
Table of Contents

myLesley Tests	1
Overview	1
Creating a New Test	2
Adding Questions to the Test	3
Posting the Test Link	5
Modifying Test Options	6
Viewing Test Results	8
Viewing Individual Student Results	8
Download All Test Results	9

myLesley Tests

OVERVIEW

myLesley allows instructors to create and track tests directly in their course environment. Tests are automatically graded and can be viewed or modified through the course Grade Center.

Tests are created by using the **Test Manager** in the course control panel. Once tests are created they will not be visible to students until posted in a content area of the course.

myLesley Tests (continued)

CREATING A NEW TEST

1. Log into myLesley and click the **my courses** tab on the top of the page. Select your course from the my courses list.

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)

Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Refresh
- Detail View

2. Choose **Control Panel**.

3. Choose the **Test Manager** from the "Assessment" Menu.

Assessment

- [Test Manager](#)
- [Survey Manager](#)
- [Pool Manager](#)
- [Course Statistics](#)
- [Grade Center](#)
- [Performance Dashboard](#)
- [Early Warning System](#)

The "Test Manager" page will appear on screen. This is the page where you can create new tests, or import tests from a previous course.



Test Manager

Add and modify Tests. After creation, add the Test to a content area and make it available. Results are recorded in the Grade Center.

Only test packages may be imported into the Test Manager.

Add Test Import

Name	Deployed	Date Last Modified			
------	----------	--------------------	--	--	--

myLesley Tests (continued)

4. Click the **+Add Test** button.



The "Test Information" page will appear on screen.

5. Under section 1, "Test Information," enter in a **Name** for the test, a **Description** and **Instructions** for the students to complete the test.

6. Click **Submit**.

The "Test Canvas" page will appear on screen. On this page you can create the questions that compose the test.



Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add	Calculated Formula	GO	Creation Settings
Name	Foundations Quiz		
Description	This quiz will test your knowledge of the first four modules of the course.		
Instructions	The quiz is composed of 10 questions. You may use your book and any associated notes or discussion board references we have made throughout the course. Please complete and submit the quiz by Monday at 9:00 p.m. EST.		
			Modify

Select a question type from the Add Question drop-down list and click **Go**.

OK

ADDING QUESTIONS TO THE TEST

The Test Canvas provides you with 20 different types of questions to use when creating a test. In this example, we will add a "fill in the blank" type question to the test.

1. Click the drop down list next to "Add," and select **Fill in the Blank** from the question type drop down list.

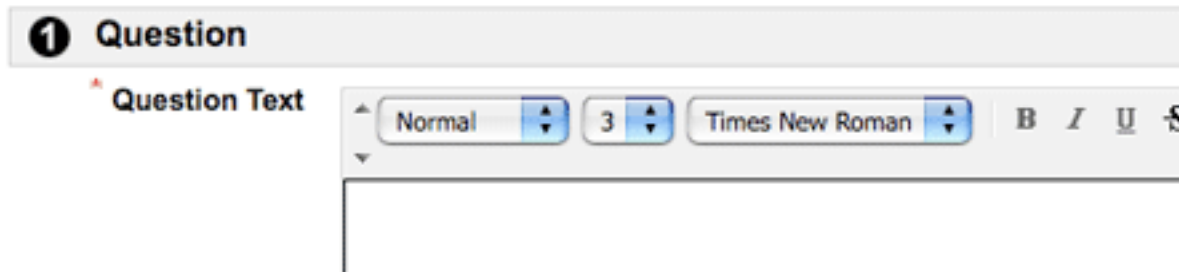
Add	Fill in the Blank	GO
------------	-------------------	----

Click **Go**.

myLesley Tests (continued)

The “Add/Modify Fill in the Blank Question” page will appear on screen.

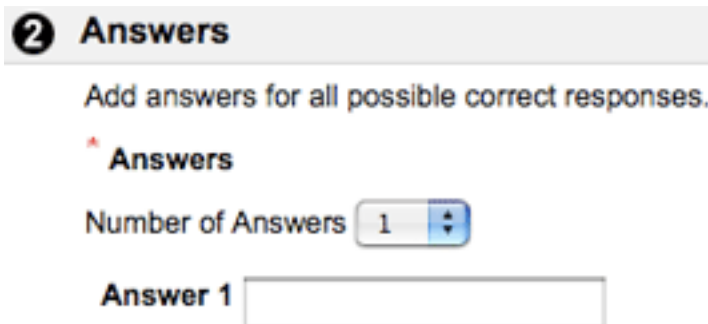
2. Under section 1, “Question,” type in the **Question** in the Question Text box editor,



and assign a **Point Value** for how much this question is worth.



