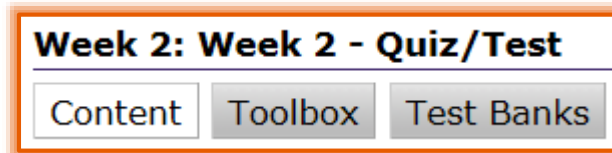


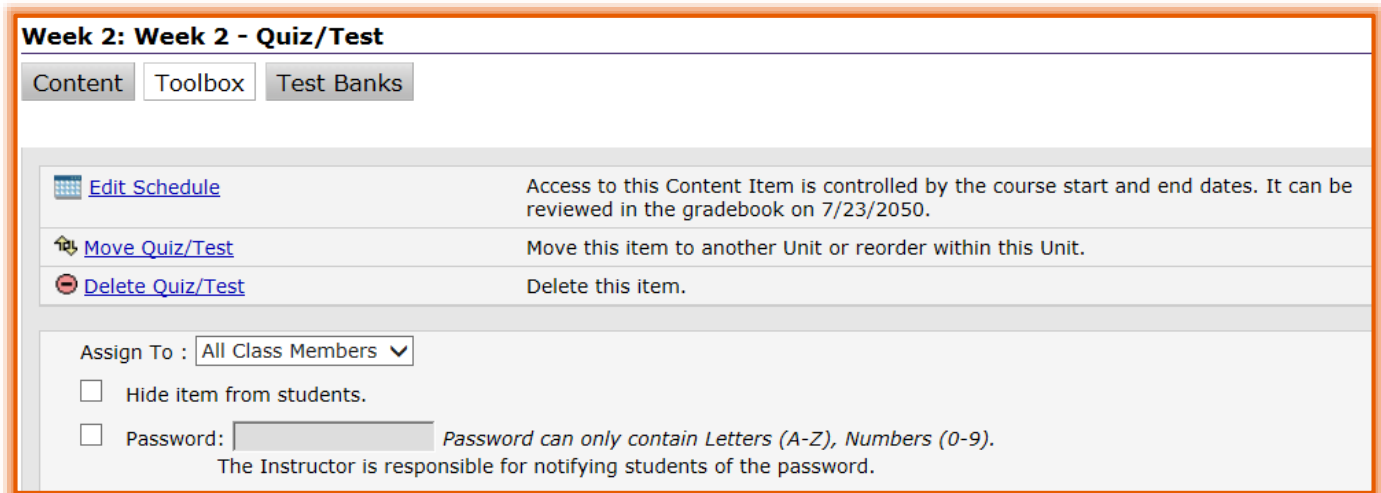
Toolbox for Exams

Each Content Item that is added to a course has a Toolbox associated with it. The Toolbox is where preferences and properties for the Content Item can be set. Most of the options in the Toolbox are common to all Content Items. However, there are some that are common to a particular Content Item such as Exams and Threaded Discussions.

- ✦ Click the **Exam Content Item** for which the preferences and properties are to be set.
- ✦ Click the **Toolbox** button (see illustration below).



- ✦ The **Toolbox** window will display (see illustration below).



- ✦ The table below shows the Toolbox options that are available for **Exams**.

Option	Do this
Edit Schedule	<p>This option is used to specify the dates and times when the Exam will be made available to students.</p> <ul style="list-style-type: none"> ✦ Open the Toolbox. ✦ Click Edit Schedule. ✦ The Schedule window will display. ✦ Select the Dates and Times that the item is to display. ✦ To Restrict Access to the exam before or after the Date and Time specified, click the check box next to the appropriate box. ✦ Specify the Gradebook Review Date. <ul style="list-style-type: none"> ✦ This defaults to the end date of the term. ✦ If this option is not changed, the students will not be able to see their grade in the Gradebook until the end of the term. ✦ Specify a Due Date if that option is applicable. ✦ Click Save & Close.
Move/Reorder	<p>Once an Exam Content Item has been added to a week, the exam can be moved to a different week.</p>

