

How to Create an Online Test in Sakai

With the Tests & Quizzes tool, you can create online tests, quizzes, practice exercises and other forms of assessment. Question types can include multiple choice, true/false, matching, fill-in-the-blank, short answer/essay, and more. (You can create surveys also, but that's a bit complex and not covered here.)

This handout provides an overview of the Tests & Quizzes tool and instructions for creating online assessments. (Separate handouts are available on how to publish tests and grade tests.)

Step 1: Enable the Tests & Quizzes tool

Before you can start using Tests & Quizzes, you must enable or “turn on” the tool in your course site.

To enable the Tests & Quizzes tool:

1. In your course site on Sakai, go to **Site Info** and click **Edit Tools** at the top.
2. In the list of tools, locate the **Tests & Quizzes** tool, and click to place a check beside it.
3. Click **Continue** two times, then click **Finish**. The tool is now added to your main course menu.

Step 2: Get familiar with the main "Assessments" screen

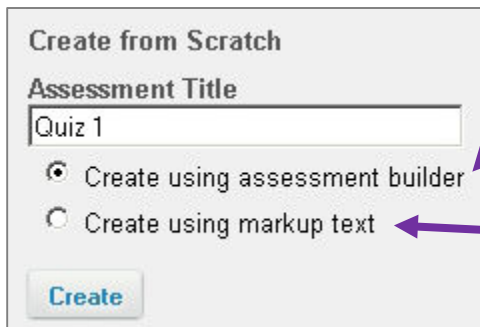
When you click on Tests & Quizzes in your course menu, you are taken to the Assessments screen. From here you can...

- create a new assessment
- import an assessment
- access all of your assessments (Working Copies)
- view assessments you have released to students (Published Copies)
- grade and view results for assessments students have submitted (Published Copies)

Action	Title	Last Modified
Select	Quiz 1	Karen McPhaul 08/27/2014 03:59:56 PM
Select	Quiz 2	Karen McPhaul 09/02/2014 04:46:46 PM

Step 3: Create a new assessment

On the Assessments page, there are two methods for creating a new assessment "from scratch":



Method 1: Create using assessment builder

Create questions one at a time in Sakai.

This handout gives step-by-step instructions (see below)

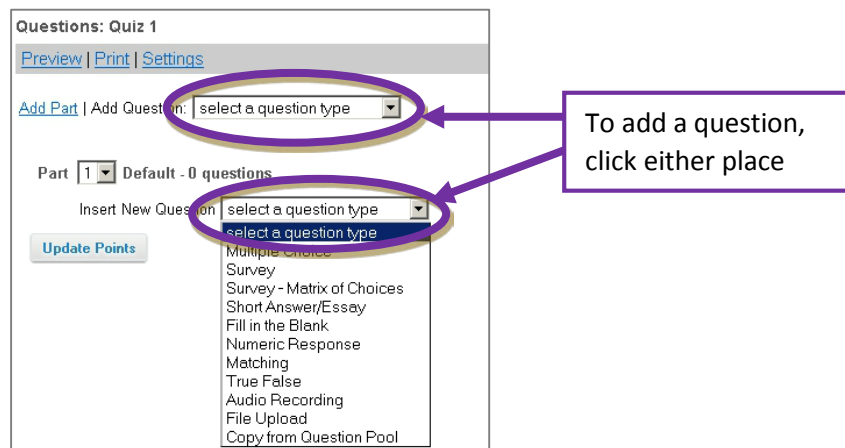
Method 2: Create using markup text

Compose your test in a text editor (following a special format), then paste it into Sakai.

For instructions, see: <http://tinyurl.com/sakai-markup-text>

To create an assessment using assessment builder:

1. Enter a title for your assessment (as shown above).
2. Below the title, leave the selection on "Create using assessment builder".
3. Click the **Create** button.
4. To start adding questions, click on a drop-down labeled "select a question type" and choose the type of question to add.



5. The options that appear next depend on the type of question you are adding. Each question type provides on-screen instructions specific to that question type.

For most question types, you will need to enter the following:

- Answer point value
- Question text
- Answer (provide answer choices and indicate the correct answer)


The following fields are OPTIONAL and typically not used:

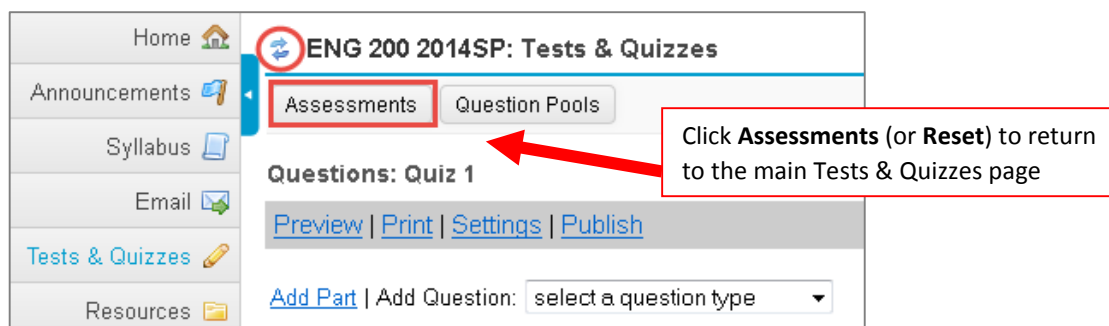
- Negative point value (will SUBTRACT points if the student misses the question)
- Add attachment
- Add to part (if creating a multi-part test, which is not usually needed)
- Add to question pool (advanced)
- Feedback (can be displayed to students after they have taken the test)

- After entering the needed info for the question, click **SAVE** at the bottom.
- Repeat steps 4 – 6 to add more questions.

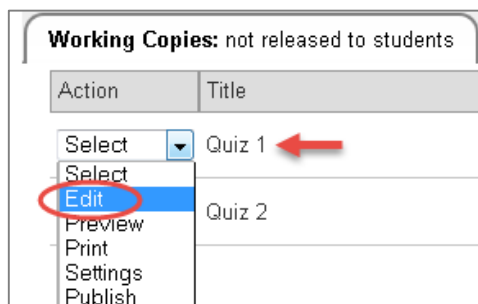
TIP: For info on each question type, see: <http://tinyurl.com/sakai-ufl-question-types>

Step 4: Review your assessment (and make edits, if needed)

- When you are finished adding questions to your assessment — or when you want to take a break — click the **Assessments** button at the top of the screen (or click **Reset** ) to return to the main Tests & Quizzes page.



- You will see your new assessment listed under "Working Copies" at the bottom.
- To open a test to review or edit it, to the left of its title, click **Select** and choose **Edit**.



- Review the existing questions (scrolling down if needed) to check for typos and to make sure answers are marked correctly on each question. If you need to edit a question, just click **Edit** to the right of the question, make corrections, then click **Save**.
- Also make sure that point values are correct on each question. Point values can be changed on the review screen; click **Update Points** at the bottom to save any changes to point values.
- And of course you can continue adding more questions if needed.

When your test is finished and correct, the next step is to PUBLISH the test so students can see it and take it. See our handout on "How to publish a test" (available at the link below) for detailed instructions.

For lots more info and handouts on using Sakai's Tests & Quizzes tool visit:
<http://courses.durhamtech.edu/wiki/index.php/Sakai: Assessments>