THREE RIVERS SYSTEMS ®

CAMS® Enterprise

Online Testing

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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.

Disclaimer

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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 the faculty portal, click Course Management, select a course and click **Manage Online Tests**.
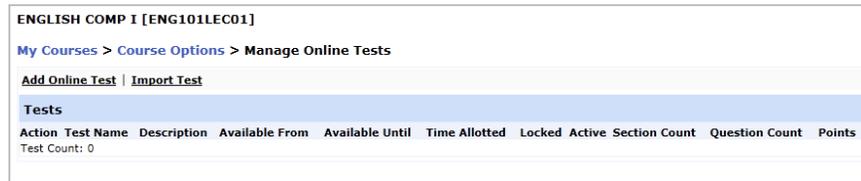

Figure 1: Online Testing Setup

Step-By-Step: Add a New Online Test

1. Click **Add Online Test**. The **Online Test Setup** screen displays. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.
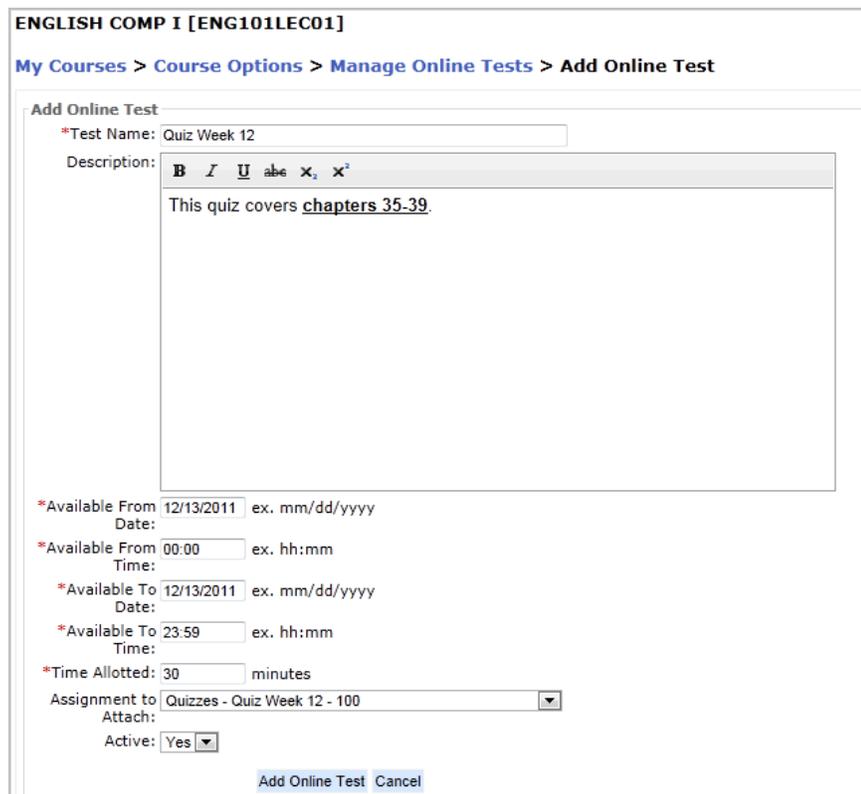

Figure 2: Enter Test Information

2. Enter 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. Select an assignment in the **Assignment to Attach** drop-down if this test should automatically fill in the grade score for the selected assignment when the test is graded.

7. Set **Active** to Yes if you want the test to be available at the specified day and time.

8. Click **Add Online Test** to save the new test or **Cancel** to cancel the changes.

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

Figure 3: 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 **New Section**. The **Section Details** screen displays. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Figure 4: 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 set 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 Online Test Section** to save the new test or **Cancel** to cancel the changes.

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

Figure 5: Create Questions

Step-By-Step: Create Test Questions

1. Click **New Question**. The **Question Details** screen displays. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Figure 6: Add Question Setup

2. Choose the question type, Multiple Choice, Short Answer, Narrative, Match List or Ture/False.

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 set 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.

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

Multiple Choice

If multiple-choice was selected 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 **New Answer**. The Answer Details screen displays. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Figure 7: Answer Details

3. Enter the **Answer**, **Display Order**, and **Points** for this answer, then click **Add** to be taken back to the Edit Question screen. Instructors can to give partial credit for certain choices. To randomly display answers to students leave the display order set to zero. Continue adding answers as necessary.

