



Test tool

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Overview

The Test tool allows you to manage the creation, running, grading and analysis of online tests from a module.

This guide describes how to:

- create a new test and start adding questions
- set up the test for students to take (e.g. options available such as the number of attempts possible, randomisation of questions, timers, forcing the completion of tests etc)
- preview the test
- grade, analyse and work with the results.

There are further guides which detail the different question types, how to work with pools of questions, and recommendations and tips for running online tests at the University of Liverpool. These are:

- Test tool - Pools, Question Sets and Random Blocks
- Test tool - question types in VITAL (overview of the 17 question types)
- Tips on running tests in VITAL

There are 17 question types which can be deployed in a test (in any combination) and questions can be reused across tests and modules. Sets of questions can be created, from which questions can be randomly added to a test. All question types can contain text, images, links to multimedia and other files to make the question itself. Most question types can include automated feedback for correct and incorrect responses. Overall individual test feedback can additionally be uploaded or directly written via the Grade Centre.

Most question types are automatically marked and tests that consist wholly of automatically graded questions will send test score totals for each student directly to the Grade Centre. Results and test responses can be viewed, marked and downloaded from the Grade Centre. An **Item Analysis** facility reports on result data, at the overall and individual question level, on discrimination, difficulty, graded attempts, average score, standard deviation and standard error. If problem questions are identified post-test, student grades can be automatically re-graded to reflect this.

Tests can be configured to suit a range of uses from remotely-taken, self-assessment type tests to a summative test taken under controlled laboratory-type conditions. Tests can be configured to allow different student groups more time on the test or that certain settings should not apply to specific students. Test feedback can be staged to suit different strategies so that students can be shown: their score; automatic feedback on each question taken; general overall feedback; their response against the correct response. Any of these can be set to be shown at the end of completing a test, at a later point in time or not at all (e.g. correct answers could be shown on completing the test and scores could be released at a later date).

The Test tool is best suited to agile, formative assessments (diagnostic evaluations or student self-assessments for example) where relatively few marks are awarded. It is not currently recommended for use in large-scale, high-stakes summative assessments. There is a substantial risk involved in running high-value, summative tests which students can take remotely (rather than under controlled conditions) as there are no controls over collusion, cheating, ISP service levels, quality of home machines and operating systems etc.

A process for creating and managing online tests

- A. Plan and design test, test questions and test materials (including planning the re-use of existing test questions). If you are using images for a test you should first upload them to the **Files** area of the module.
- B. Create the test itself in VITAL - i) write test instructions/description, ii) specify test creation settings, iii) create/reuse/upload questions, score values and question feedback.
- C. Create the link to the test from a module content area (e.g. Assessment), which specifies the settings for running the test (date/time available, number of attempts allowed, types of feedback to display and when, etc). This creates a column automatically for this instance of the test in the Grade Centre.
- D. When the test becomes available, students complete the test. Feedback is shown based on your settings.
- E. Results of automatically graded tests are sent to the Grade Centre. Tests that require whole or partial marking manually are accessed via the Grade Centre for marking by tutors.

4. Click **Submit**. The **Test Canvas** now appears where first the “Question Settings” for this test must be set, and then the actual questions for this test are created. (See the next section.)

Create a test - Question Settings

5. First on the **Test Canvas** page, the details entered in the previous stage are now contained in the **Header** section, which is fully editable (from **B**). NB. Click on the **More Help** link (highlighted below **A**) at any point to get more details on the tool and its options.

Test Canvas: December Week 12 Test ▼

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions and review the test. [More Help](#)

Create Question ▼ Reuse Question ▼ Upload Questions **B** Question Settings

Description This is a self-assessment test to help you with your revision over the break before exams. You will not see the scores and you can take the test as many times as you like.

Instructions Take the time to look at the feedback given for each of the answers, as these point to further reading and resources to help you where you might have gone wrong.

Total Questions 0 **A**

Total Points 0 **C**

6. Before any questions are created, click the yellow **Question Settings** button (highlighted above **C**) to specify for this test:
 - Questions can include feedback to students on correct and wrong responses
 - Question answers (e.g. the range of answers in a Multiple Choice Question) can include images/other files/external links
 - Question feedback (e.g. for incorrect and correct responses) can include images/other files/external links
 - Default scoring options and whether extra-credit, partial credit and negative marking scores are allowed for questions/answers
 - Allowing numbering, Horizontal/Vertical alignment of any answer options, random ordering of any answer options (default = allowed)
 - Metadata option (adding categories, keywords etc to questions for more efficient reuse and searching)
7. Make your selections and click **Submit**. You can always come back to edit these.

Create a test - Create Question

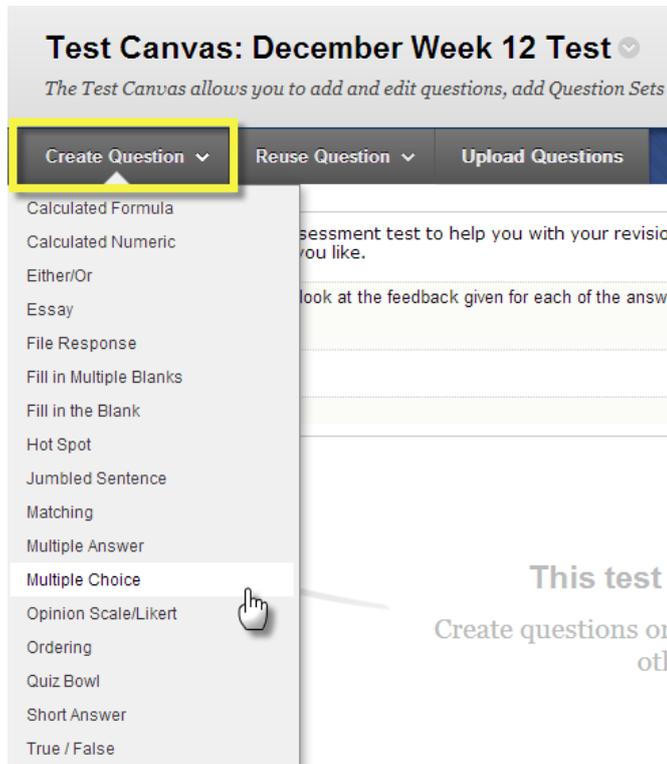
There are three main methods for populating the test with questions.

- Create new questions from scratch;
- Reuse questions from a pool or from other tests;
- Upload questions from your computer.

These methods can be used in combination. The process below describes creating questions from scratch. The other methods are detailed in these Blackboard guidance pages “[Reuse Questions](#)”.

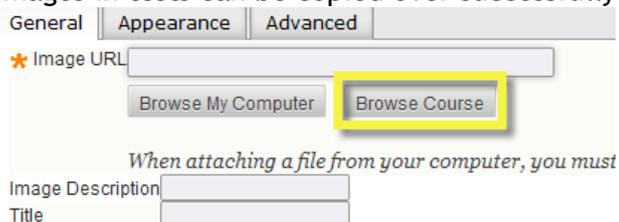
Section 1- Question creation

8. Hover over the **Create Question** button. From the list of questions that appears select the required type. Each type will have its own settings. The following steps describe the creation of a **Multiple Choice** question. (You can have a mix of all/any question types in a test. If you include **Short Answer** or **Essay** types then these specific types will need manual grading in the test, although all other types will be automatically marked.)



