




Coursework for Faculty

You as a faculty member have been given full control of the entire **Coursework** portlet, which allows you to design, build, track, and grade three types of assignments for your students for each course that you teach:

- [Online](#) ()
- [File Exchange](#) ()
- [Offline](#) ()

Assignments, whether organized by Unit or Type, are sorted by Due Date. Each assignment listing includes the format (online, offline, file exchange), the due date, type, and status. Also, you can sort the assignments by clicking on any of the column headings.

You can create multiple units or use the one default unit; however, every assignment must be part of a unit. Units can be added, renamed, and reordered. Units (including their content) can be deleted, unless there is only one unit, in which case it cannot be deleted. There must always be one unit present.

Assignments can be organized by *Unit* or *Type*, and the details and setup of the assignment are accessed by clicking the assignment name. Information displayed depends on the assignment type.

For Online assignments, you can use the [Test Builder](#) to create and maintain them.

Functions

Add Units

You must always have at least one unit. The default unit is Unit 1; however, you can rename the unit by editing it or deleting it after you have added an additional unit. If you retain the default unit, you may want to add a description.

From the **Coursework** portlet:

1. Click the [Add a Unit](#) link.
2. Enter the name of the new unit and a description, and select the appropriate position (placement on the **Coursework** portlet).
3. Click the **Save** button.
4. Add additional units by repeating Steps 1-3 above.

Reorder Units

From the **Coursework** portlet:

1. Click the [Reorder Units](#) link.
2. Enter the appropriate position number in the text box beside the unit name.
3. This screen also allows you to edit a unit name (click the **Edit** icon) or delete a unit (click the **Delete** icon). **Remember that if you delete a unit, you also delete any assignments in that unit.**
4. Click the **Save** button.

Edit Units

From the **Coursework** portlet:

1. Click the **Edit** icon beside the unit you want to edit.
2. Edit the unit name, description, and/or position.
3. Click the **Save** button.

Delete Units

From the **Coursework** portlet:

1. Click the **Delete** icon beside the unit you want to delete.
2. The following message appears: "Are you sure you want to delete this Unit? Any assignments associated with the Unit will be permanently deleted."
3. Click **OK** to complete the delete process.

Manage Types

Add a Type

Some default types are available; however, you can add additional types.

From the Coursework portlet:

1. Click the [Manage Types](#) link.
2. Click the [Add a Type](#) link.
3. Enter the name of the new type.
4. Click the **Save** button.
5. Add additional types using Steps 1-4 above.

Edit a Type

From the Coursework portlet:

1. Click the [Manage Types](#) link.
2. Click the **Edit** icon beside the type you want to edit.
3. Edit the type name.
4. Click the **Save** button.

Delete a Type


You must always have at least one Type defined. Therefore, if you have only one Type defined, you will not be allowed to delete it.

NOTE: If you delete a type to which an assignment belongs, that assignment will automatically be assigned to the type listed first alphabetically. If the type being deleted is the first type alphabetically, then the assignment will automatically be assigned to the type that is listed second alphabetically.

From the **Coursework** portlet:

1. Click the [Manage Types](#) link.
2. Click the **Delete** icon beside the type you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Click **OK** to confirm the deletion process.

Online Assignments

Online () assignments are quizzes/tests/exams created by the faculty member and which the students complete within the portlet. These assignments are completed and submitted by the students and can be graded automatically and/or manually by the faculty member.

Functions

- [Add an Online Assignment](#)
- [Import Tests from File Cabinet](#)
- [Edit an Assignment](#)
- [View Assignment Information](#)
- [View Student Assignment Detail](#)
- [Show/Hide Assignment Details](#)
- [Add/Remove Bonus Points](#)
- [Delete Assignment](#)
- [Go to Test Builder](#)

Add an Online Assignment

The **Add an Assignment** screen allows a faculty member to create a new assignment.

The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: [Show advanced set-up options](#) and [Hide advanced set-up options](#).

The following table details options available for both Basic and Advanced modes for Online assignments:

Basic Mode	Advanced Mode	Action
Name	Name	Enter the name of the assignment.

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Format	Format	Select the format of the assignment.
Type	Type	Select the type of assignment. You can add additional types by clicking the Add an Assignment Type link.
Required	Required	Select the appropriate status for the assignment: Required (shown in Gradebook as part of final grade), Extra Credit (optional; not part of final course grade; points earned are applied to assignment score), Optional (not included in Gradebook).
Unit	Unit	Select the unit to which this assignment belongs. You can add additional units by clicking the Add a Unit link.
Description	Description	Enter the description of the assignment. The text you enter here will display to the student.
Instructions	Instructions	Enter instructions for the assignment. These instructions will appear to the student when the assignment is active and is available to the students for completion.
	Start	Even though assignments are activated from the Test Builder, you can choose to have the assignment display while it is inactive (students cannot work on it) by selecting the Display While Inactive check box.
	Display While Inactive	Even though assignments are activated from the Test Builder, you can choose to have the assignment display while it is inactive (students cannot work on it) by selecting this check box.
Due	Due	Enter or select the date and time the assignment is due.
	Allow Late Assignments Until	Check this check box to allow late assignments. Enter the date and time until which you will accept late assignments.
	Penalize Late Assignments	If you want to penalize late assignments, enter the point or percentage deduction for the late assignment. This can be a total penalty or assessed per day.
	Show Grade	Select when you want students to be able to view their grade.
	Allow Review	Select when students will be allowed to review their assignment.
	Relevant Files	Select when students will be allowed to review their assignment.

