Learn Tests, Surveys and Pools

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What are tests and surveys?

They both allow you to set questions for your students to answer.

Tests are sets of questions that are marked to measure student performance. Test results are recorded in the Grade Centre.

Surveys are not marked and Student Responses are anonymous. They are useful for gathering data from students that is not used to evaluate student performance.

Once a test or survey is created, it must be deployed within a content area for students to access.

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

Planning

Before you create a test or survey, you should consider which is more appropriate for your purpose and also the:

- types of questions
- number of questions
- weightings you want to give to each question.

This Guide

The majority of processes involved with creating and using tests and surveys are identical and therefore the following instructions can be used for either. Where differences exist these have been described within the text.
Task 1: Creating a test or survey

1. Click on the Course Tools button within the Control Panel.
2. Select Tests, Surveys and Pools. This will display the following page:

   - **Tests**
     Tests are sets of questions that are used to measure student performance. Once a test is created, it must be displayed within a content folder before students can take the test. Test results are reviewed in the Grade Centre. Note that some question types are not marked automatically.
   - **Surveys**
     Surveys are used for gathering data from students that is not used to evaluate student performance. Surveys must be displayed in a content folder for students to respond to the survey.
   - **Pools**
     Pools are sets of questions that can be added to any test or survey. Pools are useful for cluing questions and reused across more than one Test or Survey.

3. Click on either Tests or Surveys

4. Any existing tests or surveys will be listed here.
5. Select Build Test or Build Survey

6. You will then be presented with the information page.
7. Enter a name
8. Optionally:
   a. add a description, this will help you to recognise the test later.
b. add instructions, these will be visible to the students.

9. Select submit.

Your test or survey has now been created and you will be taken to the canvas page, this is where you can begin to add questions.

You have three options when adding questions:

a) creating new questions,

b) uploading questions

c) re-using questions

Appendix A contains a table describing the most common question types as well as example questions.

Task 2: How to create new questions

1. Click on Create Question
2. Select the required question type
3. Add the question title
4. Add the question text

For a test

The setup choices for each question will vary depending on the type of question and potential answer/s. But may include:

5. Options
   a. Answer numbering
   b. Answer orientation
   c. Allow partial credit
   d. Show answers in random order
   e. Use negative points

6. Under Answers
   a. Number of answer choices
   b. Filter
   c. Enter the answer
   d. Case sensitive

7. Make the appropriate selections based on your requirements.

8. Under Feedback decide if and what messages would result from:
   a. Correct response
   b. Incorrect Response
For both

9. Add and Categories and Keywords, this will help if later you search for questions from a pool or other tests and surveys.

10. Add Instructor notes

11. Choose Submit or Submit and Create Another

Once all questions have been added the test or survey then needs to be deployed onto a content area within the course to be made available to students.

Task 3: Deploying a test or survey

1. Navigate to the location where you want to add the test or survey.

2. Click on Assessments along the top bar and then select either Test or Survey.

3. Select from the scroolable list the one you want to add.

4. Then click Submit.

You will then be presented with a page featuring various options.

Under Information you can choose:

a. to edit and share the description

b. to share instructions

Under Availability you can choose:

c. to make the test immediately available to students

d. to send out an announcement to all the students about the test being added
e. if multiple attempts are permitted
f. if a timer should be applied
g. due dates
h. dates for the test availability
i. time for feedback

5. When you have finished setting your options, click **Submit**.

A Grade Centre column for the test will automatically be created.

**Deleting a test**

A test or survey may be deleted either before any students have attempted the assessment, or afterwards.

If you want to delete the test/survey before any attempts have been made, you can do so without any potential loss of data. You may then, at any point, re-launch the assessment and this will be treated as a new assessment with no link to the previously deleted one.

If you want to delete the test/survey after attempts have been made, you should consider whether it might be more prudent to just make the test/survey unavailable, rather than fully deleting it and risk losing the data associated with it.

**Task 4: How to delete a test or survey**

1. Click on the downward facing arrow beside the test title.
2. This will bring up a menu of options.
3. Click the **Delete** option.
4. Click **OK** on the dialog box.

If the test has been already attempted you may be asked to select EITHER

‘Preserve scores in the Grade Centre for this test, but delete all attempts for this test’

OR ‘Delete this content item, the Grade Centre item for this test, all grades for this test, and all attempts for this test’.

6. Click **Submit**.
Pools

Instructors can use pools to create a database of questions that can be reused in multiple tests and surveys.

Task 5: How to create a pool

1. Click on the **Course Tools** button within the Control Panel.

2. Select **Tests, Surveys and Pools**. This will display the following page:

   ![Test, Surveys and Pools](image)

3. Select **Pools**.

4. Select **Build Pool**.

5. You will then be presented with the Pool Information page.

6. Name your pool appropriately

7. Optionally:
   a. add a description of what content is going to feature in this pool
   b. add any relevant instructions.

8. Select **submit**.

9. Your pool has now been created and you will be taken to the pool canvas page.
From the pool canvas, you can create questions, as well as search for questions you have used previously. The questions you add to your pool will automatically update in the pool if you update the source question.

To add questions, you can use any of the three options along the top toolbar

- Create Question, as before for individual
- Find Questions
- Upload Questions

**Task 6: How to edit existing pools**

1. Click on **Course Tools** within the Control Panel.
2. Select **Tests, Surveys and Pools**.
3. Select **Pools**.
4. Click the downward facing arrow to the right of the pool’s name, and select **Edit**.
5. You can now add/delete/edit your questions or pool settings.
6. To edit a specific question within the pool, click the downward facing arrow to the right of the question name and select **Edit**.
7. This will take you to the Pool Canvas where you can make your changes.
8. Click **OK** to return to the pools main-page.

