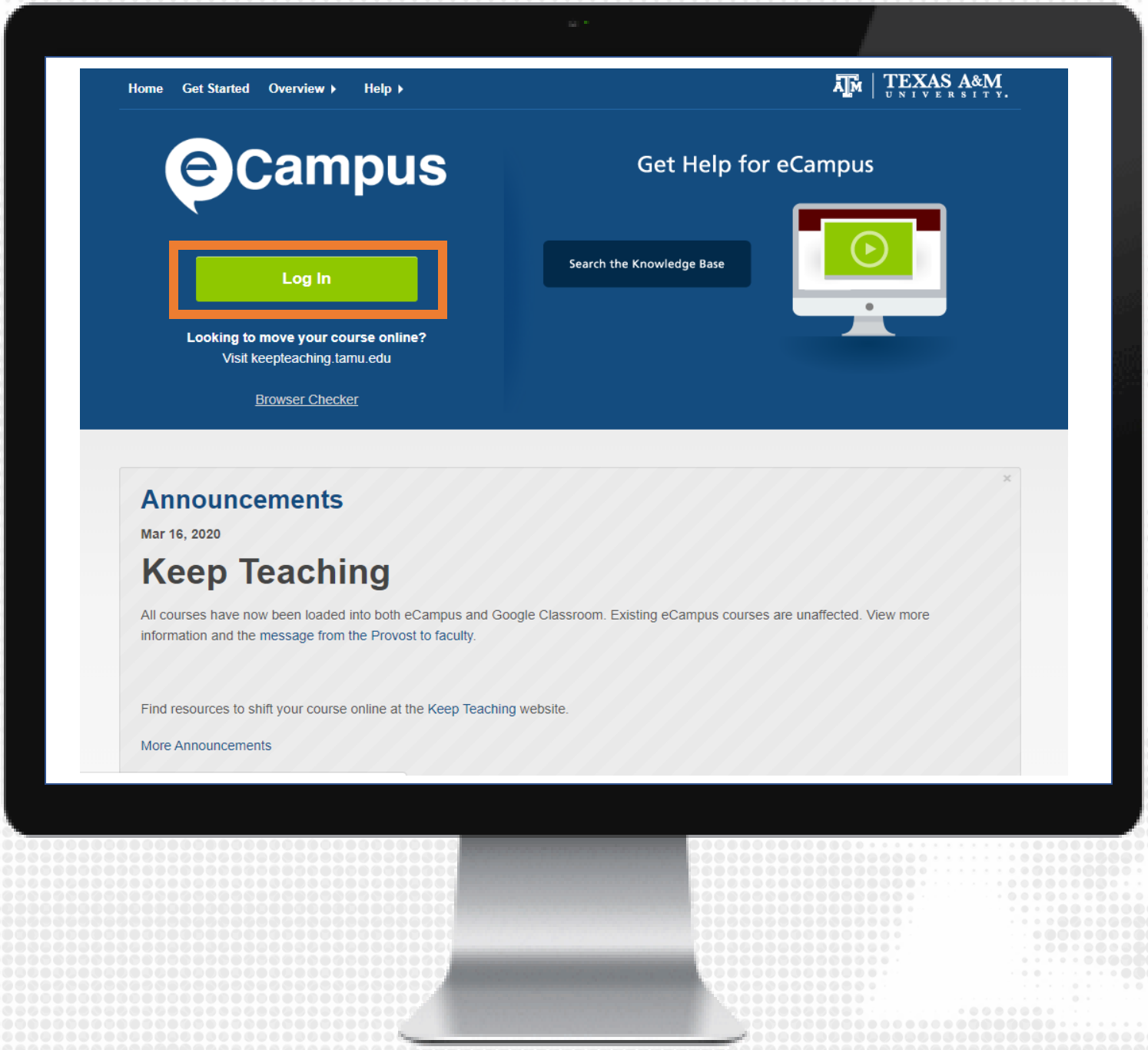
CREATING EXAMS IN ECAMPUS USING TEST TOOL

