



## Online Testing

*Three Rivers Systems, Inc.*

*Published: 30 October 2006*

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### **Abstract**

This document is designed to provide you with information necessary to create, grade and maintain online tests for students that can be taken via the student portals.

Multiple choice, short answer, and narrative questions can be created and used together to create a timed test that is available only on a pre-specified day and time.

When tests are displayed to students they can randomly display the order of the questions and the order of the answers.

Instructors can view which students have not taken the test and who has submitted the completed test. Grading is done automatically for multiple choice questions and the subjective short answer and narrative questions can be graded by simply entering the score.

Grades are automatically determined and entered for the instructor.

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# Table of Contents

Disclaimer .....2

Table of Contents .....3

Online Testing Set Up .....4

    New Test..... 4

    Step-By-Step: Add a New Online Test ..... 4

    Step-By-Step: Create Test Sections ..... 5

    Step-By-Step: Create Test Questions ..... 6

    Step-By-Step: Add Test Question Answers ..... 7

    Copy Test ..... 12

    Import Test ..... 12

    Edit Test..... 12

    Delete Test ..... 12

    Manage Test..... 12

Taking Online Tests .....13

Grading Online Tests.....14

    Step-By-Step: Grade an Online Test ..... 14

    Step-By-Step: Unlock a Test ..... 15

Index.....16

# Online Testing Set Up

Setting up online tests is easy and can be done quickly. New tests can be created directly in the faculty portal and can be used as templates for future tests. Existing tests can be copied from any course and modified or used as created. This allows consistency in testing for all sections of a course.

Sections, questions, and answers (multiple choice) can be randomly displayed to students when they take the test. Each entry has a Display Order field. If this entry is set to zero it will be randomly displayed to the students. Entries that do not have a zero will always display in the order that is set. Sections that have a non-zero entry will display first, in order, and then random sections will display. Questions and answers with a non-zero entry will display first, in order, and then random questions will display. Extra credit questions will always display at the end of the test but will follow the same display rules as regular questions.

If all sections, questions, and answers are set to zero the instructor will see these entries in the order they were created by the instructor.

## New Test

The instructor will log into Course Management and click **Online Testing**.

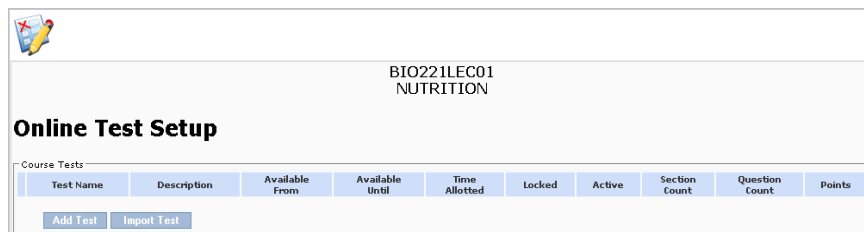


Figure : Online Testing Setup



### Step-By-Step: Add a New Online Test

1. Click **Add Test**. The **Online Test Setup** screen displays.

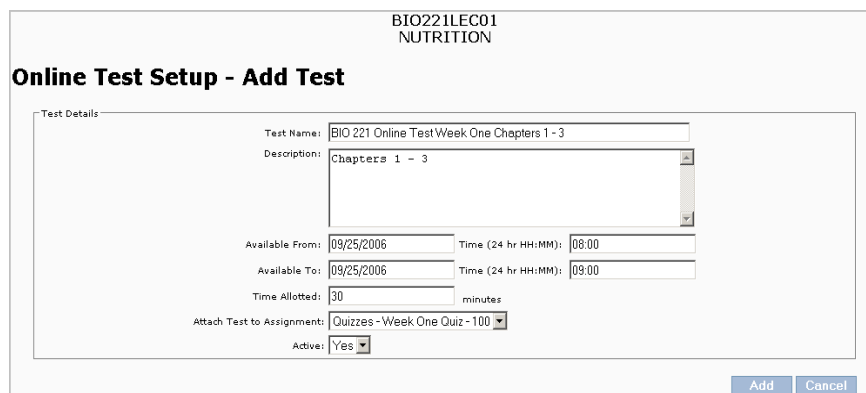


Figure : Enter Test Information

2. Enter in the **Test Name** and **Description**.
3. Enter the **Available From** date and time. The date needs to be in the format as shown in the figure above including the four digit year and the time is

listed using the 24 hour time clock with a colon between the hours and minutes.

