

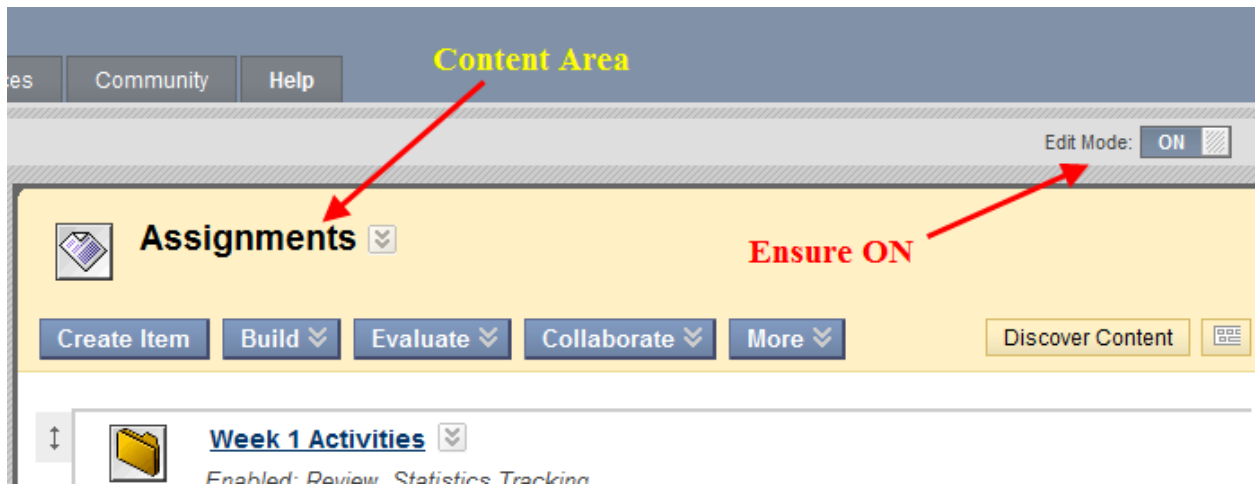


## How do I make a test available?

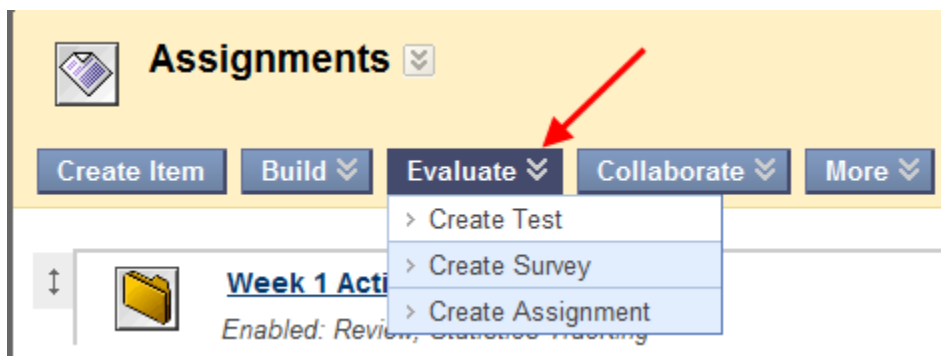
### How to Make a Test Available

Once a test has been created,

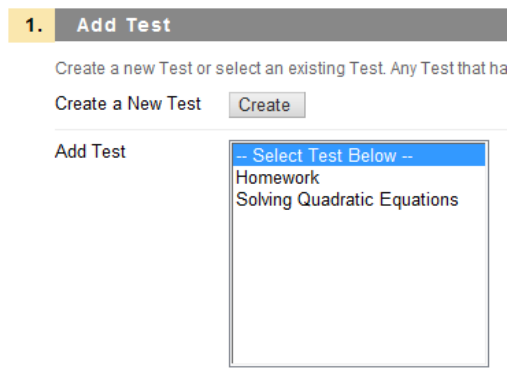
1. Open a **Content Area**.
2. Ensure that **Edit Mode** is ON; if it is OFF, click the Edit Mode toggle button.



3. Click **Create Test** on the **Evaluate** drop-down menu.



4. Select the test to add and click Submit.



5. Edit **Test Information** if necessary.
6. Under Test Availability, click **Yes** next to **Make the Link Available**.
7. Select or change any other options desire and then click Submit.

## Test Creation Settings

The **Test Creation Settings** page allows instructor to adjust settings that control the following options:

1. **Provide feedback for individual answers** - Provides the instructor the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers.
2. **Add images, files, and external links** - Allows the instructor to attach images, files, and URLs to questions or answers.
3. **Question Metadata** - Add categories, topics, levels of difficulty, and keywords to questions - When searching for questions from a Question Pool or other tests, instructors may search for questions by category and keyword. See below for more details.
4. **Scoring** - Allows the instructor to specify default point value for questions, the option assign to partial credit for answers, and the option to assign questions as extra credit
5. **Display** - Specify random ordering of answers, horizontal or vertical display of answers, and an option for how answers are numbered.

## Test Question Metadata

Instructors have the option to create categories, keywords, learning objectives, and levels of difficulty for questions to help organize them for future use.

**Note:** The Question Metadata options are only available if "Add categories, topics, levels of difficulty, and keywords to questions" is selected in **Creation Settings**.

1. Select Tests, Surveys, and Pools in the Course Tools area of the Control Panel.
2. **Create (Build)** a new test **or** select **Edit** from the contextual menu for an existing test.
3. Click **Create Question** **or** select **Edit** next to an existing question.

4. Select **Edit** from the contextual menu for Categories, Levels of Difficulty, or Topics.

**5. Categories and Keywords**

Categories  None

Levels of Difficulty  None

Topics  None

Keywords Enter keywords separated by commas.

**5. Categories and Keywords**


Categories  None

Levels of Difficulty  > Edit

Topics  None

Keywords Enter keywords separated by commas.

5. Click **Manage** to add a category, level of difficulty, or a topic.

 **Manage Categories for this Question**

Categories are used to organize questions for easier retrieval in searches, from Pools or other Assessments. [More Help](#)

**1. Category Manager**

Click **Manage** to create and edit categories used in this course.

**2. Create/Edit Question Categories**

Select one or more Categories to associate with this question.

No items found.

6. Click **Create** to add a category, level of difficulty, or a topic.
7. Click **Submit**.
8. Click **OK**.
9. **Select** categories, levels of difficulty, or topics **and use the arrow button** to move them to the Selected Items box.

### 1. Category Manager

Click **Manage** to create and edit categories used in this course.

### 2. Create/Edit Question Categories

Select one or more Categories to associate with this question.

The screenshot shows a user interface for selecting question categories. It consists of two main columns: 'Items to Select' on the left and 'Selected Items' on the right. The 'Items to Select' column contains a list with 'chapter 1' and 'chapter 2'. The 'Selected Items' column is currently empty. Between the two columns are two arrow buttons: a right-pointing arrow (>) and a left-pointing arrow (<). A red arrow points to the right-pointing arrow button. Below each column are two buttons: 'Invert Selection' and 'Select All'.

10. Click **Submit**.
11. For **keywords**, enter them directly into the Keywords field; separate each keyword by a comma.
12. Click **Submit** when finished.