Note: see the “17 Question Types” for more details and examples or click on the **More Help** link.

9. Enter the **Question Text**, which is the question or statement that the student must respond to. (The **Question Title** above it is optional, does not appear to students and is used in your view of the question and when working with pools of questions.)
10. **Important note on images in tests:** if you are using images in a test a part of the questions you should first upload these to the **Files** section of the module (see last section of this guide). Then for creating the question text, click on the add image icon in the text editor and use the **Browse Course** button on the dialogue that appears to find your already uploaded image. For images in answer selections (e.g. MCQs) there is a different dialogue to add images described below - make sure your **Question Settings** allow this. This is so that images in tests can be copied over successfully from year to year.



Section 2 - Options

11. You can specify the answer numbering (none, Roman numerals, etc), the random ordering of answers and the answer orientation here in section 2 Options.

Partial Credit and Negative Marking

12. Selecting partial credit (only available for some question types) will let you, in the case of a Multiple Answer question, specify that some incorrect answers can be worth a percentage of the full mark given for a correct answer if selected. This might be in the case where there is an available answer that is partially correct and you do not want to award no marks if the student selects it.
13. When you select the **Partial Credit** option some question types will also open an **Allow Negative Scores for Incorrect Answers** facility. This will let you specify that some answers attract a penalty if the student selects them.

Multiple Choice- specific - Answers

14. All multiple choice questions are created with four answers (options) by default. This can be decreased by removing an existing answer (click the **Remove** button as shown below) or increased by clicking in the '**Number of Answers**' drop-down box and selecting the required number of options (up to 100).

3. Answers

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

Number of Answers: 4

Correct: Answer 1

Remove

File: Choose File No file chosen

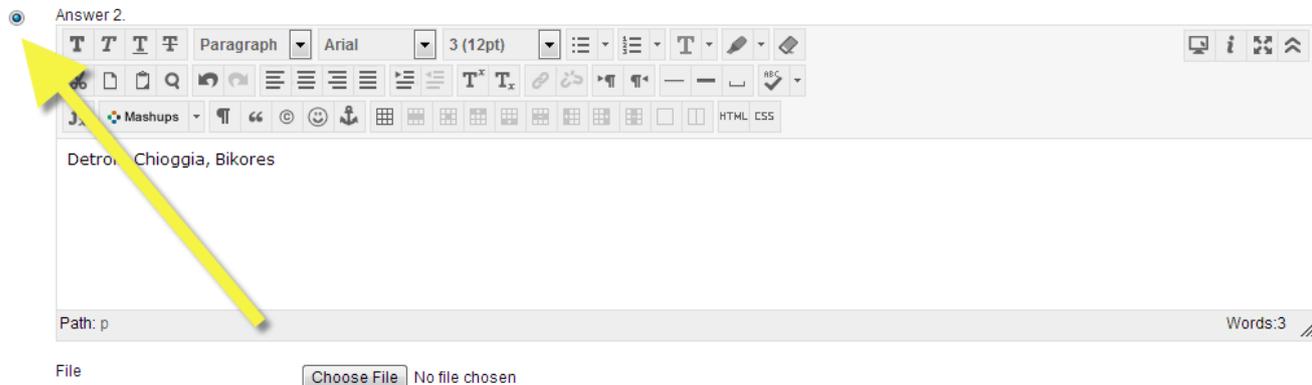
Special Action: Create a link to this media file

Web Link: [Text Box]

Link Name: [Text Box]

15. If you want to add an image to a Multiple Choice answer, then you should use the dialogue highlighted above to select the file directly from your desktop machine (this only appears when you have selected the relevant option in **Question Settings** - step 5 above). You should not directly paste an image into the text editor for tests. You can then use the **Special Action** dropdown to display it in the page fully or just leave it as a link to open. **If using images in answers you must check these display as you would expect them to with a test student account. This also applies when you roll tests over from one year to the next.**

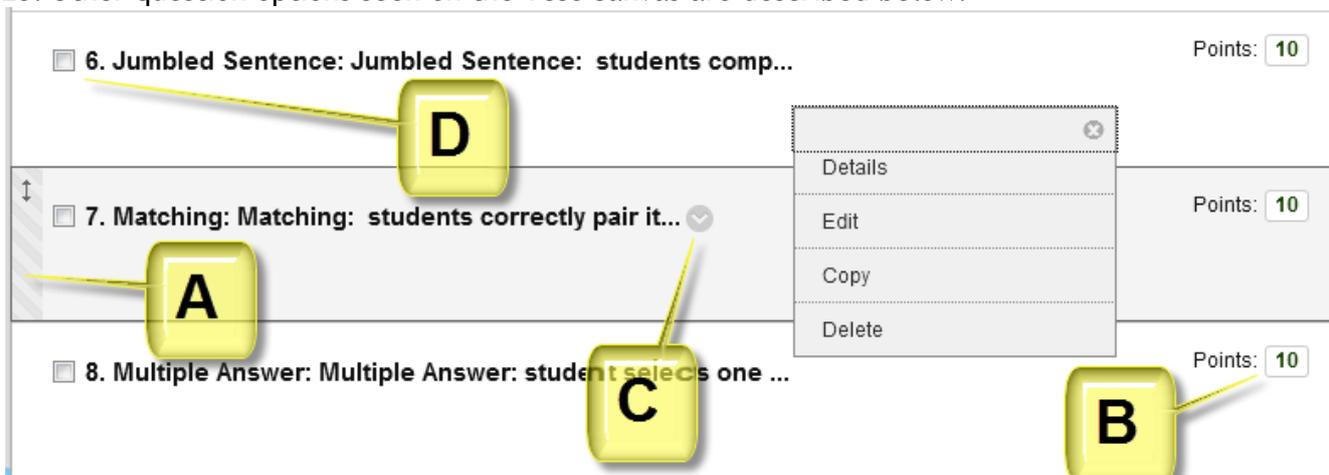
16. Likewise, if you want to add a **Web Link** to an answer, use this dialogue.
17. Enter all the answers from which the student selects the correct one and then set which is the correct one by ticking the option button before the answer number.



18. If enabled, you can enter feedback to display to students for both correctly and incorrectly selected answers.
19. If **Partial Credit** (and optionally **Negative Marking**) are selected, you can enter these for the incorrect answers as percentage values of the score awarded for a correct answer.
20. If using metadata tagging for reuse of questions through the Pools system then these can be added.

Submit and Create Another

21. When you have finished making the question you can either click **Submit** to finish, add the question to the Test Canvas and then to select another Question Type to make a new question...
22. ...or you can click the **Submit and Create Another**, which will let you start creating another of the same question type (in this case an MCQ) straight away.
23. Other question options seen on the Test Canvas are described below.

