



CREATING EXAMS IN ECAMPUS USING TEST TOOL

Presented by the Office for Academic Innovation

keep-teaching.tamu.edu

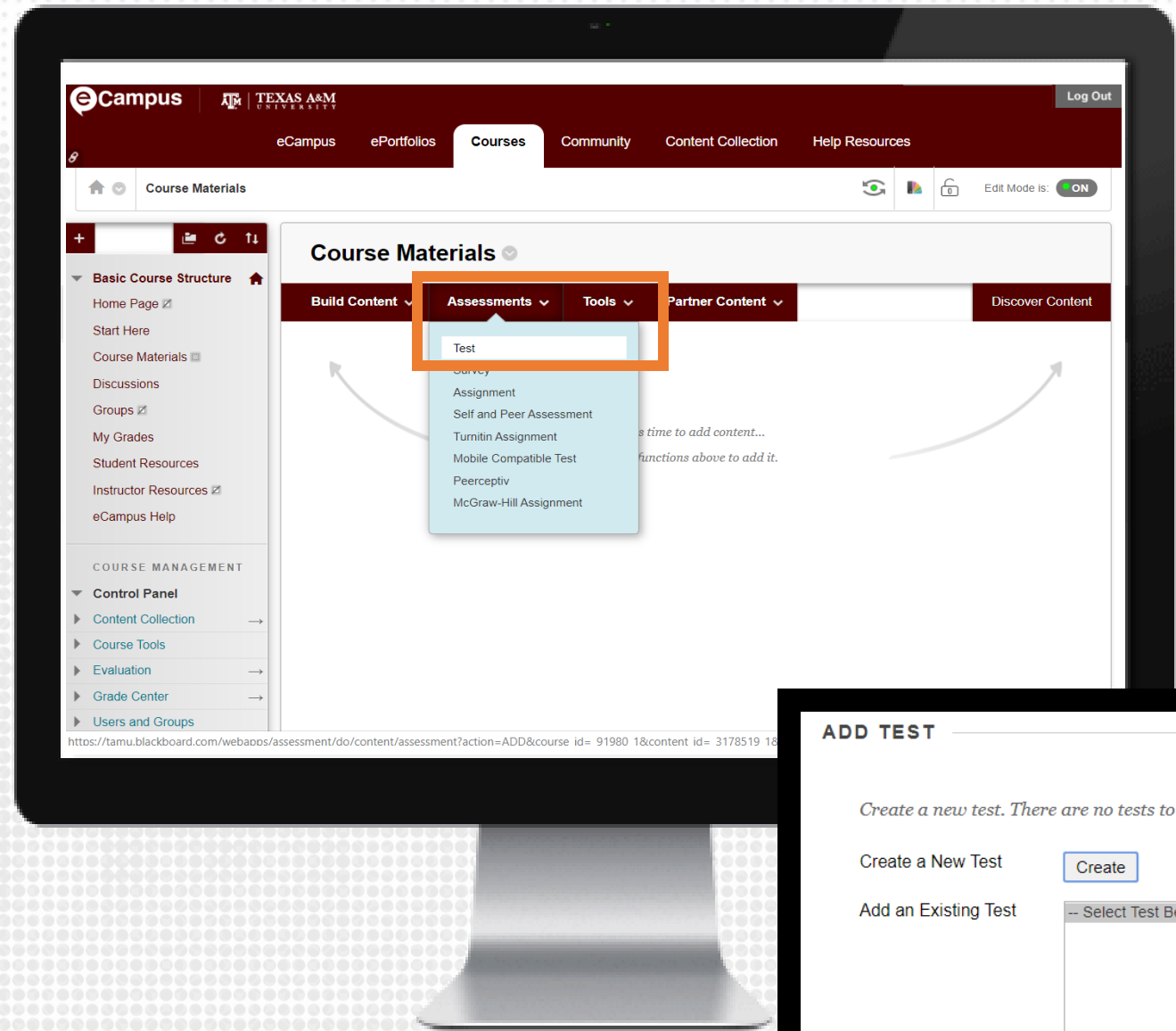
LOGIN TO ECAMPUS

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)

Test Information
*Type a **Name** for the test. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the test. [More Help](#)*

* Indicates a required field.