From the **Coursework** portlet for the appropriate course context:

1. Click the [Add an Assignment](#) link.
2. Enter the name of the assignment.
3. Select **Online** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the [Add an Assignment Type](#) link. Once the assignment type has been added and saved, it will be available for your selection.
5. Select the requirement status (**Required**, **Extra Credit**, or **Optional**) from the **Required** drop-down. The default selection is **Required**, which means that the assignment will be factored into Gradebook and thus the weighted course grade. **Extra Credit** means that the assignment will only benefit the student. Finally, an **Optional** assignment is a practice quiz or test. Its grade will not factor into the weighted averages seen in Gradebook.
6. Online assignments are always graded; therefore, when creating this type of assignment, you do not have a **Grade Method** option. Point values of Online assignments are calculated by totaling question point values.
7. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the [Add a Unit](#) link. Once the unit has been added and saved, it will be available for your selection.
8. Enter a **Description**, which is always displayed with the assignment.
9. Enter **Instructions**, which will display when the assignment is active.
10. Online assignments are made active from the [Test Builder](#). However, if you are creating the assignment in Advanced mode, you can allow the assignment to display while it is inactive by selecting the **Display While Inactive** check box.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-downs the time it is due.
12. The Advanced mode allows you to let students turn in late assignments. Due dates become "soft" due dates, and assignments can be turned in until the "hard" due date. Even though you allow late assignments, penalties can be assessed for the late assignments by selecting the **Penalize Late Assignments** check box and entering a set point or percentage deduction.
13. The Advanced mode allows you to select from the **Show Grade** drop-down when you want the students to see their grades for this assignment.
14. The Advanced mode allows you to select from the **Allow Review** drop-down when or if you want to allow the students to review their graded assignment including any feedback you may provide.
15. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the Assignment Info page.
16. Click the Save button. [Test Builder](#) opens for you to create the assignment.

Import Tests from File Cabinet

From the **Coursework** portlet for the appropriate course context:

1. Click the [Import Tests from File Cabinet](#) link in the appropriate unit.
2. If no tests are stored in File Cabinet, the following message appears: "No Tests found." If tests are stored in File Cabinet, the tests are displayed.
3. Select the check box beside the test you want to import, and click the **Import Selected** button.
4. Click the linked name of the assignment to go to [Test Builder](#) where you can edit the entire assignment.

Edit an Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the **Edit** icon beside the Online assignment you want to edit or any [Edit this assignment](#) link on the **Assignment Info** screen.
2. All fields except the **Format** field are available for editing.
3. When you have made all changes, click the **Save** button.

View Assignment Information

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Online assignment with which you want to work. Depending on the status of the assignment, you will be directed to the **Test Builder** screen or the **Assignment Info** screen.
2. The **Assignment Info** screen displays the following assignment information once it is Active:
 - The **Header** displays the type and name of assignment, unit, format, grading method, time limit, status message, and due date information. A message indicating number of tests that need grading and the number of students who have not yet taken the test may also display.
 - The following links are available for you to work with the assignment: [Show assignment details](#), [Edit this assignment](#), [Delete this assignment](#), and [Go to Test Builder](#).
 - The **Student Results** table lists the students in the course with each name linked to their respective **Student Assignment Detail** screen. You can sort the list by Student, Date Finalized, and Grade (click the respective link). This table also provides you with information on how much time each student spent completing the assignment and whether the assignment needs manual grading (indicated by the ! icon).
 - Bonus Points can be added or removed.

View Student Assignment Detail

If an Online assignment is active, you can view details of students' responses.

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Online assignment with which you want to work.
2. On the **Assignment Info** screen, click the name of the student whose assignment detail you want to view.
3. The **Student Assignment Detail** screen displays the following information for that student:
 - The **Header** displays the type and name of assignment, unit, format, grading method, time limit, status message, and due date information. A message indicating number of tests that need grading and the number of students who have not yet taken the test may also display.
 - If appropriate, the **Workflow** table for this assignment will display the life cycle of the assignment.
 - The **Individual Results** table will always display each attempt and its completion date, score, time spent, and status. A [Review](#) link may be available for you to review the assignment.
 - The **Extension** table is available if the assignment is still open. This table allows you to extend the due date of the assignment for that specific student, not the entire class.
 - The **Results** table allows you to see the base score, any bonus points, and the final score; assess any late penalty ([Change Penalty](#) link) or make other adjustments ([Change Adjustment/Feedback](#) link); and add or edit a personalized note or feedback ([Change Adjustment/Feedback](#) link).

