Assessments
You can add tests, quizzes, and surveys to any content area in the course, as well as inside of learning modules, lesson plans, or folders. You can create a new assessment or link to an existing one, as well as import assessments via Respondus, which we’ll discuss later. To create an assessment quickly, take the same steps as though you were creating an assignment:

- Navigate to the content area where the assessment should appear.
- Click on the Assessments button in the action bar, then select the type of assessment to be added.

About Assessment Types
Assessment types include tests and pre-tests, quizzes, practice exams, and surveys. They can be created in advance and made available as needed.

Test: When creating a test, you can choose from 17 question types, including multiple choice, true/false, matching, calculated, and essay. You can assign and alter point values as the questions are created.

The majority of questions are auto-graded (with the exception of essays, short answers, and other similar question types). After students submit their answers for grading, the results for auto-graded questions are recorded in the Grade Center. Students can find out their score immediately after completing it if all questions are auto-graded, and you choose to release this information.

Survey: Surveys are like tests, except that they are anonymous and ungraded. Surveys can be used to poll student opinion and conduct class evaluations. Although survey responses are anonymous, it is possible to see whether a student has completed a survey. You can also view aggregate results for each survey question. Survey creation and deployment is identical to test creation, with the following exceptions:

- Survey creation settings do not include scoring options, as survey questions are not graded.
- When questions are added, you cannot specify correct answers.
Random blocks of questions cannot be added to surveys.

**Assignment:** Learn assignments are vehicles for presentation and submission of coursework that are linked to the course grade center. Students can submit assignments by typing directly into the submission field of the “Upload Assignment” page, attaching files, or both. Rubrics and examples may be provided along with the assignment to let students know how they will be evaluated. Please see the Assignments section for more information.

**Self and Peer Assessment:** Self and Peer Assessments are designed to enhance the reflective learning skills of students. Students both give and receive constructive feedback to and from their peers. (UNM does not recommend the use of Self and Peer Assessments.)

**Creating a Self and Peer Assessment**
To add a new Self and Peer Assessment, select “Self and Peer Assessment” from the Assessment drop-down menu, then specify the following details:

- Create New or Import – If not creating the assessment from scratch, you can import an assessment previously exported via Respondus.
- Assessment Information – Provide a name and instructions for the assessment and set the range of submission dates.
- Self and Peer Evaluation Options – Set options including anonymity, evaluation details, and date range for evaluation.
- Options – Make the assessment available, track the number of views, and choose the dates when it will be available.

Click “Create Question” to add a new question to the Self and Peer Assessment. On the “Add Question” page, you must supply the following information:

- Assessment Information – States the name of the assessment being edited.
- Question Information – Enter the text of the question.
- Model Response – Provide an example of a response if desired.

Use the Preview button to the right of the Assessment Canvas page to preview how the evaluation and submission will look when they are available. Many of the procedures for managing assignments also apply to Self and Peer Assessments.
Creating Tests and Surveys

Create a Test, Survey, or Pool

In addition to the method described in Assessments above, you can create and/or manage a test, survey, or pool of questions, by following the “Tests, Surveys, and Pools” link within the Course Tools menu. Clicking this link will open a new page with a link to each respective topic. From the “Tests, Surveys, and Pools” page, enter either the “Tests” or “Surveys” page, then click the “Build” button on the action bar. Provide the following information:

Create a New Test or Select an Existing Test

- Test Information/Survey Information – Supply the test/survey name and a description of the test/survey.
- Instructions – Students will see these instructions before they begin the assessment.
- Submit – Upon clicking “Submit,” you will arrive at a “Test/Survey Canvas” page, which displays the name, description, and instructions for the test or survey.

![Test Information](image)

- Add Test Information

- Add Questions – Click one of several buttons on the action bar. (See more information about question configuration.)
  - Choose “Create Question” to specify a question type and enter a brand new question.
  - Choose “Reuse Question” to select among questions that you have previously saved to a pool.
  - Choose “Upload Questions” to import a file containing previously saved questions.

