

TUTORIAL

TESTS EDITION



SOLAR

Ambiente Virtual de Aprendizagem da
Universidade Federal do Ceará

 Tests

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Suggestions for Solar 2.0



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 Available tests

Description	Availability	Duration	Status	Evaluative	Frequency
Prova para tutorial  (See equalities) ▾	09/12/2016 - 09/12/2016 10:00 - 11:00	30 min	Finished	Yes	Yes

 About the Test

The test is an activity composed by series of question relevant to the covered content in the course and aims to evaluate the student's knowledge.

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Accessing the Tests Edition

Click on Content in the Edition section to access the Tests Edition.

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Search

**Choosing the subject**

Choose the subject with the respective semester and groups in which you want to create the test and click on **Search**.

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Curso de Graduacao Presencial



Course

110 - Letras Portugues



Disciplina

RM405 - Teoria da Literatura I



Semester

2011.1

 Offer Group Select all

QM-QTN

TL-CAU

Search

[Evaluative/Frequency activities management](#)

Information



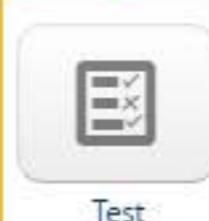
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Webconference

Education

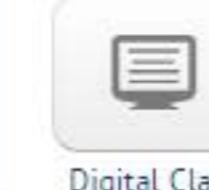


Test



Opening the Test tool

After selecting the groups which the test will be created to, click on the **Test** tool, in the **Education** section.



Digital Class

* required field(s)

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 Offer Group Select all OM-QTN TL-CAU[Back](#)[Search](#)**Creating an exam**Click on **New Exam** to create an exam.[Important:](#) You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)[Manage evaluative / frequency exams](#)

Prova para tutorial

Application date in
12/09/2016 to 12/09/2016
10:00 to 11:00

Groups

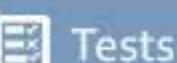
QM-QTN

TL-CAU



4 added of 2 questions

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**Title**

It's the name given to the created exam.

Title*

Information

Configuration

Description

Brief explanation of the exam and its content.

Description

**Period**

Length of time the exam will be available for resolution

If the start and the end of the period are with the same date, the exam will only occur on this day.

Period* 15/09/2016 To 15/09/2016

Schedule _____ to _____

Duration
(min)*

Groups OM-OTN TL-CAU

Duration

Time the student will have to do the exam after starting it.

Note that the filling should be done in minutes.

Schedule

Time lapse in which the test exam will be available for resolution by the student. **The time can only be set when the set period is only one day.**

Consider the SOLAR time to fill because this will be the time used for the application of the exam.

Calculation notes Unpublished exam



Professor 15:05:49 Help Exit

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New Exam

* required field(s)

Information

Configuration

Title* Exam for tutorial

Description



body p

Period* 15/09/2016 To 15/09/2016

Schedule 16:00 to 17:00

Duration (min)* 30

Groups QM-QTN TL-CAU



Continue

After filling all the information, click on

Continue

Cancel

Continue

Random questions Raffle question's order Block Solar's content during exam Amount of questions at exam* Define how many times student can redo the exam* 1

Grade calculation method

Greater grade ▾

 Send result by email Uninterrupted

Cancel Previous Save

Show questions

Random questions

Randomly will choose at the time of the publication the questions that will be used in a particular exam. Thus, for example, an exam with ten registered questions will be formed by five random questions among the ten existing if the **number of questions in the exam** (explained item ahead) is programmed with five questions.



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Off

On

New Exam

* required field(s)

Information

Configuration

Random questions



Raffle question's order



Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam* 1

Grade calculation method

Greater grade ▾

Send result by email



Uninterrupted



Cancel

Previous

Save

Show questions

Raffle question's order

It allows that the registered questions in the exam are displayed randomly in the time of the student's resolution. Thus, the questions will never be presented in same order as an exam.

Note, however, that if there are more questions registered in the exam than the total of defined questions for this in the item **Number of questions** in the exam (explained ahead), the raffle will be made only with questions that are within the amount set to use. For example, if there are ten questions registered in an exam and the user sets the number of questions in the exam is only five, only the first five questions, ordered in the test edition, will be used and consequently, only they will be part of the raffle.