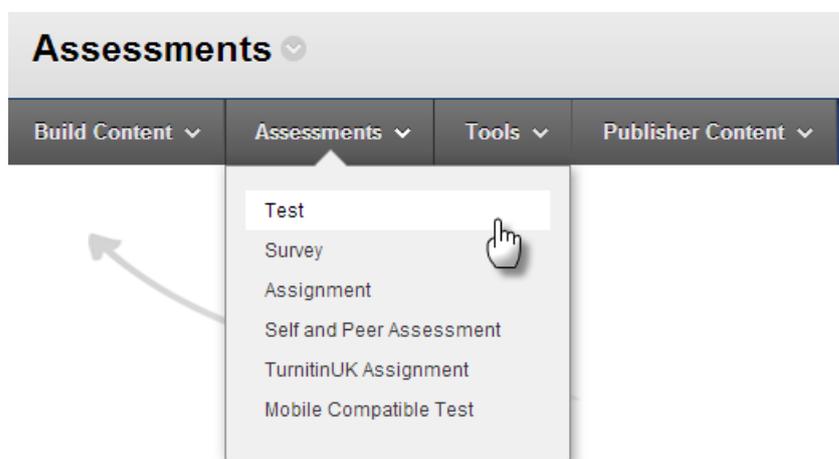


- A. Questions can be reordered by dragging and dropping into different positions. Click this striped bar or the header and drag to the required place in the test.
 - B. Default point values can be reset here for individual questions.
 - C. To edit the question click this downward arrow icon and select **Edit**. You can also **Copy** questions from here to be added to this test.
 - D. Select multiple questions using these check boxes for batch actions (update points and delete questions at the top of the Test Canvas). Be careful when deleting items as there is currently no 'undo' button or recovery facility in VITAL.
24. When all the questions have been created, click **OK** at the bottom of the screen. If the test is being created in the **Tests** area, then you are returned to the test list and the test should now be listed here, and its deployed value should be '**No**'. The test is now stored and ready to link to it from an area of the module so that students can take it. Read the section [Set up a test to run](#) for details on how to do this.
25. Every test in this list has an options menu accessed from the dropdown arrow icon that appears when you hover the mouse next to it. If a test has been deployed then it cannot be deleted and it can only be edited in very limited ways. A test can be exported to a PC and then imported to a different module (using the **Import** button). A test can be copied within the module (so that different versions of the test can be created). If the test has been run then you can run **Item Analysis** from here.

Set up a test to run

Once the test questions have been created and the test saved it can now be run with students. This is done by deploying the test in a content area (in the **Assessment** section for example) and then specifying how the test is to run, such as when it is available, how many times students can attempt it and so on.

26. Go to the content area of the module where the test is to appear to students. (The test can be hidden from students' view, so they won't be able to see it until the specified date.)
27. With the **EDIT mode** switched '**ON**', hover over the **Assessments** button and click the **Test** option.



28. On the **Create Test** page that appears, select the newly-created test from the **Add Test** list and click **Submit**. (A new test can also be created from this point by clicking the **Create** button and following the steps above.) The list is organised by creation date, with the most recent test being the last item.

1. Add Test

Create a new Test or select an existing Test to deploy.

Create a New Test

Add an Existing Test

- LAW002 end of year exam 2011-12
- sdsds
- MODULE FEEDBACK QUESTIONNAIRE
- Nick test
- emi test
- JC_test
- q settings
- more q settings
- q settings
- December Week 12 Test

2. Submit

Click **Submit** to add this Test. Click **Cancel** to quit.

29. A **Test Options** page now appears. See the How to guide “Tips on running online tests in VITAL” for suggested best settings for different test scenarios.

Section 1 - Test Information

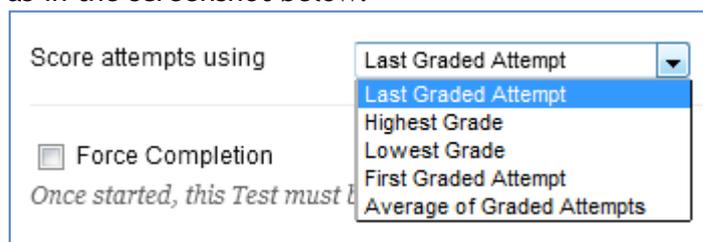
- Name** - pre-filled with the name of the test but can be edited here.
- Content Link Description** - this description appears in the module area with the test link before students click it to enter the test. It is pre-filled with the **Test Description** and you can edit it to be something different here.
- Show test Description to students before they begin the test.** The Description shows to students during the test. Clicking this box will display the Description in the page student see before beginning the test.
- Show Instructions to students before they begin the test.** The Instructions shows to students during the test. Clicking this box will display the Instructions in the page student see before beginning the test.
- Open Test in New Window** - default ‘No’ - test will open in the same module window.

Section 2 - Test Availability

- Make the Link Available** - if set to **No**, the test is not shown to students at all. You can use this to control manually when the test appears to be taken and to close the test (edit this setting at the appropriate times). If set to **Yes**, students see the link to the test in their module area and can click it to start the test if the date settings (below) allow this.
- Add a New Announcement for this Test** - select ‘Yes’ to create a simple, automatic announcement for the test for the students.
- Multiple Attempts** - tick the ‘Multiple Attempts’ box if students are to be able to take the test more than once. The test can be set for an unlimited or a defined number of times that a student can attempt it.

(VITAL stores all attempts, you can mark any. If downloading results in a batch, you can select to download either the last attempt or all attempts for the students.) The default is set to allow only one attempt at the test.

- d. **Score attempts using.** If multiple attempts are allowed then you can choose how/which attempt(s) by the students will count as their score, as in the screenshot below.



- e. **Force Completion** - select this box if students are to complete the test in one go, and not to be able to save their answers and return to it at a later date. This can be a problem if there is a system crash or Internet connection lost, as this is also counted as the full attempt.
- f. **Set Timer** - when the 'Set timer' box is ticked, students' attempts are timed. If **Auto-Submit** is set to **OFF** (default) then if a student takes longer than the time allocated, they are not shut out of the test, but are allowed to carry on. In this case in the Grade Centre all students who have exceeded the time limit, will have their attempt recorded as 'Needs grading' (rather than given an automated grade) and the time taken is also recorded. This is in case points are to be deducted. If **Auto-Submit** is set to **ON** then the attempt is automatically closed and submitted for marking when the time period is up.

Note: Number of attempts, force completion on and the timer settings are shown to the student automatically by VITAL when they take the test and cannot be hidden from their view!(i.e. a student will know if they have a chance to resume the test at a later stage).

- g. **Display After/Until** - these options set visibility options for the test; outside these periods students cannot see, and therefore cannot complete, the test. (Use either this Display After/Until setting or the 'Link available-Yes/No' option above to set test visibility.)
- h. **Password** - select this option and create a password which can be distributed to students at the point at which the test is to be taken (another way of controlling when the test can be taken).

Section 3 - Test Availability Exceptions

Individuals and/or groups can be given extra time, extra attempts, and ignore any force completion rules for a test. Different rules can be set for different individuals/groups for the same test.

- Click the **Add User or Group** button.
- For one set of exceptions, select the relevant group(s)/individual and then **Submit**.
- Specify the exception conditions for each individual/group, e.g. set to allow this student/group more time.

3. Test Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Test Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

User or Group	Name	Attempts	Timer	Availability	Force Completion
	Viv VitalStudent00	Single Attempt	<input type="checkbox"/>		<input type="checkbox"/>

Section 4 - Due Date

You can specify firstly a due date by which time the student should have taken the test. If you set a due date it will automatically be entered into the module calendar. You can secondly specify that students cannot take the test after the due date. Late tests are recorded in the Grade Centre as **late** (with a date stamp) if you do not select this second option.

Section 5 - Self-Assessment Options

The results of the test can be set to only ever be seen by the student (i.e. the test is purely for the student's own benefit to help them self-assess knowledge levels, for example). Select the lower option **Hide Results** if this required, otherwise, the default option sends all results to the Grade Centre. Once **Hide Results** is selected this setting can only be unlocked by deleting all student attempts for this test.