TEST INFORMATION

* Name

Description

Path: p Words: 0

Instructions

Path: p Words: 0

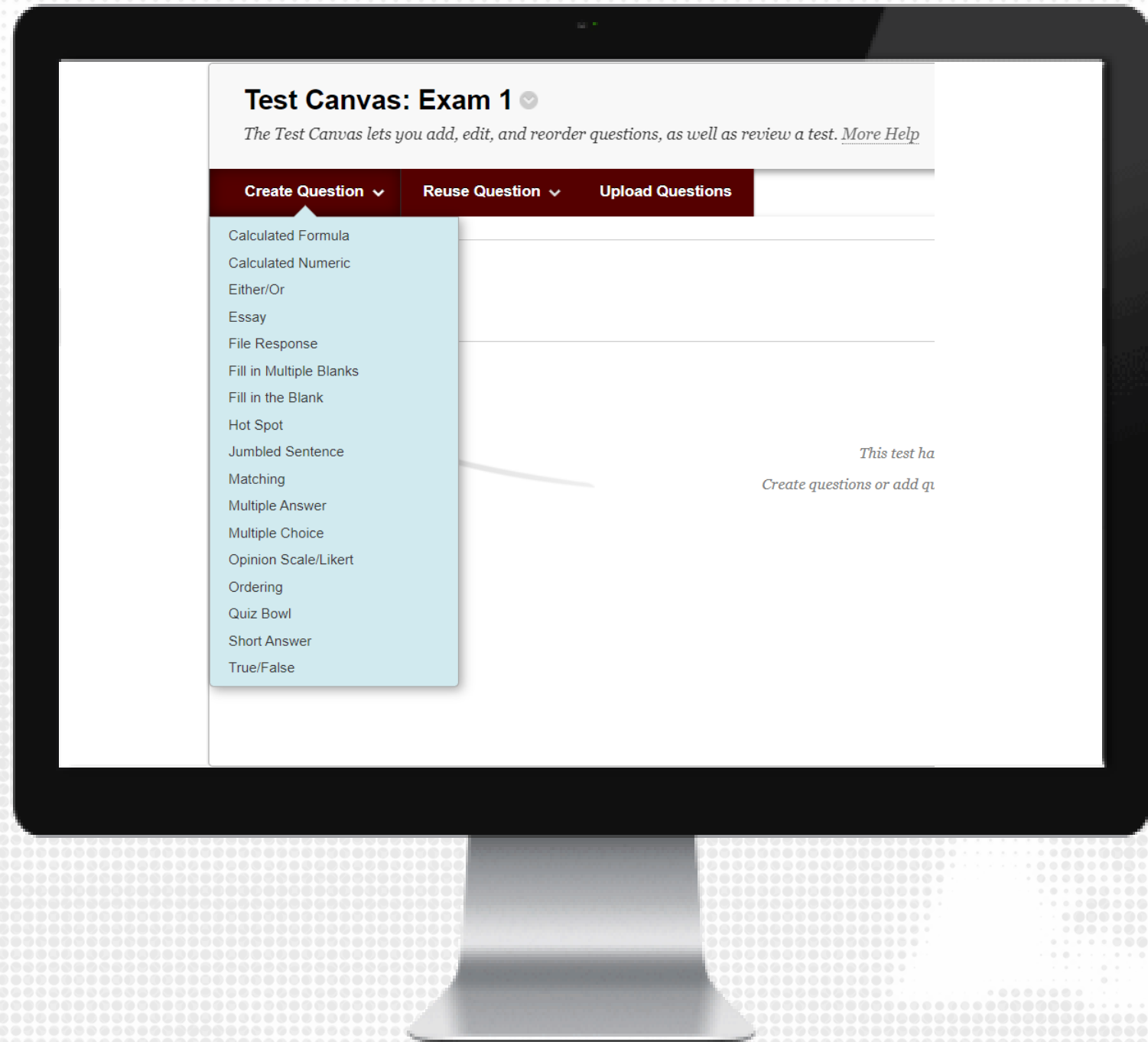
Click **Submit** to proceed.

Cancel Submit

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.

Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

* Indicates a required field.

QUESTION

Question Title

* Question Text

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Video, Audio, Embed, Table, Table of Contents, HTML, CSS.

