages. Also, you cannot enter a new start row that lies within another question pool.

To move the ending row for a question pool:

Step 1: Enter a new row number in the **Pool End To Row** box and click the checkmark to the right of the box. The question pool now ends on the row you specified, absorbing all existing questions that fall between the new end row and the old end row into the pool.

Note: The new row number you enter must exist on the current

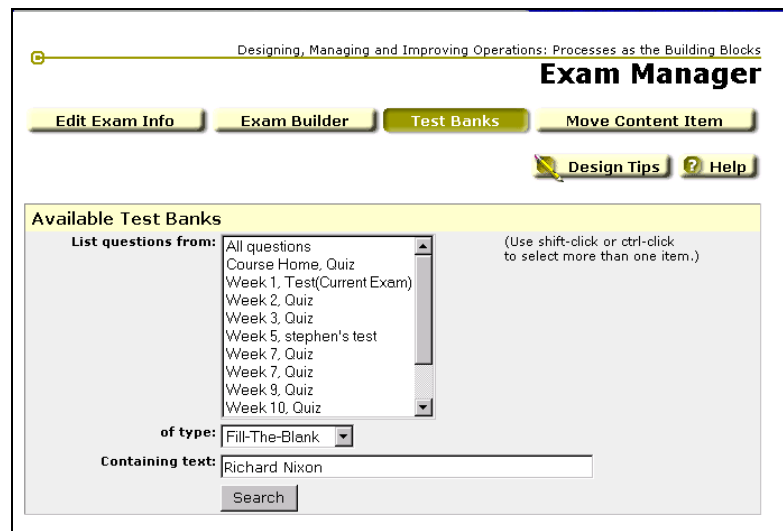
page. Also, you cannot enter a new end row that lies within another question pool.

Using Test Banks

The Test Bank feature allows you to reuse test, quiz, and exam questions you've already created somewhere in your course in later exams. For example, if you created a series of pre-test exercises and wanted to reuse some of those questions for a mid-term exam, you don't have to retype those questions into the system; you can simply use the Test Bank feature to recycle those questions. Similarly, if you created an exam (Unit 6 Exam, for example) and you decided to delete the exam but you didn't want to lose all the questions you'd already created in this exam, you could go to the Test Bank page and manually move all the questions in Unit 6 Exam into the Test Bank. Later, you could pull some or all of these questions for use in another exam.

To locate Test Bank questions:

- Step 1: Locate the exam to which you want to add existing assessment questions. This can be an existing exam, or it can be a new exam.
- Step 2: Click the **Author** tab.
- Step 3: Click **Test Banks**. All exams, assessments, quizzes, tests, etc. that you've created in the course display in the **List questions from** display box.



The screenshot shows the 'Exam Manager' interface. At the top, there is a breadcrumb trail: 'Designing, Managing and Improving Operations: Processes as the Building Blocks'. Below this, the 'Exam Manager' title is displayed. A navigation bar contains four buttons: 'Edit Exam Info', 'Exam Builder', 'Test Banks' (which is highlighted), and 'Move Content Item'. Below the navigation bar are two more buttons: 'Design Tips' and 'Help'. The main content area is titled 'Available Test Banks'. It features a 'List questions from:' dropdown menu with the following options: 'All questions', 'Course Home, Quiz', 'Week 1, Test(Current Exam)', 'Week 2, Quiz', 'Week 3, Quiz', 'Week 5, stephen's test', 'Week 7, Quiz', 'Week 7, Quiz', 'Week 9, Quiz', and 'Week 10, Quiz'. To the right of the dropdown is a note: '(Use shift-click or ctrl-click to select more than one item.)'. Below the dropdown is a 'of type:' dropdown menu with 'Fill-The-Blank' selected. Below that is a 'Containing text:' text input field with 'Richard Nixon' entered. A 'Search' button is located at the bottom of the search area.

- Step 4: Select an exam (or quiz, etc.) from which you'd like to draw questions. You can select a specific exam, or you can choose **All Questions** to see every exam question currently in your course.
- Step 5: Choose the question type you'd like to see. You can see all questions, questions that are not currently in use, or you can choose from the following:
 - True/False
 - Multiple-Choice

- Multiple-Answer
- Fill-in-the-Blank
- Matching
- Short Answer
- Essay

Step 6: If you want to search your existing exam questions for specific text, enter the search text in the **Containing text** field.

Step 7: Click **Search**. All questions that met your search specifications are listed. You can now either copy or move any of these questions to another exam.