Presented by the Office for Academic Innovation

keepteaching.tamu.edu

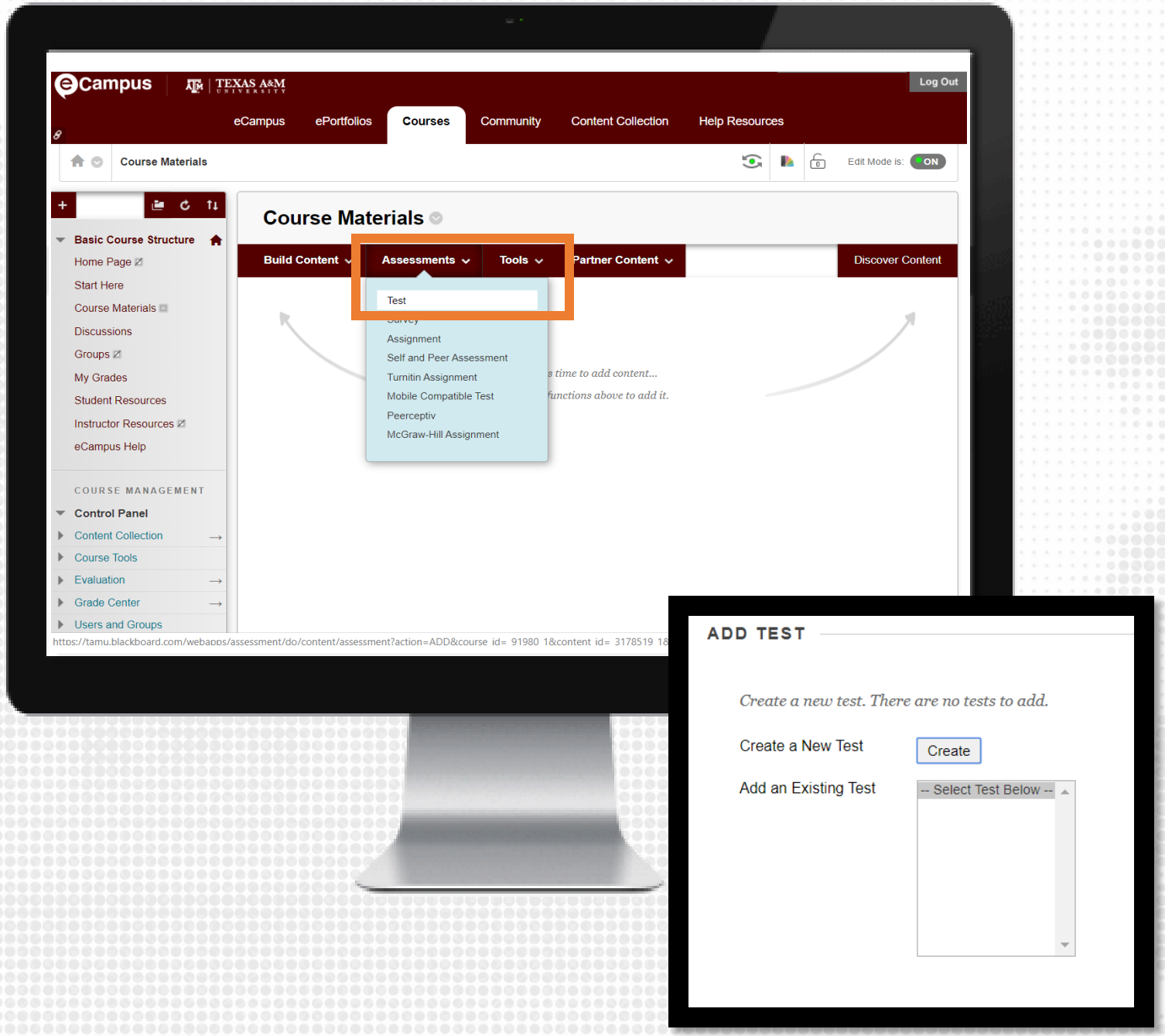
LOGIN TO ECAMPUS

1. Navigate to ecampus.tamu.edu.
2. Click the Log In button.
3. Login with TAMU NetID or Email address.



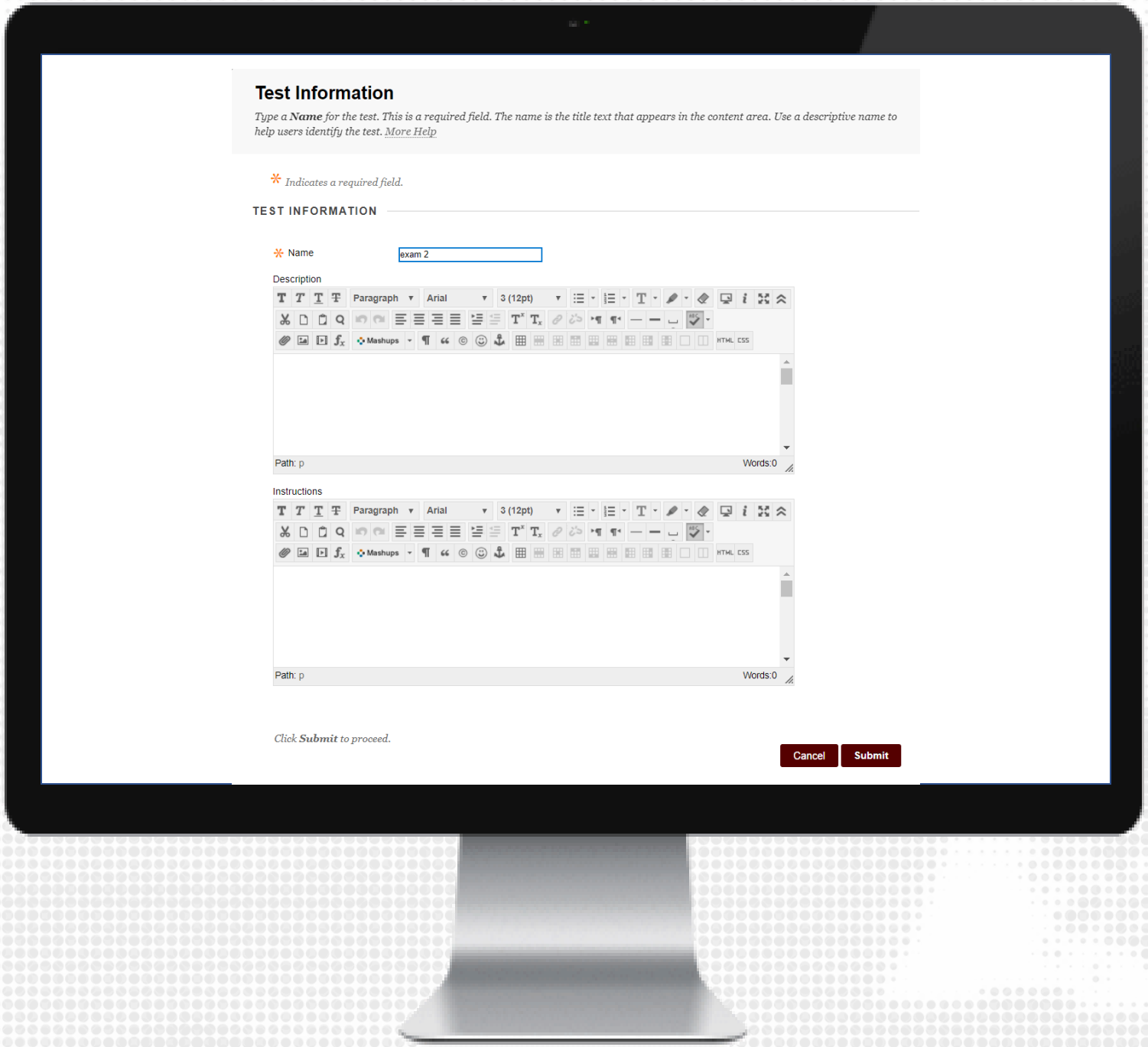
CREATE EXAM

1. On the left-hand course navigation menu, click on the content area you would like to add the test.
2. Click on Assessments, then click Test.
3. On the next window that appears, click Create.