Path: p

ANSWERS

Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1

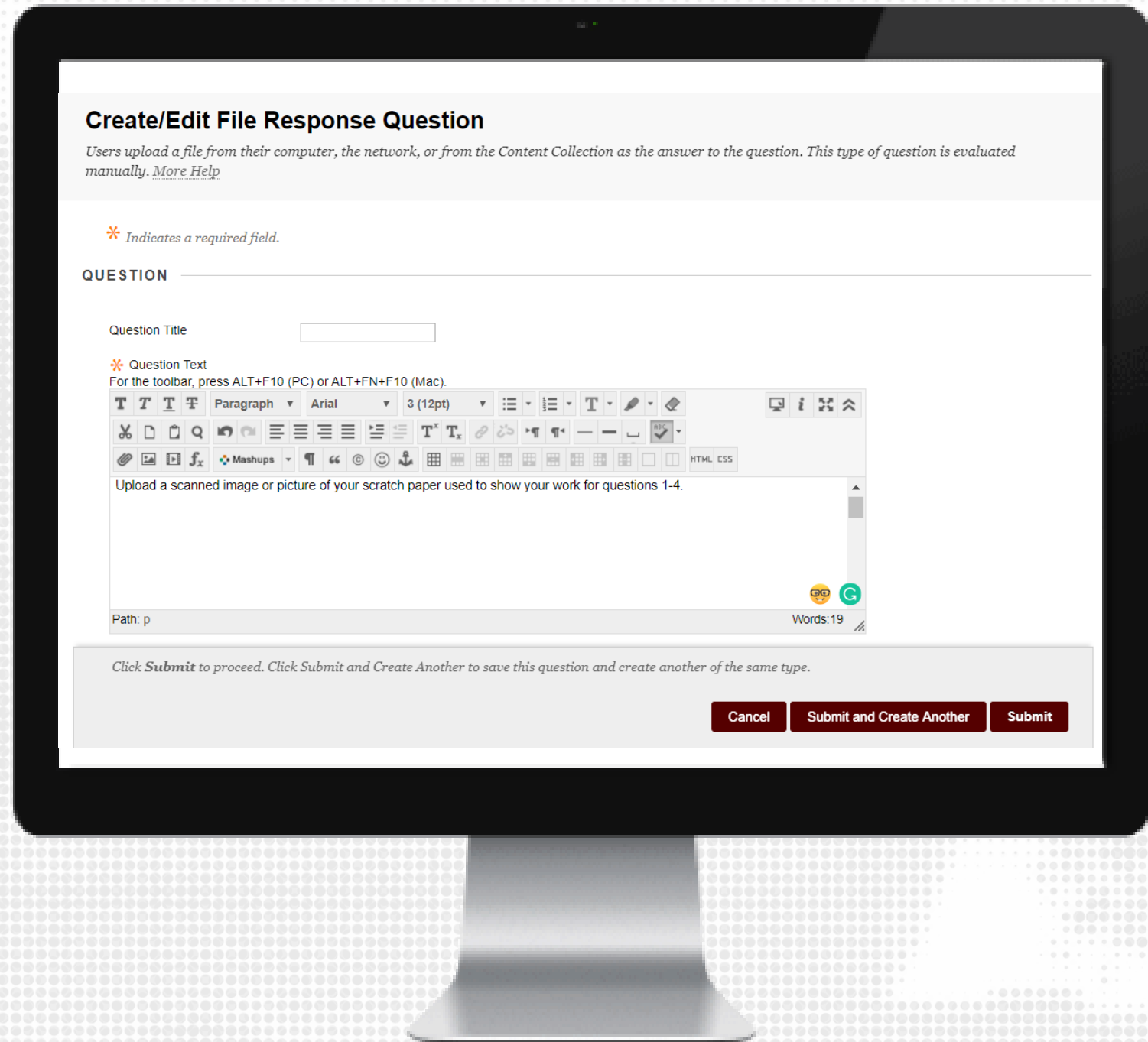
Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Video, Audio, Embed, Table, Table of Contents, HTML, CSS.

Path: p Words: 0

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.