- Specify Question Settings – Click the “Question Settings” button on the action bar to enable or disable the following options:
  - Feedback to students on individual answers
  - Ability to Include images, files, and web links in feedback
- Use of metadata, such as categories, levels of difficulty, keywords, and instructor notes, in questions – see Adding Question Metadata for details (This may be useful if you intend to reuse questions in the future because it allows questions to be search by metadata elements.)
- Scoring aspects such as default points, partial credit, negative points, or extra credit
- Display aspects such as randomization, orientation, and numbering

Create/Add Test Questions or Create Question Settings

Deploying Tests and Surveys
Once the test or survey has been created, it must be deployed. (The method described in Assessments above creates and deploys the test in one process, but instructors may choose to alter newly created assessments before making them available to students.) Follow these steps to deploy the newly created assessment:

- Navigate to the content area where the assessment should appear.
- Click on the Assessments button in the action bar, then select the type of assessment to be added.
- On the “Create Test” page, instead of “Create a New Test,” choose an existing test from the list provided.
- Submit – Upon clicking “Submit,” you will arrive at a “Test Options” page
- Test Options include the following:
  - Test/Survey Information – If necessary, modify the assessment name and/or instructions.
  - Test/Survey Availability – Announce the test/survey, make it available to students (immediately or during a certain date range) and specify various aspects of how the assessment will behave.
  - Due Date – If desired, specify a date and time after which assessment submissions will not be accepted.
  - Self-Assessment Options – Choose whether the results of the assessment should be graded or even visible to instructors.
  - Test/Survey Feedback – Choose what feedback students receive upon finishing the assessment. For assessments that include essay questions, we do not recommend providing a score directly after submission, as any answers that must be graded by hand will not be part of the score.
  - Test/Survey Presentation – Test questions can be presented all at once, one at a time, and in random order.

Question Types
There are seventeen possible types of questions. Instructions are provided for selected question types that demand explanation. Others are either less commonly used. The first step in creating any of these
questions, as indicated above, is to click the “Create Question” button in the action bar, then select the desired question type.

The Test/Survey Canvas page will appear after each question is created, giving you a chance to specify and points value for each question as well as reorder questions by dragging and dropping. To edit an existing question, click the action link to the right of the question title, and select “Edit.”

**Calculated Formula Questions**
A calculated formula question contains a formula with variables that change for each user. The “Calculated Formula Question” page includes the following:

- **Question** – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
- **Answer Formula** – Provide the formula from which the answer should be calculated. This field employs the Java plugin to your browser, so ensure that Java is installed and up to date if you encounter problems with this field.
- **Options** – Specify the acceptable answer range and other details that determine a correct answer.
- **Submit** – Upon clicking “Submit,” you may need to authorize Learn to control the Java application that provides the Answer Formula. After that, a “Create/Edit Calculated Formula Question” page will appear.

- The “Create/Edit Calculated Formula Question” page includes the following:
  - Define Variables – Learn searches automatically variables within the question.
  - Answer Set Options – Specify the parameters of acceptable answers.
  - Calculate – Upon clicking “Calculate,” you may again need to authorize Learn to control the Java application used in the Answer Formula. After that, a new page appears that requires further input.
  - Edit Answer Sets – Make any desired modifications to the answer sets calculated by Learn.
  - Feedback – Provide appropriate feedback for correct and incorrect responses.
  - Categories and Keywords – If Question Metadata is enabled, you can add categories, topics, levels of difficulty, or keywords that apply to this question.
  - Instructor Notes – These are notes to yourself and will not be shown to students.

**Essay Questions**
Essays must be graded by hand, as Learn cannot grade them automatically. The “Create/Edit Essay Question” page includes the following:

- **Question** – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
- **Answer** – If desired, give the students an example of what a correct response would look like. Do not write the real answer here, as it will be visible students.

**Fill in the Blank Questions**
Fill-in-the-Blank questions can be graded automatically by Learn, but there are limitations. If the student spells the answer incorrectly, their response will be considered incorrect. To avoid this, it is necessary to
set up an allowance for each possible spelling error a student might make. For example, a student might respond to, “What is 50 multiplied by 2?” with one of several responses, including “100”, “one-hundred”, “one hundred”, or even “a hundred”. If these responses are not all specifically set to be considered correct, they will be marked as incorrect, even though they are clearly all acceptable.

- Question – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
- Answer – If more than one answer is acceptable, specify how many, then provide the answer(s) themselves, which can be exact matches or certain variations of the same.
- Feedback – Provide appropriate feedback for correct and incorrect responses.