EXAM INFORMATION

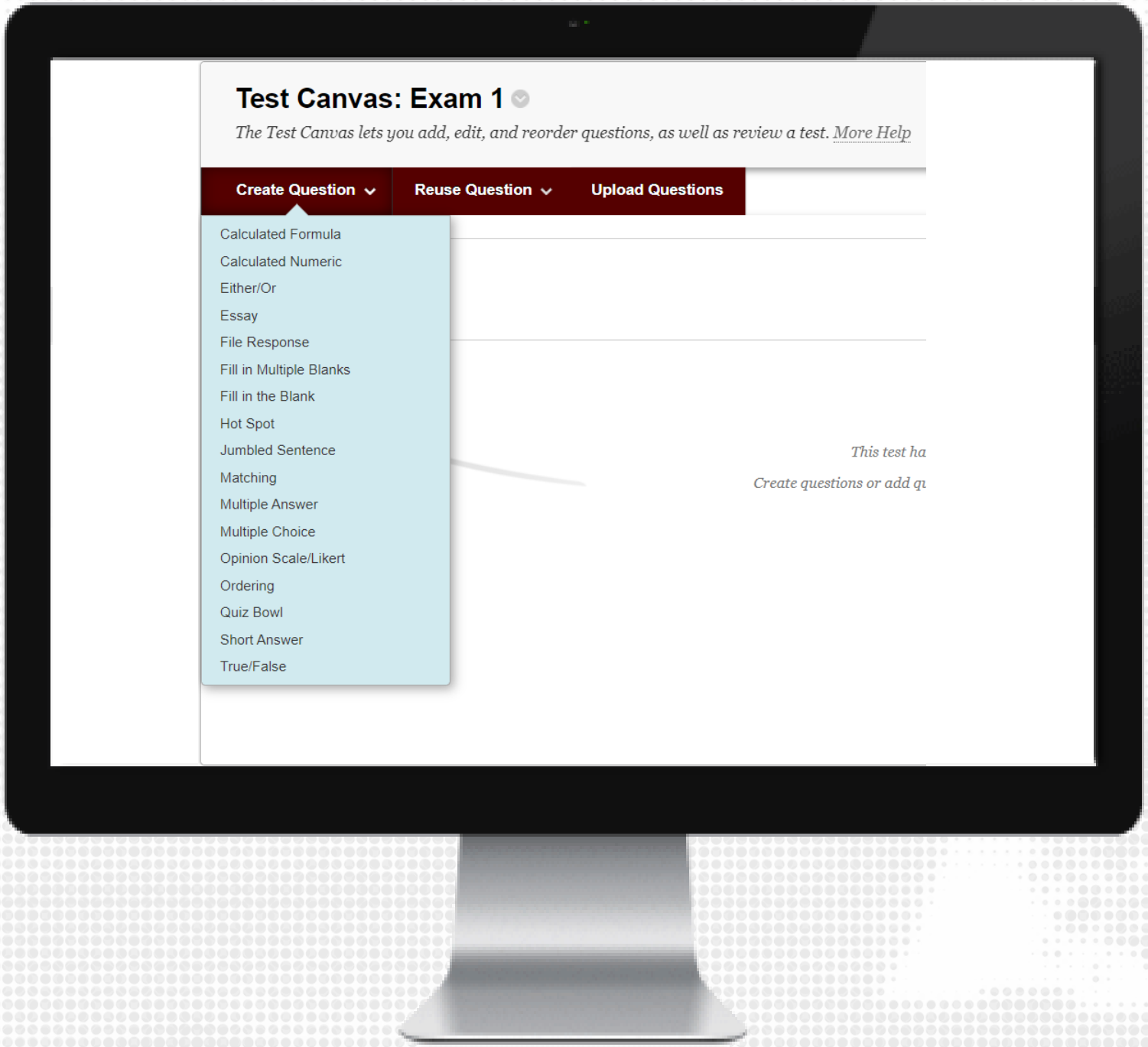
1. On the Test Information page, add the exam name
2. OPTIONAL: Add a test description (visible before the test is began) and test instruction (visible during the test)



ADD QUESTIONS

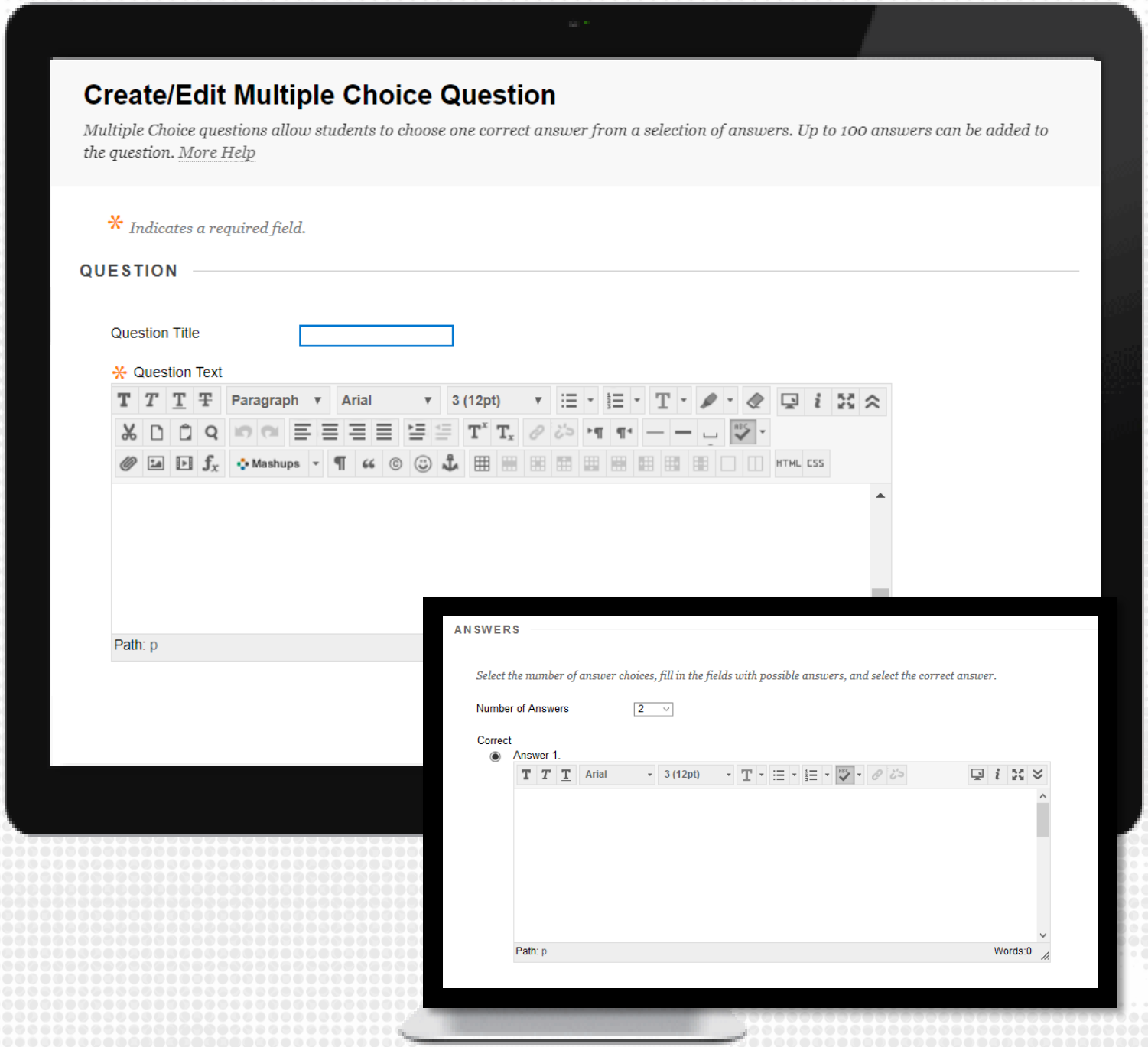
1. Click Create Question, then select a question type:
   - Multiple choice
   - True/false
   - Short Answer
   - And many more

Note: The test creation tool in eCampus is called Test Canvas.