4. Enter the **Available To** date and time.
5. Enter the **Time Allotted** to take the test during the available time frame. As long as the student starts the test in the available time frame they will have the full time allotted to take the test.
6. You can also **Attach Test to Assignment** so when it is graded it will automatically fill in the grade score for the selected assignment.
7. Set **Active** to Yes if you want the test to be available at the specified day and time.
8. Click **Add** to save the new test or **Cancel** to cancel the changes.

The page refreshes and is now ready to set up test sections.

Figure : Create Sections



## Step-By-Step: Create Test Sections

1. The online test can be separated into sections, such as a multiple choice section, etc.
2. Click **Add Section**. The **Section Details** screen displays.

Figure : Section Details

3. Enter the section **Name** and **Description**.

4. Enter section **Directions**, which will be displayed to the student.
5. To determine the order of each section enter a **Display Order**. To randomly display questions to students leave the display order to zero.
6. Each section is weighted towards the total grade. The points assigned to a question in each section will be multiplied by a factor determined by the number entered in the Weight field.
7. Click **Add** to save the new test or **Cancel** to cancel the changes.

The page refreshes and is now ready to set up test questions.

Figure : Create Questions



## Step-By-Step: Create Test Questions

1. Click **Add Questions**. The **Question Details** screen displays.

Figure : Add Question Setup

2. Choose the question type, Multiple Choice, Short Answer, Narrative or Match List.
3. Enter the question.
4. Click **Extra Point** if the question is considered an extra credit question. Extra point questions will always display at the end of the test.
5. Enter the **Display Order**. To randomly display questions to students leave the display order to zero.
6. Enter the total **Points** the question is worth.

7. Click **Add** to add the question or **Cancel** to cancel the entry.
8. After adding a question, click **Back** to return to the Online Test Setup to add more questions.

Figure : Add Questions

Depending on the type of question selected previously the steps may be different.

### Multiple Choice



If multiple choice was selected then you will be able to add as many choices for answers as necessary.

### Step-By-Step: Add Test Question Answers

1. Click **Edit** next to a question to add the answers.
2. Click **Add Answers**. The Answer Details screen displays.

Figure : Answer Details

3. Enter the answer detail then click **Add**. A message displays that the answer was saved. Click **OK** to be taken back to the Edit Question screen. Continue adding answers as necessary.
4. From the Edit Question screen, enter the display order for the answers and the number of points each is worth if the student selects it as their answer. This will allow instructors to give partial credit for certain choices. To randomly display answers to students leave the display order to zero.

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### Online Test Setup - Edit Question

Question Details

Type: Multiple Choice

Question: How many calories per day are suggested for the average male?

Extra Point:

Display Order: 1

Points: 5

Answers

	Answer	Display Order	Points
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	1200	<span style="border: 1px solid #ccc; padding: 2px;">1</span>	<span style="border: 1px solid #ccc; padding: 2px;">0</span>
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	1500	<span style="border: 1px solid #ccc; padding: 2px;">2</span>	<span style="border: 1px solid #ccc; padding: 2px;">0</span>
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	2000	<span style="border: 1px solid #ccc; padding: 2px;">3</span>	<span style="border: 1px solid #ccc; padding: 2px;">0</span>
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	2200	<span style="border: 1px solid #ccc; padding: 2px;">4</span>	<span style="border: 1px solid #ccc; padding: 2px;">5</span>

Add Answer
Import Answer

Save
Cancel

Figure : Multiple Answers

5. Click **Save** and then **Back** to return to Sections to create the next question.

### Short Answer

If short answer is selected you will create the question. A short answer question will display a small text box for the student to enter their answer.

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### Online Test Setup - Add Question

Question Details

Type: Short Answer

Question: List the five food groups.