Create a Fill in the Blank Question

Multiple Choice Questions
Multiple choice questions are automatically graded by Learn.

- Question – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
- Options – Specify how the possible answers will be numbered and other aspects of question presentation.
• Answers – Provide the possible answers from which students will select. Select the number of answers to offer from the drop-down labeled “Number of Answers.” After you have entered the possible answers, be sure to designate the correct answer by clicking the radio button to the left of the correct answer’s text box.
• Feedback – Provide appropriate feedback for correct and incorrect responses.

Opinion Scale and Likert Questions
The Opinion Scale/Likert allows for questions with opinion-oriented answers such as “Strongly Agree,” “Strongly Disagree,” etc.

• Question – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
• Options – Specify how the possible answers will be numbered and other aspects of question presentation.
• Answers – Provide the possible answers from which students will select. Select the number of answers to offer from the drop-down labeled “Number of Answers.”
• Feedback – Provide appropriate feedback for correct and incorrect responses.

Short Answer Questions
Short Answers must be graded by hand, as Learn cannot grade them automatically.

• Question – Enter the text of the question and, if desired, a title for the question. Don’t put the answers in this field.
• Answer – If desired, give the students an example of what a correct response would look like. Do not write the real answer here, as it will be visible students.

Create a Short Answer Question
**True or False Questions**

True-or-False questions are automatically graded by Learn.

- **Question** – Enter the text of the question and, if desired, a title for the question.
- **Options** – Specify answer orientation (vertical is recommended).
- **Answers** – State whether “True” or “False” is the correct answer.
- **Feedback** – Provide appropriate feedback for correct and incorrect responses.

**Create/Edit True/False Question**

A True/False question displays two answer options: true and false. There is no partial credit options for True/False questions. More Help

Create a True/False Question

**Adding Question Metadata**

If you enable metadata when creating questions, you will see a “Categories and Keywords” section in the “Create Question” interface.
Set Categories and Keywords

- Add – Click the “Add” button next to Categories, Topics, Levels of Difficulty, or Keywords to enter a tag in the desired field or fields.
- Create Tag – Either enter a new tag or select “Choose from Existing” if the desired tag has been used before.

If you wish to add, delete, or manage metadata on an existing question, simply select “Edit” using the action link next to the question to re-enter the “Create Question” interface. Delete undesired tags by clicking the “X” button next to the tag, and add more tags using the method described above.

Reusing Questions
Questions can be reused via three different routes as described below. Click the “Reuse Question” button on the action bar within the Test/Survey Canvas to begin. Options include “Find Questions,” “Create Question Set,” and “Create Random Block.” See Find Questions and Creating Question Sets for instructions on those functions. We recommend against using Random Blocks of questions because they serve the same purpose as Question Sets, yet are more limited in their implementation than Question Sets.
Find Questions

To pick and choose one or more questions that have been used in previous assessments, select “Find Questions” from the “Reuse Question” menu. (Note that Learn launches a pop-up window to accomplish this step, so be sure to disable your browser’s pop-up blocker for the Learn web site.)

- **Browse Criteria** – use the check boxes to specify various criteria for the desired question(s): the question pool(s) that they exist in, the test(s) that they appeared in, the type(s) of question you are looking for, and any metadata, such as category, topic, level of difficulty, or keyword, that you may have attributed to the question.
- **Question Display** – All questions that meet the criteria will be shown in the display window. It is up to you to select either all resulting questions or only a few.
- **Create Tag** – Before you submit your choice, make sure the desired mode is selected.
  - Copy the selected question if you want the ability to modify it from the original for the purpose of the current assessment only.
  - Link to the original question if you want any changes made to the original to be mirrored everywhere else that the question appears. (These modifications only take place in assessments that are not yet deployed.)

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![Find Questions](image-url)

**Find Questions**

Questions are organized by the Criteria listed on the page. Use the Criteria drop-down lists to search for questions to add to the test. Click Submit to finish. Click Cancel to return to the previous page. More Help
Creating Question Sets

To create a set of existing questions that meet specified criteria, select “Create Question Set” from the “Reuse Questions” menu. The “Create Question Set” interface works much like the “Find Questions” interface described above, except that you need not choose between copying and linking the questions – when collected into sets, all questions are linked to their original instance instead of copied.