3. Under section 2, “Answers,” type in the correct answer to the question. There can be multiple correct answers added to the question.



4. Under section 3, “Feedback,” enter in a response to give to the student in both the **Correct Response** and **Incorrect Response** text boxes. *This area is optional.*

5. Click **Submit** to add the question to the test.

You will return to the Test Canvas page, and your question will appear on screen.

Continue adding questions to the test. Click **OK** when all questions have been added.

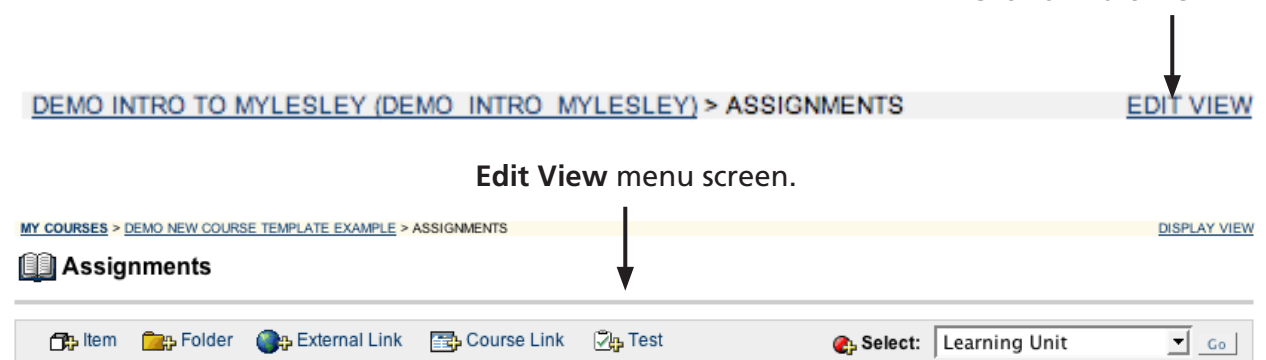
myLesley Tests (continued)


POSTING THE TEST LINK

Once the Test has been created, it must first be activated in the actual course for students to be able to view, access and complete it.

1. Navigate to the content area of the course you wish to add the test to, such as "Assignments."

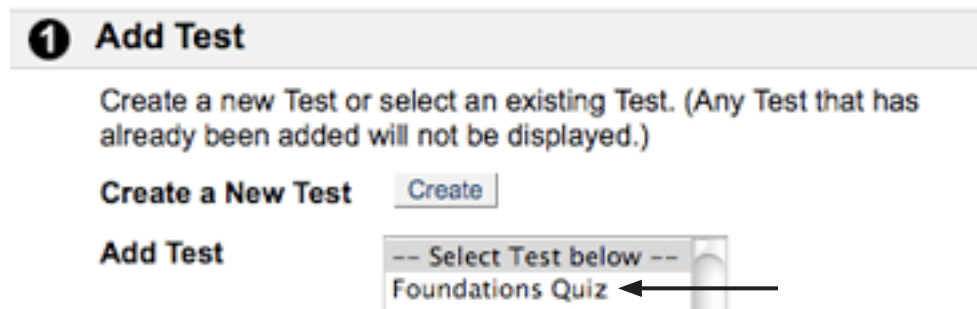
2. Click on **Edit View**.



3. In the edit toolbar, click the **+Add Test** button. 

The "Add Test" page will appear on screen. On this page you can create a new test, or add a link to a test already created.

4. Select the test you previously created by clicking on it in the "Add Test" list, and click **Submit**.



5. Click **OK**. The "Modify Test" page will appear on screen.

6. Click on the second item in the list, **Modify the Test Options**.

- ▶ [Modify the Test options](#)
Modify the Test options, such as availability and feedback.

myLesley Tests (continued)

MODIFYING TEST OPTIONS

1. Under section 1, "Test Information," review the name and description for the test to appear to students, and select whether or not to open the test in a new window.
2. Under section 2, "Test Availability," select **Yes** to make the test available to students. Also choose from several options for students to take the test, such as allowing multiple attempts or setting a timer.

2 Test Availability

Make the link available Yes No

Add a new announcement for this Test Yes No

Multiple attempts

Allow unlimited attempts.

Number of attempts

Force Completion Test must be completed the first time it is launched.

Set timer. Set expected completion time. Selecting this option also records completion time for this Test.