Create/Edit File Response Question


Users upload a file from their computer, the network, or from the Content Collection as the answer to the question. This type of question is evaluated manually. [More Help](#)

* Indicates a required field.

QUESTION _____

Question Title

* Question Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Upload a scanned image or picture of your scratch paper used to show your work for questions 1-4.

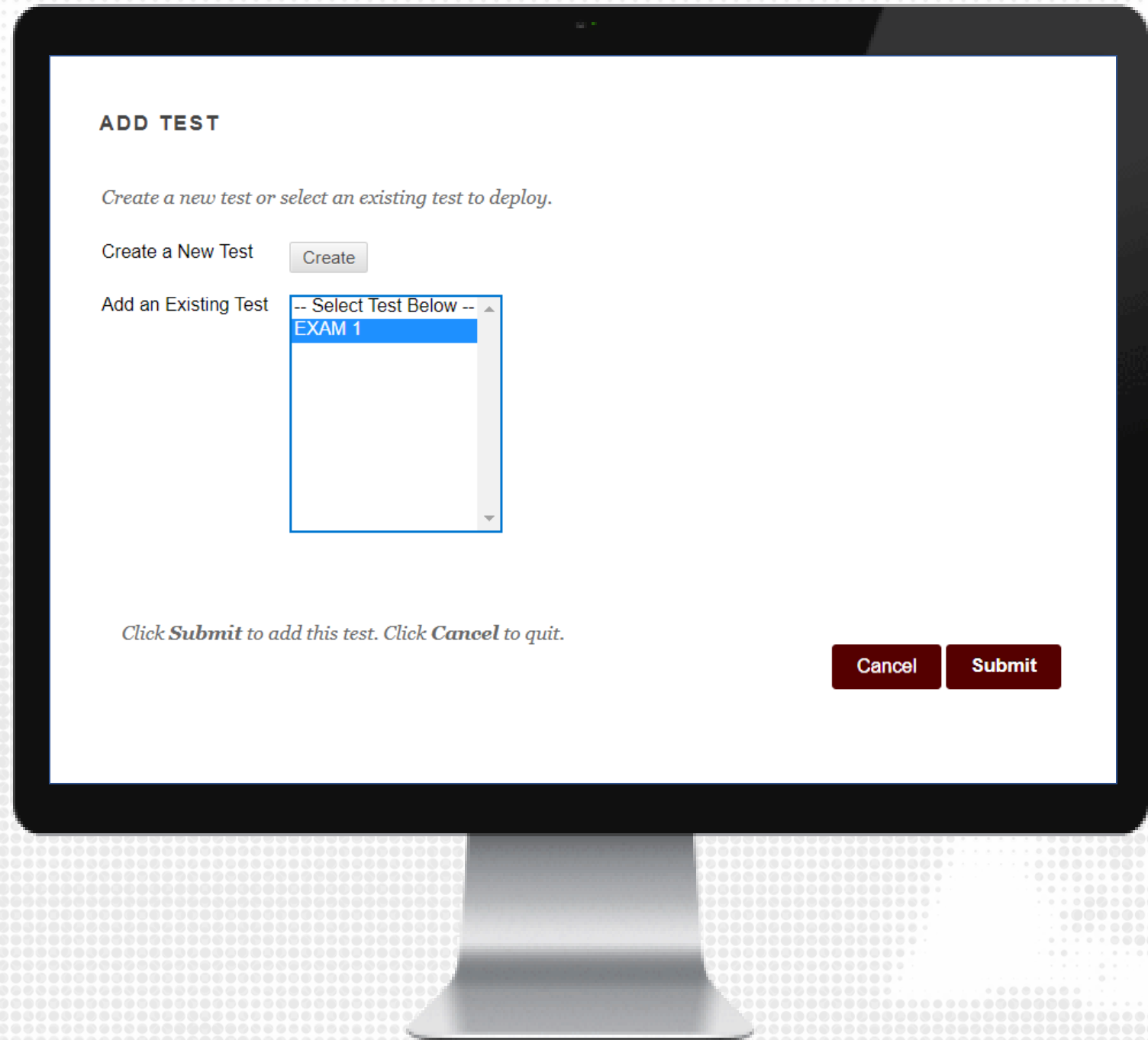
Path: p Words: 19

*Click **Submit** to proceed. Click **Submit and Create Another** to save this question and create another of the same type.*