- **Create Set** – Specify criteria and select desired questions from the results that appear on the “Create Question Set” page. Submit in order to return to the Test Canvas.
- **Number of Questions to Display** – Enter the desired number of questions from the set to incorporate into the assessment each time it is taken. By displaying fewer questions than exist in the set, you can offer each student a slightly different test.
- **Questions in the Set** – Expand to view and manage all questions included in the set
  - **Add Question** – Reopens the “Create Question Set” interface to add further questions
  - **Remove Question** – Select any undesired questions by their check boxes and click the “Remove Question” button
  - **Edit Questions** – Because the question set has been linked instead of copied, any changes made to the question here will be mirrored in the original instance and everywhere else that it appears.

Using Question Pools

A question pool can be thought of as a question set that can be saved for future use. Questions collected into a pool can be reused not only in multiple assessments but also in multiple courses. To create or edit a pool, follow the “Tests, Surveys, and Pools” link within the Course Tools menu, then click “Pools” when asked to choose among the three. Click “Build Pool” to begin.

- **Pool Information** – Provide a name and description of the pool, as well as instructions if future pool use may not be self-explanatory
- **Pool Canvas** – Upon clicking “Submit,” you will see the Pool Canvas, which operates in much the same way as the Test/Survey Canvas discussed earlier. See Creating a Self and Peer Assessment

To add a new Self and Peer Assessment, select “Self and Peer Assessment” from the Assessment drop-down menu, then specify the following details:

- **Create New or Import** – If not creating the assessment from scratch, you can import an assessment previously exported via Respondus.
• Assessment Information – Provide a name and instructions for the assessment and set the range of submission dates.
• Self and Peer Evaluation Options – Set options including anonymity, evaluation details, and date range for evaluation.
• Options – Make the assessment available, track the number of views, and choose the dates when it will be available.

Click “Create Question” to add a new question to the Self and Peer Assessment. On the “Add Question” page, you must supply the following information:

• Assessment Information – States the name of the assessment being edited.
• Question Information – Enter the text of the question.
• Model Response – Provide an example of a response if desired.

Use the Preview button to the right of the Assessment Canvas page to preview how the evaluation and submission will look when they are available. Many of the procedures for managing assignments also apply to Self and Peer Assessments.

• Creating Tests and Surveys, Reusing Questions, and Uploading Questions for instructions on the following functions accessed via the Pool Canvas action bar.
  o Create Question
  o Find Questions
  o Upload Questions
  o Question Settings

Pool Canvas: Test Pool

The Pool Canvas presents an inventory list of questions that can be managed and searched. You can use the check boxes to select any or all questions and then delete them or change their points, or edit questions individually. More Help.

To edit an existing pool, return to the “Pools” page. Locate the desired pool, click the action link beside it, and select “Edit” from the context menu. You will again see the Pool Canvas. When managing an existing pool, you have the option to delete or edit questions as well as add them. As always, edit a question by clicking its action link and selecting “Edit.”
Uploading Questions
If desired, assessment questions can be composed offline and uploaded via tab-delimited text file. The uploaded questions can be edited, reused, and managed in the same way as those created within Learn. To begin, click the “Upload Questions” button on the action bar within the Test/Survey Canvas.

Uploading Test Questions

- **Browse** – Locate the text file containing the questions on the local machine (Unfortunately, one cannot browse the Content Collection for this purpose.)
- **Points** – Designate the number of points each question will be worth. If this value is left blank, questions will be imported each with zero possible points and must be modified before deploying the test.

Of course, uploading the file is the easy part. Before you get to that stage, the text file and all of its component questions must be formatted in a way that Learn will understand.

Upload File Format Guidelines
Each file containing questions to be uploaded must conform to the following guidelines:

- Each file must be a tab-delimited TXT file. You can edit this file in Excel or in a text editor.
- Blackboard recommends that each batch file not exceed 500 records because of time-out restrictions associated with most browsers.
- Do not include a header row in the file.
- Do not include blank lines between records. The blank line will be processed and return an error.
- Include only one question per row.
- The first field in every row defines the type of question.
- Separate each field in a row using a tab.
- **correct, incorrect, true, false** and other words that identify answers must be in English.

