

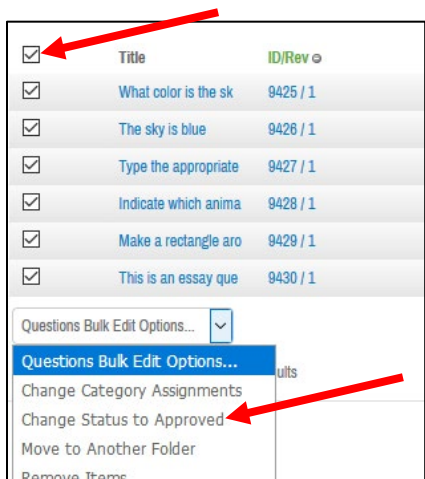
Approving Questions and Posting an Assessment

Follow the steps below to approve questions and post an assessment in ExamSoft.

Step 1:

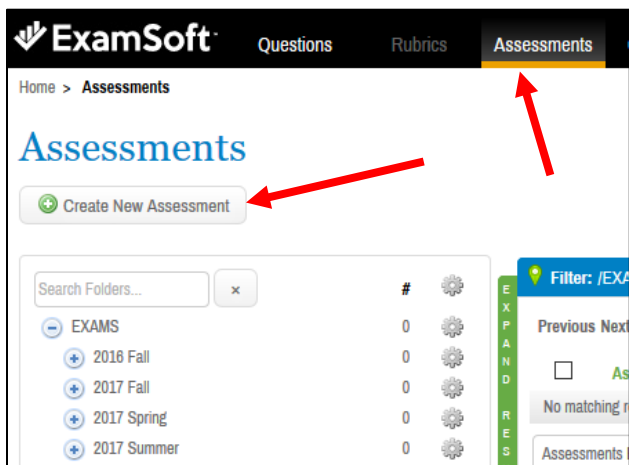
Visit the folder your questions live in, then check the box at the top of the list of questions to select them all. Click the “Questions Bulk Edit Options...” drop-down list and choose “Change Status to Approved.”

Note: Once you approve your questions, you can no longer edit them.



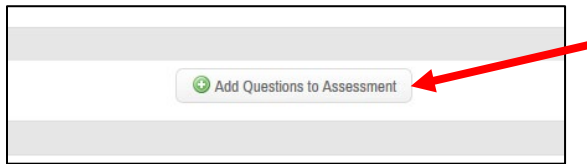
Step 2:

Navigate to the “Assessments” tab at the top of the page and then click the “Create New Assessment” button.



Step 3:

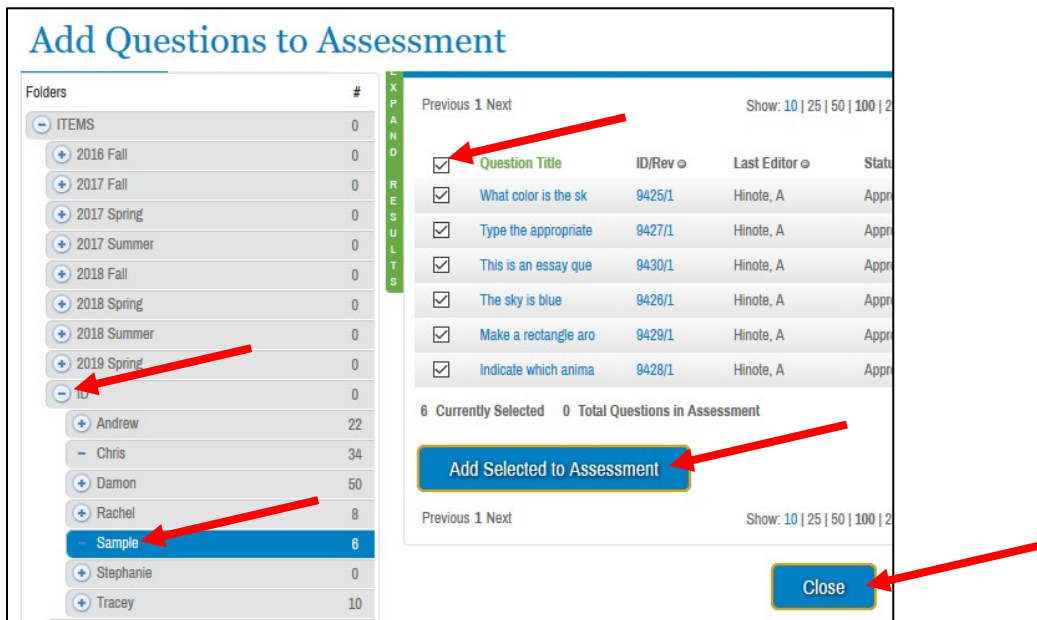
Click the “Add Questions to Assessments” button.



Step 4:

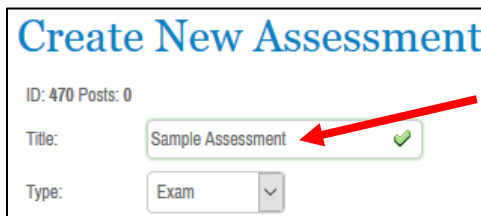
Use the (+) buttons to the left of each folder along the left side of the window to navigate to the folder with your questions in it. Click on the folder with your questions in it, and then **check the box** at the top of the list of questions to select them all. Click the “Add Questions to Assessment” button to pull the questions into your assessment. Click “Close” to return to the assessment.

You may need to click on the “10 | 25 | 50 | 100 | 250” buttons above the list of questions to make all of your questions appear on one page.



Step 5:

Type a name for your assessment in the “Title” field.