MULTIPLE CHOICE

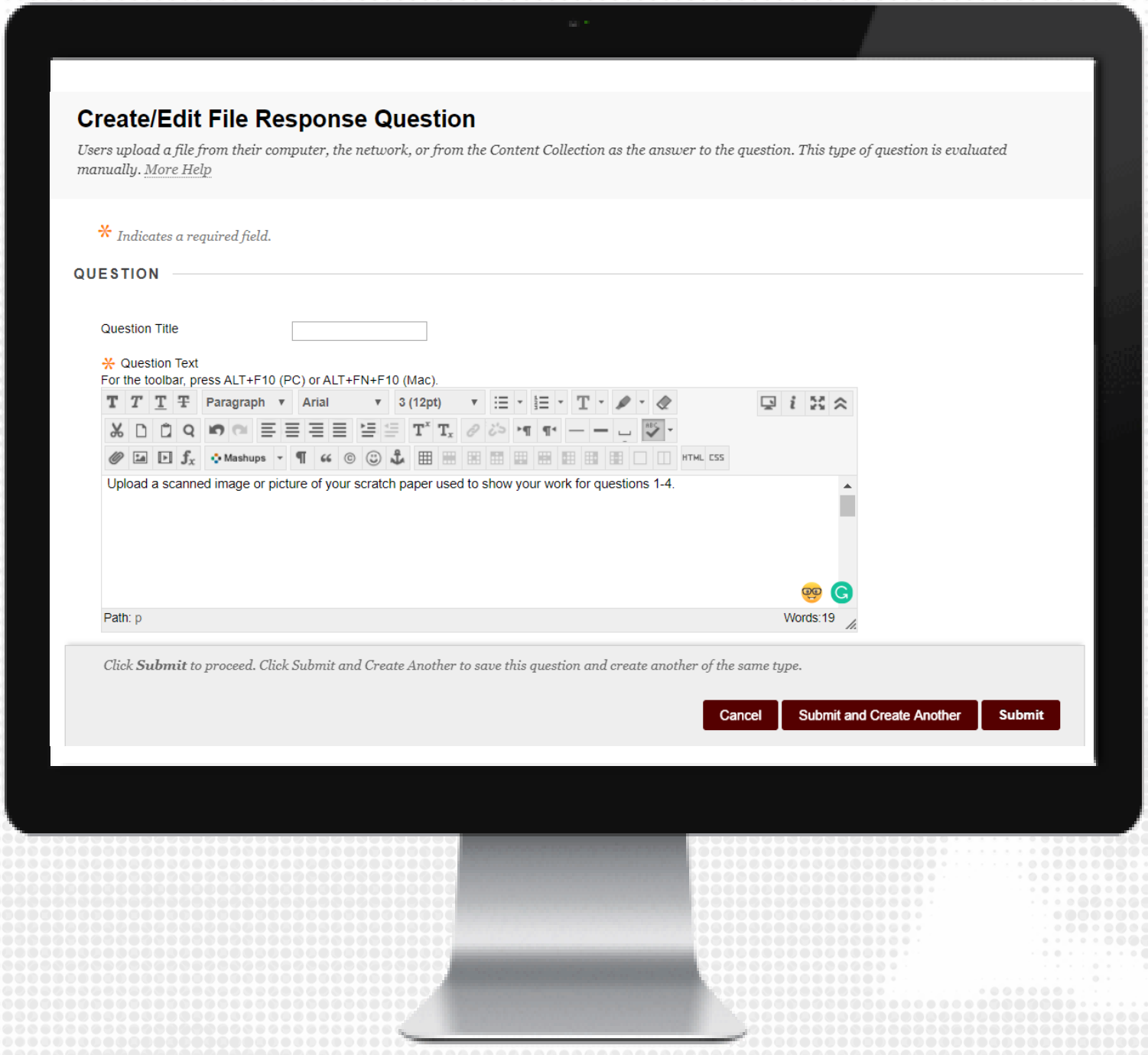
1. From the Create Question list, select Multiple Choice.
2. Add the question in the question text box.
3. Set appropriate test options from the Options setting.
4. Select the total number of answers on each questions and provide answer choice options in the Answers section.
5. OPTIONAL: Provide answer feedback.
6. Click Submit.



FILE RESPONSE

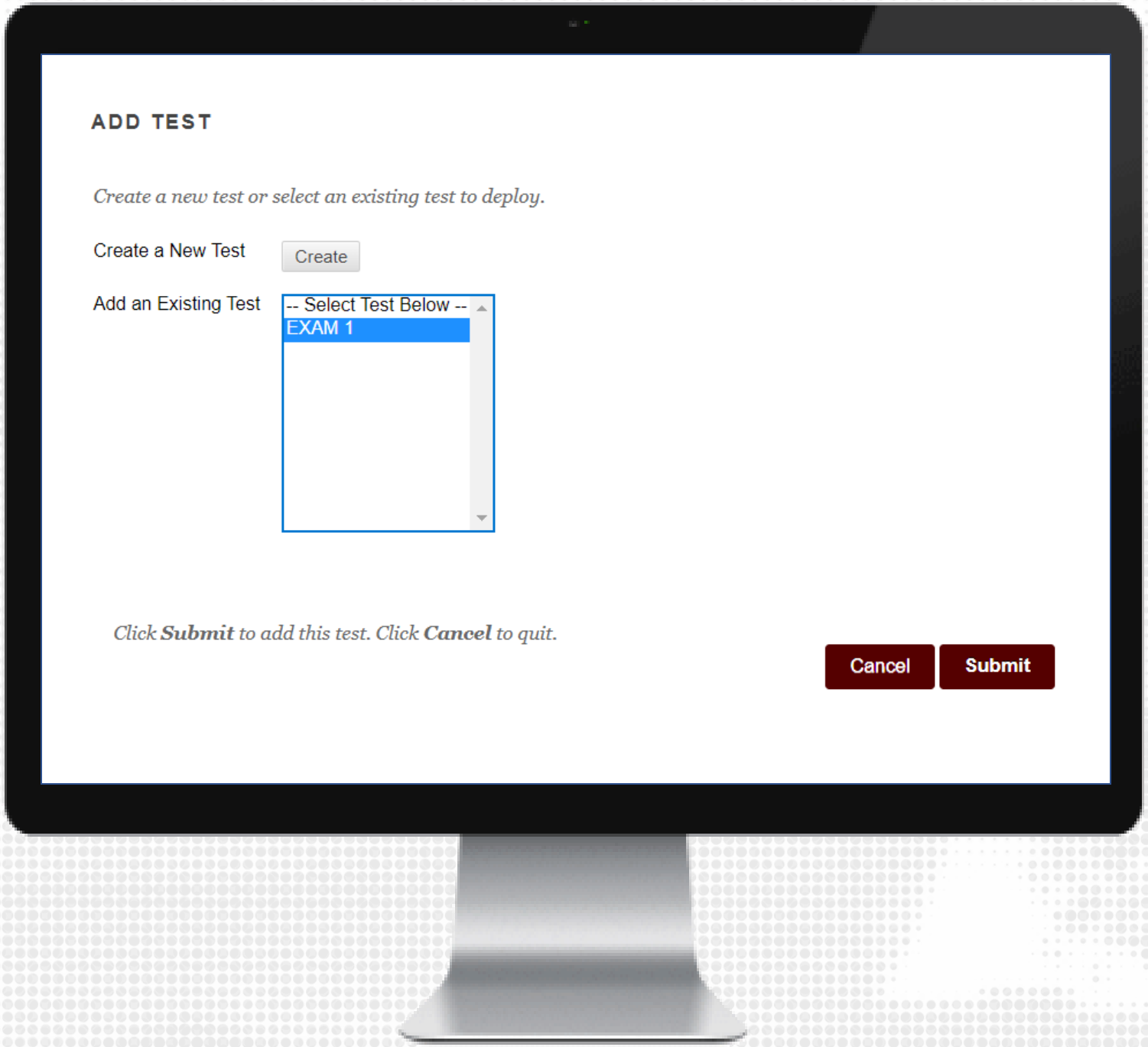
This question type is popular for allowing student to submit/show their work.