Cancel **Submit and Create Another** **Submit**

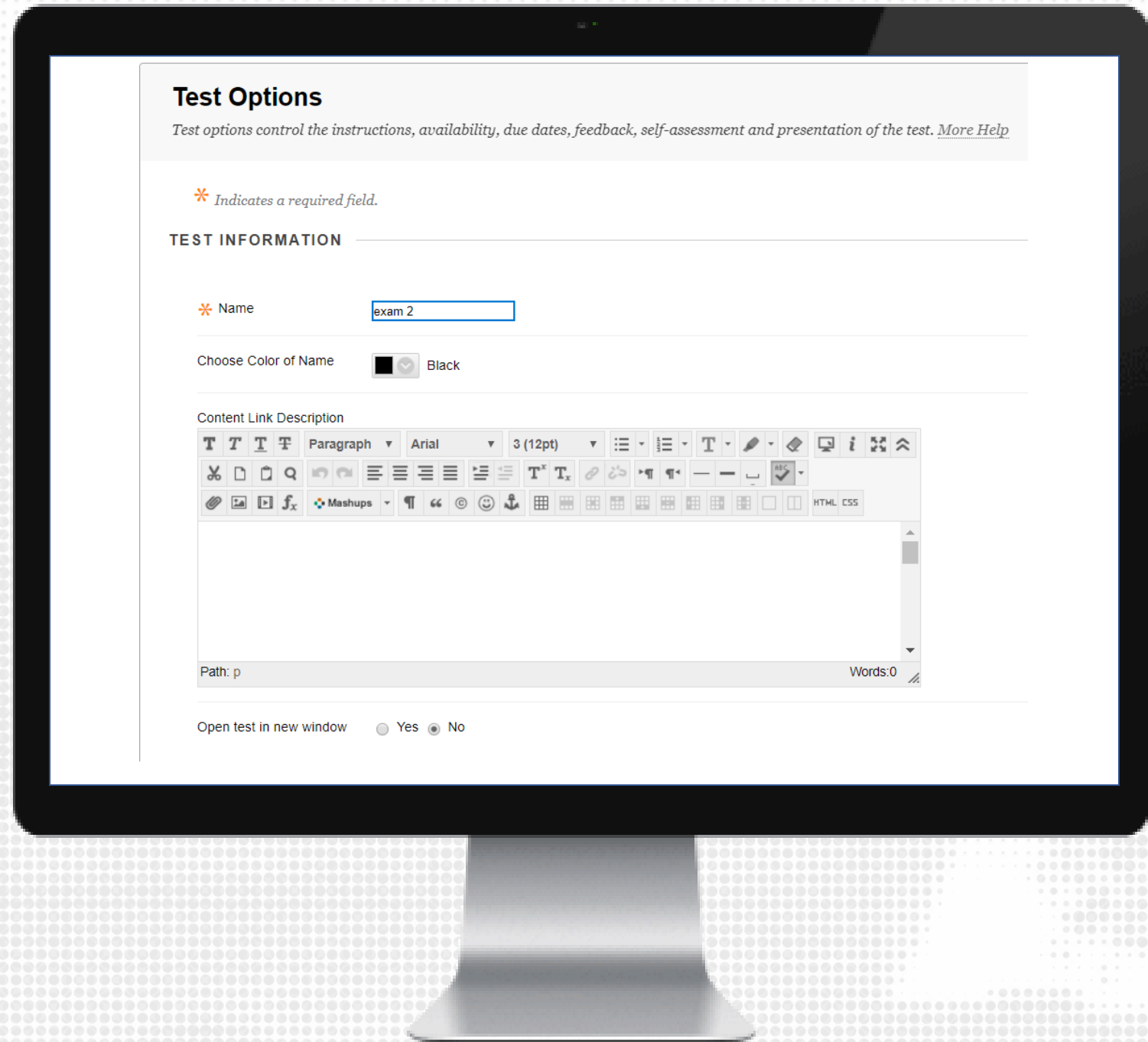
PUBLISH TEST

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 AVAILABILITY

Make available to students Yes No

Add a new announcement for this test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Score attempts using