To add or move Test Bank questions to another exam:

Step 1: Check the box next to the questions you want to move or copy to the new location. All "checked" questions will be moved or copied.

The screenshot shows a search interface with a dropdown for 'of type' set to 'All', a 'Containing text' input field, and a 'Search' button. Below this, a yellow banner indicates '3 Questions found.' and 'Page: 1'. A table lists three questions, each with a checkbox, a 'Copy checked items' dropdown, and a destination dropdown. The first two dropdowns are set to 'To Course Home, Quiz', and the third is set to 'To Week 3, Quiz'. A 'GO' button is next to each dropdown. The table columns are 'Question' and 'Testbank'.

Question	Testbank
<input type="checkbox"/> TF According to the Big Bang...	Week 2, Quiz
<input checked="" type="checkbox"/> TF The planet Pluto was recently stripped ...	Week 2, Quiz
<input type="checkbox"/> TF According to Knutsen, stars and galaxies ...	Week 2, Quiz

Step 2: Using the drop-down list at the top or bottom of your question list, select whether you want to copy or move the selected questions.

Select **Copy** to copy the question to the new exam. The question will be added to the last page of the exam. You can re-order exam questions from within the exam.

Select **Move** to move the question to the new exam. The question will be removed from the previous exam. If students have already taken an exam, questions cannot be removed from that exam.

Step 3: Use the other drop-down list to select a destination for the selected questions. Choose from all your course's exams, assessments, etc., or choose "questions not in use."

Tip: If you had created an exam (Unit 6 Exam, for example) and you decided to delete the exam but you didn't want to lose all the questions you'd already created in this exam, you would go to the Test Bank page and manually move all the questions in Unit 6 Exam to the **Questions Not in Use** category. Later, if you wanted to pull some or all of these questions for another exam, you could just filter by

"Questions Not in Use" and there they'd be!

Step 4: Click **Go**.

Using ExamGuard

ExamGuard is an optional online assessment tool that your institution may have purchased. ExamGuard uses QuestionMark Secure technology to offer a customized browser that provides an extra secure environment for online test-taking. Specifically, when students take an exam using ExamGuard, they cannot:

- print
- copy and paste
- go to another URL or website
- minimize the browser window
- use menu options, control keys, or task switching
- use right-click options
- start new applications
- return to a previous page

Students **must** download the ExamGuard software before they can access the exam. To avoid last-minute anxiety and panic, we strongly urge you to encourage students to download the software well before the date and time of the exam so that they are all ready to go when the exam time actually comes. Students can download the software at any time from the Start page of the Exam (even days or weeks before the exam), or the download link is available in their online Help under Taking Exams.

If your institution has purchased ExamGuard, you can activate the ExamGuard feature from the Author mode→**Toolbox** button for a particular exam. To download the ExamGuard software yourself, go to http://www.questionmark.com/secure/_ecollege.asp.

Refer to the "**Tips and Hints**," below, for important information about using ExamGuard.

ExamGuard Tips and Hints

- Make sure your students know well ahead of time that they will need to download and install the ExamGuard software. They will not be able to access their exam until they do. We suggest creating a course announcement on the Course Home Page as a download reminder.
- The link for students to download ExamGuard and all other necessary instructions are located on the Start page for the exam. Students should be aware that there are several steps in this process, however, and should be told to plan accordingly.
- To verify that students have ExamGuard installed correctly and to "experience" the secure browser before they actually take the exam, you should encourage them to go to the Student Orientation Course (located on their Personal Homepage) and take a "practice exam" using ExamGuard.
- Some institutions **require** professors to use ExamGuard. If this is the case, ExamGuard will be activated by default for all exams in your course and you will be unable to turn off ExamGuard in the content item Toolbox.