If the assignment is still open (for example, student has not taken the test, has not completed all attempts, or has not marked the test as finalized), a **Close Assignment** button is available for the instructor to automatically close the assignment and optionally enter a reason for closing.

 - The **Retake** table allows you to reopen an assignment or give the student permission to retake the assignment. A retake allows the student to do the entire assignment including all attempts. The final grade can be determined by using the retake final grade, averaging the original and retake final grades, or using the highest final grade (whether it be the original or retake). The due date for a retake will be on an individual student basis. When all decisions have been entered, click the **Allow Retake** button.

Show/Hide Assignment Details

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Online assignment with which you want to work.
2. Clicking the [Show Assignment Details/Hide Assignment Details](#) links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.

Add/Remove Bonus Points

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Online assignment to which you want to add/remove bonus points.
2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the [Remove the bonus](#) link and then clear the Bonus Points text box.

Delete Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the **Delete** icon beside the Online assignment you want to delete or any [Delete this assignment](#) link.

- The following message appears: "Are you sure you want to delete this item?"
- Click the **OK** button to confirm the delete process.

Go to Test Builder

From the **Coursework** portlet for the appropriate course context:

- Click the linked name of the Online assignment with which you want to work.
- On the **Assignment Info** screen, click the [Go to Test Builder](#) link.
- Test Builder opens and allows you to work with this Online assignment.

Test Builder

Adding and saving an Online assignment opens the **Test Builder** screen, which is used by the instructor to build and manage Online assignments (quizzes, tests, exams, etc.).

The Main screen has four areas:

- [Header](#)
- [Activation](#)
- [Add Questions](#)
- [Sections](#)

Header

The Header displays the assignment name, the unit, format, and grading method entered when you created the assignment. This information can be edited by clicking the [Edit this assignment](#) link at the right side of the Header. The number of questions and the point total are also displayed. If the assignment is Active, the [View assignment info](#) link is available.

Configurations can be set for each Online assignment. The right side of the Header allows the instructor to hide ([Hide settings](#)) or display ([Show settings](#)), and edit ([Edit settings](#)) these settings.

Activation

The Activation Bar displays the status of the test (Active/Inactive).

In order for you to activate an assignment, it must have at least one question in a non-extra credit section and all questions must have point values.

The following table details links that are available for both Active and Inactive assignments:

Available Link/Functionality	Active Status	Inactive Status
Edit this assignment	X	X
View assignment info	X	
Show settings	X	X
Hide settings	X	X
Edit settings	X	X
Set a future activation date		X
Preview this test	X	X
Import questions from your File Cabinet		X
Save to File Cabinet	X	
Add a Section		X
Reorder Sections		X
Edit Section	X	X
Delete Section		X
Add Questions	X	
Edit All Questions		X
Edit Question Point Values		X
Reorder/Move Questions		X

Add Questions

The **Add Questions** area allows the faculty member to add questions to the test by choosing a question type, number of questions to add, and the section to which they are to be added. Any total number of questions can be added, but only a maximum of five at a time. Also, only one type of question can be added at a time and to only one section at a time.

The **Add** button opens the **Add Questions** page.

If you have questions stored in [File Cabinet](#), you can also add questions to your assignment via the [Import questions from your File Cabinet](#) link.

Sections

A section is a method of organizing questions within tests. Every test must have at least one section, and every question must be in one and only one section. There can be unlimited sections in a test and unlimited questions in a section.

The **Sections** area displays all sections of the test and all questions within the sections. You can add a section, edit a section, delete a section, and reorder sections by clicking the appropriate links. There are two types of sections:

- **Regular** sections have no special functions. All questions are presented in the test, and each question has its own point value.
- **Question Pool** sections randomly select a preset number of questions from all the questions in the section when the student attempts the test. Each question has a set point value so that the section is worth the same number of points regardless of which questions are randomly selected.

Functions

Functions include the following:

- [Edit Assignments](#)
- [Show/Hide/Edit Settings](#)
- [Add a Test Section](#)
- [Edit Question Point Values](#)
- [Edit Questions in a Section](#)
- [Reorder/Move Questions in a Section](#)
- [Edit Sections](#)
- [Reorder Sections](#)
- [Delete Sections](#)
- [Add Questions](#)
- [Activate/Deactivate Tests](#)
- [Preview a Test](#)
- [Save Tests to File Cabinet](#)
- [Import Questions from File Cabinet](#)

Edit Assignments

1. From the **Test Builder** portlet, click the [Edit this assignment](#) link to view and edit the basic setup options.
2. To view all assignment options available, click the [Show advanced setup options](#) link.
3. Select or enter values in all fields except **Format**.
4. Click the **Save** button.

Show/Hide/Edit Settings

Unique configurations for each Online assignment can be set. The right side of the Header allows you to hide ([Hide settings](#) link), display ([Show settings](#) link), and edit ([Edit settings](#) link) the following settings:

- [Time Limit](#)
- [Attempts Allowed](#)
- [Final Grade](#)
- [Pagination](#)
- [Section Order](#)
- [Lock Out](#)
- [Extra Credit](#)

Add a Test Section

Sections are used to organize and group questions in a test. Every online assignment must have at least one section, and every question must be in one and only one section. There can be unlimited sections in a test and unlimited questions in a section. In addition to adding test sections, sections can be edited and reordered.