Extra Point:

Display Order: 1

Points: 5

Add
Cancel

Figure : Short Answer Question

1. Enter the question and click **Add** to add the question.

## Narrative

A narrative question will display a large text area for the answer.

The screenshot shows the 'Online Test Setup - Add Question' interface. At the top, it displays 'BIO221LEC01 NUTRITION'. The main heading is 'Online Test Setup - Add Question'. Below this, there is a 'Question Details' section with the following fields:
 

- Type: Narrative (dropdown menu)
- Question: Describe the food pyramid in detail listing how many servings per day in each group is recommended. (text area)
- Extra Point:
- Display Order: 1 (text input)
- Points: 10 (text input)

 At the bottom right of the form are 'Add' and 'Cancel' buttons.

Figure : Narrative Question

1. Enter the question and click **Add** to add the question.

## Match List

A match list question will display a list with matching answers the student will select. Points assigned for the question will automatically be divided equally among the items in the match list. Match list items may be entered on either side in logical groups. For example, if matching states with capitals list the states on one side and the capitals on the other.

The screenshot shows the 'Online Test Setup - Edit Question' interface. At the top, it displays 'BIO221LEC01 NUTRITION'. The main heading is 'Online Test Setup - Edit Question'. Below this, there is a 'Question Details' section with the following fields:
 

- Type: Match List (dropdown menu)
- Question: Match the food with the correct food group. (text area)
- Extra Point:
- Display Order: 1 (text input)
- Points: 5 (text input)

 Below the 'Question Details' section is a 'Match Lists' section containing two tables. The first table has columns for 'Answer Key' and 'Answer'. The second table has columns for 'Answer' and 'Matching Answer'.
 

Answer Key	Answer	Answer	Matching Answer
edit   copy   delete	A Hamburger	edit   copy   delete	Fats, Oils, Sweets D
edit   copy   delete	B Feta Cheese	edit   copy   delete	Grains C
edit   copy   delete	C Raisin Bran	edit   copy   delete	Dairy B
edit   copy   delete	D Olive Oil	edit   copy   delete	Fruits and Vegetables E
edit   copy   delete	E Oranges	edit   copy   delete	Meat A

 At the bottom of the 'Match Lists' section are 'Add Answer' and 'Import Answer' buttons for both tables. At the bottom right of the entire form are 'Save' and 'Back' buttons.

Figure : Match List Question

1. Enter the list for Answer Key first. After entering the points for the question, click **Add Answer** for Answer Key.
2. Type the answer then click **Add**. You will be returned to the Edit Question screen. Continue adding answers to the Answer Key section until completed.

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### Online Test Setup - Edit Question

Question Details

Type: Match List

Question: Match the food with the correct food group.

Extra Point:

Display Order: 2

Points: 5

Match Lists

	Answer Key	Answer		Matching Answer
edit   copy   delete	A	Hamburger		
edit   copy   delete	B	Feta Cheese		
edit   copy   delete	C	Raisin Bran		
edit   copy   delete	D	Orange		
edit   copy   delete	E	Olive Oil		

Add Answer   Import Answer

Add Answer   Import Answer

Save   Back

Figure : Answer Key

3. Click **Add Answer** for Matching Answer.
4. Type the answer then click **Add**. You will be returned to the Edit Question screen. Continue adding answers to the Matching Answer section until completed.
5. Select the correct Matching Answer from the drop-downs for each Answer Key item. Click **Save**.

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### Online Test Setup - Edit Question

Question Details

Type: Match List

Question: Match the food with the correct food group.

Extra Point:

Display Order: 2

Points: 5

Match Lists

	Answer Key	Answer		Matching Answer
edit   copy   delete	A	Hamburger	edit   copy   delete Dairy	B
edit   copy   delete	B	Feta Cheese	edit   copy   delete Fruits and Vegetables	D
edit   copy   delete	C	Raisin Bran	edit   copy   delete Meat	A
edit   copy   delete	D	Orange	edit   copy   delete Fats, Oils, Sweets	E
edit   copy   delete	E	Olive Oil	edit   copy   delete Grains	C

Add Answer   Import Answer

Add Answer   Import Answer

Save   Back

Figure : Match List Question

6. Click **Edit** for each Answer Key item to change the sort order as desired. Do not add points for Answer Key items; leave the points at zero.
7. Click **Edit** for each Matching Answer item to change the sort order as desired. The points are calculated automatically for each Matching Answer.