Section 6 - Show Test Results and Feedback to Students

You can have up to two phases of feedback for a test, with a range of options when those phases are, as shown in the screenshot below. If you select one of the shared options (e.g. **On Specific date**) it will disappear from the other menu.

Score	Answers	Feedback	Show Incorrect Questions
<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Set when and what feedback you want released by selecting the relevant check boxes e.g. Score (see NB below), Submitted Answers (the answers the student gave), correct answers and feedback (the feedback text, images, files etc you preset).

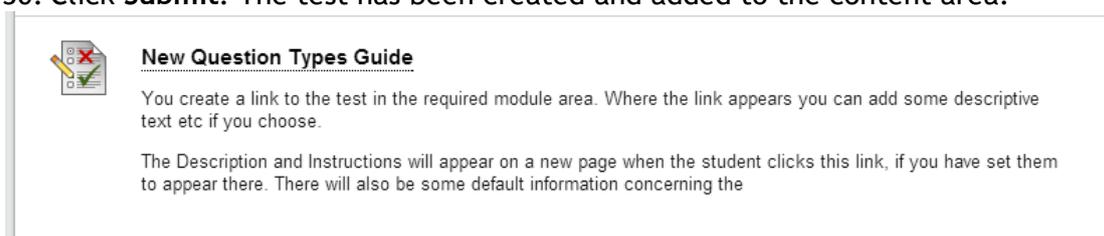
NB. The Score setting only controls whether students see the score for **each question**. The total will still be displayed at the end of the test and in **My Grades**

unless you hide the **Total** column and the relevant test column in the **Grade Centre**.

Section 7 - Test Presentation

- a. **Presentation Mode** - the default **All at Once** will display the test questions together on one screen. Selecting **One at a Time** allows students to see one question per page. With this option students can go back and forth through questions unless **Prohibit Backtracking** is selected, in which case, they can only move forwards through the questions.
- b. **Randomise Questions** - ticking this will ensure each student sees the test questions in a different and random order.

30. Click **Submit**. The test has been created and added to the content area.

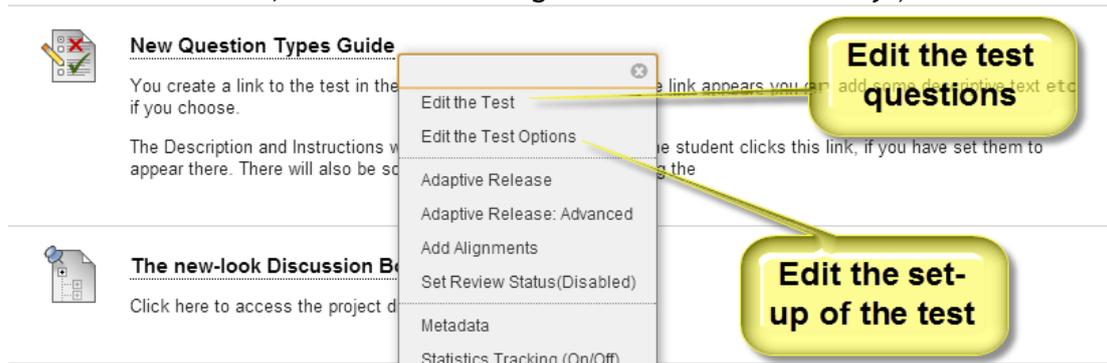


“*Item is not available*” under the test title shows that it is not yet visible to students due to your date/availability settings.

Modify test options

The above test options can be modified after the test has been created and added to a content area.

31. In the content area where the test is located, hover the mouse pointer near the test link and click on the downward arrow icon. Click the **Edit the Test Options** menu item. (Through *Edit the Test* the test name and the questions themselves can be amended, not the test settings such as date availability.)



32. The **Edit the Test Options** form opens. The previously given test name and description will automatically be filled.

33. Amend the test details as required.

34. Click **Submit** to save the new settings. It is also possible to modify the test itself from here (**Edit the Test**) but if the test has been started then it will only be possible to edit wording (e.g. there is a problem with clarity in a question) and grade values of questions but not add or change the structure of questions. If the test has not yet been taken you can delete questions.

Preview the test as a student

Once the test is created, it can be previewed from a student's point of view directly from the module. You could copy the test to your Personal Test Module and a colleague enrolled on it as a student to test run it for you (in this way the test results can be checked as test results are not recorded in the Grade Centre when a test is previewed as an instructor) or you can get a test student account to enrol on this module from **Vital Self Service** and check it from a student's point of view in this way (access VITAL Self Service at <http://utils.liv.ac.uk/vital/>). Make sure you clear any attempts by this test student from the Grade Centre if you are running statistics/Item Analysis on this test.

To preview the test without a student test account:

35. Find the test in the content area where it is located. Click on the test link to access the start page of the test. This page will show any key information about the test (multiple attempts etc) and the Description and Instructions.

36. Click the **Begin** button. In the screenshot of a test below questions are set to display **one at a time** to the students. The areas of the test highlighted are described below.

The screenshot shows a test interface with several key areas highlighted by yellow callouts labeled A through E:

- A**: Points to the 'Multiple Attempts' section of the test settings table.
- B**: Points to the 'Question Completion Status' bar, which shows a sequence of question numbers (1-13) with a 'paper' icon next to question 4.
- C**: Points to the 'Question 4 of 13' navigation controls.
- D**: Points to the 'View Photo' button below the question image.
- E**: Points to the 'Save Answer' button.

The test content includes a description, instructions, and a 'Fill in Multiple Blanks' question. The question asks for words to complete a sentence about the Liverpool Overhead Railway, with a photo of the railway provided for context.

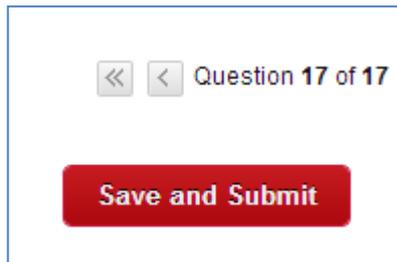
A) Instructions - displays the instructions, description, as well information on the test settings (e.g. Multiple attempts allowed). Instructions are shown when the test opens.

B) Test Status - displays the number of questions in the test; uncompleted questions are shown with no background, completed questions show a 'paper' icon. The test status is hidden when the test starts. Students can make it appear by clicking on the double arrows at the beginning (and hide it also). In a 'One at a Time' test with no backtracking prohibition students can navigate around the different questions from this status bar by clicking on question numbers.

C) **Save answer** -students can save the current answer now. (The <> <<>> buttons also act as the Save answer button.) Questions are saved automatically as well.

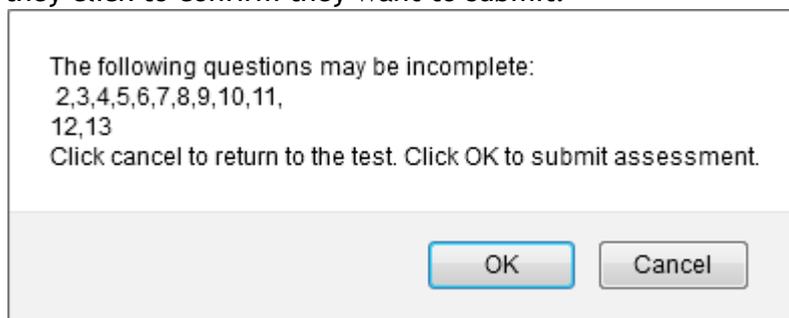
D) **Back/Next arrows** (< >) - allows students to move on to the next (or previous) question; pressing the < > buttons saves the entered answer at the same time.

