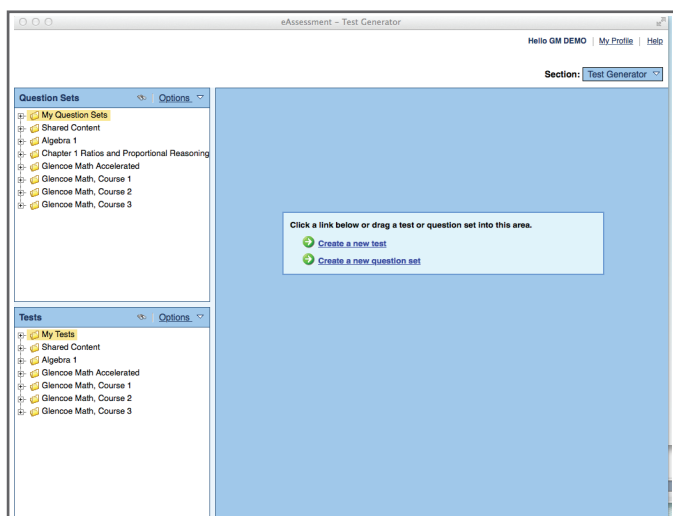# How-To Create a New Test

Use these 1st two steps for Options 1-3.

1. Use the "Create a new test" link on the main screen.
2. Create a name for your test and choose the "My Tests" folder as the folder location. You do not need to enter anything in the "Folder name" field.

   Now you have 3 options to choose from.
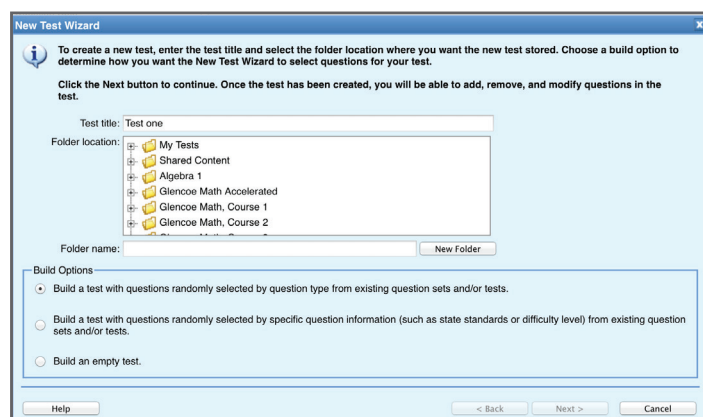
Option #1

Create a Test by Question Type

1. Start with steps 1 and 2 listed above.
2. Choose the first option in "Build Options" and press "Next>."
3. Click on the (+) sign next to the "All Question Sets" folder and the folder for your Course. Click the check box to select the question set for the chapter(s) you want the system to select questions from. Click "Next>."
4. Select English and click "Next>."
5. Type in the number of questions you want of each type. Then click "Next>."
6. Review your summary and click "Finish."

Option #2

Create a Test by Standard or Keyword

1. Start with steps 1 and 2 listed under Create a New Test.
2. Choose the second option in "Build Options" and press "Next>."
3. Click on the (+) sign next to the "All Question Sets" folder and the folder for your Course. Click the check box to select the question set for the chapter (or chapters) you want the system to select questions from. Click "Next>."
4. Select English and press "Next>."
5. Use the drop down menus to select the questions you want.
6. Click on "Edit" to choose the number of each question type you want, then click "Update." Continue to do this until you have the number of questions you want.
7. Click "Next>" and then "Finish."

Option #3

Create a Test by Selecting Questions (including Technology Enhanced Items)