The [Add a Section](#) link opens the **Add a Section** page in **Test Builder**. The following fields are available for defining a test section:

- [Name](#)
- [Position](#)
- [Source Material](#)
- [Section Type](#)

- [Extra Credit](#)
- [Randomize](#)

Edit Question Point Values

When you import questions from File Cabinet, point values (if set) also import with the questions; however, they can be changed but only in an Inactive test.

1. In the **Coursework** portlet, click the name of the test for which you want to change point values.
2. From **Test Builder**, click the [Edit Question Point Values](#) link in the **Sections** area.
3. Edit point values.
4. Click the **Save** button.

Edit Questions in a Section

Questions can only be edited in an Inactive test.

1. In the **Coursework** portlet, click the name of the assignment for which you want to edit questions.
2. From **Test Builder**, click the [Edit All Questions](#) link in the **Sections** area.
3. Make necessary edits.
4. Click the **Save** button.

Reorder/Move Questions in a Section

Questions in a section can only be reordered/moved in an Inactive test.

1. In the **Coursework** portlet, click the name of the assignment for which you want to reorder questions.
2. From **Test Builder**, click the [Reorder/Move All Questions](#) link in the **Sections** area.
3. To reorder the questions, enter the appropriate numerical value in the text box beside the question and click the **Save** button.
4. To move the questions, select the appropriate questions to move and then select the appropriate section to which to move them in the **Move selected to drop-down** and click the **Go** button.
5. You can also edit and delete questions on this screen.

Edit Sections

The [Edit Section](#) link for any test section opens the **Edit Section** screen in **Test Builder**.

If the assignment is Inactive, all fields are available for editing.

If the assignment is Active, all fields except **Source Type** and **Extra Credit** can be edited.

Reorder Sections

Test Sections can be reordered in a test that is not activated.

The [Reorder Sections](#) link for any test opens the **Order Sections** screen in **Test Builder**. All sections of the test are listed. To reorder, enter the appropriate number in the text box beside each section. The options to edit or delete the section are also available on this screen.

Delete Sections

Test Sections can be deleted in a test that is not activated.

The [Delete Section](#) link for any test section prompts you with a confirmation message: "Are you sure you want to delete this item?" If you click the **Yes** button, the entire section (including any questions in the section) is deleted.

Add Questions

Instructors can add questions to a test by choosing a question type, number of questions to add, and the section to which they are to be added. Only one type of question can be added at a time and to only one section at a time. You can also add questions by importing stored questions from your [File Cabinet](#). After selecting the question type, the number of questions to add, and the unit to which to add them, click the **Add** button to open the **Add Questions** screen. Questions can only be added to Inactive online assignments.

Six types of questions can be added to tests:

- [Multiple Choice/Answer](#)
- [True/False](#)
- [Essay](#)
- [Short Answer](#)
- [Ordering](#)
- [Matching](#)

Multiple Choice/Answer

This type of question has several answer options, one or more of which is required to be selected as a correct answer. The answer options can be presented in a set order or randomized for each student taking the test, but there must be at least one option and one correct answer identified. Any question or answer options left blank

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will be ignored. Also, if you need more answer options, the [Add more answers](#) link provides you with additional answer fields. Each answer option can also include feedback that displays when the student reviews the test.

Partial credit for a question can be given if the student is informed of how many correct answers there are and then limit the student to selecting only that many answers.

If used, Automatic Feedback text can appear under the following three circumstances:

- Regardless of whether the answer is correct or incorrect (general)
- When a correct answer is selected
- When an incorrect answer is selected

This text is displayed during the student's review of the graded test.

1. In the **Add Questions** section of Test Builder, select **Multiple Choice/Answer** in the **Question Type** drop-down list box.
2. Select the **Number of Questions** from the drop-down list box. 1, 2, 3, 4, 5 are the only options. You cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. Enter possible answers in the **Answer Text** boxes (one answer per box). If you want to add more answers, click the [Add more answers](#) link.
7. Select the check box(es) beside the correct answer(s).
8. You can enter feedback text for each answer.
9. Select the **Randomize** check box if you want the answers to be randomly re-ordered each time is test is taken. If you do not select this check box, the answers will be presented in the order you entered them.
10. Select the **Partial Credit** check box if there are multiple answers and you want to give credit for any correct answer selected.
11. Click the [Add automatic feedback](#) link to enter text you want the students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
12. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you can click the **Save** button to return to the main page of Test Builder.

True/False

This type of question is answered by selecting **True** or **False**.

1. In the **Add Questions** section of Test Builder, select **True/False** from the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. 1, 2, 3, 4, 5 are the only options--you cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. Select the appropriate answer radio button: **True** or **False**.
7. Click the [Add automatic feedback](#) link to enter text you want the student to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

Essay

Essay questions require that students enter a free-form answer.