1. From the Create Question list, select File Response.
2. Add the question in the question text to include directions on what file response is needed.
3. Click Submit.



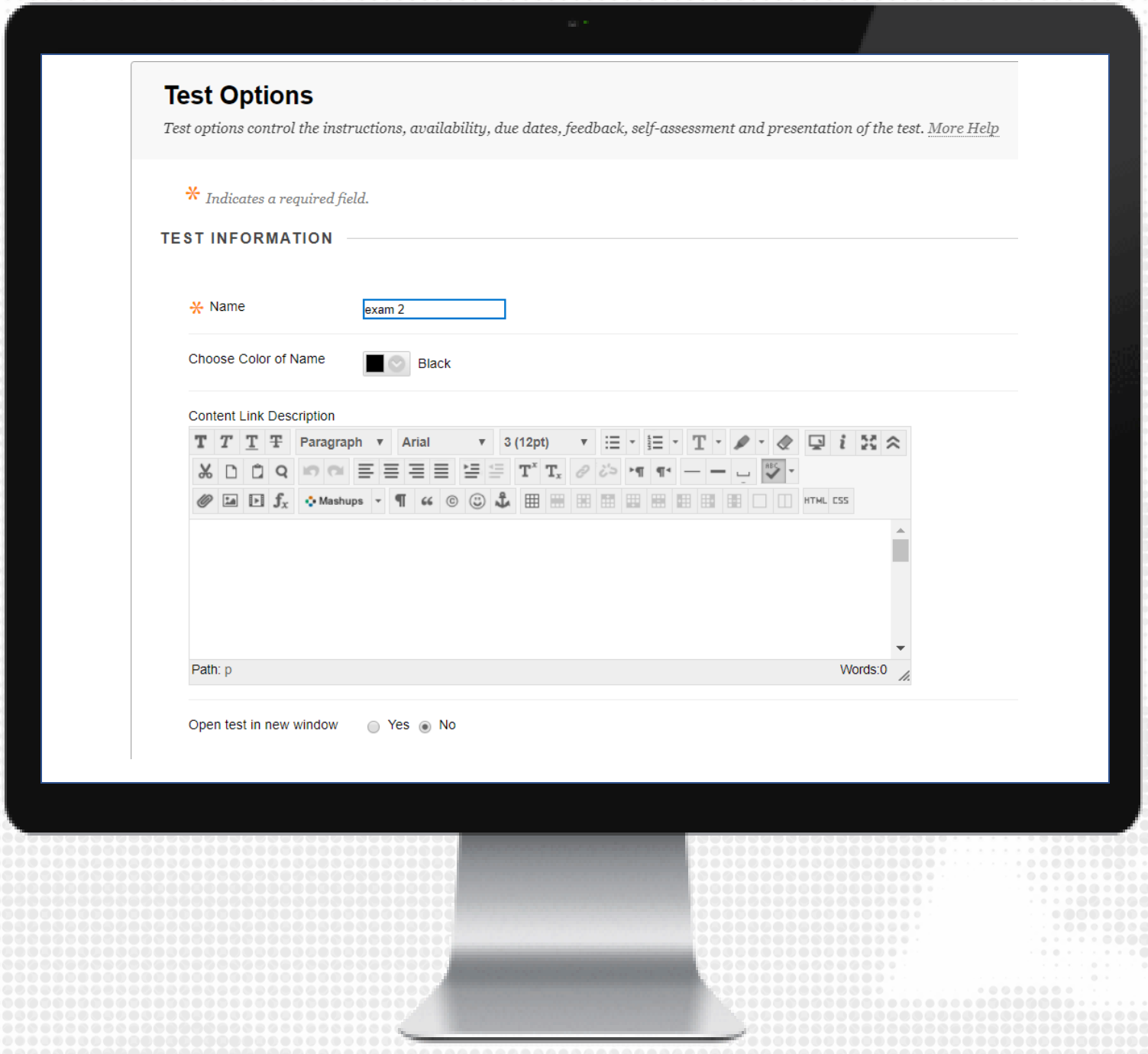
PUBLISH TEST

1. On the left-hand course navigation menu, click on the content area you would like to add the test.
2. Click on Assessments, then click on Test.
3. On the next window that appears, click on the name of the test you just created.
4. Click Submit.