**Note:** If adding more Matching Answer items than Answer Key items in order to include some incorrect answers add all of the correct matching answers first then add the incorrect answers to have the points calculated automatically. If incorrect matching

answers are added before all of the correct matching answers you will need to edit the points for each answer accordingly.

After all questions have been entered for a section you can create another section with additional answers.

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### Online Test Setup - Edit Section

Section Details

Name:

Description:

Directions:

Display Order:

Weight:

Questions

	Type	Question	Extra Point	Display Order	Points
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	Multiple Choice	How many calories per day are suggested for the average m...	<input type="checkbox"/>	1	5
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	Multiple Choice	How many servings of vegetables are recommended each day?	<input type="checkbox"/>	2	5
<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	Multiple Choice	How many servings of grains are recommended each day?	<input type="checkbox"/>	3	5

[Save](#) [Back](#)

Figure : Click Back

You can use the **Back** button on each screen to return to a previous section in the question and answer preparation. Return to the Course Tests screen to manage, edit, copy, or delete tests.

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### Online Test Setup

Course Tests

	Test Name	Description	Available From	Available Until	Time Allotted	Locked	Active	Section Count	Question Count	Points
<a href="#">manage</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>	BIO 221 Online Test Week On...	Chapters 1 - 3	9/25/2006 08:00	9/25/2006 09:00	30	False	True	3	5 + 0	30 + 0

[Add Test](#) [Import Test](#)

Figure : Main Test screen

Extra points are highlighted on the main test screen.

## Copy Test

You can use tests as templates to create other tests. To copy a test click the **Copy** link. The test will be immediately copied. Click **Edit** to change the test name and description of the test. You can then edit the questions.

## Import Test

If you have a test from a previous term or you want to be consistent for each section of a class you can import an existing test from any other class.

## Edit Test

To edit a test or test questions and answers click **Edit**.

## Delete Test

To delete a test click **Delete**. The test and all questions will be deleted.

## Manage Test

Managing a test allows an instructor to see who has taken the test and to grade tests.

AC221L01 MANAGERIAL ACCOUNTING						
MA Online Test Week One Chapters 1 - 3 Available To 4/28/2006 17:00 (Open)						
Not Attempted						
	Student Name	Accessed	Submitted	Graded	Locked	Points
	Marsh, Joey					/15
	Portal, Test 1					/15
	Portal, Test 2					/15
	Portal, Test 3					/15
	Portal, Test 4					/15

[Back](#)

Figure : Manage a Test

In Figure above no student has taken the test yet. Tests will not display to students until the available time frame has arrived. Once a student has taken a test the Edit and Delete options for the test are no longer available to the instructor.

# Taking Online Tests

When a student logs into the student portal and accesses the online portion of their course they will have a link to take an online test if it is available.

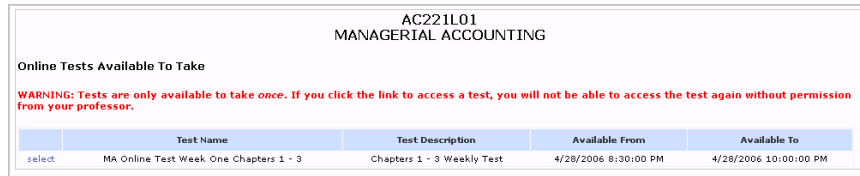


Figure : Student Online Testing

If a student clicks the **Select** link they will get a warning that they can only take the test once unless permitted otherwise. Test begins when they click continue.

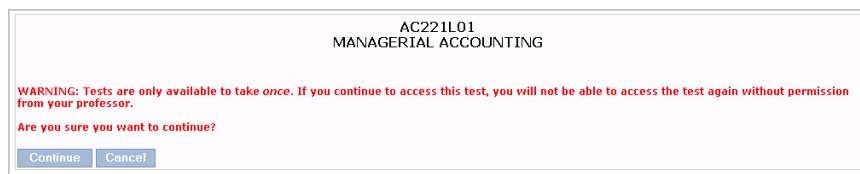


Figure : Test Warning

A timer displays at the top of the test and as the student scrolls the timers will stay in view. The student will see the separate sections, section directions and the descriptions.

