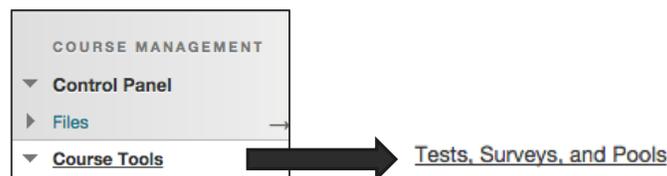


CREATE TESTS IN CONNECT

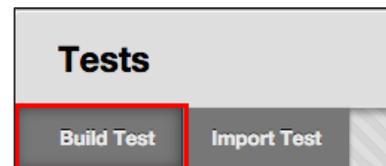
HOW-TO GUIDE

This guide will walk you through how to create a test in Connect. The Assessments Tool in Connect allows you to administer tests to students that can be marked automatically, manually, or both. Tests can also be ungraded, providing students with an opportunity to practice mastery and receive quick feedback on their results. In order to create a Test, simply follow these steps:

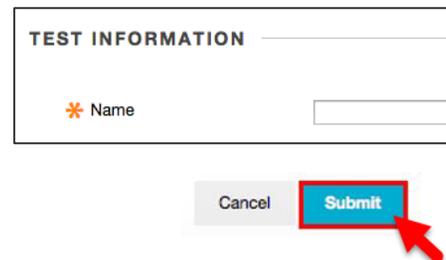
1. **Access Tests, Surveys and Pools.** From the Course Management menu on the left-hand side of your Course Homepage, click Control Panel. Point to Course Tools and select Tests, Surveys and Pools.



2. **Build Test.** In the Tests page, click the Build Test button at the top of the page.



3. **Add the Test information.** Type a name and an optional description for your test. In the Instructions section, enter student instructions for the test. Click **Submit** either at the top or the bottom of the page to save your changes.



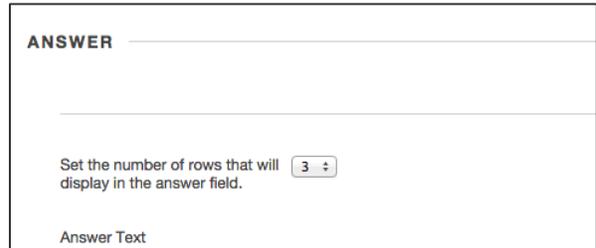
4. **Create your questions.** The test should now be visible in the Test Canvas page, where you can add test questions immediately or come back at a later date. To add questions, click the **Create Question** button at the top of the page. Choose the question type that fits your needs from the drop-down menu. In this case, we will create a Short Answer question.



5. **Add the Question information.** In the Create Question Page, type in the question title and content.



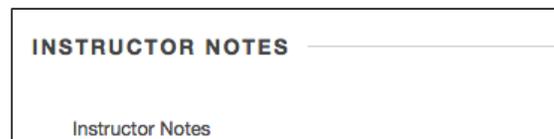
6. **Add the Answer information.** Type in the answer information in the text box and set the number of rows that will display in the answer field to students, usually 3.



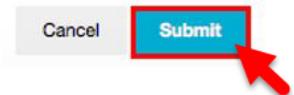
7. **Attach a Rubric (optional).** In the Rubrics section, you have the option to create a new rubric, use an existing rubric, or make edits.



8. **Fill in Instructor Notes.** For any additional information regarding the test that you would like to keep private, type in the Instructor Notes box. These notes can be used to assist your marking later.



9. Click **Submit** to save your changes.



10. You should now be able to see your newly created Question in the Test Canvas page. Once you have created your test and added all the necessary questions, the test must be deployed within a Content Area, and made available to students before they can take the test.