- Make sure you "preview" your ExamGuard exam before you deploy it to students. From the Author tab, click **Preview Exam** and select to preview using ExamGuard.
- ExamGuard is not compatible with Macintosh computers. As an instructor, you can set up or create an exam that uses ExamGuard on a Mac, but students **must** take ExamGuard exams on a PC.
- After students install the ExamGuard software, they will need to close their current browser window, open a new browser, and re-login to their course for the ExamGuard software to be recognized by the system.
- ExamGuard works best with Internet Explorer.
- ExamGuard will work in Netscape. However, students must have Internet Explorer installed on the computer—even if they are accessing the exam with Netscape—and the Netscape browser must be configured to support ExamGuard. Steps for configuring Netscape can be found on the ExamGuard Download and Instructions screen when students download the software.
- The ExamGuard browser essentially "locks" the user's browser window. As a result, students will not have access to any programs or applications they have running when they launch the exam. Because of this, you should be very careful using audio links in your exam—should something go wrong with the link for whatever reason, students will be unable to access their audio player.
- If you really want to use audio/video in your exam, you must embed the media player in the exam question. This is the only way students will have access to the media player's controls: the start/stop/pause/volume buttons. If you don't embed the player, the player will open "behind" the ExamGuard browser and students will be unable to see or access the controls.
- Because the ExamGuard browser "locks" the user's browser window, avoid using links to other web pages or outside sources in your exam. Students will be unable to get to these pages.
- America Online (AOL), Prodigy, and CompuServe are Internet Service Providers (ISP) who provide as part of their software an internal web browser that allows users to browse the web. Often, these web browsers are either customized and/or older versions of Internet Explorer (IE). These "modified" browsers are not currently supported by ExamGuard.
- If a student downloaded the software but is having trouble launching the browser, s/he may need to clear out the "temporary internet files" area of her/his browser (i.e., clear their cache). To do this, they should click the **Tools** button in their browser, then select **Internet Options**. From the **General** tab, click **Delete Files** under **Internet Options**.
- If you've set a time limit on the exam, a student's "time" doesn't start until s/he actually begins the exam—ExamGuard download time does not apply to the exam time. However, we highly recommend that you have students download the ExamGuard software well before the exam start time.

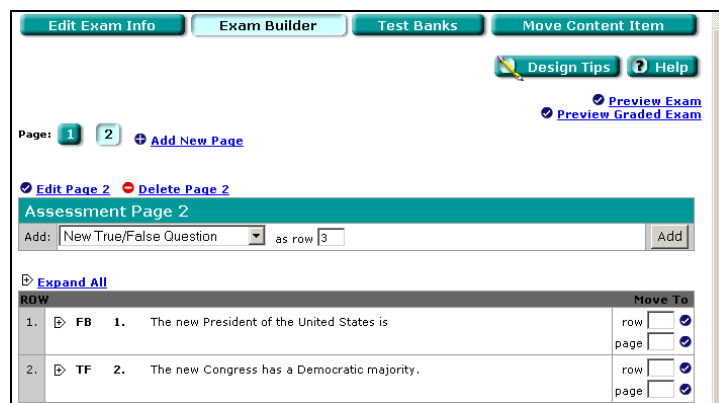
Reordering Questions in an Exam

You can move or reorder exam questions at any time. You can move individual questions to a different location on the current page, or you can move a question to another page in the exam. You can also move questions into or out of question pools, as well as move entire question pools

to another location on the current page or to another page. For information on moving question pools, see the Help topic called *Question Pools*.

To reorder exam questions:

- Step 1: Locate the specific exam you want to modify, click on it, and then click the **Author** tab.
- Step 2: Click **Exam Builder**.
- Step 3: Find the question you want to move to another location within the exam.
- Step 4: Enter a new row number for the question in the **Row** box to the right of that question. The **Row** option is not visible unless you have more than one question in the exam.



- Step 5: Click the check mark icon to the right of the **Row** box. The question moves to its new location within the exam.

Tip: To move a question into a question pool, simply make sure the new row you enter falls within the question pool.

To move a question to a different page:

- Step 1: Find the question you want to move to another page.
- Step 2: Enter a new page number for the question in the **Page** box for that question. The **Page** option is not visible unless you have more than one page in the exam.
- Step 3: Click the check mark icon to the right of the **Page** box. The question moves to its new page.

Previewing an Exam

As you build your exam, you can see what it will look like to students. You can also preview what the graded exam will look like.

To preview an exam:

- Step 1: Click the exam you want to preview and click the **Author** tab.
- Step 2: In the upper right corner of your screen, click **Preview Exam**. You'll see your exam just as students will see it. You can take the exam as well.

Note: If your institution uses [ExamGuard](#) and you have enabled it for this exam, you can preview the exam in the secure browser—just as students will see the exam. We highly recommend you preview the exam using ExamGuard so you can ensure that test questions and features work correctly. Remember, you'll need to download and install the ExamGuard software, just like a student.

To preview a graded exam:

- Step 1: Follow the steps above, except click **Preview Graded Exam** in the upper right corner. You'll see the graded exam.