E) **First/Last question** (<< >>) - allows the student to jump directly to the first or last question saving the current question. The last question when the test is set up to run 'one-at-a time' shows students the button below to complete the test.



37. If the test is set so that all questions appear at once, the slight difference is that there is a '**Save All Answers**' button (as well as a '**Save Answer**' button for each question on the test) and the test status area simply records which questions have been completed. There are none of the <<>> > sets of icons.

38. When the **Save and Submit** button is clicked, if the student has not completed all of the questions they will get a warning that this is the case. Otherwise, they click to confirm they want to submit.



39. When they click to proceed they will be taken to a page of any feedback on the test you have set to appear at this point.

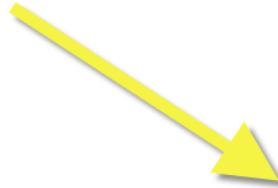
40. On the **Test Submitted** page that appears, students scroll down and click **OK** to review feedback set for this point.

Test Submitted: New Question Types Guide

Test saved and submitted.

Student: Viv VitalStudent00
Test: New Question Types Guide
Course: My Personal Test Module - danrob (Test-danrob)
Started: 09/08/13 16:32
Submitted: 12/08/13 12:25
Time Used: 67 hours, 53 minutes.

Click OK to review results.
Monday, 12 August 2013 12:25:42 o'clock BST



← OK

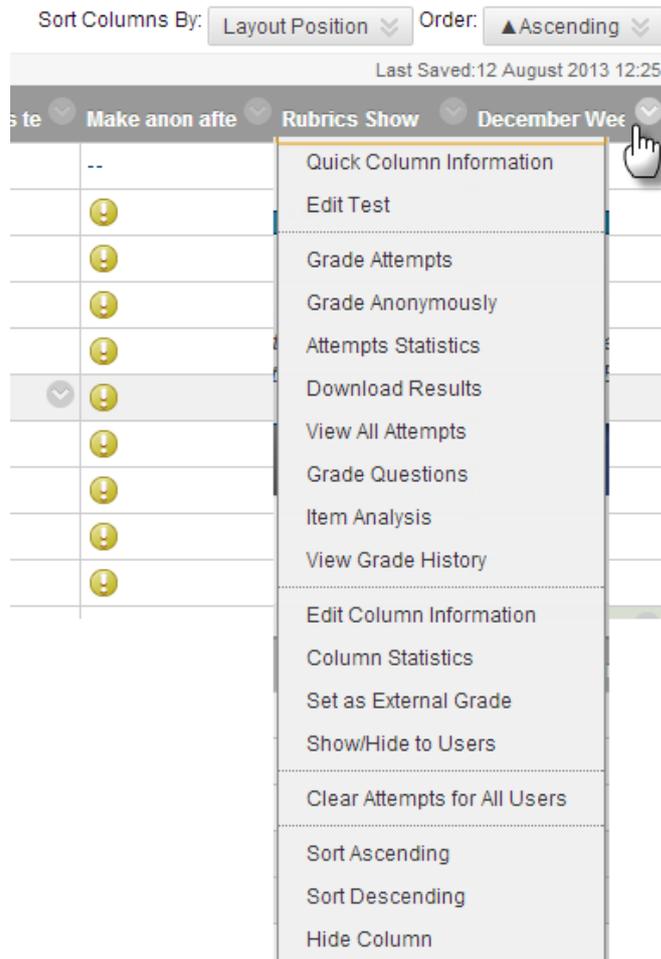
Manage test results - Grade Centre

Anything to do with test submissions, attempts, scores, feedback and so on is handled through the Grade Centre, which is found in the module's Control Panel. Every deployed test automatically creates a column in the Grade Centre (apart from self-assessments) with the name of the test as the column heading.

If the test is automatically graded (it contains no essay type questions), the grade should automatically display when the test is submitted by the student. **If you do not want the test scores to instantly display to the students through their 'My Grades' facility, you must hide this column and the module Total column from student view.** Other icons which may appear for a student are:

- Exclamation mark () - means that the test needs grading (it either contains essay questions or the student overstepped the timer).
- Blue timer () - means that the student has not submitted the answer yet, is still in the process of completing the assignment.
- Plain dashes (--) means that no activity has taken place yet.

Every column heading has a downward arrow icon containing a menu, as shown below, from which all of the functionalities described in the next section are accessed.



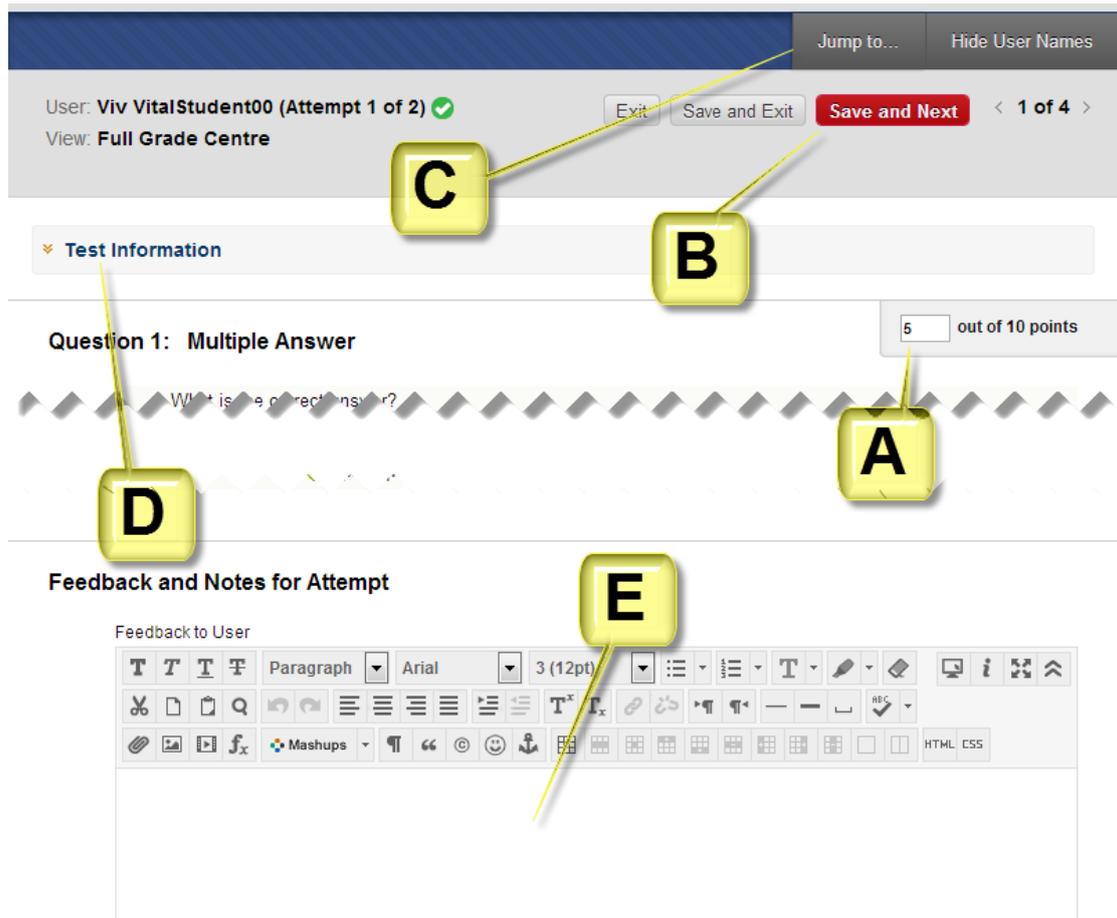
- **Edit Test** - lets you edit test questions (change wording etc) or order even when a test is in progress, you can also update the scores for questions and re-grade all attempts, or even (post-test) delete a question from a test and re-grade everyone's results. See **Regrade questions automatically** below.
- If questions or whole tests need manual marking then this is done via the **Grade Attempts** (grade whole tests by student) or **Grade Questions** (grade the same question for all students in one go) link.
- **Grade Anonymously** when grading this lets you toggle between seeing no identifying data and seeing whose work you are marking. Randomises the claslist when in anonymous mode. Not robust!
- **Attempts Statistics** will detail some basic statistics on each automatically-marked question, indicating how many students answered correctly and how many selected other options. Item analysis gives more sophisticated information.
- **Download Results** will download all student answers and scores for each question to an Excel spreadsheet (but not the total score - use the Grade Centre **Work Offline** button for this).
- **View All Attempts** shows you the claslist, grades, number of attempts, duration for this test. You can then choose to grade tests from here.
- **Item Analysis** - post test you can run an analysis to generate reports on discrimination, difficulty, graded attempts, average score, standard deviation and standard error.