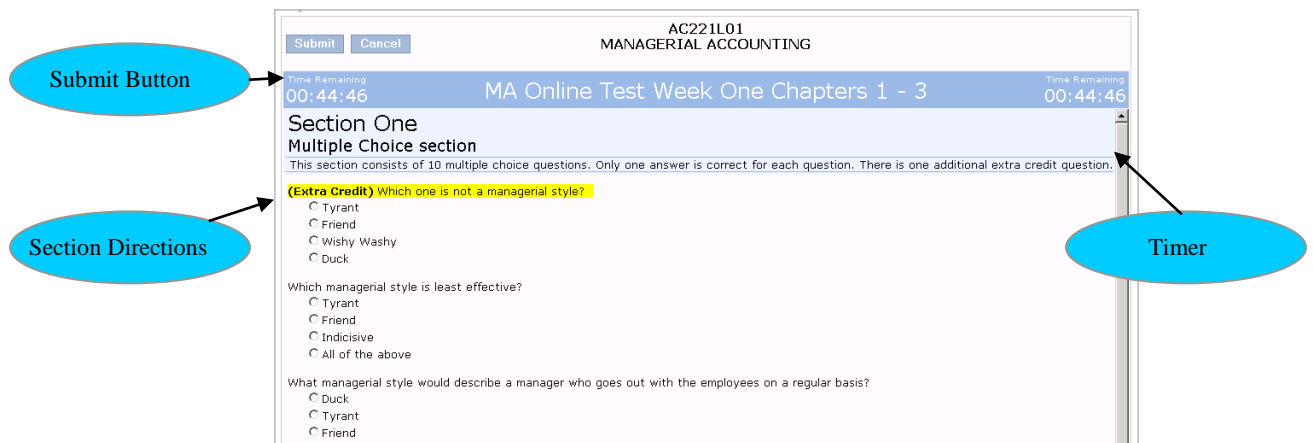


Figure : Test Screen

Students must answer the questions within the timeframe specified. When they are done they click the **Submit** button to end the test.

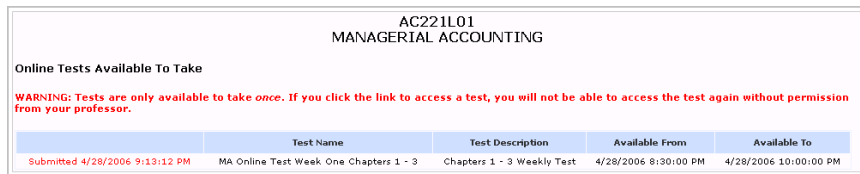


Figure : Submitted Test Notice

The student portal screen will list when they have submitted the test.

# Grading Online Tests

Once a student has taken a test the instructor will be able to grade it. There are three sections that can display when grading a test; Graded, Submitted, and Not Attempted. Grades are automatically entered for the assignment once the instructor has reviewed and saved the score.

AC221L01 MANAGERIAL ACCOUNTING						
MA Online Test Week One Chapters 1 - 3 Available To 4/28/2006 22:00 (Open)						
Graded						
	Student Name	Accessed	Submitted	Graded	Locked	Points
grade   unlock	Marsh, Joey	4/28/2006 8:59:39 PM	4/28/2006 9:13:12 PM	4/28/2006 9:49:20 PM		15/15
Not Attempted						
	Student Name	Accessed	Submitted	Graded	Locked	Points
	Farnsworth, Claire					/15
	Jackson, Jesse					/15
	Larson, Mary					/15
	Porter, Larry					/15



Figure : Grade a Test

## Step-By-Step: Grade an Online Test

1. Click **Grade** to grade the test. The test questions will display. Multiple choice and match list questions will already be graded. Short answer and narrative questions will be graded by the instructor.

