

How to add a quiz or test...

1. Go to the Control Panel.



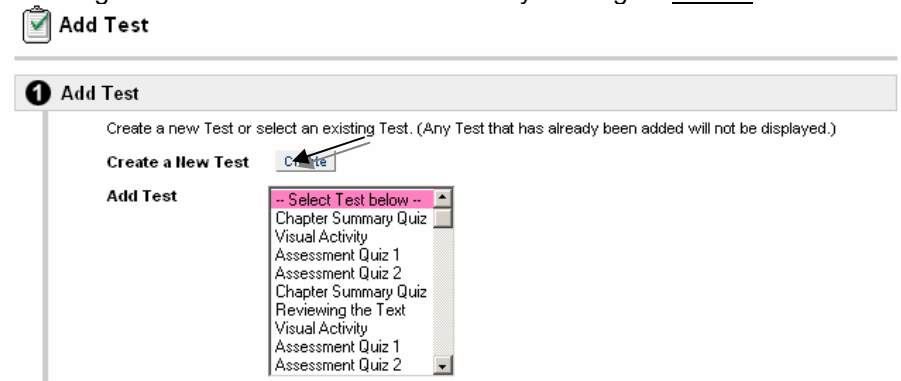
2. Go to Course Documents and navigate to the area you want to add a quiz to.



3. Click on Add Test.



4. There are pre-made tests for you which haven't been deployed which you can deploy by selecting them. You can make a new test by clicking on Create.



5. Enter the name of the test, a description, and any instructions for the student. Click Submit.

[SOURCE](#) > [NEW FORMS](#) > [SUBJECT LABEL](#) > [TEST MESSAGE](#) > [TEST INFORMATION](#)


Test Information

Enter the name, description, and instructions.


1 Test Information

Name


Description

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

Instructions

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

Instructions

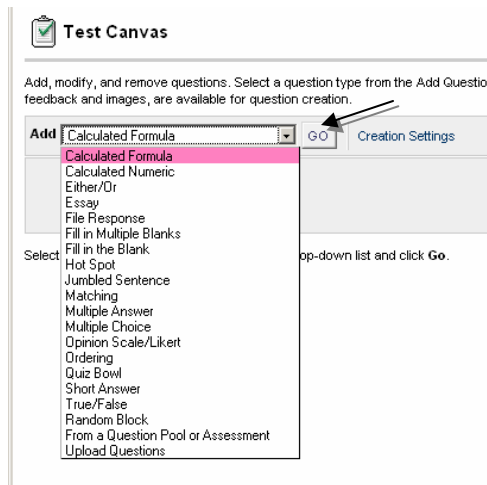
Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

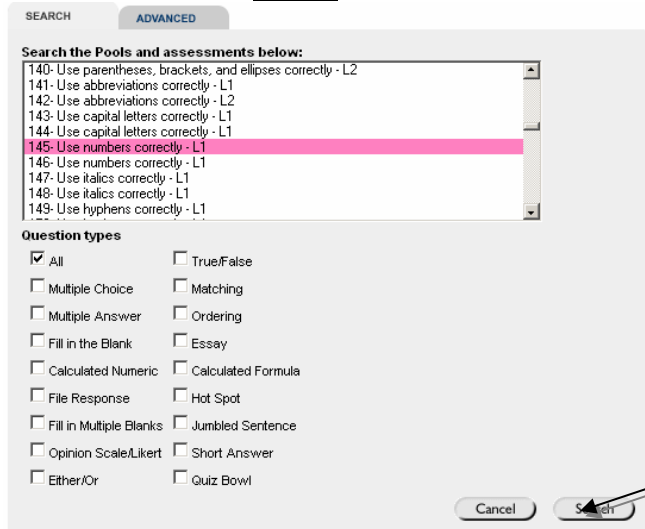
Required Field

4. You can create your own question by selecting the appropriate question type under the Add menu and clicking Go. You can then following the instructions on the following form and click Submit when you have composed your question.



5. To use a question from the Bedford, Freeman, and Worth test bank, choose "From a Question Pool or Assessment" and press Go.

6. Select the pool you wish to select a question from. To view all the question types in that pool check off "All". Click Search.