Upload Question Format Guidelines
Questions in the uploaded file must follow the rules that appear in the table below. Questions that contain an error will fail to upload.

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Choice</td>
<td>MC &lt;tab&gt; question text (&lt;tab&gt; answer text &lt;tab&gt; correct</td>
</tr>
<tr>
<td></td>
<td>Text within () may be repeated for each of the answers that are part of the Multiple Choice question. The maximum number of answers is 20.</td>
</tr>
<tr>
<td>Type</td>
<td>Format</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Multiple Answer</td>
<td>MA &lt;tab&gt; question text &lt;tab&gt; answer text &lt;tab&gt; correct</td>
</tr>
<tr>
<td>True/False</td>
<td>TF &lt;tab&gt; question text &lt;tab&gt; true</td>
</tr>
<tr>
<td>Essay</td>
<td>ESS &lt;tab&gt; question text &lt;tab&gt; [example]</td>
</tr>
<tr>
<td>Ordering</td>
<td>ORD &lt;tab&gt; question text &lt;tab&gt; answer text</td>
</tr>
<tr>
<td>Matching</td>
<td>MAT &lt;tab&gt; question text &lt;tab&gt; answer text &lt;tab&gt; matching text</td>
</tr>
<tr>
<td>Fill in the Blank</td>
<td>FIB &lt;tab&gt; question text &lt;tab&gt; answer text</td>
</tr>
<tr>
<td>File Response</td>
<td>FIL &lt;tab&gt; question text</td>
</tr>
<tr>
<td>Numeric Response</td>
<td>NUM &lt;tab&gt; question text &lt;tab&gt; answer &lt;tab&gt; [optional]tolerance</td>
</tr>
<tr>
<td>Short Response</td>
<td>SR &lt;tab&gt; question text &lt;tab&gt; sample answer</td>
</tr>
<tr>
<td>Opinion/Likert Scale</td>
<td>OP &lt;tab&gt; question text</td>
</tr>
<tr>
<td>Multiple Fill in the Blank</td>
<td>FIB_PLUS &lt;tab&gt; question text &lt;tab&gt; variable1 &lt;tab&gt; answer1 &lt;tab&gt; answer2 &lt;tab&gt; variable2 &lt;tab&gt; answer3</td>
</tr>
<tr>
<td>Jumbled Sentence</td>
<td>JUMBLED_SENTENCE &lt;tab&gt; question text &lt;tab&gt; choice1 &lt;tab&gt; variable1 &lt;tab&gt; choice2 &lt;tab&gt; variable2 &lt;tab&gt; choice3 &lt;tab&gt; variable2</td>
</tr>
</tbody>
</table>
Quiz Bowl

<table>
<thead>
<tr>
<th>Quiz Bowl</th>
<th>QUIZ_BOWL &lt;tab&gt; question text &lt;tab&gt; question_word1 &lt;tab&gt; question_word2 &lt;tab&gt; phrase1 &lt;tab&gt; phrase2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The format consists of a list of valid question words followed by an empty field and a list of valid answer phrases.</td>
</tr>
</tbody>
</table>

**Importing and Exporting Tests, Surveys, and Pools**

If you would like to make an entire test, survey, or pool available for use by other instructors, or to be stored outside of the Learn environment (useful if your UNM NetID is to be deactivated), take advantage of Learn’s export function. Looking at the lists of test, surveys, or pools on the appropriate page, locate the desired test, survey, or pool. Then click the action link beside it and choose either to “Export to Local Computer” or “Export to Content Collection.”

![Chapter 3 Quiz](image)

Export a Test to the Local Computer or Content Collection for Later Use

Learn will package the item up into a zip archive that can be imported later by you or another instructor. Simply specify where to save the package, and it will be there when you need it.

To import a test, survey, or pool package previously exported from Learn, click the “Import Test/Survey/Pool” button in the action bar of the appropriate page.

![Tests](image)

**Tests**

*Tests are a means of assessing*

- **Build Test**
- **Import Test**

**Import a Test**

- Test/Survey/Pool Import – Choose to either “Browse My Computer” or “Browse Content Collection,” and locate the package where it was saved.
- Submit – Upon clicking “Submit,” Learn will process the package and present a log file that lists any errors or warnings along with the final status.

