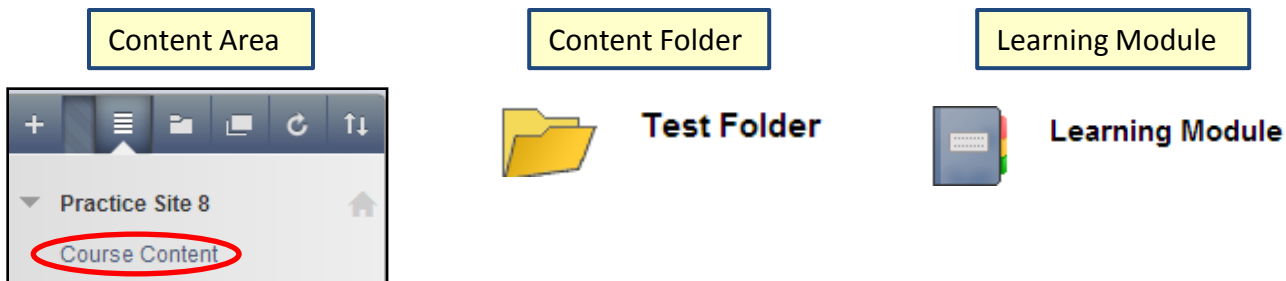


How to Deploy a Test

Tests are created in “Tests, Surveys & Pools” tool but are not available for students to take until “Deployed”, i.e., added to a location (Content Area, Content Folder, Learning Module) on your course site and the proper settings applied.

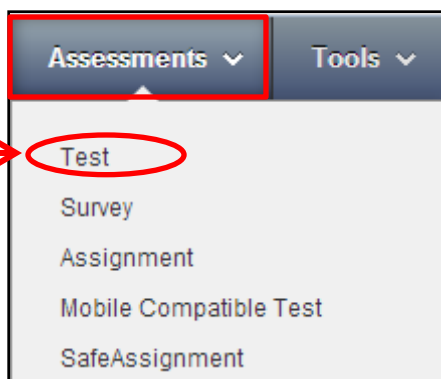
Step 1: Go to the location where you want to post the test

Tests can be posted in Content Areas, Content Folders, and in Learning Modules.



Step 2: Add the Test

- Click on “Assessments” at top of screen
- Click on “Test” in the dropdown menu.
- Click “Submit”.



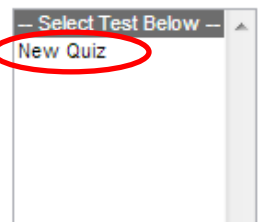
1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Create

Add Test



- Click on the test title
- Click “Submit”.

NOTE: If a Test title does not appear in the “Select Test” box, either it does not exist in “Tests, Surveys and Pools” or it has already been deployed. Go the “Tests, Surveys and Pools” course tool to check the deployment status of an existing quiz or to create a new test.

Step 3: After the Test is Deployed

Once the test is deployed, it will appear in the Content location where it was added and a column will be created automatically in the Grade Center for the grades that will be generated when the test is taken. You will need to edit the “Test Options” for deployed tests. This includes settings for how many times the test can be taken, the amount of time allowed, and the dates that it will be available.

NOTE: A “Test Options” help file is available which explains these settings in more detail.