NOTE: Essay questions must be graded manually by the instructor before a grade can be given for the test.

1. In the **Add Questions** section of Test Builder, select **Essay** in the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. 1, 2, 3, 4, 5 are the only options--you cannot enter any other number.

3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

Short Answer

Short Answer questions are answered by the student in an open format like a shorter essay question that will be graded manually by the instructor or a more specific and most likely shorter answer that will be graded automatically based on whether the given answer matches EXACTLY (not case-sensitive) the defined correct answer.

Automatically graded Short Answer questions are best suited for number-based answers and for spelling or terminology testing.

1. In the **Add Questions** section of Test Builder, select **Short Answer** in the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. **1, 2, 3, 4, 5** are the only options--you cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. Select the appropriate answer radio button: **Graded manually** or **Graded automatically**. The **Graded automatically** option requires that you enter answer text that will serve as an EXACT MATCH during the automatic grading process. This exact match is not case-sensitive.
7. If you selected the **Graded automatically** option, the [Add automatic feedback](#) link is available for you to enter text you want the students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

Ordering

An ordering question requires that the students put randomized answers in the correct order. Each ordering question must have at least two answer options to order.

Any question or answer options left blank will be ignored. Also, if you need more item options, the [Add more items](#) link provides you with additional fields.

Automatic Feedback can be entered ([Add automatic feedback](#) link) to provide the student further information when reviewing the graded test.

1. In the **Add Questions** section of Test Builder, select **Ordering** in the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. **1, 2, 3, 4, 5** are the only options--you cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. In the **Answer Text** box, enter the answers in the correct order.
7. Click the [Add automatic feedback](#) link to enter text you want to students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

Matching

Matching questions require that students match an object with its correct answer option. Matching questions must have at least two answer options. Unmatched answer options can also be included and will be randomly mixed with the matched answer options.

Any question or answer options left blank will be ignored. Also, if you need more fields for matched objects or unmatched objects, the [Add more objects](#) and [Add more unmatched objects](#) links provide you with additional fields.

Automatic Feedback can be entered ([Add automatic feedback](#) link) to provide students with further information when reviewing the graded test.

1. In the **Add Questions** section of Test Builder, select **Matching** in the **Question Type** drop-down.
2. Select the **Number of Questions** from the drop-down. **1, 2, 3, 4, 5** are the only options--you cannot enter any other number.
3. From the **Add to Section** drop-down, select the section to which to add these questions.
4. Click the **Add** button to open the next page in Test Builder.
5. Enter the test question in the **Question Text** box.
6. In the **Answer** section, enter the objects and their correct matches. You can also enter some incorrect matches for a higher level of difficulty.
7. Click the [Add automatic feedback](#) link to enter text you want students to see during their review of the test. Text entered as **General Info** will always be seen by the student, **On Correct Answer** text will be seen when a correct answer has been given, and **On Incorrect Answer** text will be seen when an incorrect answer has been given.
8. The **Next Step** includes two options:
 - If you have completed entering questions, click the **Save** button to return to the main page of **Test Builder**.
 - If you have additional questions to add to the test, use the **Add More Questions** option. Select the question type, number of questions, and the section to which to add the questions. Click the **Save These and Add More** button. Continue until all questions have been entered, at which time you will click the **Save** button to return to the main page of Test Builder.

Activate/Deactivate Tests

The **Activation Bar** displays the status of the test (Active/Inactive).

Students cannot take an Inactive test and possibly not see an Inactive test, but an Inactive test can be edited by the faculty member. To activate a test, it must have at least one question in a non-extra credit section and all questions must have point values. The [Set a future activation date](#) link is also available and will activate the assignment automatically on the date/time you set.

Students can take an Active test as soon as it is activated. Some selected parts can still be edited by the instructor.

For more information, see [Activation](#).

Preview a Test

The [Preview this test](#) link allows the faculty member to view/take the test as if they were a student.

Save Tests to File Cabinet

If you want to save the test to your File Cabinet for future use, use the [Save to File Cabinet](#) link, which becomes available once the test is activated.

When you click the link, a **Confirmation** screen confirms that the test has been saved and allows you to return to **Coursework**.

Import Questions from File Cabinet

You can also add questions to your tests by importing saved questions from your File Cabinet ([Import Questions from your File Cabinet](#) link).

1. From the main Test Builder page, click the [Import Questions from your File Cabinet](#) link. This link is available if you have stored tests in File Cabinet.
2. You can search for questions and/or answers, and you can view test sections in order to determine the questions you want to import.

- **Search for Questions:** Clicking this link allows you to search by type and also to search for questions only or questions and answers.


Search criteria are not case-sensitive. When you set your search criteria (or you can leave it blank) and click the **Search** button, Search Results displays each question matching your criteria and the type and location of the question. If you do not get the desired results or wish to conduct another search, enter new criteria and click the **Search Again** button.

Select the check box beside the question(s) you want to import, select the assignment to which you want to import these questions, and click the **Import Selected** button. The questions are then imported into the desired test.