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Semester:	Off

New Exam * required field(s)

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Random questions

Raffle question's order

Block Solar's content during exam

Amount of questions at exam*

Define how many times student can redo the exam* 1

Grade calculation method Greater grade

Send result by email

Uninterrupted

Cancel Previous Save



Block Solar's content during exam

All the subject content of the exam (lessons, support materials, chat history, webconferences recording and posting on discussions) will be blocked to the students at the time they start the exam until they finish it.



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New Exam

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Raffle question's order



Block Solar's content during exam



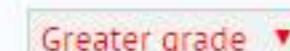
Amount of questions at exam*



Define how many times student can redo the exam* 1



Grade calculation method



Send result by email



Uninterrupted



Cancel

Previous

Save

Show Questions

Calculation notes | Unpublished exam

Amount of questions at exam

It will limit the amount of questions that will be used in the exam. Thus, if a test has several registered questions, the responsible can define how many of them will actually be used in the exam.

If the item **Random Questions** is active, random questions of the total registered will be used to reach the limit. If this item is disabled, the limit set will be defined by the order of the questions in the exam.



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New Exam

* required field(s)

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Random questions



Raffle question's order



Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam*

Grade calculation method

Greater grade ▾

Send result by email



Uninterrupted



Cancel

Previous

Save



Define how many times student can redo the exam

It sets how many times the student can redo the exam. If it's defined an amount equal or greater than twice, the score is calculated according to what's defined in the option **Grade Calculation Method**.

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New Exam

* required field(s)

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Random questions



Raffle question's order



Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam* 2

Grade calculation method

Greater grade ▾

Send result by email



Uninterrupted



Cancel Previous Save

Show by questions

Calculation notes Unpublished exam

Grade calculation method

It will set how the student's grade will be defined if allowed to do the exam more than once.

There are three methods of grade calculation:

Greater grade ▾ Average grade ▾ Last grade ▾

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Raffle question's order



Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam* 2

Grade calculation method

Greater grade ▾

Send result by email



Uninterrupted



Private para:

Groups:



Send result by email

The student will receive the exam's result by email after the end of exam's period.



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* required field(s)

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Raffle question's order



Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam* 2

Grade calculation method

Greater grade ▾

Send result by email



Uninterrupted



Cancel Previous Save

Show Questions

Uninterrupted

The exam should occur continuously. The student will not have, therefore, the option to close the exam screen.

If the student exits the SOLAR environment or close the browser, for example, the exam will be considered finalized.



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Block Solar's content during exam



Amount of questions at exam*

Define how many times student can redo the exam* 2

Grade calculation method

 Greater grade

Send result by email



Uninterrupted



Cancel

Previous

Save



Completing the New Exam registration

After defining all the information and the exam settings, click on **Save**

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 Offer Group Select all QM-QTN TL-CAU[Search](#)[Back](#)**Important:** You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)[Manage evaluative / frequency exams](#)

Prova para tutorial

Application date
12/09/2016 to 12/
10:00 to 11:00Groups [QM-QTN X](#) [TL-CAU X](#) **Importing an exam**

Click on Import questions and exams to import an existing exam.

[Show Questions](#)[Back](#)

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Curso de Graduacao Presencial

* required field(s)

Question/Exam's import

Choose questions

Conclude

* required field(s)

Search questions at
repositorySearch exams and
questions

Filter

Type*

Course*

Subject*

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Search



Searching for exams

Select the subject and the respective exam semester you want to import.

After that, click on Search.

Conclude

Publish exam



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Select the exam

Select the desired exam to import. The user can also choose which questions of the exam will be imported.