Option	Do this
	<ul style="list-style-type: none"> ✦ Open the Toolbox. ✦ Click Move _____. The exact name will be determined by the exam that is selected. ✦ Click the Move to list arrow and select the Week/Unit to which the exam is to be moved. ✦ Click the Save Changes button in the Move section. ✦ To reorder the items: <ul style="list-style-type: none"> ✦ Input a number in the Order column. <ul style="list-style-type: none"> ▪ If the order of only one item is being changed, it is not necessary to change all the numbers. ▪ If the order of more than one item is being changed, then all the numbers must be changed. ✦ Click Save Changes under the Reorder Items window.
Delete	<ul style="list-style-type: none"> ✦ Open the Toolbox. ✦ Click Delete _____. The exact name will be determined by the item that is selected. ✦ The Delete window will display. ✦ Click the Delete button. ✦ The Exam will be deleted from the course.
Assign to	<ul style="list-style-type: none"> ✦ This item is used to select an audience for the item. ✦ It is only available when groups have been setup in the course.
Hide from Students	<ul style="list-style-type: none"> ✦ Click the check box if this item is to be hidden from Course View. ✦ This means the students will not be able to view the item until the check box is cleared.
Password	<ul style="list-style-type: none"> ✦ This option is used to set a password for the exam. ✦ Students will not be able to access the exam without the correct password.
Options	<p>Select one of the following options (see illustration at end of table):</p> <ul style="list-style-type: none"> ✦ Set Time Limit – The instructor can set the amount of time the student is allowed for taking the exam. ✦ Display One Question per Page to the Student – The students will only see one question at a time, not the whole page of questions. <ul style="list-style-type: none"> ✦ Pool options and other settings will still apply to all the questions. ✦ The instructor can specify whether the student can go to the next question without answering the current one. ✦ Students may re-take the exam – This option allows students to access the exam multiple times. <ul style="list-style-type: none"> ✦ Limit Takes – This option allows the instructor to specify how many times a student may re-take the exam. ✦ Randomize Questions – This feature is available when question pools are used. The questions will be presented in a different order each time the student takes the exam.

Option	Do this
Grading and Results	<p>This section is used to select the options that allow students to view the exams in the Gradebook (see illustration on next page).</p> <ul style="list-style-type: none"> ✦ Select the Auto Grade Questions if the system is to automatically grade all objective questions in the exam. <ul style="list-style-type: none"> ✦ Short answer and essay questions will not be graded. ✦ Select both of the selections under this option: Display an Auto Graded Quick Summary or Display Auto Graded Score in the Gradebook. ✦ Select how the results of the graded exam are to display under On the Review Date. The options are: Exam Grade in the Gradebook, Exam Grade and missed questions, Exam Grade and all questions. In addition, the instructor can select whether or not students will be able to see the correct answers.
Question Configuration	<ul style="list-style-type: none"> ✦ This option allows the instructor to specify whether partial credit should be awarded for multiple answer questions (see illustration on next page).

Options

Set Time Limit: days(s) hour(s) minute(s)

Save student answers and end exam when time has expired.

Display one question per page to the student.

This option will ignore pages and questions will be displayed to students one at a time. Question order, Pools and Instructions will still be used for the student's exam.

Student must answer the presented question before moving on to the next. The student will not be able to change their answer once they've moved to the next question.

Students can re-take the exam.

After submitting answers, a student can re-enter their exam. Their previous answers and numeric score will be deleted upon re-entry. Any question level comments entered by the instructor will also be deleted. The questions will be randomized if question pools are in use. If you prefer for the questions to remain the same for each individual student, please uncheck to checkbox next to "Randomize questions on each take."

Limit takes: (Please type in numbers only.)

Randomize questions on each take (when question pools are used).

Grading and Results

- Auto-Grade questions (except Short Answer and Essay questions).
 - Display an Auto-Graded Quick Summary to students upon submit.
 - Display Auto-Graded Score in the Gradebook upon submit. (Score will not include Short Answer or Essay points until the Instructor has manually graded the questions.)

On the Review Date, display to students:

- Exam Grade in the Gradebook
- Exam Grade and missed questions
 - with answers
- Exam Grade and all questions
 - with answers

Question Configuration

Multi-Answer Question (MMC)

- Allow Partial Credit.

When selected, students will receive up to the given points on the question.