- **Show/Hide to Users** - instantly hides the grade from the students and so they will not see this in their “My Grades” area.
- **Clear Attempts for All Users** - is used to completely reset the test for the whole class. You can wipe out all previous grades and attempts or just the last attempt, or by date, and let everyone start again. (Individual tests can be reset either from **View All Attempts** or directly in the result cell for a student). Use with caution!
- **Hide Column** - removes the column from your view of the Grade Centre and will need to be reset via the **Manage** menu. This does not hide it from the students. See above.

Grade Attempts

Use this option to view by student each attempt that needs marking, either in whole or in part to get a final score.

41. In the Grade Centre, find the column for the test that needs marking. Click on the downward arrow icon in the header and from the menu select the option **Grade Attempts**.
42. The first attempt by the first student in the Grade Centre appears. From here you can give each answer a grade (**A** in the screenshot below). If feedback is being offered for each question then a text box for doing this will appear below the student answer.
43. The buttons highlighted by (**B** in the screenshot below) allow you to save what you have written/graded and move to the next student’s attempt, or save and exit the attempt viewer for now.



44. From (C) you can jump to a different test or item in the Grade Centre and you can anonymise the test attempts you are currently mark.
45. **Test Information** link (D), when the double arrow or the link is clicked, allows you to see some basic summary information about this attempt, to **Clear** this attempt and to **Edit** the test (re-grade a question for the whole cohort for example). You will also find a useful tool here called **Test Log**. This lets you check what time the student started the test, how long they spend on questions and when they finished the test and what the last question they answered was.
46. At the end of the student's test answers is an overall **Feedback to User** box for the student to write about the test as a whole (if being offered) as well as **Grading Notes** which will only be visible to module Instructors through the Grade Centre. (This is useful for double marking.) Both boxes are currently limited to 1000 characters.

Grade a question for all students

If you know that there is only one question that needs grading for all tests (i.e. an essay question when all the other questions are automatically graded multiple choice), or you would like to grade attempts by seeing all students' responses for each question together, then use the **Grade Questions** option.

47. In the Grade Centre, find the column for the test that needs marking. Click on the downward arrow icon in the header and from the menu select the option **Grade Questions** (see screenshot on page 15 above).

48. A list of all the questions in the test appears. To open all the responses for a particular question, click on the hyperlink number in the **Responses** column for that question. You can also filter questions to see only Graded, Needs Marking or In Progress status questions. Highlighted on the left is a **Preview** box which brings up the original question and its model answer (in the case of an Essay).

49. When a question is selected, each student response for that question is listed. From here the answers can be given a score and some feedback if this is being offered. Click the highlighted **Edit** button to access the scoring and grading fields for an individual question. In the **Test Information** link there is the option to give a question full credit for all users (where there has been a mistake in the question for instance). Use the **Hide User Names** to toggle into 'anonymised' mode.

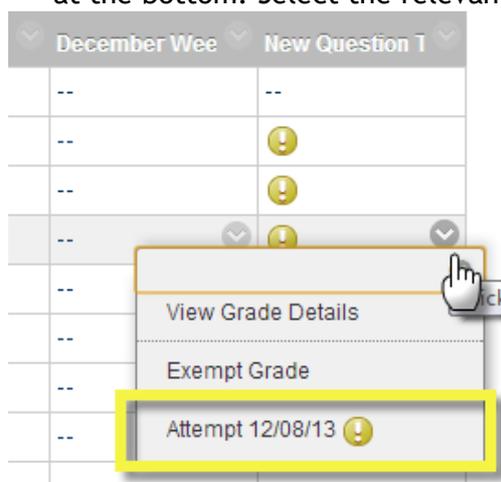
View individual student attempt and grade history

You can view a particular student's test attempt(s), responses or grade via the Grade Centre, and you can clear an individual's attempts in this way as well.

50. In the Grade Centre column for the test scroll down the user list until you find the correct 'cell' for the required user.

51. To view the attempt (see the student's answers) hover over the cell, click the downward arrow displayed, and on the pop-up menu that appears a list of all

the attempts for this test (or just the one if set for one attempt only) are listed at the bottom. Select the relevant attempt, as highlighted below.



52. This will bring up the screen shown in step 43 above, and in effect you can also move to other student attempts from here, as well as being able to grade and feedback on questions. You can also clear the attempt for the individual student from here (see step 45 above).

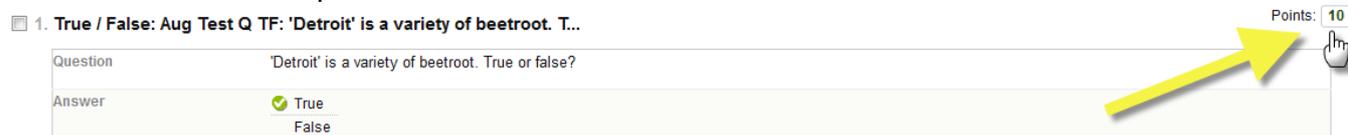
53. The option ‘**View Grade Details**’ brings up a detailed record of this student’s grade for this test, gathered under four tabs. This includes a **Grade History** where actions on the test grade and feedback (such as cleared attempts, edited grade etc) and by whom can be viewed. You can also view or clear the attempt and/or edit the grade from here.

Regrade questions automatically

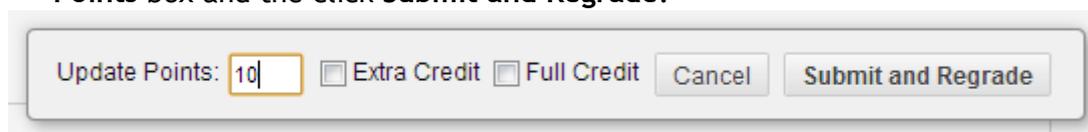
You might find you need to change the grade that a question in a test is worth after the test has been taken (and sometimes during), or you may wish to delete a problem question, or award all students full marks for a particular question in retrospect, and then automatically regrade all student marks to reflect this change.

