Create Tests and Surveys

On this page

Your institution controls which tools are available in the Original Course View. Tests are always available to instructors in the Ultra Course View, but anonymously submitted surveys aren’t supported at this time.

You can use tests and surveys to measure student knowledge, gauge progress, and gather information from students.

Remind your students that they need to use a wired connection when they take tests. Wireless connections are more prone to network issues. The stability of the signal depends on how long and how much bandwidth students draw, similar to 4G phone data connections.

Test and survey basics

Doesn't seem familiar? Jump to the "Ultra" help about creating tests.
After you build a test or survey, you create questions or add existing questions from other tests, surveys, and pools. On the Question Settings page, you can adjust question settings for a test, survey, or pool. For example, you can set options for scoring, feedback, images, metadata, extra credit, and how questions are displayed to students.

More on question settings

Then, you choose the options and deploy the test or survey in a content area or folder. When you add a test or survey to a content area, it's "deployed."

More on test and survey options

More on deploying tests

You add questions to tests and surveys in the same way, but you add no points to survey questions. Survey questions aren't graded, and student responses are anonymous. You can see if a student has completed a survey and view aggregate results for each survey question.

More on test and survey results

Create a test or survey and add questions

 Doesn't seem familiar? Jump to the "Ultra" help about creating tests.

Control Panel > Course Tools > Tests, Surveys, and Pools > Tests or Surveys

1. On the Tests page, select Build Test.

2. On the Test Information page, type a name. Optionally, provide a description and instructions.

3. Select Submit.
4. On the **Test Canvas**, from the **Create Question** menu, select a question type.

5. On the **Create/Edit** page, provide the necessary information to create a question.

6. Select **Submit**.

7. When you have added all the questions you need, select **OK**. The test is added to the list on the **Tests** page and is ready to make available to students.

The next section explains how to add new questions exactly where you want them.

More on creating tests with JAWS

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**Add questions to an existing test or survey**

Doesn't seem familiar? Jump to the "Ultra" help about adding questions.

You can add new questions exactly where you want them on the **Test** or **Survey Canvas**. Select the plus sign before or after another question and choose a question type.
You can also change the value for individual questions as needed.

Reorder questions

Doesn't seem familiar? Jump to the "Ultra" help about reordering questions.

Questions are numbered automatically in the order you add them. The question numbers update when you reorder or randomize them. Therefore, use caution when you refer to specific question numbers in the questions' text.

On the Test or Survey Canvas, you can use the drag-and-drop function to reorder questions. Press the arrows next to a question and drag it to a new location.

Or, select the Keyboard Accessible Reordering icon. Select a question and use the Move Up and Move Down icons following the Items box to adjust the order.
Only new test attempts are affected by the changed order if the test isn't set to display questions in random order. Students who have already made submissions see the original order.

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Add a test or survey to a content area

Doesn't seem familiar? Jump to the "Ultra" help about adding tests to the Course Content page.

After you create a test or survey, the next step is to deploy it. First, you add the test or survey to a content area, folder, learning module, or lesson plan. Then, you make the test or survey available to students.

1. Navigate to where you want to add a test or survey.
2. Select Assessments to access the menu and select Test or Survey.
3. Select a test or survey from the list.
4. Select Submit. The Test or Survey Options page appears.
5. Make the test or survey available to students.
6. Optionally, select the options for feedback and display, and set the due
date and display dates.

7. Select Submit.

More on test and survey options

ULTRA: Create a test

Doesn't seem familiar? Jump to the "Original" help about the basics of tests.

Tests are always available to instructors in the Ultra Course View, but anonymously submitted surveys aren't supported at this time.

You can create tests alongside the other content students need as they prepare.

Feel free to experiment! Students can't see what you add until you make your tests visible.

More on how to edit an existing test

On the Course Content page, select the plus sign wherever you want to add a test. You can also expand or create a folder and add a test.

Select Create to open the Create Item panel. Expand the Assessment section and select Test. The New Test page opens.
When you create a test, a gradebook item is created automatically. A test's score consists of the sum total of all the questions' points.

After you post test grades, students can view their scores on their grades pages or in the activity stream. They can also access a test, associated rubrics, their submissions, your feedback, and their grades from the test link on the Course Content page.

*If a test only has automatically scored questions such as Multiple Choice, those scores are posted automatically for students to view.*