If successful, the imported test, survey, or pool will appear among other in the list upon next access.
Import Test Questions Using Respondus

In addition to Learn’s native tools for creating assessments, UNM instructors have access to a desktop application called Respondus. Respondus allows you to create, import, and manage exams that can be printed to paper or published directly to UNM Learn or other eLearning systems. It is particularly helpful for converting existing exams created offline or in other eLearning systems, such as WebCT. We will focus on the import functionality.

Standard Format for Importing Questions to Respondus

It is crucial that the source file containing test questions be formatted in a way that Respondus can read. Otherwise, errors are to be expected during import. What follows are the most basic guidelines for formatting questions for import. See Respondus’ user documentation for the options available for different types of questions, flexible acceptance of answers, general feedback for right and wrong answers, etc.

To format multiple choice questions –

- Every question must appear on a new line, be preceded by a number, followed either by a period “.” or a parenthesis “)”, and at least one space. For example:
  3) Who determined the exact speed of light?
  OR
  3. Who determined the exact speed of light?

- Each answer must appear on a new line, be preceded by a letter (A-T), followed either by a period “.” or a parenthesis “)” and at least one space. For example:
  a) Albert Einstein
  b) Albert Michelson
  OR
  a. Albert Einstein
  b. Albert Michelson

To designate correct answers –

- One method is to insert an asterisk “*” before the correct answer when writing the question. (If the answers were automatically numbered by a word-processing program, it may be impossible to prefix just one item. In this case, method two is recommended.) For example:
  3. Who determined the exact speed of light?
  a) Albert Einstein
  *b) Albert Michelson
  c) Thomas Edison
  d) Guglielmo Marconi

- Another method is to append a list of correct answers with the corresponding question numbers at the end of the file (any text that follows this list will be ignored during import). The list must begin with the title “Answers:.” For example:

  Answers:
  1. A
  2. C
  3. B
**Import Questions from MS Word or Text File**

From Respondus’ “Start” screen, ensure that “Open or Create” is highlighted on the sidebar. Click the “Import Questions” button to begin.

1. “Select the file to Import” – Choose the format of your existing document from the “Type of file” pick-list, then click Browse to locate the specific file on your computer. (If the desired file is not visible in the correct location, ensure that you did indeed specify the appropriate file format – .doc, .docx, or .txt in this case – in the previous step.) Select the intended file and click Open.

2. “Choose where to add the new Questions” – If you have already created a test or survey that you would like to add to, you have the option to append the contents of the above file to the end of it. Otherwise, click to choose “Create a new document, named:” and enter a name for it. Click the appropriate radio-button to specify whether the program should create a test or a survey from this file. If you wish Respondus to automatically create numbered titles for the questions it imports, click the checkbox to use the “stem” that you enter next as a prefix for the numbered titles. (E.g. The stem “ch01-” results in questions titled “ch01-001,” “ch01-002,” etc.)

3. “Use the Preview button to check for problems” – When you click Preview, Respondus will show the results of the import within the Preview results block. If anything looks wrong to you in this view, corrections to the source file may be in order. Specific warnings and notes regarding the imported data appear in the box below the Preview results. (If troubleshooting is necessary, it may be helpful to copy the entire text of the warning(s) and paste to another window for reference.)

**Proofreading and Publishing a Test**

After a successful import, Respondus automatically switches to the Edit tab. It is possible to enter new questions from scratch here, or select existing questions from the Question List block that need to be fine-tuned. In a given question row, click on the menu indicator to expand the options available for that question.

When satisfied, switch to the Preview & Publish tab. Under the Preview tab on the sidebar, click the button to “Preview the File.” If the preview is acceptable, click the Publish to Blackboard tab on the sidebar and click the Publish Wizard button on that tab.

1. “Type of Publish” – The most typical choice is to publish to a single course, but you may wish to familiarize yourself with the other options, explained in detail within Respondus’ user documentation.

