

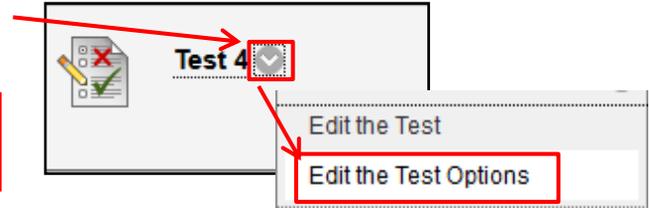
Setting Test Options

A Test created in HuskyCT must be “Deployed”, or added to a content location (Content Area, Content Folder, or Learning Module) in your course site, in order to set the test options.

Accessing the Test Options Menu

Mouse over the link with the Test title, click on the **gray down arrow**, choose **Edit Test Options**

NOTE: If “Edit Test Options” is not in menu, it may be a “Course Link” instead of a direct link to the Test.



Choosing the Test Options

“Make Link Available” *Default: No*

Must be **Yes** for students to take the test. The availability period can be date restricted elsewhere.

Make the Link Available Yes No

“Number of Attempts” *Default: 1 attempt*

To allow more than one attempt, check the **Multiple Attempts** box and indicate Unlimited or enter a specific number of attempts.

NOTE: For multiple attempts, instructors need to specify which attempt score appears in the Grade Center column (First, Last, Average, Lowest, Highest). Default is Last. To change, click on gray down arrow next to the column title and choose “Edit Column Information”. Adjust this setting:

Score attempts using

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

“Force Completion” *Default: No Recommended: NO FORCE COMPLETION*

If **checked**, students cannot re-enter a test if it closes, either on purpose or due to a technical problem.

Force Completion
Once started, this test must be completed in one sitting.

If **un-checked**, students can re-enter a test if it closes, but only if the test is still available, i.e., the display period has not ended and the allotted time from the start of the test has not expired.

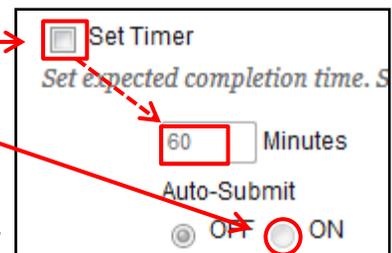
NOTE: To enforce a time limit set the timer and enable Auto-Submit (see next section).

“Set Timer” *Default: No Recommended: Time limit with Auto-Submit ON*

Check the box to be able to enter a time limit

Change Auto-Submit to ON to **enforce** the time limit

NOTE: Setting a time limit without Auto-Submit allows students to keep working and submissions past the time limit will not be graded automatically. Instructor will need to view attempt and re-submit for grade to be recorded.



“Display Dates” *Default: none*

Display dates control the **visibility** of the **link to the test** as well as the **appearance** of the **test column** in **“My Grades”**

Check appropriate boxes to enter start and/or end dates

Display After 07/11/2014 03:26 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 07/11/2014 03:27 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

NOTE: “Display Until” date ends visibility of test link **and** if that test is not taken by a student the test will not appear in “My Grades” after the “Display Until date.

“Due Date” *Default: none*

NOTE: To end student access to a test but maintain the listing of untaken tests in My Grades, use Due Date option explained below.

Due Dates will appear to students in **Course Calendar, My Grades,** and **“Class Work Due Dates”** module on the **“My Courses”** page in HuskyCT

Check **“Due Date”** and **enter date**

Check **“Do not allow”** to end ability to take test after Due Date.

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is checked.

NOTE: This **combination of settings** will end the test availability period but keep the test link visible on the site and the **test column visible in My Grades if test not taken**. This increases the students’ awareness of when tests were due and any missed tests. **HIGHLY RECOMMENDED**

“Test Availability Exceptions” *Default: none*

This setting **most commonly used to provide an accommodation for extra time** for one or more students

Click on **“Add User or Group”** and **browse for the student**. Additional students must be added separately unless they are placed in a group.