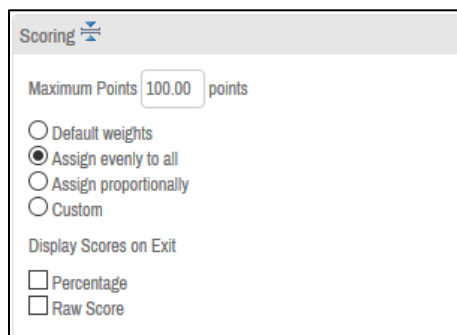
Step 6:

In the “Scoring” area, choose how you want your exam scored:

- **Default Weights** - Do not use this one.
- **Assign evenly to all** - Divides the number of questions by the number you enter in the “Maximum Points” field.
- **Assign Proportionally** - Do not use this one.
- **Custom** - Allows you to enter a custom point value to the right of each question.

Display Scores on Exit:

- If you want students to see their overall grade after completing the assessment, check percentage or raw score. Percentage shows them their grade out of 100%, raw score shows them the sum of their points based on how many questions they answered correctly.



Step 7:

Security Options determine how the assessment will function for students.

- **Secure** - Check this box to have ExamSoft lock student’s devices down while they take the assessment. This disconnects them from the internet and prevents them from opening anything else while the exam is in progress.
- **Randomize Sequence** - Check this box to deliver the questions in random order to each student.
- **Randomize All Choices** - Check this box to randomize answer choices in multiple choice questions (a,b,c,d).
- **Time Limit** - Enter the amount of minutes you would like students to be limited to.

Options to Enable determines what options students will have during the assessment.

- **Spell Check** - Enables a spell checker for students responding to essay questions.
- **Calculator** - Allows students to open a calculator within ExamSoft during the exam.
- **Numbering** - Shows numbers next to each question (1. 2. 3. 4. etc.)
- **Missing Answer Reminder** - At the end of the exam, notifies students if they did not answer a question. (*This cannot be selected if Backward Navigation is disabled.*)
- **Backward Navigation** - Check this option to allow students to go back and change the answer to a previous question. Leave it un-checked to prevent this.
- **Require Answer** - Check this to force students to select an answer.
- **Cut, Copy, & Paste** - Allows student to cut, copy, and paste text students are typing within an essay question response.
- **Find & Replace** - Allows students to find & replace text in response to an essay question response. (Do not bother checking this.)

- **Show 5 Min Alarm** - Alerts students when there are five minutes remaining.
- **Notes** - Provides students with a space to type private notes to themselves throughout the exam. These notes are not submitted to the instructor and are not accessible after the exam.
 - **Question Feedback** - Do not bother with this check box.

The image shows two panels from an assessment tool. The top panel, titled "Security Options", contains the following settings:

- Secure
- Randomize Sequence
- Randomize All Choices
- Time Limit: 60 minutes
- Universal Resume Code 447E3B

 The bottom panel, titled "Options to Enable", contains the following settings:

- Spell Check
- Suspend
- Calculator
- Numbering
- Missing Answer Reminder
- Text Highlighting
- Backward Navigation
- Require Answer
- Cut, Copy & Paste
- Find & Replace
- Show 5 Min Alarm
- Notes
- Question Feedback

Step 8:

Click **“Save”** underneath the list of questions.

The image shows a button bar with two buttons: "Cancel" and "Save". A red arrow points to the "Save" button. Above the buttons, there is a text label "Show: 10 | 25 | 50 | 100 | 250".

Step 9:

Click the **“Post Assessment”** button.

The image shows a button bar with six buttons: "Cancel", "Save", "Duplicate", "Preview", "Print/Export", and "Post Assessment". A red arrow points to the "Post Assessment" button. Above the buttons, there is a text label "6 Results" on the left and "Show: 10 | 25 | 50 | 100 | 250" on the right.

Step 10:

Posting the assessment allows you to set when this test will be available, when students must submit it, and how they can review their completed exam (if at all.)

- **Posting Name:** The name you want your students to see for this exam.
- **Assessment Password:** The password students must enter before starting the exam. Must contain letters and at least one number.
- **Course:** Select your course from the list.
- **Instructor:** Enter your name.
- **Grade Column Name:** Name that will appear in the ExamSoft gradebook.

- **Download Start/End:** The start and end date for when students can start downloading (not starting) the exam. Students will not be able to start the exam until they are given the password (Typically in the classroom with you or a proctor.)
- **Email Download/Upload Reminder:** Trigger automatic emails reminding students to download the exam. It is recommended that students download their exams before coming to class.
- **Upload Deadline:** The date and time students should upload their completed test by.
- **Scheduled On:** Date and time that the test is scheduled to take place.
- **Suppress Exam Emails:** Stops automatic emails that ExamSoft typically sends students about this exam. (Download confirmation; upload confirmation, reminders, etc.)

Step 11:

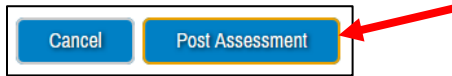
The “Secure Review” settings determine how students are able to review their graded exam.

Review Types

- **None:** Students will not be able to review their graded exam at any time.
- **Immediately After Assessment:** Students will be able to view their graded exam once immediately after they submit the exam.
- **Delayed Review:** Students will be able to view their graded exam once during a window of time chosen by you.
 - **Start Time:** This is the date/time that students can start reviewing their graded exam.
 - **Delete By:** This is the date/time that the exam will delete itself from student devices.
- **Review Password:** Password that students must enter before accessing their graded exam.
- **Time Limit:** Time (in minutes) that students will have to review their graded exam.

Step 12:

You can ignore the “Additional Security Options.” Verify that your settings are set as you would like them to be, and then click “**Post Assessment.**”



Your exam is now ready for students to take during the dates/times you have chosen. You can see the newly posted in your course folder under the “**Assessments**” tab.