Hours Minutes

Display After

Feb 2009

10 AM

Display Until

Feb 2009

10 AM

Password. Require a password to access this Test.

Password.

3. Under section 3, "Self-assessment options," check the first option to include the test in Grade Center calculations (if being graded), or select the second option to hide test results from the instructor and Grade Center view.

3 Self-assessment Options

Include this test in Grade Center score calculations.

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

Hide results for this test completely from instructor and the Grade Center.

If this option is checked, the instructor will not be able to see any student grades, view answers or aggregate results, nor download result details. To protect student privacy, this choice can not be reversed later without losing all attempts.

myLesley Tests (continued)

4. Select what feedback information will be displayed to the student after completing the test under section 4, "Test Feedback."

4 Test Feedback

Select which feedback should be displayed upon completion.

- Score**
- Submitted answers**
- Correct Answers**
- Feedback**

5. Under section 5, "Test Presentation," choose to have the test display on a single page, or the questions appear one at a time. Also choose to prohibit students from returning to questions already completed, or set the questions to appear in a random order for each student.

5 Test Presentation

Presentation Mode

- All at Once** Present the entire Test on one screen.
- One at a Time** Present one question at a time.
 - Prohibit Backtracking** Prevent changing the answer to a question that has already been submitted.
- Randomize Questions.** Randomize questions for each Test attempt.

6. Click **Submit** to update the test options, and click **OK** to return to the content area. The test link will be available for students in the course.



Foundations Quiz

This quiz will test your knowledge of the first four modules of the course.

myLesley Tests (continued)

VIEWING TEST RESULTS

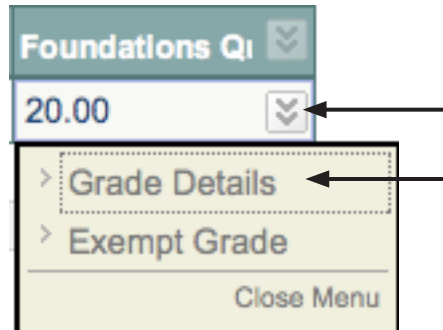
Once all the students have completed the test, you can view the individual student test results and download all the test results at once using the course Grade Center.

VIEWING INDIVIDUAL STUDENT RESULTS

1. In the control panel, click on **Grade Center** under the "Assessment" menu.

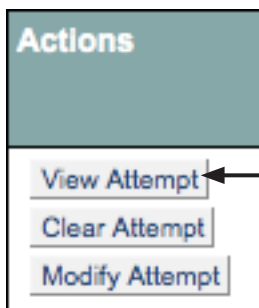
The Grade Center Spreadsheet will appear on screen.

A grade column for the test will have been automatically created once the test was made available to the students in the course.



2. To view the individual student grade and test results, click the arrow in the grade cell, and click **Grade Details** to view more options.

The "Grade Details" page for the student will appear on screen.



3. In the "Attempts" area under the "Actions" column, click **View Attempt**.

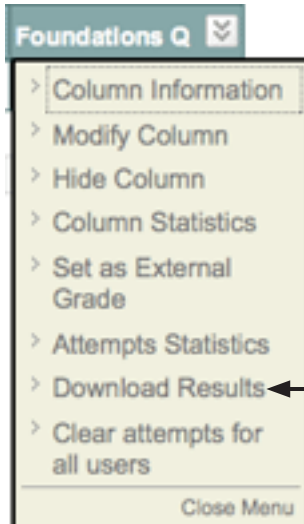
The Grade Assessment page will appear on screen showing the results of the quiz, including the answers given for each question. On this page you can also change the points assigned to the student for each answer if a correction is needed, assign point for open-ended questions such as an essay, or clear the test attempt if the student needs to re-take the test.

Click **Submit** to enter in any changes, or **Cancel** to return to the Grade Details page.

To view additional student test results, click the right arrow button next to the "User" drop down list on the top right side of the screen, or select a student from the drop down list, and click **Go**.

myLesley Tests (continued)

DOWNLOAD ALL TEST RESULTS



1. To download and view all test results at once, click the arrow in the column title, and select **Download Results**.

The "Download Results" page will appear on screen.

2. Make sure that **Tab** is selected for the file type to download.

- Comma
 Tab

3. Select how the test results information will be displayed in the downloaded file,

- Format of results** By User By Question and User
Attempts to download Only valid attempts All attempts

and click the **Click to download results** link.

The results will be saved to your desktop as an .xls file you can open and view directly on your computer using Excel.