

WHY USE TESTS?

Tests are used when grading is required. The LMS offers several question types, from multiple choice to fill in the blank, that will be automatically graded based on your input when setting up the test. The results from each student's attempt at a test will be automatically added to the Grade Centre on completion.

CREATE A TEST


1. In the *Control Panel* of your subject, from the *Assessment* module, select **Test Manager**.
2. Click **Add Test**.
3. On the *Test Information* page, enter the name, description and instructions for the test.
4. Click **Submit**.
5. On the *Test Canvas* page, click **Creation Settings**.
6. On the *Test Creation Settings* page, set the options as required.
7. Click **Submit** and then **OK** on the following receipt page.
8. On the *Test Canvas* page, select a question type from the **Add** drop-down menu and click **Go**. You may now create a question of the selected question type. Repeat this process as required until all questions have been created.
9. Click **OK** on the *Test Canvas* page to return to the *Test Manager*, then click **OK** to return to the *Control Panel*.

MAKE A TEST AVAILABLE TO STUDENTS

1. Navigate to the area in your subject site where you wish to create a link to a test.
2. Click **Edit View**.
3. Click **Add Test**.
4. Select the relevant test from the list of tests available for deployment.
5. Click **Submit** and then **OK** on the following receipt page.
6. On the *Modify Test* page, select **Test options**.
7. Adjust settings as required, ensuring you select **Yes** for **Make the link available**.
8. Click **Submit** and then **OK** on the following receipt page.

VIEW TEST RESULTS

All Test results are available via the Grade Centre.


1. Open the subject that contains the test.
2. Click **Control Panel**.
3. In the *Assessment* module click **Grade Centre**.
4. A column representing the test will be listed. Note: you may need to scroll right to view.
5. Students who have attempted the test will have a score or a green exclamation mark  indicating the test needs marking (certain question types can not be automatically marked).

Note: for information on marking in the Grade Centre see the online guide

http://www.lms.unimelb.edu.au/user_guides/grade_centre_guide.pdf

VIEW TEST STATISTICS

Test statistics are viewed via the Grade Centre and display the percentage of time an answer was selected.

1. Click Control Panel.
2. In the *Assessment* module click **Grade Centre**.
3. A column representing the test will be listed. Note: you may need to scroll right to view.
4. Click the double down arrow  in the column heading.
5. Select **Attempts Statistics**.
6. The number of attempts will appear at the top of the screen.
Each question, answer and percentage of the time it was selected will be displayed.

For more information on test statistics see the animated guide

http://www.lms.unimelb.edu.au/animations/gc_testsurveystats.htm

Report any errors or omissions in this user guide to:

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