- **View Sections:**

1. Click the Import [Questions from your File Cabinet](#) link.
2. Click the appropriate **Coursework** folder.
3. Click the appropriate [View Sections](#) link.
4. You can import an entire section (including questions in the section) by selecting the check box beside a section and then clicking the **Import Selected** button.
5. You can click the section names, which display individual questions in that section, to display questions in that section. All questions can be selected or individual questions can be selected for importing.

File Exchange Assignments

File Exchange () assignments involve receiving and downloading files submitted by the students. You can upload a file to be used by the student for directions or

other reasons. Once you receive their file, you can send it back to the students. An example of a File Exchange assignment is a paper.

Functions include the following:

- [Add a File Exchange Assignment](#)
- [Edit an Assignment](#)
- [View Assignment Information](#)
- [View Submitted Student Files](#)
- [Enter Grades](#)
- [Re-enter Grade/Feedback](#)
- [Reopen Assignment](#)
- [Show/Hide Assignment Details](#)
- [Add/Remove Bonus Points](#)
- [Delete Assignments](#)

Add a File Exchange Assignment

The **Add an Assignment** screen allows a faculty member to create a new assignment. The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: [Show advanced set-up options](#) and [Hide advanced set-up options](#).

The following table details options available for both Basic and Advanced modes for File Exchange assignments:

Basic Mode	Advanced Mode	Action
Name	Name	Enter the name of the assignment.
Format	Format	Select the format of the assignment.
Type	Type	Select the type of assignment. You can add additional types by clicking the Add an Assignment Type link.
Required	Required	Select the appropriate status for the assignment: Required (shown in Gradebook as part of final grade), Extra Credit (optional; not part of final course grade; points earned are applied to assignment score), Optional (not included in Gradebook).
Grade Method	Grade Method	Select the appropriate grade method for this assignment: Not Graded (no grade given); Credit/No Credit (credit or no credit will be given upon completion); Graded (graded based on maximum points entered in the Out of points field)
Unit	Unit	Select the unit to which this assignment belongs. You can add additional units by clicking the Add a Unit link.
Description	Description	Enter the description of the assignment. The text you enter here will display to the student.
Instructions	Instructions	Enter instructions for the assignment. These instructions will display to the student when the assignment is active and is available to the students for completion.
	Start	Even though assignments are activated from the Test Builder, you can choose to have the assignment display while it is inactive (students cannot work on it) by selecting the Display While Inactive check box.
	Display While Inactive	Even though assignments are activated from the Test Builder, you can choose to have the assignment display while it is inactive (students cannot work on it) by selecting this check box.
Due	Due	Enter or select the date and time the assignment is due.
	Allow Late Assignments Until	Check this check box to allow late assignments. Enter the date and time until which you will accept late assignments.
	Penalize Late Assignments	If you want to penalize late assignments, enter the point or percentage deduction for the late assignment. This can be a total penalty or assessed per day.
	Show Grade	Select when you want students to be able to view their grade.
	Relevant Files	This section allows you to upload relevant assignment files

From the **Coursework** portlet for the appropriate course context:

1. Click the [Add an Assignment](#) link.
2. Enter the name of the assignment.
3. Select **File Exchange** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the [Add an Assignment Type](#) link. Once the assignment type has been added and saved, it will be available for your selection.
5. Select the requirement status from the **Required** drop-down.
6. Select from the **Grade Method** drop-down the grading method you will use for this assignment. The **Grade Method** for File Exchange assignments can be **Not Graded**, **Credit/No Credit**, or **Graded**.
7. If an assignment is graded, you must enter the maximum number of points for the assignment in the **Out of** field. This point value is not related to the weight of the assignment, unless you are using the Basic mode in Gradebook. The [Gradebook](#) is used to manage relative weights of assignments in determining the final grade.
8. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the [Add a Unit](#) link. Once the unit has been added and saved, it will be available for your selection.

9. Enter a **Description**, which is always displayed with the assignment.
10. Enter **Instructions**, which will display when the assignment is active.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-down list boxes the time it is due.
12. The Advanced mode allows you to determine when the assignment is activated by selecting a **Start** option: **Activate Now**, **Activate Later Manually**, or **Active From**. If you select the **Active From** option, you must also select the appropriate date and time. If you want an inactive assignment to be visible to students, select the **Display While Inactive** check box.
13. Select the **Due** date and time from the calendar and time drop-down list boxes. The Advanced mode allows you to allow students to turn in late assignments by selecting the **Allow Late Assignments Until** check box and then selecting the deadline for the late assignment. Due dates become "soft" due dates, and assignments can be turned in until the "hard" due date. Even though you allow late assignments, penalties can be assessed for the late assignments by selecting the **Penalize Late Assignments** check box and entering a set point or percentage deduction.
14. The Advanced mode includes a **Show Grade** option, which sets when students can see their grade. Select the appropriate option from the **Show Grade** drop-down list box.
15. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the **Assignment Info** page.
16. Click the **Save** button.

Edit an Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the **Edit** icon beside the File Exchange assignment you want to edit or click the [Edit this assignment](#) link from the **Assignment Info** screen.
2. All fields except the **Format** and **Grade Method** fields are available for editing.
3. When you have made all changes, click the **Save** button.

