Creating an exam from scratch:

From the location in your eCampus course where you would like the students to find their assignments:

- Pull down “Assessments”
- Click on “Test”
- Click on “Create”
- Give your test a name (required) – I suggest Exam X… This name will show up in your gradebook.
  - The description and instruction sections are optional, but you should explain the time constraints of the exam and that they need to submit the exam when they are finished.
- Click on “Submit”
- On the Test Canvas screen, click “Create Question”, then select a question type. Realize that short answer, essay and file response question types WILL NOT be automatically graded by eCampus, and will prevent the rest of the quiz from being graded and entered in the grade book until they are graded manually by you.
- The “Create/Edit question” window will open. See below.
I do not number my answer choices and always randomize the answer choices…unless there is a question where I need to have an “a and c are correct” situation.
Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers 5

Correct

Answer 1.

behavioral isolation

Path: p > span  Words: 2

Answer 2.

gametic isolation

Path: p > span  Words: 2
You are welcome to add your own response feedback, if desired. It will be shown to the student after submission.

When you are satisfied with the question, click “Submit”. Then click “ok” at the bottom of the page. The Test Options page should open, as shown below.
You must make the link available here for the students to be able to see the assignment. If you would like it to appear on a particular date, check this box, and then use the “Display after” function below. Adding a new announcement sends an alert to the student when the link for the problem set becomes available.
1. In the **Test Availability** section, you will want to set the time and day the exam will be available.
   a. You need to make the test available to students (check “yes”)
   b. You need to check force completion if you want your students to complete the exam in one sitting (synchronous delivery).
   c. If you would like them to have limited time (i.e. a class period) set the time in the “**Set Timer**” section. If you are limiting time, you also should enable “Auto Submit”.
   d. Set the “**Display After**” day and time to the day and time you wish to deliver the exam. It will not be visible to students until this time.

2. Set the **Due Date**. This is the day and time that the exam ends.
3. Under “**Self Assessment Options**”, check the box to “**Include this Test Score in Grade center Calculations**”. This will make a column in the eCampus gradebook and display the grade, if so desired.
4. **Show Test Results and Feedback to Students.** You may want to leave this blank, so that students are not receiving feedback on each question as they work through the exam.

5. Under “**Test Presentation**”, select “**One at a Time**”, and “**Randomize Questions**”. We allow backtracking so that if students want to change an answer, they may go back and do it.

6. When everything is set, click “**submit**”.