Force Completion

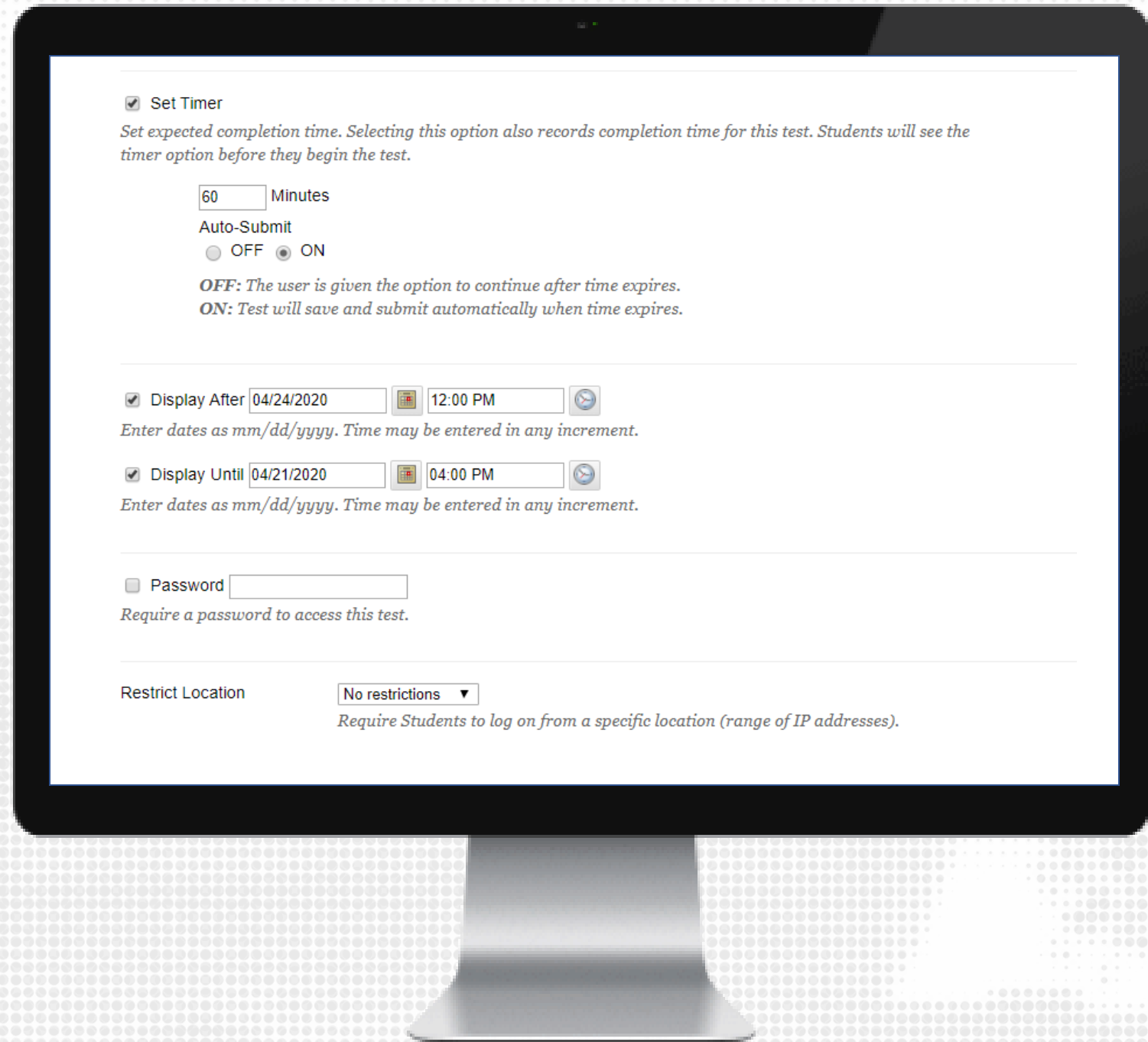
Once started, this test must be completed in one sitting.

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.



Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

60 Minutes
Auto-Submit
 OFF ON
*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After 04/24/2020 12:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 04/21/2020 04:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this test.

Restrict Location No restrictions
Require Students to log on from a specific location (range of IP addresses).