1. Start with steps 1 and 2 listed under Creating a New Test.
2. Click the "Build an empty test" option and then click "Finish."
3. A new, empty test is created and opens on the right.
4. Open a Question Set in the upper left-hand corner by clicking on the (+) signs for the course/chapter you want to choose questions from and click on the (+) sign next to the blue "bin" of questions +. This expands to show you each question in that chapter bank.
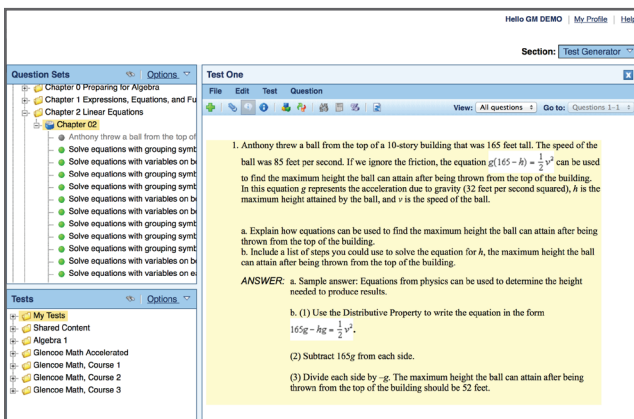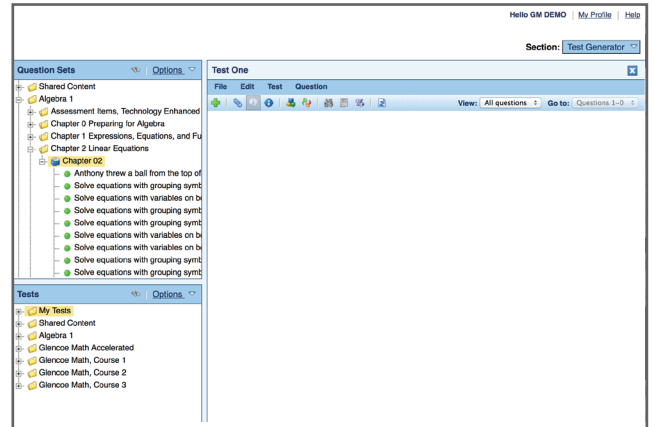
5. Roll your cursor over any of the questions in the list and a window opens showing the question. If this is a question you would like on your test, simply drag the question to the right and it will be added to the bottom of the test.

   • Notice that the green dot in the question set area, next to the question you added changes from green to gray.

   • You can add questions from any chapter test bank in the upper left OR any question from any premade test found in the lower left area using this process.

   • The folder at the top of the list called **"Assessment Items, Technology Enhanced."** Follow steps 4 and 5 above to add these questions to your test.

   • The folders that are not labeled "HTML" contain Flash based questions. These show as a symbol when added to a test. To view these questions, add them to the test first and then click on the ⓘ button on the Toolbar. Select "Show Rationale" then click "OK." The question is now be visible.

6. Repeat steps 4 and 5 as needed to add additional questions to your test.

Preview an Online Test

1. On the toolbar, click on "Test."
2. Choose "Preview Online Test."
3. Answer the question and then click "Solve" to check your answer.

Add Algorithmic Questions from the Test Bank for Multiple Test Versions

1. Start with steps 1 and 2 listed under Creating a New Test or you can add these at any time as you are creating a test.
2. Click the "X" button on the right side, just under the words Test Generator to clear your workspace.
3. In the lower left corner, click on the (+) sign next to the My Tests folder so the test you created is visible.
4. Open a Question Set in the upper left hand corner by clicking on the (+) signs for the course/chapter you want to choose questions from.
5. Click and drag the blue "bin" 🗒 of questions into the blank workspace on the right. It opens to show all questions in the bank.
6. Click the 🛈 button on the Toolbar and select "Show Variable Status" then click "OK."
7. Find a question that has variable data. This is indicated by "Variable Status = True."
8. Drag that question from the workspace on the right over to the name of the test you want to put it on. Be sure that the "finger" is pointing at the name of the test you want to add the question to and that the name of the test has a dotted border around it. The question will be added to the end of your test.

Create a Test Using an Existing Test

1. In the lower left "Tests" area, click on the (+) sign.
2. Click once to highlight the name of the test you wish to use and then click "Options." Select "Duplicate."
3. The duplicated test appears immediately below the original. Click "Options." Select "Rename" and change the name to whatever you wish to call this test.
4. Short-Cut: You can right click on the names of the tests to duplicate and rename them instead of clicking "Options" each time.
5. Click on your renamed test and drag it over to the blank workspace on the right.
6. You can now edit, duplicate, or reorder any of the questions. (Steps for doing this follow this section.)
7. You can add questions from other premade resources in the lower left or use test banks in the upper to the bottom of the test.