Add User or Group

Current test settings will display. Adjust as needed. Extending the time is most frequently applied change.

Name	Attempts	Timer	Availability
HuskyCT Student	Single Attempt	<input checked="" type="checkbox"/> 30 <input checked="" type="checkbox"/> Auto Submit	<input type="checkbox"/>

“Self-assessment Options” *Please take note – or risk losing all test results!*

“Include...” must be **checked** (this is the default setting) Include this Test in Grade Center Score Calculations

“Hide Results...” must be **UNchecked** Hide Results for this Test Completely from Instructor and the Grade Center

“Show Test Results and Feedback to Students” *Default: “After Submission” and “Score per Question”*

The default settings shown below will result in students seeing each test question and the score obtained for that question as soon as they submit their test and then afterwards using “My Grades”.

NOTE: Unchecking “Score per Question” box will limit score results to total test score, but to prevent students from seeing the total test score you need to also set test column in the Grade Center to “Hide from Users”.

CAUTION: This option may result in none of the students seeing the test results if anyone has not taken the test.

RECOMMENDATION: Take test from Student View and then enter “My Grades” to view results.

“Test Presentation” *Default: “All at Once” Recommended: Weigh pros and cons to decide*

Easier navigation and faster, **but** using scroll wheel has potential to change answers. Usually less complications overall.

Moving to next question saves answer and question copy/print less likely, **but** is slower and students not familiar with navigation between questions. This results in behaviors (multiple clicks on next or use of browser back button) which can cause test freezing and other problems

Potential for additional problems when using “one at a time”. Generally not recommended.

Easy way to randomize order for questions added individually to test, **but should not be used with tests that have question sets or random blocks**

Summary of Recommended Settings for Test Options

Force Completion and Timer

Force Completion OFF
Timer ON with a time entered
Auto-Submit ON

Common Misconception: That a student will be able to enter a test with a 60 minute time limit, spend 15 minutes, then leave for an hour or two, then come back and use the remaining 45 minutes. THIS IS NOT THE CASE. Once the student starts the test, the timer counts down and at the end of the 60 minutes the test will submit. Any time the student spends away from the test is lost.

Display Dates and Due Date:

Enter a "Display After" date for the start of the availability period
Do not enter a Display Until date
Enter a Due Date which marks the end of the availability period
Check the box for "Do not allow students to start Test if due date passed"

Rationale: This combination of settings will determine a start date for the test and enforce an end date. In addition, it will make it clear to students if they did not take a test during the time that it was available. Once the Due Date has passed, students will still see the link for the test, but when they attempt to begin the test a message will display to tell them they are no longer allowed to take it. If a date is entered for "Display Until, then the link to the test will completely disappear from the students' view and if a student did not take the test, My Grades will no longer display that item either, making it nearly impossible for a student to determine if they took a test or not.

Test Results and Feedback

1. Do not use "After Attempts are Graded" option
2. If do not want students to see any score information, uncheck box for "Score per Question" **and** set Grade Center column for test to "Hide to Users"

Rationale: **1.** If any student does not take the test, the setting "After Attempts are Graded" will prevent the release of results to anyone, even if the test is self-graded. **2.** Unless Grade Center column for test is "Hidden to Users", students will have access to score information in "My Grades"

Test Presentation

1. All at Once presentation results in fewer issues while taking test
2. If questions delivered One at a Time, do not Prohibit Backtracking
3. If no Question Sets or Random Blocks, then can check "Randomize Questions"
If test questions were added in Question Sets or Random Blocks – Don't "Randomize Questions"

Rationale: **1.** "One at a time" is slower than "All at Once" and the proper means for navigating between questions is hard to find, so students end up clicking multiple times or using browser back button which can cause test to freeze or submit prematurely. **2.** "Backtracking prohibited" can create additional issues with One at a Time. **3.** Question sets and random blocks already randomize so the additional randomize setting can create issues with loading of questions.