Test and Survey Manager

Under the Control Panel click on Course Tools to expand that menu. Here click on Tests, Surveys and Pools. This will take you into the Test, Survey and Pool Manager. These managers are very similar but differ in what you are actually creating; a test, a survey or a pool.

Surveys are completely anonymous. You cannot view a student’s “attempt” at a survey to see what they answered.
To Begin click the Build Survey or Build Test button depending on which function you chose.

Fill in the Name, Description and Instructions for your survey or test. Click Submit when you’ve completed this.

Note: an orange asterisk denotes a required field.
In this next screen if you need to modify the name of the test or survey, the description or the instructions you can click the double grey arrow button located next to the word Header.

The Creation Settings allow you to turn on and off the display of options shown while creating the questions.

For example by default the option to add images, files and external links is turned off. Therefore, while creating the questions you won’t see a Browse button if you wanted to add an image or file that is stored on your hard drive, CD or thumb drive.
## Test Creation Settings

Creation Settings control the options available when creating Test questions. Not all options are available for all questions.

1. **Feedback**
   - [ ] Provide feedback for individual answers.

2. **Images, Files, and External Links**
   - [ ] Add images, files, and external links to questions.
   - [ ] Add images, files, and external links to answers.

3. **Question Metadata**
   - [x] Add categories, topics, levels of difficulty, and keywords to questions.

4. **Scoring**
   - [x] Specify default point value for questions [Default point value: 10]
   - [ ] Specify partial credit options for answers.
   - [ ] Provide option to assign questions as extra credit.

5. **Display**
   - [x] Specify random ordering of answers.
   - [x] Specify the horizontal or vertical display of answers.
   - [x] Specify numbering options for answers.

6. **Submit**

For these examples I will turn on the Add images, files and external links to questions and answers. This will allow you to upload content for your questions and also allow the students to upload files for their answers.