After that, click on **Add to import list**

Prova para tutorial

Application date in

12/09/2016 to 12/09/2016

10:00 to 11:00

4 added of 2 questions

Groups QM-QTN TL-CAU

<input type="checkbox"/>	Order	Enunciation	Author	Type	Last update at	Updated by	Preview	Privacy	Annul	Published
<input type="checkbox"/>	▲ ▼	☰ Teste tutorial	Professor	Multiple choice	09/08/2016	-		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<input type="checkbox"/>	▲ ▼	☰ Numa célula animal, qual organela possui a função de conservar e transmitir a informação genética...	editor	Multiple choice	12/09/2016	-		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Labels:										
biologia										

Add to import list**Conclude**

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4 added of 2 questions

Groups QM-QTN TL-CAU

<input type="checkbox"/>	Order	Enunciation	Author	Type	Last update at	Updated by	Preview	Privacy	Annul	Published
<input type="checkbox"/>	▲	Teste tutorial	Professor	Multiple choice	09/08/2016	-		-	<input type="checkbox"/>	

Numa célula animal, qual organela possui a função de conservar e transmitir a informação genética...

Labels:

biologia

Add to import list

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Finishing choice of tests to import

Click on **Conclude** after adding to import list all the desired exams and questions.

Conclude

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Question/Exam's import

* required field(s)

Choose questions

Conclude

Import questions/exams

Don't import questions

Order	Exam	Enunciation	Type	Source	Score*	Preview	Don't import questions
◆	Prova 2	Qual o resultado de 43x10?	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	1		
◆	Prova 2	Quanto eh 1+1?	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	1		
◆	Prova 2	A capital do Cearah eh	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	1		
◆	Prova 2	Fulano tem 4 moedas de R\$ 0,10. Quanto ele tem?	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	1		
◆	Prova 2	Qual a cor do cavalo branco de napoleao?	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	1		

Back Import

publish exam

Finishing importation

View the selected questions for import, check them and click on **Import**.

An exam of the same name and settings of the selected questions will be created.
 The publication of this exam will only be allowed after the first edition.

The score must be equal or greater than 0.5.



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 Offer Group Select all QM-QTN TL-CAU

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Important: You can't create, import or remove questions while exam's published**Exam information**

After creating an exam, the user will have some basic information highlighted.

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QM-QTN X

TL-CAU X

2 added of 2 questions

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Important: You can't create, import or remove questions while exam's published

Exam in draft mode

Informs that the exam hasn't been published yet and is not yet available in the subject calendar.

Prova 2

Exam as draft

Application date in
04/06/2016 to 04/09/2016

1 added of 10 questions

Publish exam

Groups

QM-QTN

X

TL-CAU

X

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Important: You can't create, import or remove questions while exam's published

Period and Time
Highlights the application period of exam and it's duration time.

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Groups **QM-QTN X** **TL-CAU X**

2 added of 2 questions

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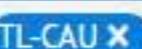
Important: You can't create, import or remove questions while exam's published

**Amount of questions**

Informs how many questions have already been added to the exam and the amount of established questions for use during the application of the exam.

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2 added of 2 questions

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Important: You can't create, import or remove questions while exam's published

View Exam

Allows to see how the exam and the registered questions will be presented to the student at the time of application.

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Important: You can't create, import or remove questions while exam's published

Edit exam

Allows to change the exam information and settings.

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12/09/2016 to 12/09/2016

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2 added of 2 questions

Calculation notes

Unpublishe exam

Groups

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TL-CAU X



▼ Show Questions

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Suggestions for Solar 2.0

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Disciplina

RM405 - Teoria da Literatura I

Semester

2011.1

 Offer Group Select all QM-QTN TL-CAU**Search****Back****Important:** You can't create, import or remove questions while exam's published**Delete Exam**

It will delete a created exam.

**Published exams already resolved by a student
can't be deleted.**

Prova para tutorial

Application date in
12/09/2016 to 12/09/2016
10:00 to 11:00

2 added of 2 questions

Calculation notes**Unpublishe exam**

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 Offer Group Select all QM-QTN TL-CAU

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Important: You can't create, i

Publishing an Exam

To publish an exam, click on Publish exam.

A published exam will be on the academic agenda available on Solar and will be visible to the students in the Test section.

At scheduled date and time, the exam will change its situation from **Not Started** to **To Answer**, indicating that it's already available for resolution.

Prova para tutorial

Groups

Application date in
12/09/2016 to 12/09/2016
10:00 to 11:00

2 added of 2 questions

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 Offer Group Select all QM-QTN TL-CAU

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Important: You can't

**Situations of an exam for the student**

After the publication, the exam will be officially available to the student in the Test section. The following exam situations may appear to the student: **Not started, To answer, Not finished, Redo, Corrected, Finished, Not corrected and Not answered.**

For more details about every situation, check the Exam Activity tutorial.