7. Select the questions by checking them off that you would like to use and click Submit.

Search Pools and Assessments

Select All Remove All Invert

Type	Question Text	Name	Type
<input type="checkbox"/> Essay	A) One hundred years ago, Orville and Wilbur Wright made the first airplane flight. B) 100 years ago, Orville and Wilbur Wright made the first airplane flight.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) On a chilly day in Kitty Hawk, North Carolina, Wilbur flew 852 feet. B) On a chilly day in Kitty Hawk, North Carolina, Wilbur flew eight hundred and fifty-two feet.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) It was not until nineteen hundred and nine, when Wilbur flew over Manhattan, that the world realized the brothers' accomplishment. B) It was not until 1909, when Wilbur flew over Manhattan, that the world realized the brothers' accomplishment.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) The Wrights had spent about four years at Kitty Hawk before they achieved success. B) The Wrights had spent about 4 years at Kitty Hawk before they achieved success.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) The date of the successful flight was December 17, 1903. B) The date of the successful flight was December seventeenth, 1903.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) In fact, there were four successful flights on that day, from ten thirty-five a.m. until noon. B) In fact, there were four successful flights on that day, from 10:35 a.m. until noon.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) The plane's propellers were 8 1/8 feet in diameter. B) The plane's propellers were eight and one-eighth feet in diameter.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) The plane's engine made one thousand twenty-five revolutions per minute. B) The plane's engine made 1,025 revolutions per minute.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) With its engine in place, the plane weighed less than three hundred pounds. B) With its engine in place, the plane weighed less than 300 pounds.	145- Use numbers correctly - L1 Test	Preview
<input type="checkbox"/> Essay	A) Orville sent a telegraph about the successful flights at 3 p.m. that afternoon. B) Orville sent a telegraph about the successful flights at three p.m. that afternoon.	145- Use numbers correctly - L1 Test	Preview

Select the questions to add to the assessment. Click **Submit** to finish. Click **Cancel** to return to the previous page.

[Cancel](#) [Submit](#)

8. To add a random selection of questions from a larger pool, choose "Random Block" from the "Add" menu in the Test Canvas and click Go.

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add Random Block Creation Settings

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block**
- From a Question Pool or Assessment
- Upload Questions

1 points [Add Question Here](#) [Modify](#) [Remove](#)

1 points [Add Question Here](#) [Modify](#) [Remove](#)

1 points [Add Question Here](#) [Modify](#) [Remove](#)

Answer B

9. Select the name of the pool that you would like to randomly select questions from, select the question type(s) you would like to draw. Enter the number of questions you wish to import from this pool, and the number of points you wish to give for each right answer. Then click Import.

SEARCH

Search the Pools below:

- Exercise: Integrating Quotations (5)
- Exercise: MLA Documentation for In-Text Citations (10)
- Exercise: MLA Documentation for Works Cited (10)
- Exercise: Recognizing Integrated Quotations (10)
- Exercise: Recognizing Paraphrases (10)
- Exercise: Recognizing Plagiarism (10)
- Exercise: Recognizing Summaries (10)
- Exercise: Writing Paraphrases (5)
- Exercise: Writing Summaries (5)
- Grammar Diagnostic Test A (53)**

Search the Pools below:

- All (53)
- Multiple Choice (53)
- Multiple Answer (0)
- Fill in the Blank (0)
- Calculated Formula (0)
- File Response (0)
- Fill in Multiple Blanks (0)
- Opinion Scale/Likert (0)
- Either/Or (0)
- True/False (0)
- Matching (0)
- Ordering (0)
- Essay (0)
- Calculated Numeric (0)
- Hot Spot (0)
- Jumbled Sentence (0)
- Short Answer (0)
- Quiz Bowl (0)

Number of questions to import

Points per question

Cancel Import

10. Click OK at the "Test Canvas" when you have finished adding questions to your test.

COURSES > BFW TRAINING > CONTROL PANEL > TEST MANAGER > TEST CANVAS

Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add [Creation Settings](#)

Name Quiz 1

Description

Instructions [Modify](#)

Question 1 **5 points** [Add Question Here](#) [Modify](#) [Remove](#)

Source Grammar Diagnostic Test A

Question types

- All
- True/False
- Multiple Choice
- Matching
- Either/Or
- Multiple Answer
- Ordering
- Fill in the Blank
- Essay
- Calculated Numeric
- Calculated Formula
- File Response
- Fill in Multiple Blanks
- Jumbled Sentence
- Hot Spot
- Opinion Scale/Likert
- Quiz Bowl
- Short Answer

Number of Questions 20

[Add Question Here](#)

11. To add the test that you just created, select the test from the “Add Test”, and click Submit.

Add Test

1 Add Test

Create a new Test or select an existing Test. (Any Test that has already been added will not be displayed.)

Create a New Test

Add Test

- Exercise: Recognizing Summaries
- Exercise: Writing Paraphrases
- Exercise: Writing Summaries
- Grammar Diagnostic Test A
- Grammar Diagnostic Test B (with ESL)
- Writing and Grammar Diagnostic Test A
- Writing and Grammar Diagnostic Test B (with ESL)
- Test #1
- Test #1
- Quiz 1**

2 Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

12. If the test is added successfully, click OK. To make the test available, click Modify the Test options.

Modify Test

- [Modify the Test](#)
Modify the Test in the Test Canvas.
- [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

13. Under “(2) Test Availability”, select Yes for “Make the link available.” Click Submit.

1 Test Information

Name

Choose Color of Name

Description

Smart Text Plain Text HTML

Open Test in new window Yes No

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Allow multiple attempts. Permit users to take this Test multiple times.

Force Completion. Test must be completed the first time this is launched.