

## Self Tests

### Creating a Self Test

**Step 1:** Click the **Build** tab.

**Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left).

**Step 3:** Click **Create Assessment** at the top of the **Assessment** screen. The **Create Assessment** screen will appear.

**Step 4:** *Under the section at the very top,*

- Enter a title for the assessment in the **Title** text box.
- Enter a description for the assessment in the **Description** text box (optional).

**Step 5:** *Under the section labeled **Grade Book column name**,*

- Enter a title for the corresponding Grade Book column for the Quiz.

**Step 6:** *Under the section labeled **Type**,*

- Select the option labeled **Self Test**.

**Step 7:** *Under the section labeled **Template**,*

- Select the option labeled **Do not base** to start the new assessment from scratch.
- Choose **Base on an existing** to use an existing assessment as a template for the new assessment. Select an assessment from the drop-down menu.

**Step 8:** Click the **Save** button.

**NOTE:** Item visibility for a **Self Test** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

### Adding Questions to a Self Test

**Step 1:** Click the **Build** tab.

**Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all **Assessments** in the course.

**Step 3:** Click the title of the **Self Test** to be edited.

**Step 4:** Click **Add to Assessment** at the top of the **Self Test** screen.

**Step 5:** Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** will appear from which to select questions.

**NOTE:** For information regarding *question sets*, click the **Help** link in the upper right-hand corner of the WebCT window.


- Step 6:** Select each question to be added from the **Question Database** by clicking each question's corresponding check box.
- a. To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category (see screenshot below).
- Step 7:** Click **Add Selected** at the bottom of the screen to add the selected questions to the **Self Test**.

**TIP:** *To select all questions in a category, expand the category to be selected (click the plus symbol +). Make sure the category you want is the only one expanded. Once expanded, click the check box at the very top, left-hand corner of the Question Database table. All the questions in the expanded category will be selected.*

### **Specifying Self Test Point Values**

- Step 1:** Click the **Build** tab.
- Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all Assessments in the course.
- Step 3:** Click the title of the **Self Test** to be edited. A list of questions that have been added to the Self Test will be listed.
- a. If questions are not listed for a Self Test, they will need to be added before points can be allocated.
- Step 4:** Enter the desired number of points into the **Points** text box for each corresponding question.
- Step 5:** Click the **Update Total** button at the bottom of the list of Self Test questions.

### **Specifying Self Test Settings**

- Step 1:** Click the **Build** tab.
- Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all Assessments in the course.
- Step 3:** Locate the Self Test to be edited and click the **ActionLinks** menu  located to the right of the Self Test title.
- Step 4:** Click the **Edit Properties** link from the **ActionLink** drop-down menu. The **Edit Assessment Properties** screen will appear.

**Step 5:** Scroll down to the section labeled **Question Delivery** (the first section was set up during the initial creation of the Self Test).

**Step 6:** *Under the section labeled **Question Delivery**,*

- a. Select an option for question delivery (**Deliver all questions at once, Deliver questions one at a time and allow questions to be revisited, or Deliver questions one at a time and do not allow questions to be revisited**).
- b. Deselect the option labeled **Display question titles** (recommended).

**Step 7:** *Under the section labeled **Display Assessment**,*

- a. Choose **In the same browser window** (recommended).

**Step 8:** *Under the **Dates Available Section**,*

- a. Choose a start time for the Self Test using the **Start Time** section (time available).
- b. Choose an end time for the Self Test, if desired.

**Step 9:** Click the **Save** button at the bottom of the **Edit Assessment Properties** screen.

**NOTE:** For additional information or information regarding settings not covered, click the **Help** link in the upper right-hand corner of the WebCT window.