Prova para tutorial

Application date in
12/09/2016 to 12/09/2016
10:00 to 11:00

Groups QM-QTN X TL-CAU X

Exam as draft

2 added of 2 questions

Publish exam

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* required field(s)

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 Offer Group Select all QM-QTN TL-CAU

Rules to publish an exam

Some rules must be observed so the exam can be published. They are:

The exam must have a number of published questions greater or equal than the number defined in the settings. Therefore, an exam can't be published, for example, with six questions registered when it is set to have ten questions.

The exam must start after the time of the publication. That is, it's not possible, for example, to publish an exam 11 o'clock when its start is set to 10 o'clock.

- If the exam has been imported during the questions import, it should be edited before its publication.

Prova para tutorial



Application date in

12/09/2016 to 12/09/2016

10:00 to 11:00

Groups

QM-QTN X

TL-CAU X



Exam as draft

2 added of 2 questions

Publish exam

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 Offer Group Select all OM-QTN TL-CAU

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Important: You c



Rules to unpublish an exam

It should also be observed some rules so that an exam is unpublished. They are:

- **It can't have been started by students.** The exam which a student has started the resolution can't be unpublished.
- **The exam can't be in progress.** You can't unpublish an exam, that is within the period of realization. The period should be changed and if no student has started the resolution, the test may be unpublished.



Groups

QM-QTN X

TL-CAU X



Application date in
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11:00 to 12:00

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 Offer Group Select all QM-QTN TL-CAU

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Important: You can't create, import or remove questions while exam's published[New Exam](#)**New Question**

After creating an exam, click on and choose the option **New Question** to register a question. A dialog box will be opened then.

Groups

QM-QTN X

TL-CAU X

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0 added of 1 questions

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No question registered

▲ Hide Questions

▲ Hide Questions

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New question

Privacy Public ▾

Type Multiple choice ▾

Score* 0,0

Labels



Add more labels

Enunciation*



Add/update image

Legend



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Filter

New question

Type

Define what type of question will be created.
Remember there's only three types of question.

Multiple choice ▾

Unique choice ▾

True or False ▾

Privacy

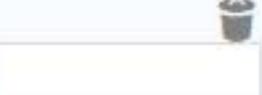
Public ▾

Type

Multiple choice ▾

Score* 0,0

Labels



Add more labels

Enunciation*



Add/update image

Legend

Palavras-chave:

editor

Escolha

17/01/2016

Suggestions for Solar 2.0



* required field(s)

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New question

Score

The score corresponds to the weight that the question will have on the exam.
It should be given a minimum score of 0.5 points.

Privacy

Public

Type

Multiple choice

Score*

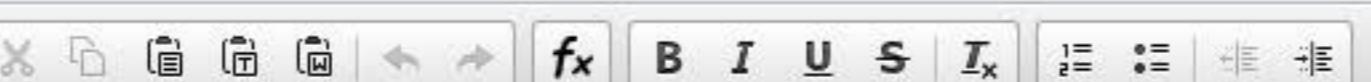
0,0

Labels



Add more labels

Enunciation*



Add/update image

Legend



Publish exam



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New question

Labels

The user can assign labels to the questions. These labels aim to summarize the main themes addressed, that is, identify ideas and the text central themes of the created question. The labels will also help in a future search for the created question.

Privacy PublicType

Score* 0,0

Labels



Enunciation*



Legend

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Multiple choice

Score*

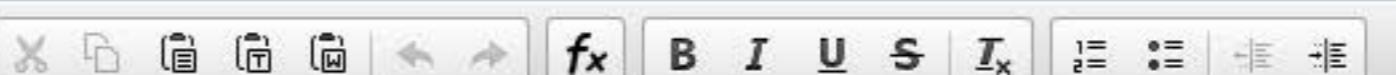
0,0

Labels



Add more labels

Enunciation*



Add/update image

Legend

* required field(s)

Labels

To assign a label to the question, you must type it into the text field and click on Add more labels. [Add more labels](#)

It may be defined up to 8 labels.