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 AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Name	Attempts	Timer	Availability
Kevin Lawanto	Single Attempt ▾	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit	

Add User or Group

Search: Any ▾ Not Blank ▾

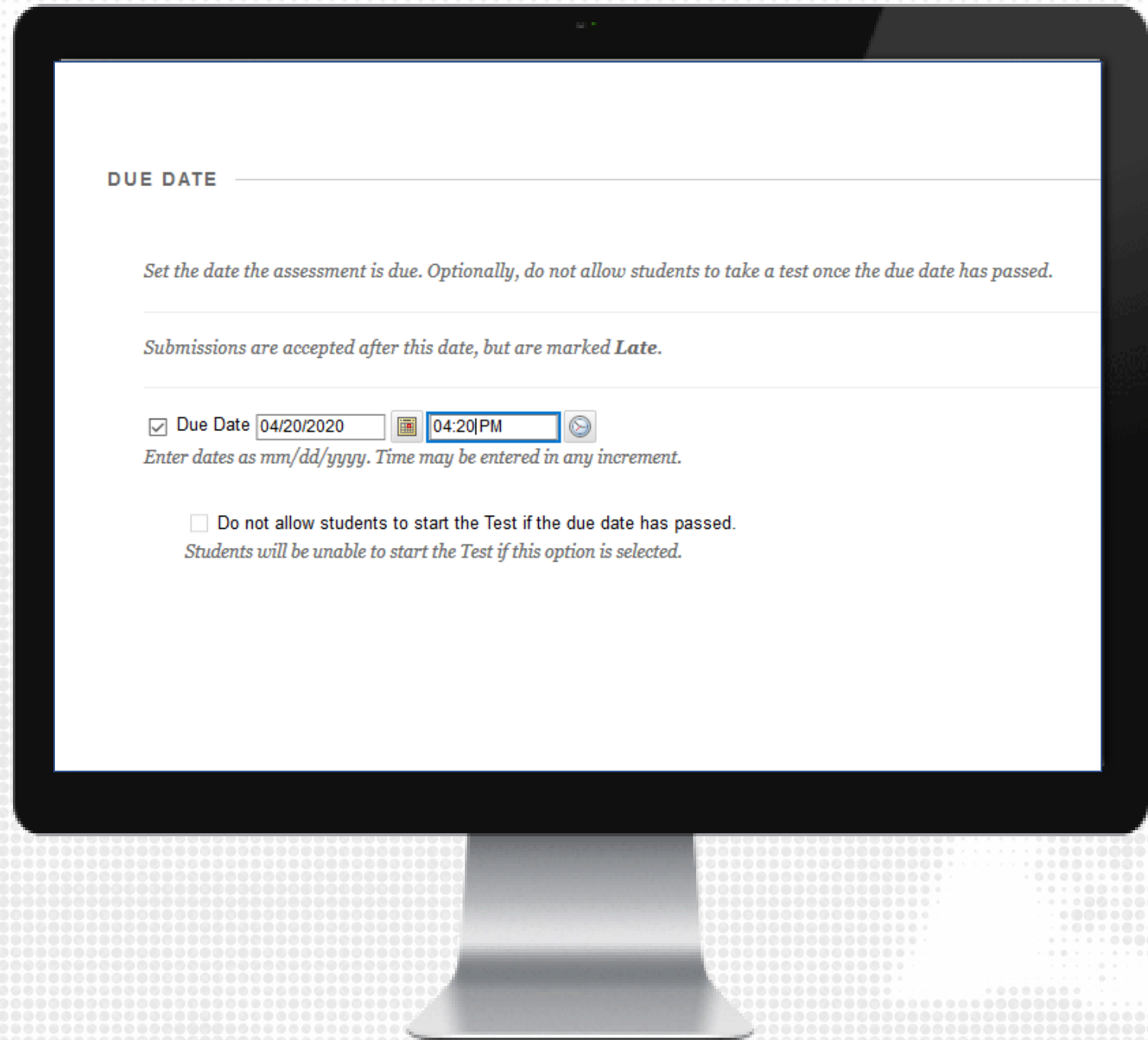
<input type="checkbox"/>	User or Group	Username	Name
<input type="checkbox"/>			Maria Elizalde_PreviewUser
<input type="checkbox"/>			Travis Irby
<input type="checkbox"/>			Brian Baldwin
<input type="checkbox"/>			new group set 1
<input type="checkbox"/>			sign up sheet 1

Displaying 1 to 5 of 5 items |

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.



DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

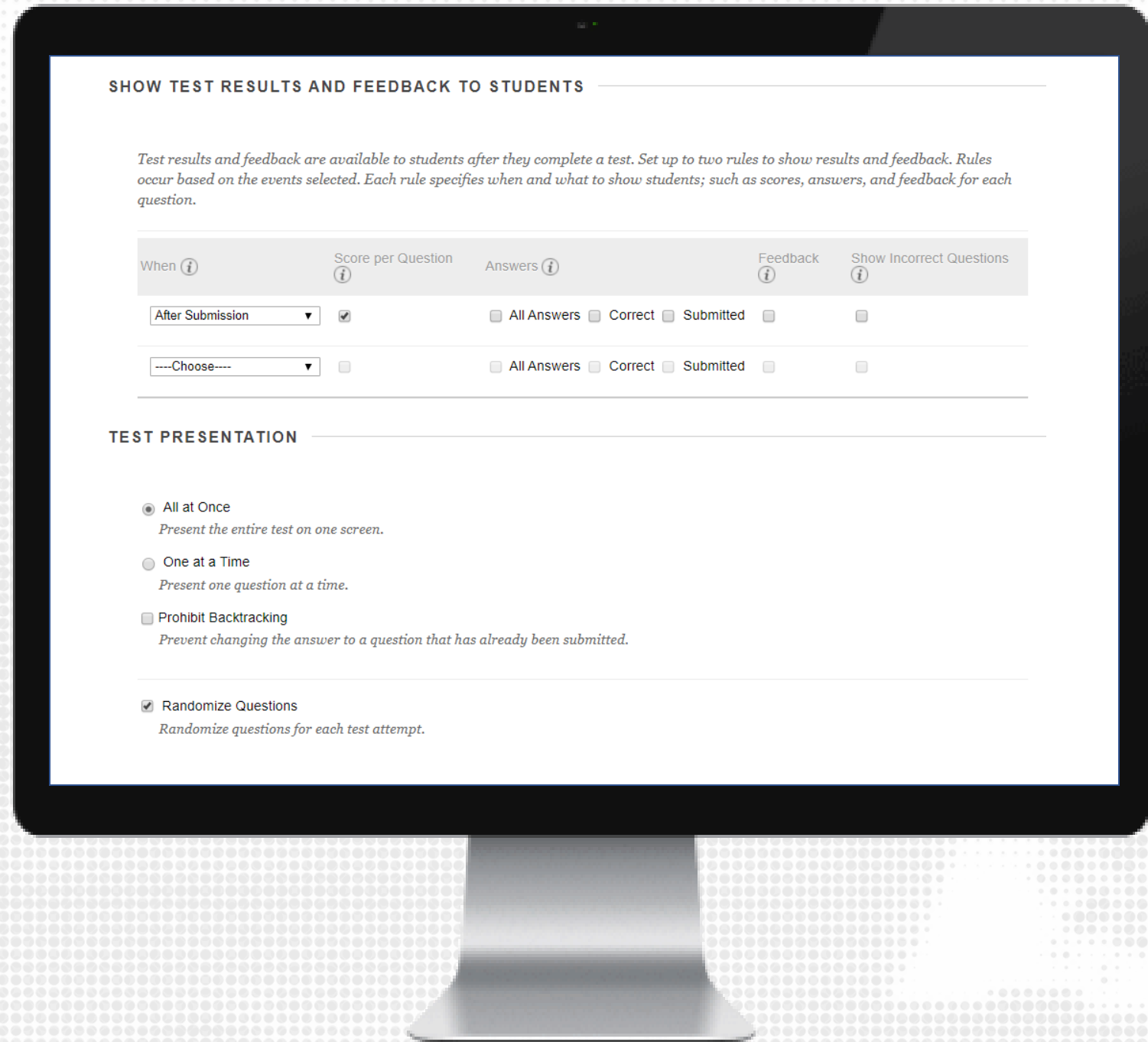
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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 selected.

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