TEST OPTIONS: TEST INFORMATION

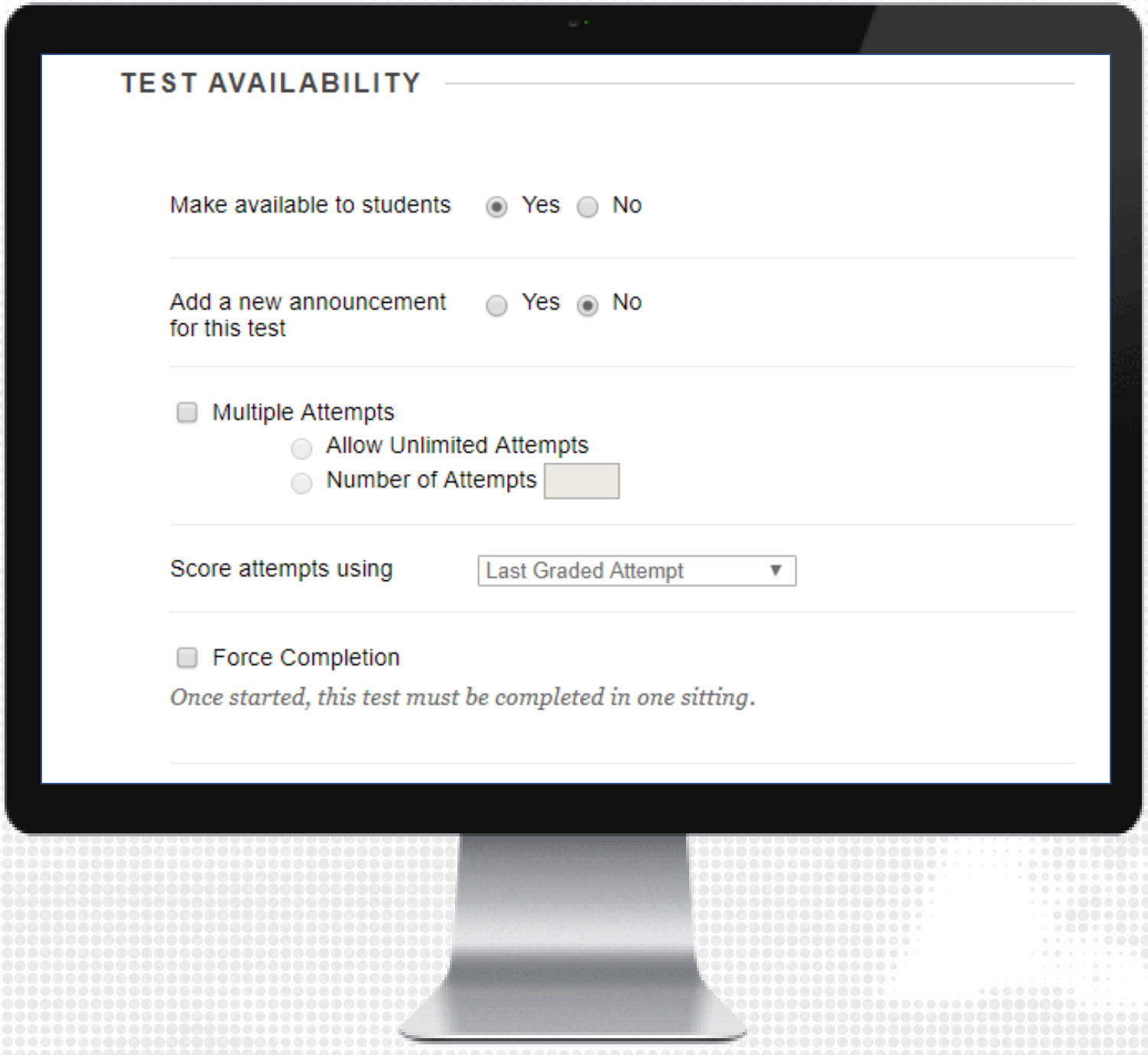
1. After you have published the test, you will be taken to the test options.
2. Edit the name, if necessary and add any additional description.



TEST OPTIONS: ATTEMPTS

Recommended settings:

- Make the test available to students.
- Do Not turn on Force Completion to accommodate students that may experience technical issues, such as internet connection loss.

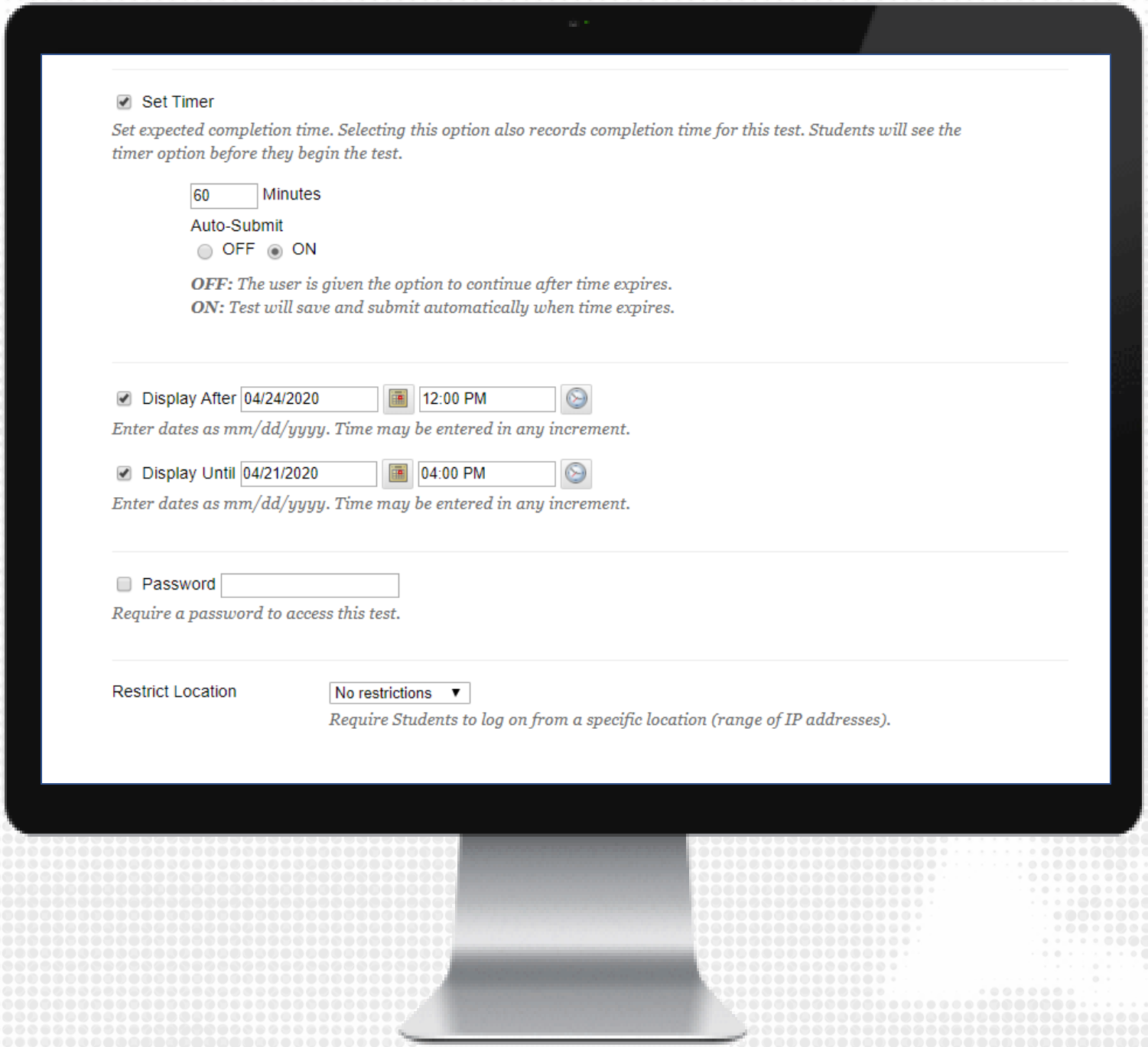


TEST OPTIONS: TIMER AND AVAILABILITY

Recommended settings:

- ENABLE the Set Timer and turn Auto-submit on
- ENABLE Display After and Until date and time for availability window

Note: The Availability window is when students can begin the exam. When they begin, they will have the amount of time set in the timer to submit.