To delete a label, just click on Delete:

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Label

Add more labels

Enunciation*



Enunciation

This field will match the question title. So this will be the command of the created question.

Note that there is text editing tools. The user can set characteristics for the text as bold, italic, enumeration, etc.



Add/update image

Legend

* required field(s)



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Pontuação*

0,0

Type

Multiple choice

Score*

0,0

Labels



Add more labels

Enunciation*



Add/update image

The user will be able to add images to illustrate an enunciation, for example.

To add or change an image, click on Add/update image: [Add/update image](#). Then, select in your folders the image to be added and click on open.

Add/update image

Legend



* required field(s)



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Add/update image

Add more images

Subtitle

The subtitle will be the text that will follow the image as an explanation, title or comment.

Legend

Alt

Alt: mandatory description to accessibility (disabled per test)

Alt (Alternate text)

The alt attribute provides an alternate information for an image if the user, for some reason, can't see or can't see it clearly. Thus, for example, users who can't distinguish colors use this description as a basis for their interpretation.

The Alt attribute can also be used by screen readers, which will make an audio description for blind users.

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Legend

Alt

Add/upd

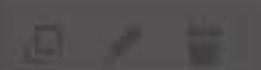
Add more images

Continue

After entering all the information requested on this screen, click on **Continue**: **Continue**

Cancel

Continue



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New question

* required field(s)

Informations

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Answer* (Check to indicate item as correct)

Question Items

On this screen the question items will be added. Fill in the text fields with the desired alternatives.

It can be added more answers options by clicking on

[Add more options](#)[Add more options](#)

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Found:

Year of

2012



New question

Informations

Items

Answer*

 (Check to indicate item as correct)

Add more options

Correct Item

Remember to always define the correct items. Mark the alternatives that will be correct or true.

Stay tuned!

- Multiple choice type questions may have more than one alternative as correct.
- Item marked as correct is considered True in T or F type questions. The item not marked as correct will be considered False in this type of question.

ack

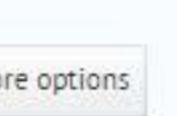
Save

Informations

Items

Answer* (Check to indicate item as correct) **Show/Hide image**

As the question title, the alternatives can also have images.

To add them to the item, click in Show/Hide image.  Add more options

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Year of

2012

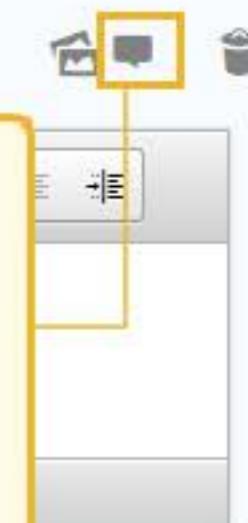


* required field(s)

New question

Informations

Items

Answer* (Check to indicate item as correct)**Show/Hide comment**

A comment can be added to each item.
It will be seen by students during the correction viewing (after the end of the exam).

The comment may, for example, explain the subject matter or justify an answer.

To add it to the item, click on Show/Hide comment.

Add more options

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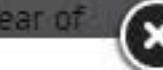
Suggestions for Solar 2.0



2012



* required field(s)



New question

Informations



Items



Answer*



(Check to indicate item as correct)



Remove

To delete a created item click on Remove Item.

Add more options

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Year of * required field(s)

New question

Informations Items

Answer* (Check to indicate item as correct)

Add more options

Add more options
Add new items to the question at **Add more options.**

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guerras mundiales



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Answer* (Check to indicate item as correct)

Add more options

* required field(s)



2012

**Saving the question**

After elaborating the question, just click on Save **Save** to add it to the Questions Bank and exam.

A saved question, will not be, necessarily, complete. The elaboration can be initiated, the question can be saved and, at another time, finished. However, to publish and use it in exams, it must be completed.

Save



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Offer Group Select all OM-QTN TL-CAU

Search

[Back](#)

Important: You can't create, import or remove questions while exam's published

[New Exam](#)

Import Question

After creating an exam, click on and choose the option Import Question(s) to search for a question and import it to the exam. A dialog box will be opened then.