View Assignment Information

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment you want to work with.
2. The **Assignment Info** screen displays the following assignment information:
 - The **Header** displays the type and name of assignment, unit, format, grading method, status message, and due date information.
 - Links are available for you to work with the assignment ([Show/Hide assignment details](#), [Edit this assignment](#), [Delete this Assignment](#)).
 - The **Student Results** table lists the students in the course and allows you to enter their grades and any comments for feedback. You can sort the list by Student, Date Finalized, and Grade (click the respective link). The ! column informs you of ungraded submitted assignments.
 - Bonus Points can be added or removed using the **Bonus** table.

View Submitted Student Files

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment for which you want to enter grades.
2. On the **Assignment Info** screen, click the linked name of the student for which you want to enter a grade
3. The **Student Assignment Details** screen displays assignment information, including the **Files Submitted** table showing the files uploaded by the student if the assignment has been finalized. The table is empty if the student has not submitted and finalized the assignment.

Enter Grades

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment for which you want to enter grades.
2. On the **Assignment Info** screen, click the linked name of the student for which you want to enter a grade
3. The **Student Assignment Details** screen displays the following assignment information:
 - The **Workflow** table is always displayed. This table details the life cycle of the assignment.
 - The **Results** table displays currently entered grade and feedback information or provides fields to enter both. You can also upload files to be returned to the student when the grade is displayed. If the assignment has not been submitted by the student, a **Close Assignment** button is available for you to close the assignment and enter a reason for the closure.
 - The **Reopen Assignment** table allows you to extend the due date of the assignment. If the assignment has been finalized, you can re-open the assignment with or without an extension. For example, you may want to re-open an assignment because a student may have inadvertently submitted an incomplete assignment.

- If a student has not completed an assignment, you can grant an extension by using the **Extension** table.
 1. If desired, enter free-form text in the **Note** field.
 2. In the **New Due Date** field, select the new date from the calendar.
 3. Select the times for the new deadline from the drop-down list boxes.
 4. Click the **Grant Extension** button.
 5. The **Workflow** table will reflect the extended deadline.

4. In the **Results** table, enter the grade in the **Grade** field.
5. Enter any comments in the **Feedback** field.
6. Browse for any file you wish to upload for the student.
7. Click the **Save** button.

Re-enter Grade/Feedback

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment you want to reopen.
2. On the **Assignment Info** screen, click the linked name of the student for which you want to reopen an assignment.
3. The **Student Assignment Details** screen displays assignment information, including the **Results** table, showing currently entered grade information or providing fields to enter grade information. You can also upload files to be returned to the student when the grade is displayed.
4. In the **Results** table, click the [Re-enter grade/feedback](#) link.
5. Make edits.
6. Click the **Save** button.

Reopen Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment you want to reopen.
2. On the **Assignment Info** screen, click the linked name of the student for which you want to reopen an assignment.
3. The **Assignment Details** screen displays assignment information, including the **Reopen Assignment** table, allowing you to extend the due date of any assignment. If the assignment has been finalized, you can re-open the assignment with or without an extension. For example, you may want to re-open an assignment because a student may have inadvertently submitted an incomplete assignment.
4. In the **Reopen Assignment** table, enter any desired text in the **Note** field.
5. Click the radio button beside the field that allows you to enter an extension date. Enter or select the appropriate date by using the Calendar icon.
6. Select the extension deadline time from the drop-down list boxes.
7. Click the **Reopen** button.

Show/Hide Assignment Details

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment you want to work with.
2. Clicking the [Show Assignment Details/Hide Assignment Details](#) links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.

Add/Remove Bonus Points

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the File Exchange assignment to which you want to add/remove bonus points.
2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the [Remove the bonus](#) link and then clear the Bonus Points text box.

Delete Assignments

From the **Coursework** portlet for the appropriate course context:

1. Click the **Delete** icon beside the File Exchange assignment you want to delete or click any [Delete this assignment](#) link.
2. The following message appears: "Are you sure you want to delete this item?"
3. Click the **OK** button to confirm the delete process.

Offline Assignments

Offline (✍) assignments have no online component. They are listed within the portlet and graded within the portlet and are incorporated into Gradebook, but they are completed offline. Examples of offline assignments are going on a field trip, delivering an oral presentation, viewing a video, or attending a lecture.

Functions include the following:

- [Add an Offline Assignment](#)
- [Edit an Assignment](#)
- [View Assignment Information](#)
- [Enter Grades](#)
- [Re-enter Grade/Feedback](#)
- [Show/Hide Assignment Details](#)
- [Add/Remove Bonus Points](#)
- [Delete Assignment](#)

Add an Offline Assignment

The **Add an Assignment** screen allows a faculty member to create a new assignment. The assignment can be created in Basic mode or in Advanced mode. You can toggle between these two modes by using the following two links: [Show advanced set-up options](#) and [Hide advanced set-up options](#).

