

### **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.

## Create/Edit Multiple Choice Question

Multiple Choice questions allow students to choose one correct answer from a selection of answers. Up to 100 answers can be added to the question. [More Help](#)

\* Indicates a required field.

Cancel

Submit

### QUESTION

Question Title

\* Question Text

Rich text editor toolbar with options for Paragraph, Arial, Font size, and various text formatting tools.

*Hyla versicolor* and *H. chrysocelis* are frogs which are morphologically indistinguishable, non-hybridizing and broadly sympatric in central Texas. There is no evidence that these species utilize different natural resources and both reproduce throughout the spring and summer. Mating involves males clutching the females but fertilization is external. These species are easily distinguished by their mating calls; males and females of *H. versicolor* are "slow trilling" whereas males and females of *H. chrysocelis* are "fast-trilling." The factor that most likely maintains these forms as species is

Path: p » em » span Words:85

### OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Allow Partial Credit

Show Answers in Random Order

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.

## ANSWERS

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Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.

Number of Answers

Correct

Answer 1.

Remove

**T** **T** **T** **T** Paragraph Arial Font size

Mashups HTML CSS

behavioral isolation

Path: p » span Words:2

Answer 2.

Remove

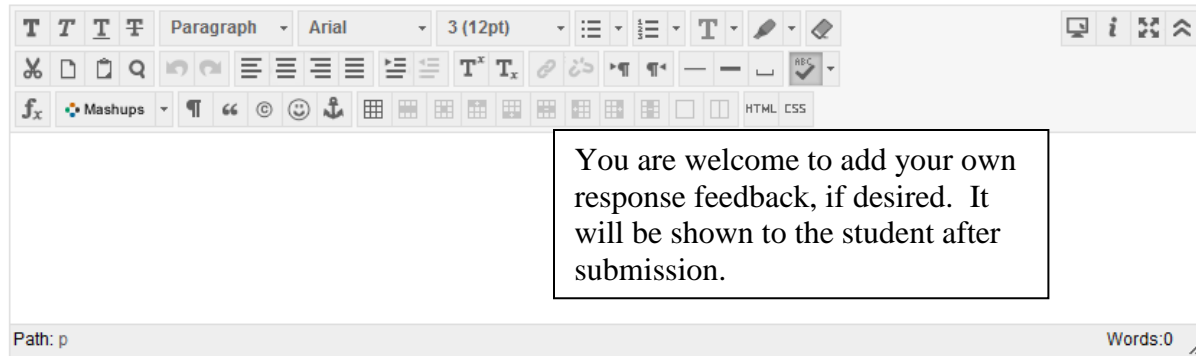
**T** **T** **T** **T** Paragraph Arial Font size

Mashups HTML CSS

gametic isolation

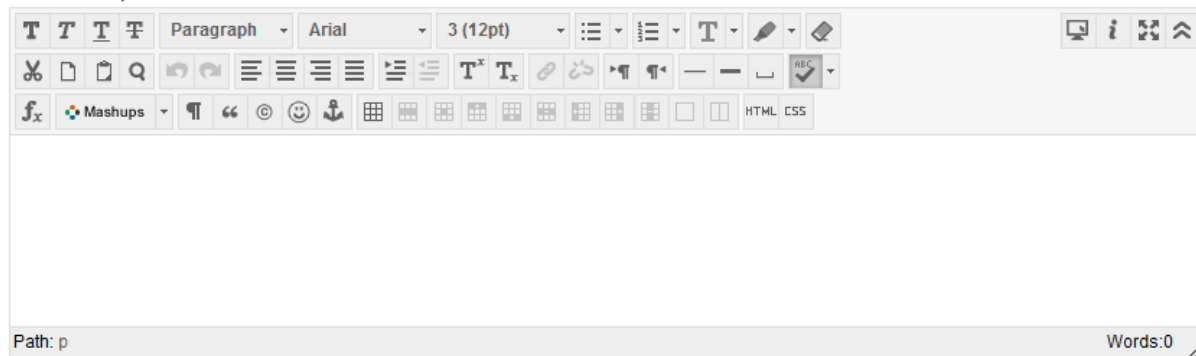
Path: p » span Words:2

### Correct Response Feedback



A rich text editor interface for entering correct response feedback. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, bulleted and numbered lists, text color, background color, link, unlink, indent, outdent, bold, italic, strikethrough, subscript, and superscript. A text box contains the text: "You are welcome to add your own response feedback, if desired. It will be shown to the student after submission." The status bar at the bottom shows "Path: p" and "Words:0".

### Incorrect Response Feedback



A rich text editor interface for entering incorrect response feedback. The toolbar is identical to the one above. The text box is currently empty. The status bar at the bottom shows "Path: p" and "Words:0".

## CATEGORIES AND KEYWORDS

Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the **X** icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.

Categories	112Chapter 22 <input type="button" value="X"/> <input type="button" value="Add"/>
Topics	reproductive isolation <input type="button" value="X"/> speciation <input type="button" value="X"/> species concepts <input type="button" value="X"/> <input type="button" value="Add"/>
Levels of Difficulty	None <input type="button" value="Add"/>
Keywords	None <input type="button" value="Add"/>

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.

## Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

\* Indicates a required field.

Cancel

Submit

### TEST INFORMATION

\* Name

Choose Color of Name  Black

Content Link Description

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font color, background color, bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other functions. Below the toolbar is a large empty text area for the content link description. At the bottom of the editor, it shows "Path: p" and "Words:0".

Open test in new window  Yes  No

### TEST AVAILABILITY

Make the link available  Yes  No

Add a new announcement for this test  Yes  No

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 (ie. 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.

**TEST AVAILABILITY**

Make available to students:  Yes  No

Add a new announcement for this test:  Yes  No

Multiple Attempts
 

- Allow Unlimited Attempts
- Number of Attempts:

Score attempt:  Last Graded Attempt:

Force Completion  
Once started, this test must be completed in one sitting.

Set Timer  
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit:  OFF  ON  
OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.

Display After:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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.

**DUPLICATE DATE**

Set the date the assessment is available. Typically, do not allow students to take a test once the due date has passed.

Submissions are accepted after the date, but are marked Late.

Due Date: 12/22/2020 11:10 AM

Enter dates as mm/dd/yyyy. This may be entered in any format.

Do not allow students to start the Test if the due date has passed. Students will be unable to start the Test if this option is selected.

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**SELF-ASSESSMENT OPTIONS**

If this test is a self-assessment, choose to include or hide the scores in the Grade Center. NOTE: If an instructor decides to include the test in the Grade Center after it was hidden, all prior attempts will be deleted.

Include this Test in Grade Center score calculations. Grade Center items excluded from accuracy calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Hide results for this test completely from the instructor and the Grade Center. If this option is selected, the instructor will not be able to see any student grades, show answers, aggregate results, or download result sheets. To protect student privacy, this choice cannot be reversed later without deleting all attempts.

Click Submit to add options for this test. Click Cancel to quit.

Cancel Submit

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**”.