Configuring Test Options

Introduction
This guide explains what the different test options of a myCourses test do.

Accessing Test Options
The first thing to do in test options is to ensure that you are happy with the name of your test in the “Name” field.

The “Content Link Description” box allows you to add descriptive text that will appear beneath the title of your test within a content area.

Adjust Test Display Settings
The first set of options that appear below the description text box allow you to configure what students see before starting the test.

Show Test Description to students before they begin the test:
Checking this box will make the test description visible to students before they begin the test. This is not the description you established above. We recommend leaving this unchecked.
Show Instructions to students before they begin the test:
Checking this box will make the test instructions visible to students before they begin the test. **We recommend leaving this unchecked.**

Open Test in a New Window:
Selecting “Yes” to this option will make the test open in a new pop-up browser window for students. **We recommend leaving this set to “No.”**

Availability Settings
The next series of settings relate to the availability of the test and determines how students will interact with the test.

**Make the Link Available:**
This yes/no option is a manual override to every other date availability setting. Selecting “No” means that no students will not be able to see or take this test. Selecting “Yes” will make the test available as well as allowing display after/until dates to work (keep reading to learn about display after/until dates.) **We recommend setting this to “Yes” and setting availability dates later.**

**Add a New Announcement for this Test:**
Selecting “Yes” to this option will automatically create an announcement in your course site to students when this test becomes available.

**Multiple Attempts:**
This feature allows instructors to set how many attempts a student has at taking this test. By default students can only take a test once. Instructors can either leave this option alone, or check the box and select “Unlimited Attempts” or set a specific number of attempts in the “Number of Attempts” field.

**Force Completion:**
If force completion is enabled, students must complete the test the first time it is launched. Students are not allowed to exit the test and continue working on it later. The Save function is available for students to save the test as they work through it, but they are not allowed to exit and re-enter the test. **We do not recommend enabling this feature for online tests. If a the internet connection lapses, the power dies, or if a student is kicked out of the test for any reason they will not be able to resume their test.**
Set Timer:
Enabling this tool allows the instructor to set a time limit (in minutes.) “Auto-Submit” beneath the timer box should be set to “On” if you would like to have the test automatically submit once a student has reached the time limit. **We always recommend setting a timer with auto submit on, even if it is overly generous. This will ensure all tests are submitted.**

Display After/Display Until:
These dates determine when a test becomes visible and when it will disappear from student view. If no dates/times are entered here then the test will immediately become available once it is created and will remain so unless one of these dates is changed.

![Test Availability Exception](image)

**Test Availability Exceptions**
If a particular student or groups of students needs an extension or accommodation the “Test Exceptions” feature can make exceptions for particular students or groups of students. Exceptions can be made to adjust the amount of attempts, timer, and availability period for select students.

**Step 1:**
Click the “Add User or Group” button under “Test Availability Exceptions.”
Step 2:
On your roster that pops up, check off whichever students or groups you would like to make exceptions for.

![Roster Screen]

Step 3:
Press “Submit” to finish selecting these students.

Step 4:
Under “Test Availability Exceptions” a row is generated for each selected student and/or group. Adjust the settings for each selected student according to your needs.

![Test Availability Exceptions]

Set a Due Date
The next step in setting up your Test is to set a due date. The due date is visible to students from the calendar tool.

Check the “Do not allow student to start the Test if the due date has passed” if you would like to prevent students from taking this test after the due date has passed. **Do not check this box if any students are need to take the test after the due date.**
Self-assessment Options
Beneath the due date area there are two checkboxes that determine how students see their grade for this test.

The “Include this Test in Grade Center Score Calculations” option determines whether this Test will be available for use in the calculation of a final grade in the Grade Center. By default this option is enabled.

The “Hide Results for this Test Completely from Instructor and the Grade Center” option can prevent instructors from seeing a student’s graded test. This can be useful if you are conducting a survey, or if this test is a self-assessment/pre-test that you do not want to grade.

Test Feedback Options
Test result feedback settings are broken down into two components – **When** students see the feedback, and **which** feedback they will see on the test results page.

The **when** settings are located in the first drop-down list. Select one of the options to determine when students will be able to see their test results.

**What do the different options in the **when** drop-down list mean?**

- **After submission** - Choosing this option shows makes test results available to students immediately after the test is submitted.
- **One-time View** - Choosing this allows students to view test results **once** after they have completed the test. Once they view the results, they are not able to view them again.
- **On Specific Date** - Choosing this option shows test results to students after a specified date and time.
- **After Due Date** - Choosing this option shows test results to students after the test due date.
- **After Availability End Date** - Choosing this option shows selected results to students after the test is no longer visible to students (after the availability end date.)
• After Attempts are Graded - Choosing this option shows results to students after every student attempt has been graded for the class.

The “which” settings are the series of checkboxes located to the right of the “when” drop-down lists. Check off whichever pieces of feedback you would like your students to see on their test results page.

What do the different feedback check boxes mean?

• Score - Checking this box allows students to see the points awarded per question for each question of a test. This allows students to see the questions.
• All Answers - Checking this box allows students to see all possible answers (such as multiple choice options) that could have been selected for each question.
• Correct - Checking this box allows students to see what the correct answer to the question is.
• Submitted - Checking this box allows students to see they answer they chose/provided.
• Feedback - Checking this box allows students to see any feedback that was programmed or entered by the instructor for a question.
• Show Incorrect Questions - Checking this box will make the graded test highlight which question the student answered incorrectly.

Test Presentation Options
These final options allow you to determine how you would like the questions to display on the screen for students during the test.

All at Once
Selecting this option will load all questions for the test on a single page. This is the default setting.

One at a Time
Selecting this option will only display one question on the screen at a time. Students must press a button to move from one question to the next.

One at a Time + Prohibit Backtracking
Selecting “Prohibit Backtracking” prevents students taking a One at a Time test from revisiting questions they have already answered.

Randomize Questions
Checking off “Randomize Questions” will randomize the order in which questions are delivered to each student.