4. From the Edit Question screen, you may review and change the display order for the answers and the number of points each is worth if the student selects it as their answer.

Figure 8: 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. Short answer questions and answers are limited to 250 characters.

Figure 9: Short Answer Question

1. Enter the question and click **Add** to add the question. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Narrative

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

Figure 10: Narrative Question

1. Enter the question and click **Add** to add the question. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Note: The maximum number of characters for a narrative question and the narrative answer is 200,000 each.

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.

1. Enter the list for Answer Key first. After entering the points for the question, click **New Answer** for Answer Key. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

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.

Figure 11: Answer Key

3. Click **New 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**.

Figure 12: 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.

True/False

If True/False is selected you will create the question, enter the **Display Order**, **Points**, and check **Extra Point** if this is an extra point question. Select either the **True** or **False** radio button for the correct answer to this question. When grading the test, the correct answer will be assigned the question points and the incorrect answer will be given 0 points. Required fields are indicated by a red asterisk. Use the formatting buttons where available to add bold, italics, etc. to the text.

Figure 13: True/False Question

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

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.

Figure 14: 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.

ENGLISH COMP I [ENG101LEC01]

My Courses > Course Options > Online Testing Grade Test

Show Withdrawn Students ☐

Not Attempted Online Tests | | | | | | Quiz Week 8

	Student Name	Accessed	Submitted	Graded	Locked	Points	Available to: **12/1/2011 23:59**
grade	Garvey, Mike ()					/93	Status: **Open**
grade	Green, Gary ()					/93	Not Attempted
grade	Martin, Jeff ()					/93	Change Test

Student Count: 3

Figure 15: Manage a Test

In Figure 15 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 16: 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**.

Print and right-click context menu functions are disabled while taking an online test.
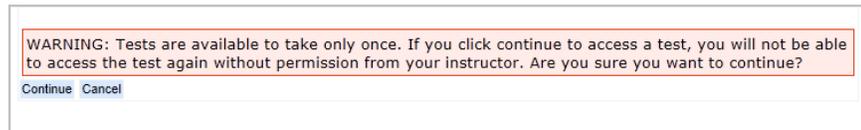
Figure 17: Test Warning

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.
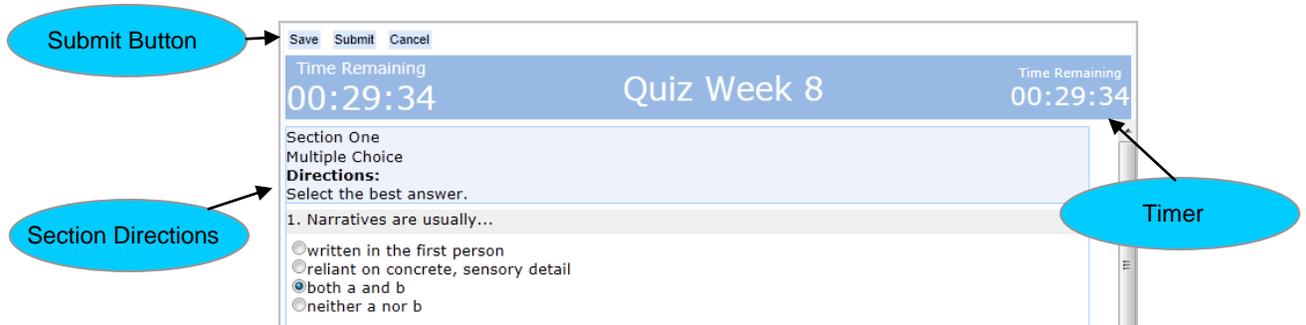
Figure 18: Test Screen

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

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.

Figure 19: 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.

Figure 20: 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.

Figure 21: 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 after a student has attempted the test. Tests may also be unlocked for any student after the **Available To** date/time has passed. For example, this may be necessary if the student lost power or connection to the test.

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

Figure 22: 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.

Once the faculty unlocks the test for any student in the course the test will no longer be editable.

Note: If a test has been graded and then unlocked, the next grading action does NOT auto grade the questions. If a faculty has manually made changes in the original test grade, auto grading would undo those changes. Re-grading an unlocked test must be done manually.

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