The following table details options available for both Basic and Advanced modes for Offline assignments:

Basic Mode	Advanced Mode	Action
Name	Name	Enter the name of the assignment.
Format	Format	Select the format of the assignment.
Type	Type	Select the type of assignment. You can add additional types by clicking the Add an Assignment Type link.
Required	Required	Select the appropriate status for the assignment: Required (shown in Gradebook as part of final grade), Extra Credit (optional; not part of final course grade; points earned are applied to assignment score), Optional (not included in Gradebook).
Grade Method	Grade Method	Select the appropriate grade method for this assignment: Not Graded (no grade given); Credit/No Credit (credit or no credit will be given upon completion); Graded (graded based on maximum points entered in the Out of points field)
Unit	Unit	Select the unit to which this assignment belongs. You can add additional units by clicking the Add a Unit link.
Description	Description	Enter the description of the assignment. The text you enter here will display to the student.
Instructions	Instructions	Enter instructions for the assignment. These instructions will display to the student when the assignment is active and is available to the students for completion.
Due	Due	Enter or select the date and time the assignment is due.
	Relevant Files	This section allows you to upload relevant assignment files

From the **Coursework** portlet for the appropriate course context:

1. Click the [Add an Assignment](#) link.
2. Enter the name of the assignment.
3. Select **Offline** from the **Format** drop-down.
4. Select the appropriate assignment type from the **Type** drop-down. If you need to add an assignment type, click the [Add an Assignment Type](#) link. Once the assignment type has been added and saved, it will be available for your selection.
5. Select the requirement status from the **Required** drop-down.

6. Select from the **Grade Method** drop-down the grading method you will use for this assignment. The **Grade Method** for Offline assignments can be **Not Graded**, **Credit/No Credit**, or **Graded**.
7. If an assignment is graded, you must enter the maximum number of points for the assignment in the **Out of** field. This point value is not related to the weight of the assignment, unless the Basic mode is selected for Gradebook. The [Gradebook](#) is used to manage relative weights of assignments in determining the final grade.
8. Select from the **Unit** drop-down the unit to which you want to associate this assignment. If you need to add a unit, click the [Add a Unit](#) link. Once the unit has been added and saved, it will be available for your selection.
9. Enter a **Description**, which is always displayed with the assignment.
10. Enter **Instructions**, which will display when the assignment is active.
11. In the **Due** field, enter or select from the Calendar the due date of the assignment. Also, select from the drop-downs the time it is due.
12. The Advanced mode displays the **Relevant Files** section, which allows you to upload an unlimited number of files that will be presented as part of the assignment. When the assignment is activated, these files are displayed below the instructions on the **Assignment Info** page.
13. Click the **Save** button.

Edit an Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the **Edit** icon beside the Offline assignment you want to edit or click the [Edit this assignment](#) link on the **Assignment Info** screen.
2. All fields except the **Format** and **Grade Method** fields are available for editing.
3. When you have made all changes, click the **Save** button.

View Assignment Information

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Offline assignment you want to work with.
2. The **Assignment Info** screen displays the following assignment information:
 - The **Header** displays the type and name of assignment, unit, format, grading method, status message, and due date information.
 - Links are available for you to work with the assignment.
 - The **Assignment Stats** section displays a breakdown of grade distribution.
 - The **Student Results** table lists the students in the course and allows you to enter their grades and any comments for feedback. You can sort the list by Student, Grade, and Feedback (click the respective link).
 - Bonus Points can be added or removed.

Enter Grades

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Offline assignment for which you want to enter grades.
2. The **Assignment Info** screen displays the assignment information, including the **Student Results** table, which provides fields to enter grade information and/or feedback.
3. In the **Results** table, enter the grade in the **Grade** field.
4. Enter any comments in the **Feedback** field.
5. Click the **Save** button.

Re-enter Grade/Feedback

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Offline assignment you want to reopen.
2. The **Assignment Info** screen displays assignment information, including the **Student Results** table, which displays currently entered grade information or provides fields to enter grade information and/or feedback.
3. In the **Results** table, click the [Edit graded entries](#) link.
4. Make edits.
5. Click the **Save** button.

Show/Hide Assignment Details

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Offline assignment you want to work with.
2. Clicking the [Show Assignment Details/Hide Assignment Details](#) links allows you to view or hide the **Description**, **Instructions**, and **Files** attached to the assignment.

Add/Remove Bonus Points

From the **Coursework** portlet for the appropriate course context:

1. Click the linked name of the Offline assignment to which you want to add/remove bonus points.
2. To add bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, enter in the **Bonus Points** text box the number of points you want to add to the grade of all students who complete the assignment. Click the **Add the Bonus** button.
3. To remove bonus points: In the **Bonus** section at the bottom of the **Assignment Info** screen, click the [Remove the bonus](#) link and then clear the Bonus Points text box.

Delete Assignment

From the **Coursework** portlet for the appropriate course context:

1. Click the **Delete** icon beside the Offline assignment you want to delete or click any [Delete this assignment](#) link.
2. The following message appears: "Are you sure you want to delete this item?"
3. Click the **OK** button to confirm the delete process.