Groups QM-QTN TL-CAU

Exam as draft 20/09/2016 to 20/09/2016
11:00 to 12:00 0 added of 1 questions **Publish exam**

No question registered

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* required field(s)

Question/Exam's import

* required field(s)

Choose questions

Conclude

Search questions at
repositorySearch exams and
questions

Filter

Type*

Course*

Subject*

Semester*

 Offer Group

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Conclude

Publish exam

Searching questions by exams
Select the subject and the respective exam semester you want to import.
Then, click on Search.

▲ Hide Questions

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Suggestions for Solar 2.0

Select the Question

Select the desired question to import. The user can choose how many questions they want to import.

Then, click on **Add to import list**

Order	Enunciation	Author	Type	Last update at	updated by	Preview	Privacy	Annul	Published
-------	-------------	--------	------	----------------	------------	---------	---------	-------	-----------

<input type="checkbox"/>	Sobre a 3a guerra mundial, responda V ou F	editor	True or False	04/08/2016	-			<input type="checkbox"/>	<input checked="" type="checkbox"/>
			guerras mundiais	historia					

<input type="checkbox"/>	Sobre a 2a guerra mundial, responda V ou F	editor	True or False	04/08/2016	-			<input type="checkbox"/>	<input checked="" type="checkbox"/>
			guerras mundiais	historia					

<input type="checkbox"/>	Fulano tem 4 moedas de R\$ 0,10. Quanto ele tem?	editor	Unique choice	04/08/2016	-			<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Labels:	matematica					

Add to import list**Conclude**

No question registered

▲ Hide Questions

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	Order	Enunciation	Author	Type	Last update at	Updated by	Preview	Privacy	Annul	Published
	1	Sobre a 3a guerra mundial, responda V ou F	editor	True or False	04/08/2016	-		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2	Sobre a 2a guerra mundial, responda V ou F	editor	True or False	04/08/2016	-		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	3	Fulano tem 4 moedas de R\$ 0,10. Quanto ele tem?	editor	Unique choice	04/08/2016	-		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add to import list

No question registered

**Finishing questions choice to import**Click on **Conclude** after adding to the import list all the desired questions.**Conclude**

Hide Questions

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Question/Exam's import

* required field(s)



Choose questions



Conclude



Import questions/exams

Order	Exam	Enunciation	Type	Source	Score*	Preview	Don't import questions
◆ 3	Prova	Fulano tem 4 moedas de R\$ 0,10. Quanto ele tem?	Unique choice	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	2		
◆ 3	Prova	Sobre a 3a guerra mundial, responda V ou F	True or False	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	2		
◆ 3	Prova	Sobre a 2a guerra mundial, responda V ou F	True or False	Licenciatura em Quimica - Quimica I - 2011.1 - QM-CAU	2		

Back Import

Finish import

View the selected questions to import, check them and click on Import

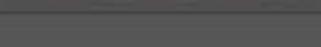
The score should be equal or greater than 0,5.

Publish exam



No question registered

▲ Hide Questions



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Offer Group Select all QM-QTN TL-CAU

X * required field(s)

Question/Exam's import

Choose questions Conclude

Search questions at repository Search exams and questions

My questions Enunciati on Author Labels Year of last update Search

Add to import list Conclude Publish exam

Searching questions in the bank

It's also possible to search directly in the questions bank. Choose the filtering options and click on **Search**. Search

Select the desired questions to import and then click on:

Add to import list

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Disciplina: RM405 - Teoria da Literatura I
Semester: 2011.1
Offer: Group
Select all
QM-QTN TL-CAU

Search X

Question(s) added successfully

QM-QTN TL-CAU

Search

		Application date in 20/09/2016 to 20/09/2016 11:00 to 12:00		0 added of 1 questions	
n	Groups	QM-QTN	TL-CAU	Exam as draft	
No question registered					
Prova 2		QM-QTN		Exam as draft	Application date in 04/06/2016 to 04/09/2016
Groups		QM-QTN		QM-QTN	1 added of 10 questions
Order	Enunciation	Author	Type	Last update at	Updated by
	Quanto eh 1+1? Labels:	editor	Unique choice	27/09/2016	Preview Privacy Annul Published
			matematica		
Add to import list					
Finishing questions choice to import Click on Conclude after adding to the import list all the desired questions.					
Conclude					
Hide Questions					