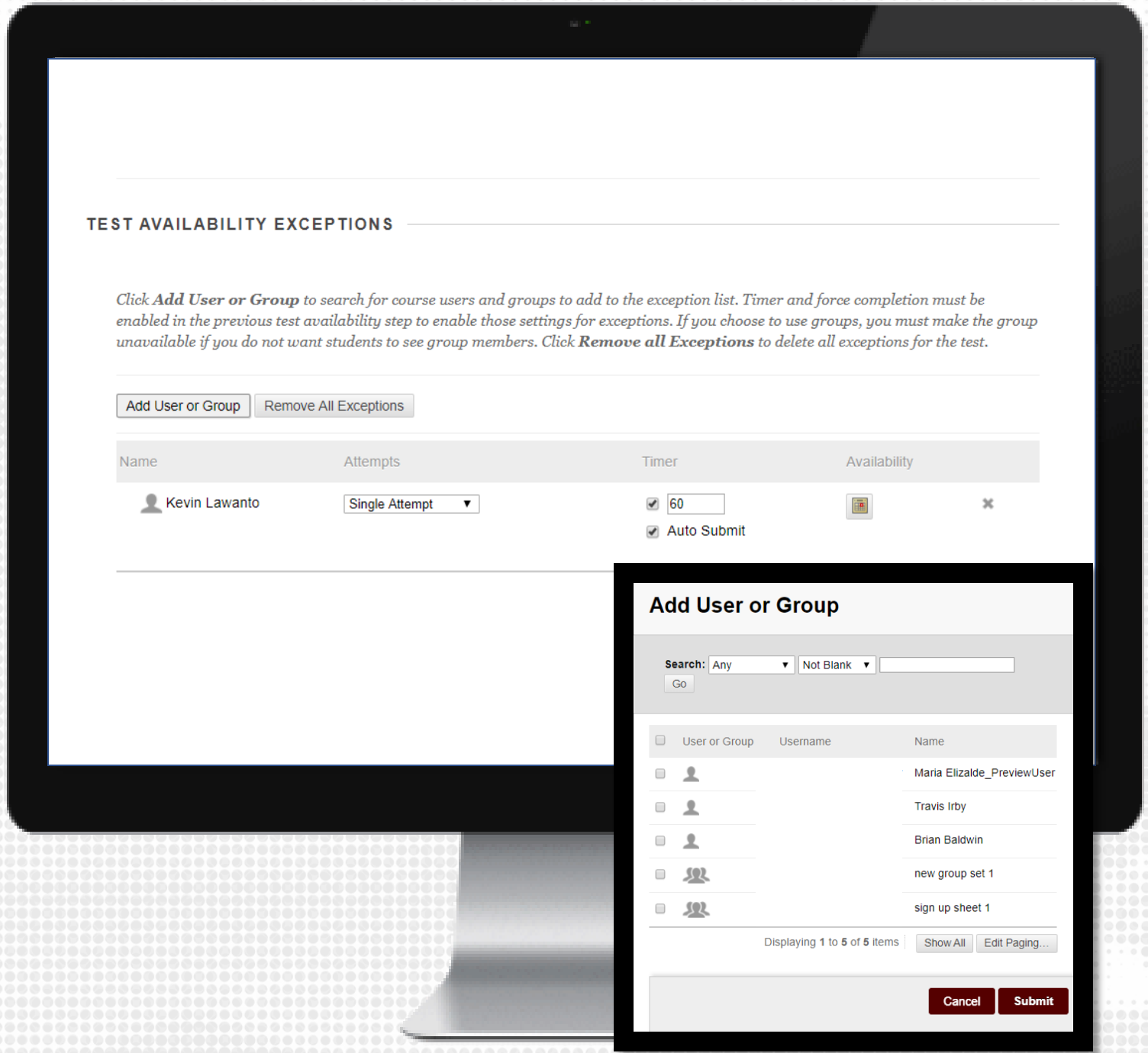


TEST OPTIONS: AVAILABILITY EXCEPTIONS

Add Test Availability Exceptions for students that need extra time or a different time frame than the rest of the course.

To do this:

