Adding Questions To A Test

Faculty have several options for adding questions to an existing test not yet deployed to students. Each of these options is described below.

1. In the **Control Panel**, click **Course Tools** to expand the selection.

2. In the **Course Tools** menu, click the **Tests, Surveys, and Pools** link.
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3. Click the **Tests** link.

4. Click the action link next to the test to which you want to add new questions. (See the separate step-by-step instructions on “Creating A Test.”)

5. Click **Edit** from the drop-down menu.
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6. On the **Test Canvas** page, click the **Create Question** button and select the desired question type. You must use this button to create the first question. Subsequent questions can be created with other options. (See the step-by-step instructions for adding each question type.)

7. **In section 1. Question**, enter the title of the question in the **Question Title** field. Type the actual question in the **Content Area**.
8. Select the options you would like for this question.

<table>
<thead>
<tr>
<th>Options</th>
</tr>
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</table>
| If partial credit is allowed, each incorrect answer can specify what percentage of
| Answer Numbering: Uppercase Letters (A, B, C) |
| Answer Orientation: Vertical |
| Allow Partial Credit: [ ] |
| Show Answers in Random Order: [ ] |

9. Select the number of answer choices you’d like to have (4-20). In the Answer section, enter the text for each answer. Select the radio button next to the correct answer.

<table>
<thead>
<tr>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.</td>
</tr>
<tr>
<td>Number of Answers: 4</td>
</tr>
</tbody>
</table>

Correct

Answer 1.

February

Path: p

Answer 2.

October
10. Fill in other fields if necessary in the **Feedback**, **Categories and Keywords**, and **Instructor Notes** sections.
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11. Click the **Submit** button.

12. Confirm that the question looks as you intended.

13. When you add a new question, it will use the default points from **Question Settings**. To change the point value for the question, click the **Points** textbox. See also the step-by-step instructions “Setting Question Point Values.”

14. Click the **OK** button to complete the test.
15. After you add the first question to the test, add the next questions using the “+” button, which appears if you hover over the first question. Click the “+” ADD QUESTION button to select the question type. (See separate step-by-step instructions for all question types.)

16. To add additional questions, use the previous method or roll your mouse over a question area. Click the ADD QUESTION button.
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17. From the drop-down menu, select the desired type of question.

18. Complete the required fields. Click **Submit and Create Another** or the **Submit** button to add the new question.

The new question appears on the **Test Canvas** page.