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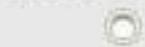
Question/Exam's import

* required field(s)



Choose questions

Conclude



Import questions/exams

* required field(s)

Order	Exam	Enunciation	Type	Source	Score*	Preview	Don't import questions
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Finish import

View the selected questions to import, check them and click on **Import**

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Exam as draft

Application date in
04/06/2016 to 04/09/2016

I added of 10 questions

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Publish exam



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Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)**Copying a question**Select the desired question and click on **Copy and edit question**.

A dialog box will be opened and the question information may be changed.

questions

[Publish exam](#)[▲ Hide Questions](#) Order

Enunciation

Author

Type

Last update at

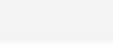
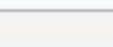
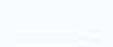
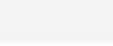
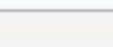
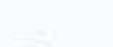
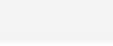
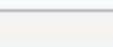
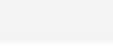
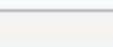
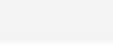
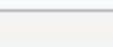
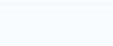
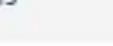
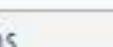
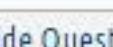
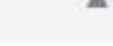
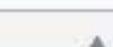
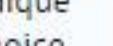
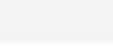
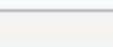
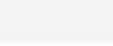
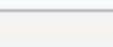
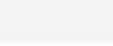
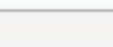
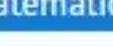
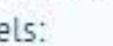
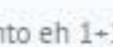
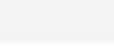
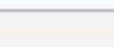
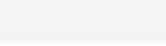
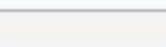
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Important: You can't create, import or remove questions while exam's published[New Exam](#)**Copying a question**

It will be created a question identical to that copied if there's no edition. If done editing during the copying process, a question with the changes made will be created.

- The copied question will keep the original author and will be as annulled.
- The copy (with or without changes) will keep the original author, but it will identify who made the copy process as the second author and it will allow edits.

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Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#) Copy Question

Imported questions which has other user as the author can't be edited.
 Copying a question allows that changes may be done.

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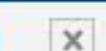
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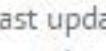
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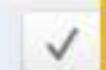
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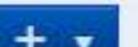
Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)**Editing a question**To change the information of a question or to conclude the edition of a non concluded question, click on 

- Questions of other authors can't be edited.
- Questions used in exams can't be edited.

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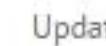
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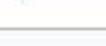
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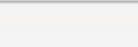
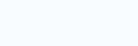
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Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)**Removing an exam's question**

Select the question you want to delete from the exam and click on

- Questions used in published exam can't be deleted.

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Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)**Publishing a question**

To publish a question, select the desired question and click on

Note that the question will come out of the **draft status** and move to the **published status** **- Published questions are able to be used in exams.**

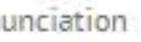
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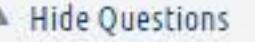
Publishing a question

The publication can also be done by clicking on .

Prova 2   

Groups QM-QTN X TL-CAU X 



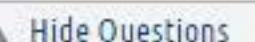


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Important: You can't create, import or remove questions while exam's published**Rules to publish a question**

Some rules must be observed so that the question is published.

- The question can only be published by its author or, if copying, by its second author.
- For publication, the question may have, at least, three registered items.
- The question must have, at least, one marked item as the right answer.
- Unique choice questions types man only have one item marked as right.

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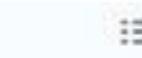
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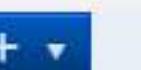
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Important: You can't create, import or remove questions while exam's published[New Exam](#)[Import questions and exams](#)**Rules to unpublish a question****Questions that are being used in exams can't be unpublished.**

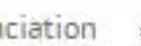
The unpublication, that is, return the question back to the draft situation, can only be done, therefore, in the Questions Bank, on the Repository section. This change, however, can only be done if the question it's not being used in an exam.



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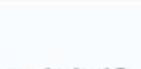
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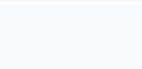
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