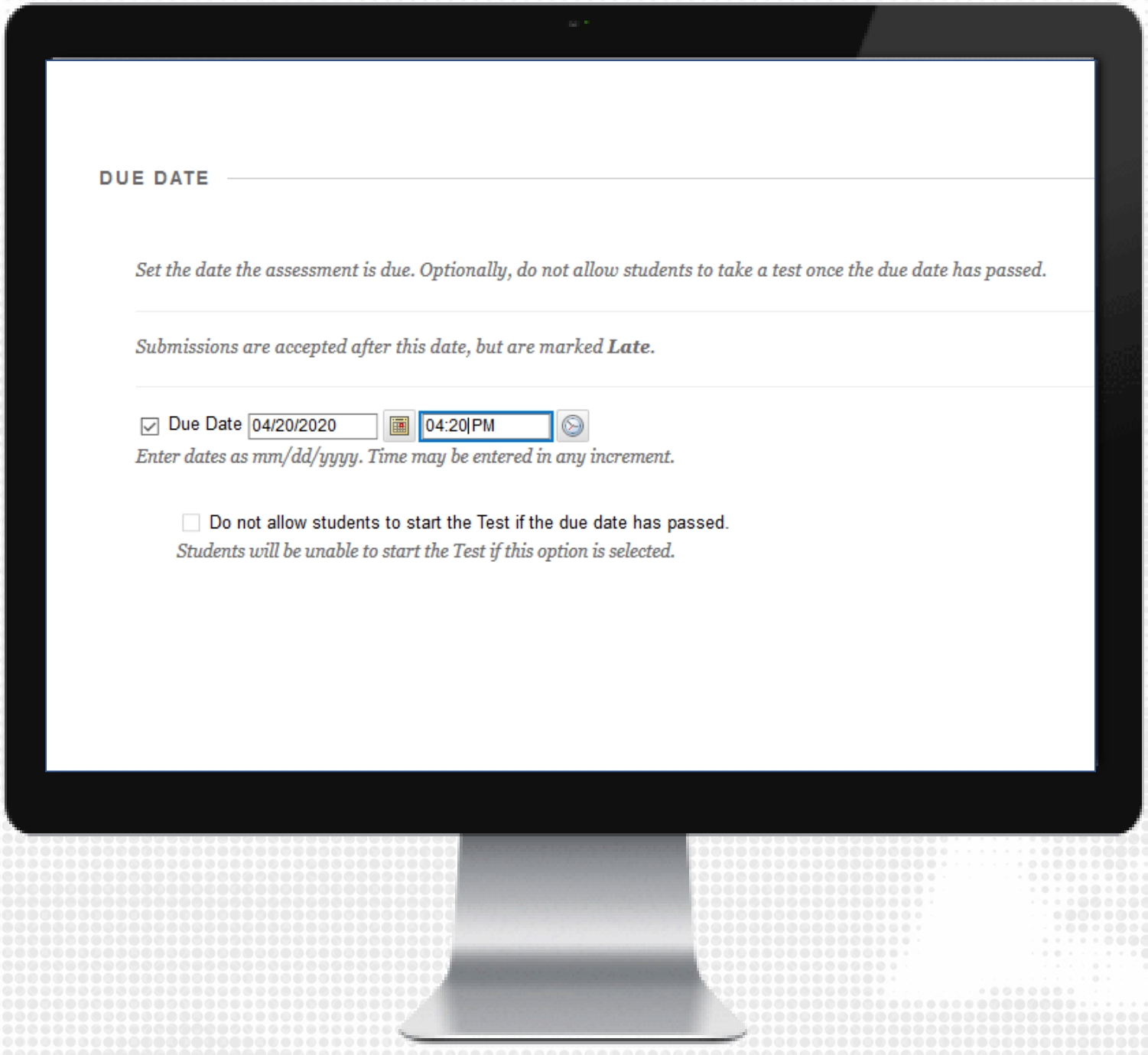
1. Click on Add User or Group.
2. On the next window that appears, select the student(s) and click Submit.
3. Once they are added, change the availability exception, as necessary.



TEST OPTIONS: DUE DATE

Recommended settings:

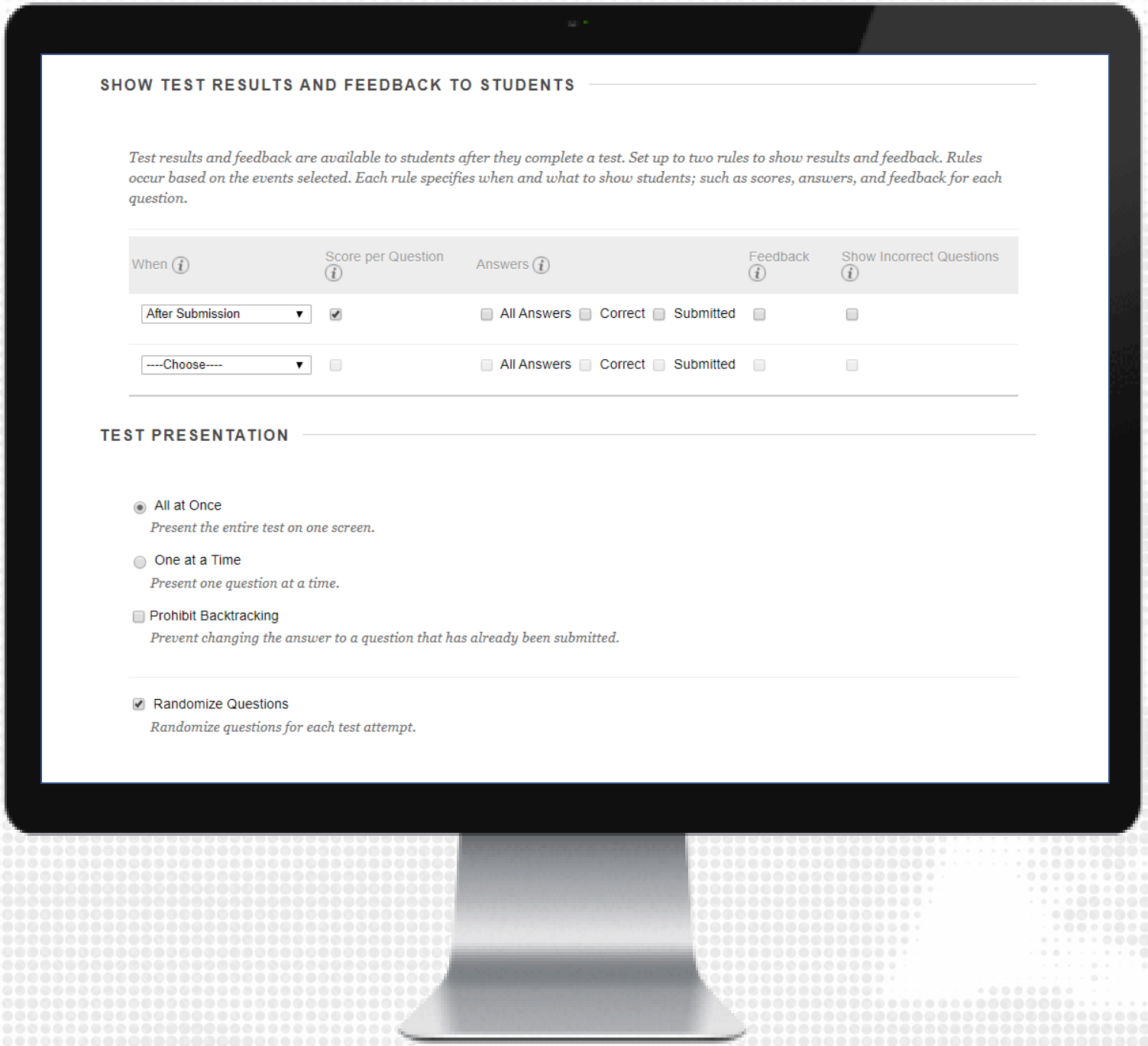
- Add a due date that will mark any submissions received after this time as LATE.
- ENABLE Do not allow students to start the Test if the due date has passed.



TEST OPTIONS: RESULTS AND PRESENTATION

Recommended settings:

- If you added feedback, click on the checkbox under the Feedback column.
- If you only want students to view their score, uncheck all options.
- ENABLE randomize questions to limit academic dishonesty.



RESOURCES

KEEPTEACHING.TAMU.EDU

SUPPORT

- AIHelp@tamu.edu
- 979-458-3417