AC221L01 MANAGERIAL ACCOUNTING	
MA Online Test Week One Chapters 1 - 3	
100 / 100	Awarded 100 %
<b>Section One</b>	
Weight: 1	Multiple Choice section
This section consists of 10 multiple choice questions. Only one answer is correct for each question. There is one additional extra credit question.	
(Pts:5) Awd: 5	(Extra Credit) Which one is not a managerial style?
(Pts:0)	<input type="radio"/> Tyrant
(Pts:0)	<input type="radio"/> Friend
(Pts:0)	<input type="radio"/> Wishy Washy
(Pts:5)	<input checked="" type="radio"/> Duck
(Pts:5) Awd: 0	Which managerial style is least effective?
(Pts:0)	<input type="radio"/> Tyrant
(Pts:0)	<input type="radio"/> Friend
(Pts:0)	<input type="radio"/> Indisive
(Pts:5)	<input type="radio"/> All of the above
(Pts:5) Awd: 5	What managerial style would describe a manager who goes out with the employees on a regular basis?
(Pts:0)	<input type="radio"/> Duck
(Pts:0)	<input type="radio"/> Tyrant

Figure : Grading

2. With multiple choice and match list the scores for each question are already scored. If the test was all multiple choice and/or match list the instructor would only have to click the **Back** button to make the score official.
3. Grading short answer and narrative questions must be done by the instructor.

(Pts:5) Awd: <input type="text"/>	What managerial style was the Alpha manager?	Friend
(Pts:10) Awd: <input type="text"/>	Describe the managerial style of the Intely Corporation manager and site specific traits that identify the style.	He was very aggressive in his handling of employees. He would not listen to alternative suggestions. He gave orders without explanation. He belittled people in front of others.

Figure : Short Answer and Narrative Questions

4. Review the question for correctness and enter the score for the questions. The answers themselves are read-only to the instructor and cannot be changed.
5. Click **Save**. The test score is immediately entered into the student's record of the associated assignment and the grade is calculated based on the grading standard in use.



### Step-By-Step: Unlock a Test

A test can be made available again to a student. This may be if the student lost power or connection to the test, for example.

1. Click **Unlock** to make the test available again to the student.

AC221L01 MANAGERIAL ACCOUNTING						
MA Online Test Week One Chapters 1 - 3 Available To 4/28/2006 22:00 (Open)						
Graded						
grade   unlock	Student Name	Accessed	Submitted	Graded	Locked	Points
	Marsh, Joey	4/28/2006 8:59:39 PM	4/28/2006 9:13:12 PM	4/28/2006 9:49:20 PM		15/15
Unlock Until <input type="text"/> Time (24 hr HH:MM): <input type="text"/> Time Allotted <input type="text"/>						
<input type="button" value="unlock"/> <input type="button" value="cancel"/>						
Not Attempted						
	Student Name	Accessed	Submitted	Graded	Locked	Points

Figure : Unlock Test

2. Enter the day and time until the test is locked again. Enter the amount of time the student will have to take the test.
3. Click **Unlock** to unlock the test or **Cancel** to keep the test locked.

# Index

Active .....	5	New Test .....	4
Attach Test to Assignment .....	5	Section Directions .....	6
Available From .....	5	Sections .....	5
Available To .....	5	Short Answer .....	8
Copy a Test .....	12	Step-By-Step	
Delete a Test .....	12	Add a New Online Test .....	4
Edit a Test .....	12	Add Test Question Answers .....	7
Essay Question .....	9	Create Test Questions .....	6
Extra Point Question .....	6	Create Test Sections .....	5
Grading an Online Test .....	14	Grade an Online Test .....	14
Grading Multiple Choice Questions .....	14	Unlock a Test .....	15
Grading Narrative Questions .....	14	Submit Test .....	13
Grading Short Answer Question .....	14	Taking an Online Test .....	13
Import a Test .....	12	Test Description .....	4
Manage a Test .....	12	Test Name .....	4
Match List .....	9	Test Questions .....	6
Match Questions .....	9	Test Timer .....	13
Multiple Choice .....	7	Time Allotted .....	5
Narrative .....	9	Unlock a Test .....	15