



Create Tests and Surveys

After you build a test or survey, you create questions or add existing questions from tests, surveys, and pools. Then, you deploy (add) the test or survey in a course area, such as a content area, learning module, lesson plan, or folder.

About Question Settings

On the **Test Canvas**, click **Question Settings** on the action bar to change settings for different aspects of a test or survey. Question settings include options for the following:

- Enabling the feedback option for questions.
- Adding images, files, or web links to questions and answers.
- Adding metadata to questions.
- Determining default point values for questions in tests.
- Designating questions as extra credit, and enabling negative and partial credit scoring.
- Specifying display options, such as numbering options for answers.

How to Build a Test and Add New Questions

Use the following steps to create a test and begin adding questions to it.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Tests**.
3. On the **Tests** page, click **Build Test** on the action bar.
4. On the **Test Information** page, type a name, and optional description and instructions.
5. Click **Submit**.
6. On the **Test Canvas**, point to **Create Question** on the action bar to access the drop-down list.
7. Select a question type.
8. On the **Create/Edit** page, provide the necessary information to create a question.
9. Click **Submit**.

-OR-

You can add new questions exactly where you want them on the **Test Canvas**. Click the plus sign before or after another question and choose a question type.

10. On the **Test Canvas**, you can change a question's point value.
 - a. Click a question's current point value.
 - b. In the **Update Points** pop-up box, edit the points.
 - c. Click **Submit**.
11. Repeat Step 7 through Step 11 to add more questions.
12. Click **OK**. The test is added to the list on the **Tests** page and is ready to deploy in a course area.

You create surveys in the same way. Points are not assigned to survey questions. Surveys are anonymous. Instructors can see how many students answered questions, and which answers were chosen; however, the username is anonymous.

1. On the **Control Panel**, expand the **Course Tools** section and select **Tests, Surveys, and Pools**.
2. On the **Tests, Surveys, and Pools** page, select **Surveys**.
3. On the **Surveys** page, click **Build Survey** on the action bar.
4. On the **Survey Information** page, type a name, and optional description and instructions.
5. Click **Submit**.
6. On the **Survey Canvas**, point to **Create Question** on the action bar to access the drop-down list.
7. Select a question type.
8. On the **Create/Edit** page, provide the necessary information to create a survey question.
9. Click **Submit**.
10. Repeat Step 7 through Step 10 to add more questions.
11. Click **OK**. The survey is added to the list on the **Surveys** page and is ready to deploy in a course area.

Reordering Questions

By default, when you create new questions using the **Create Question** drop-down list, they are added to the end of the test. Reorder questions using the drag-and-drop function or the keyboard accessible reordering tool.

Note: Changing question order only affects new test attempts, assuming the test is not set to display questions in random order. Attempts already submitted retain the order as originally viewed when the test was taken.

Questions are numbered automatically in the order they are added, and the question numbers update when items are reordered or randomized. Therefore, use caution when referring to specific question numbers in the questions' text.