Edit/Duplicate/Delete/Reorder Items

1. Click the 🖊▾ button next to any question. This gives you the option to Edit, Delete, or Duplicate any question.
   - Duplicated questions appear at the bottom of the test. If the question information says "Variable Status: True," it will be the same type of question with different numbers.
   - If you get an error message saying "Editing Features are not Available," you are using an old browser or your java is out of date.
2. To change the order of questions, click on any question and drag it to wherever you would like it to appear on the test.

Change Multi-Mode Questions

To change all of the multi-mode questions on a test from one format to another (multiple choice to short response or the reverse):
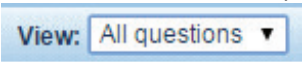1. Click on the 🛠 button on the toolbar OR click on "Test" and then choose "Toggle All Multi-Mode Questions."

To change the format of a single question:
1. Click once on the question that you want to change. To highlight the question.
2. Click on "Question" then choose "Toggle Multi-Mode Question."

Note: If the "Toggle" choice is grayed out, this means the question(s) you are attempting to change is not multi-mode.

Helpful Hints

- Tests are saved automatically as you work.
- Answers do not print on the student test. They are only visible to you as you make the test.
- To change the number of questions you can view at one time, click "View" on the toolbar and use the dropdown to select "All Questions" View: [All questions ▾]
- Use the 🛈 button to show the references for your questions. This also shows standards, question type, learning objective (lessons), and much more!
- Video tutorials are found by clicking on the menu, select Professional Development Implementation Course, and explore Module 6.

Print a Test

1. On the toolbar, click "File" then "Print to PDF" and select "Single Version" or "Multiple Versions."
2. Make your choices for the General Options and be sure to print an Answer Key. If you are printing "Multiple Versions," you can also make choices regarding Version Options.
3. If you are printing a Single Version, click "OK." If you care printing multiple versions, click "Print New Version." A new screen opens. It will take a moment for the program to generate a link for the printable test.
4. When the test is generated, open the PDF. You can now save or print this copy.
5. If you are printing multiple versions, return to the print window and notice the total versions printed goes from 0 to 1.
6. To print additional versions, repeat the steps above.
7. Note: Technology Enhanced Items cannot be printed.

Share a Test

1. On the toolbar, click "File" and then "Export."
2. Choose "Cognero XML."
3. Save this file to your desktop.
4. Send the .xml file via email or save via a flash drive.

Other Export Options

1. On the toolbar, click "File" and then "Export."
2. Notice that you can export the file as a Word Document for further editing. There are other options available as well.

Import a Shared Test

1. Save the test shared with you to your hard drive.
2. In the lower left-hand corner, click on "Options."
3. Select "Import Cognero XML."
4. Choose the location that you saved your file and click "Open."
5. When you see the name of the file, click "Upload."
6. The import log shows when the test is imported. Click "Done" once this has been completed.

Assign an Online Test to Students

1. Use the dropdown menu in the upper right side of the page to go to Classes and Assignments.
2. From the upper left, click and drag the name of the class into the workspace on the right.
3. From the lower left, click and drag the name of the assignment/test into the workspace on the right.
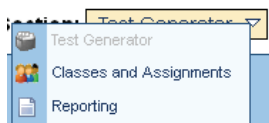
4. Change the name of the assignment if you choose and make other selections. Click "Next."
5. The default is for all students to do the assignment. You can exclude students if you need to differentiate. Press "Next."
6. Choose how you want to set up the assignment.
7. Press "Next."
8. Select report options and press "Next."
9. Review your assignment details and click "Finish."

Grading Open-Ended Assignments and Editing Scores

1. Use the dropdown menu in the upper right side of the page to go to Classes and Assignments.
2. From the upper left, click and drag the name of the class into the workspace on the right.
3. Click on the symbol and select "Edit Scores."
4. Follow the steps listed and then click "Done."

Review a Results Report

1. Use the dropdown menu in the upper right side of the page to go to Reporting.
2. From the upper left, click and drag the name of the class into the workspace on the right.
3. Choose the report type you want and then click "OK." Clicking on the symbol will give you information about the report.
4. Choose options as needed and click the "OK" button to view the report.

For more assistance, please contact: 800-437-3715
Or visit: www.mheonline.com/epgtechcontact