2. “Choose an existing server, or ‘add new server’” – The first time you publish a test via Respondus, you will have to add learn.unm.edu as a new server. Choose -add new server- from the Blackboard Server pick-list. When prompted, click Yes to check for preconfigured server settings for UNM and click Next. When UNM server settings are downloaded,
   a. “Enter a name to describe this Blackboard server” – This is a nickname for your future reference only.
   b. “Enter your login information for this Backboard server” – Provide your UNM NetID and password. If working on a private machine, you may click to save your credentials in order to skip this step next time.
   c. “Run a connection test” – A connection test is advisable on the first try or any time that you make changes to this process. This will open a status window showing results of the server connection test. Click Next and then click finish.

3. “Press [Next] to connect to server”
4. “Choose Course to publish to” – Select from the pick-list the course in which to administer the test or survey.

5. “Create or Replace Exam/Survey or Pool” – Click the radio-button to Create New Exam.

6. “Additional options for Exam/Survey” – It is optional to apply random blocks or other settings to the exam (refer to Respondus’ user documentation for explanation of these options). However, if you are ready to publish, be sure to click the checkbox to Link Exam to Content Area and make available. If this option goes unchecked, students will not have access to the exam.

7. “Click on the area or folder to link to” – Specify a folder, content area, or learning module in which to place the exam. (If the desired location does not yet exist, it must be created in the UNM Learn interface prior to this step, as Respondus cannot edit the directory structure of your course.) Click Next.

8. View the status of the publishing process, and when you see the words “Completed successfully,” click Finish. The test should now appear in the location you specified inside the UNM Learn environment. To make the test available to students, proceed to “Create Test Options.”

**Grading Assessments**

The steps of grading assessments are identical to those for grading assignments. See the section on **Grading Assessments** for instructions. (Don’t get thrown off by the discrepancy in terminology – it is safe to substitute the word “test” anywhere you see the word “assignment.”)

**Understanding Students’ Performance**

Learn features two tools intended to help instructors reexamine the content of assessments after students have taken them: “Test and Survey Results” and “Item Analysis.”

**Test and Survey Results**

The first method is to view statistical information about tests and surveys from within the Grade Center. Enter the Full Grade Center under the Grade Center sub-menu of the course menu. Then scroll rightward to find the column that represents the test or survey of interest. Click the action link next to the name of the assessment and select “Column Statistics” from the context menu. This will lead you to the “Test/Survey Statistics” page. Following the name and other details of the assessment in question, Learn displays each question included in the assessment along with the percentage of the class that chose each of the available answers. This readout includes all types of answers, but the results of multiple choice and true/false questions are easiest to interpret in this way.

**Get Column Statistics**

**Item Analysis**

An item analysis provides statistics about overall test performance as well as individual questions. It can help you to identify problematic test questions, allowing you to rephrase confusing wording, etc. when necessary. Item analyses apply to deployed tests and quizzes for which attempts have been submitted, but not surveys. The analysis can be initiated from three different interfaces that display tests by name:
content areas where tests are deployed, the “Tests” page accessed through “Tests, Surveys, and Pools,” and the Grade Center.

Helping Students Resolve Issues with Tests
At times there may be unexpected issues with the submission of assessments. If a student completes an assessment but is unable to submit it, it is possible for the instructor to submit the assessment for the student. To view and/or submit an assessment a student has completed but cannot submit, use the following steps.

1. Navigate to the Grade Center by clicking “Full Grade Center” in the Control Panel.
2. Within the Grade Center, locate the cell that contains the attempt. There will be an in progress icon both in the assessment cell and in the context menu found by clicking the downward arrow to the far right of the cell.
3. Access the contextual menu by clicking the downward arrow and select “View Grade Details”.
4. Make sure that the answers have been saved. If there are multiple unanswered questions or the student was unable to complete the assessment, clearing the attempt is an option. However, it will require that the student retake the assessment.
5. Click “View Attempts”, then select “Test Information” on the resulting page. This page will show the student’s responses thus far.
6. To submit the attempt for the student so that the assessment may be graded, click “Submit Assessment”. Note that the student will be unable to enter or change any responses after this has been done.
7. Click “OK” to confirm that you are submitting the assessment on behalf of the student. This action cannot be undone.

If an issue occurs in which the student requires that the attempt be cleared so that they can retake the test, this is done by clicking the “Clear Attempt” button found on the “View Grade Details” page. This will clear all responses entered by the student and cannot be undone.