**Task 7: How to export existing tests, surveys or pools**

It is possible to export any of your tests, surveys or pools as .zip files. This can be helpful if, for example, you would like to share them with other tutors, or keep an archive of them.

1. Click on **Course Tools** within the Control Panel.
2. Select Tests, Surveys and Pools.
3. Select any of the three (i.e tests or surveys or pools).
4. Select the downward facing arrow to the right of the test/survey/pool you want to export, and click Export. You have 2 options:
   a. Export to Computer
   b. Export to Content Collection
5. Click OK to export the file.

Task 8: How to Import Existing Pools
1. Click on Course Tools within the Control Panel.
2. Select Tests, Surveys and Pools.
3. Select any of the three (i.e tests or surveys or pools).
4. Select ‘Import Test’. For the sake of example, we will import a Test.
5. Locate the appropriate file using either:
   a. Browse my computer
   b. Browse content collection
6. Once you have uploaded your file, click Submit.
Test and Survey Results

In the grade centre you can view statistical information about the tests and surveys. These include:

<table>
<thead>
<tr>
<th>Report</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Statistics</td>
<td>Displays the overall class performance in the Grade Centre, includes average score and standard deviation. Lists the number of submissions that are in progress or need marking.</td>
</tr>
<tr>
<td>Attempts Statistics</td>
<td>Displays the average score and distribution of student responses for each question.</td>
</tr>
<tr>
<td>Item analysis</td>
<td>Provides statistics on overall test performance and individual questions. This report contains some of the same information as the column and attempts statistics data but presents it in a different way.</td>
</tr>
</tbody>
</table>

**Task 9: How to view the reports**

1. Click on **Grade Centre** within the Control Panel.
2. Select **Full Grade Centre** or a **Smart View** that contains the test/survey column.
3. Select **Column Statistics, Attempts Statistics or Item Analysis** from the test or survey column's **menu**.
4. The Column Statistics page displays the following information:
   a. **Count**: the number of tests marked or surveys completed.
   b. **Minimum Value**: the lowest score on the test.
   c. **Maximum Value**: the highest score on the test.
   d. **Range**: variability of test scores.
   e. **Average**: the sum of all scores divided by the number of scores.
   f. **Median**: the score at the midpoint of the grade distribution.
   g. **Standard Deviation**: the measure of how far the scores deviate from the average score.
   h. **Variance**: The measure of score dispersion—the square root of the variance is the standard deviation.
5. The Attempts Statistics page displays the following information:
   a. Average score for each question
   b. Number of graded student attempts
   c. Number of unanswered responses
   d. Distribution of student responses for each question
   e. Each possible answer is shown with a percentage or response rate.

For a Multiple Choice question, a high response rate to a particular incorrect answer may indicate a common misconception among students. Or, you might have chosen the incorrect answer when you created the question.
# Appendix A – Question types and examples

<table>
<thead>
<tr>
<th>Question type</th>
<th>Further Detail</th>
<th>Example Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculated Numeric Answer</td>
<td>This type of question requires the student to submit a number (either an exact number or a number from a range) as the answer.</td>
<td>If the average human body temperature under normal conditions ranges between 36.5 and 37.5 degrees Celsius, what is the average human body temperature in degrees Fahrenheit?</td>
</tr>
<tr>
<td>Essay Questions</td>
<td>The student must respond by typing an answer into a text-box.</td>
<td>Discuss the portrayal of X within one of the three texts we studied in class.</td>
</tr>
<tr>
<td></td>
<td>This type of question must be graded manually.</td>
<td></td>
</tr>
<tr>
<td>File Response Questions</td>
<td>These questions require the student to upload a file (containing an essay, perhaps) from their computer into Learn.</td>
<td>Please write an essay on Aristotle’s key philosophies and submit it here by Thursday.</td>
</tr>
<tr>
<td></td>
<td>This type of question is graded manually.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>It cannot be used in the survey tool, only with tests.</td>
<td></td>
</tr>
<tr>
<td>Fill in the blanks</td>
<td>Single or multiple blank spaces can be used within a single question.</td>
<td>Fill in the blanks in this Spanish sentence: Vamos a [la] [playa].</td>
</tr>
<tr>
<td></td>
<td>You can set a variety of answers to be accepted within a certain blank space.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This might be particularly useful in a language class, where both the gender and the noun of the object can be blanks.</td>
<td></td>
</tr>
<tr>
<td>Type of Question</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Matching Questions</td>
<td>Allow students to pair items in two columns e.g. a term with a definition.</td>
<td>Students can be granted partial credit if they manage to get some of the matches correct, but not all.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Match the items to the correct description:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spinothalamic tract – pain and temperature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dorsal column – proprioception, fine touch, vibration</td>
</tr>
<tr>
<td>Multiple Answer Questions</td>
<td>Allow students to choose multiple answers when there are a wide range of correct options.</td>
<td>Select the letters which correspond to all the symptoms of hyperthyroidism.</td>
</tr>
<tr>
<td>Multiple Choice Questions</td>
<td>Standard multiple choice where only one answer (usually of four or five options) is correct.</td>
<td>Overproduction of which hormone is responsible for acromegaly?</td>
</tr>
<tr>
<td>Short Answer Questions</td>
<td>Usually requiring an answer of 1 or 2 words.</td>
<td>The capital of Brazil is:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>...</td>
</tr>
<tr>
<td></td>
<td>Must be graded manually.</td>
<td></td>
</tr>
<tr>
<td>True/False Questions</td>
<td>Allow students to choose one or the options between ‘true’ or ‘false’.</td>
<td>The speed of light is $3 \times 10^8$ m/s. True or False?</td>
</tr>
</tbody>
</table>