54. From the dropdown menu accessed via the column header in the Grade Centre, click the **Edit Test** option.

55. If you want to change the grade value of one question, click on the value in the **Points** box for this question.

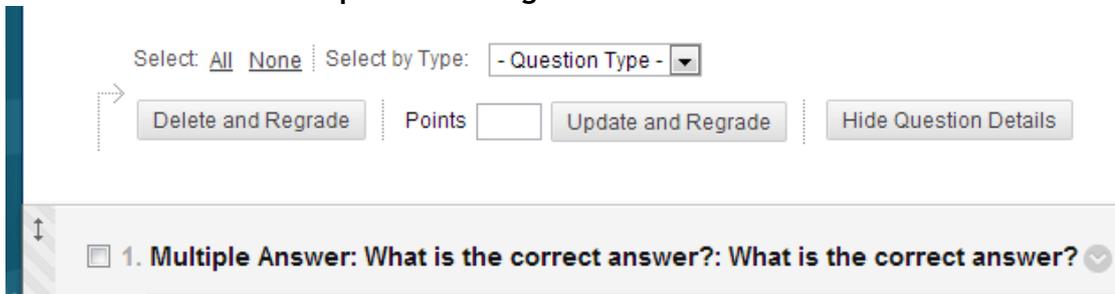


56. If you want to change the point value, enter the new value in the **Update Points** box and the click **Submit and Regrade**.



57. If you want to award the current grade as a full credit for all students check the **Full Credit** box and then **Submit and Regrade**.

58. If you want to change the value of more than one question to the same value, then use the check boxes next to the question numbers on this page to select the questions you want to update.
59. At the top of the Edit Test page is a blank **Points** box. Enter your new value here and then click the **Update and Regrade** button.

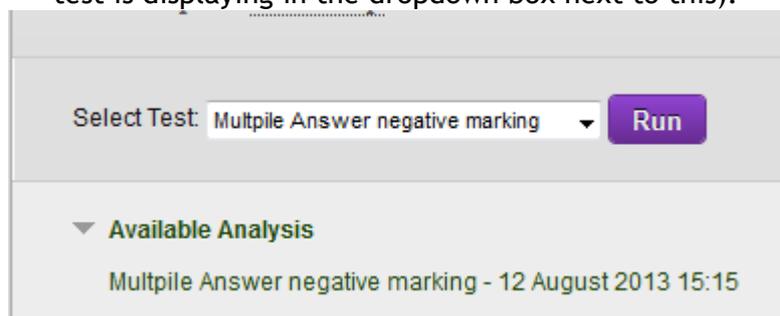


60. This is also the route you would take to delete a question from the test and then regrade all student results to reflect this change.

Run Item Analysis

Item Analysis reports on result data, at the overall and individual question level, on discrimination, difficulty, graded attempts, average score, standard deviation and standard error.

61. There is no set-up process for using this tool, simply access the **Item Analysis** reports page from either:
- the area in the module where the test is located - access the pop-up menu from the downward arrow icon next to the test link in the module content area and select **Item Analysis**
 - the **Tests** area in **Tests, Surveys and Pools** in the **Control Panel** - find the relevant test in the list here, access the pop-up menu from the downward arrow icon next to the test link in the module content area and select **Item Analysis**
 - the **Grade Centre** - access the pop-up menu from the column header of the relevant test via the downward arrow icon and select **Item Analysis**
62. On the **Item Analysis** page click the **Run** button (make sure that the correct test is displaying in the dropdown box next to this).



63. If problem questions are highlighted, you can regrade them for all students from here. Any reports that you have previously run will be stored here.

Simple Results Overview

For a snapshot statistical view of how test questions were answered.

64. In the Grade Centre, find the column for the relevant test and click on the downward arrow icon in the header. From the menu select the option **Attempts**

Statistics which brings up some overall and question-by-question statistics on how students answered each question. NB This is not a very sophisticated set of statistics!

Download test responses as an Excel spreadsheet

The answers that the students gave for a test can be downloaded as an Excel file. Select which attempts of students (all or specific ones) to download if multiple attempts were enabled for the test. (This does not include the overall test score. To do this use the **Work Offline** button on the Grade Centre).

65. In the Grade Centre, find the column for the relevant test and click on the downward arrow icon in the header. From the menu select the option **Download Results**.

66. To download to an Excel file, leave the default setting as 'Tab', then select the format of the download 'By User' etc (experiment to see which output suits you best).

67. Select 'Click to download results'. Choose **Save** or **Open** and accept any warnings about file extensions/types.

the Grading option is Average, all attempts will be provided.

Format of Results By User By Question and User

Attempts to Download Only Valid Attempts All Attempts

2. Click to download results

Cancel Click to download results

Copy tests to different modules

To copy tests between modules, use either the export/import function or copy tests over during the annual rollover (course copy) process. Please see both examples below.

Export/import a test

In this example, a test will be copied from one module to another using the export/import option.

To export a test:

68. Go to **Control Panel** of the module where the test to be copied is located, under **Course Tools** click **Tests, Surveys and Pools** and then **Tests**.

69. Find the test to be copied from the list and click on the downward arrow next to its title. Click on the option **Export** and, depending on your browser, save the file on your computer. (Remember the folder where it is saved for later.)

To import the test into your new module:

70. Go to the module where the test is to be copied. Go to **Control Panel**, then **Course Tools** and click **Tests, Surveys and Pools**, then click **Tests**.

71. Click the **Import Test** button.



72. Click the **Browse My Computer** button and find and select the zip file from your computer.
73. Click **Submit**. The test is now imported in the module and listed with the other tests and can be deployed to run as described above.
74. To edit the test before deploying, click on the arrow icon after its title and click **Edit**.

Copy tests when rolling modules over

As a general rule, you can select tests to be copied over from one year to another in the same module. The tests, pools and surveys will copy over and will be available in Course Tools > Tests, surveys and pools.

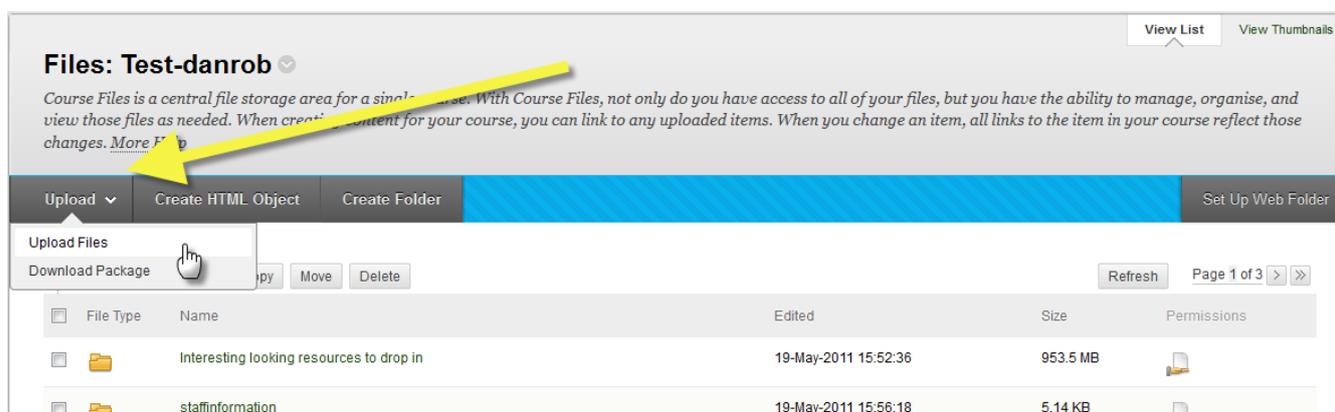
Course Copy can be found in Control Panel > Packages and Utilities.

Please consult the 'How to' guide on the Annual Rollover process for detailed steps for course copy and the special note on how tests get copied over.

Uploading image files to Files area

For just a few images you can upload the files one-by-one. Go to the Files area of the module you want to link to (accessed from the Control Panel - a very small right-pointing icon appears next to the Files link when you hover the mouse next to it - click this).

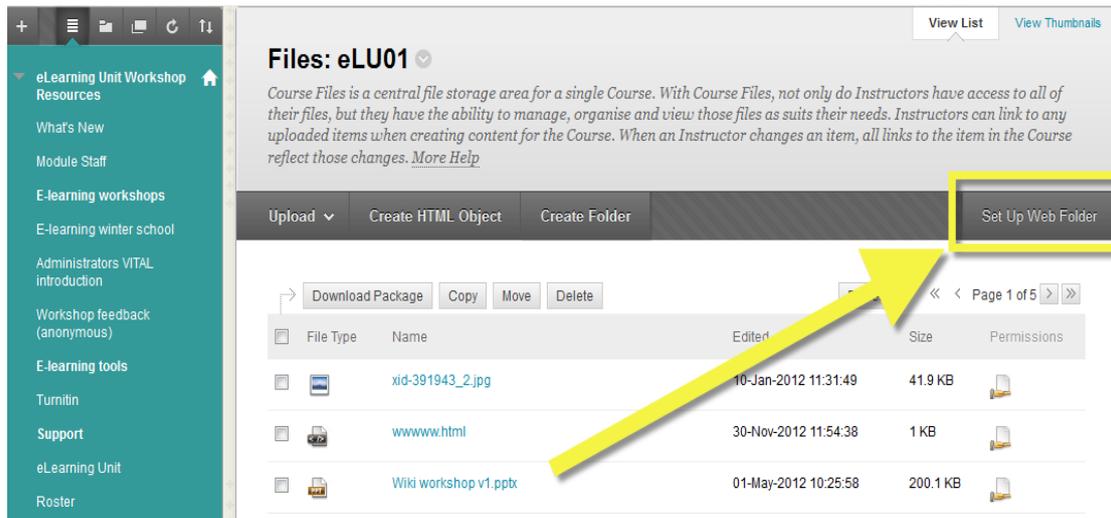
On the files page that appears, hover the mouse pointer over the **Upload** button and select **Upload Files**. You can then upload single files one-by-one from here.



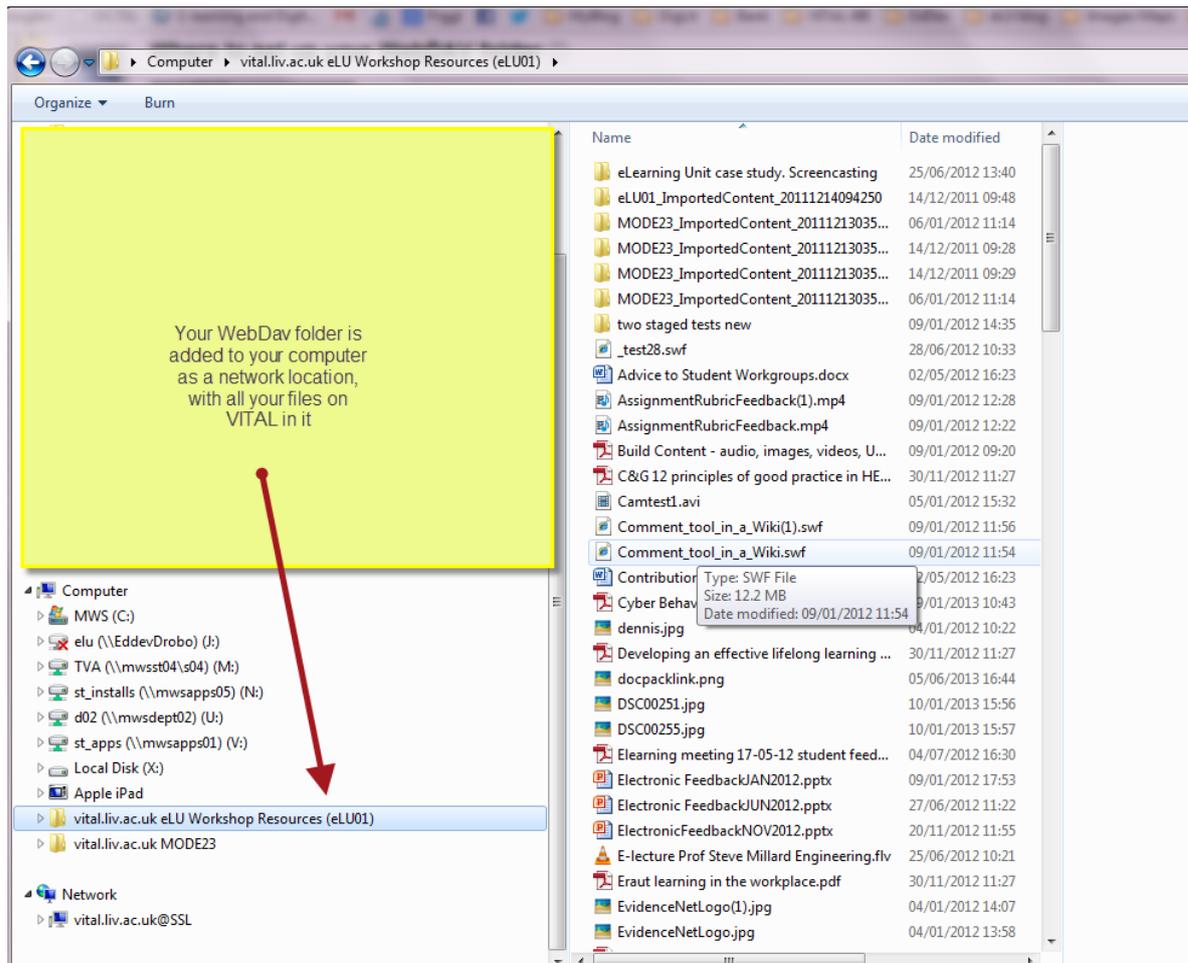
For a large number of images in a test that need uploading to VITAL before creating the questions, then linking to them from a test question, then by far the easiest way to do this is to set up a direct link from your desktop machine to your VITAL module.

On the Files page is a button on the right hand side called **Set up Web Folder**. This

is where you get the instructions specific to your Operating System for setting up a direct link from your machine to a VITAL module's content files (it is a simple process).



Your link to your Files area for this module will appear on your desktop as another folder listed with your drives.



Then you use it as you would a normal Windows explorer folder. Drag and drop your image files here and they will appear in the VITAL **Files** area of the module as if you had uploaded them directly in the module.

Further support

For further support with this tool, or if you would like to feed back on this guide, please email the eLearning Unit elearning@liverpool.ac.uk.