# How to Create an Online Test in Sakai

With the Tests & Quizzes tool, you can create online tests, quizzes, practice exercises and other forms of assessment. Question types can include multiple choice, true/false, matching, fill-in-the-blank, short answer/essay, and more. (You can create surveys also, but that's a bit complex and not covered here.)

This handout provides an overview of the Tests & Quizzes tool and instructions for creating online assessments. (Separate handouts are available on how to publish tests and grade tests.)

## Step 1: Enable the Tests & Quizzes tool

Before you can start using Tests & Quizzes, you must enable or "turn on" the tool in your course site.

*To enable the Tests & Quizzes tool:*
1. In your course site on Sakai, go to **Site Info** and click **Manage Tools** at the top.
2. In the list of tools, locate the **Tests & Quizzes** tool, and click to place a check beside it.
3. Click **Continue** two times, then click **Finish**. The tool is now added to your main course menu.

## Step 2: Get familiar with the "Assessments" screen

When you click on Tests & Quizzes in your course menu, you are taken to the Assessments screen. From here you can:
1. access all of your assessments
2. view and edit drafts, which only you can access (**DO NOT delete drafts! Draft tests are copied/imported to your Sakai sites**, NOT your published tests)
3. view assessments you have released (published) to students
   a. view assessments students can access and submit now (active assessments)
   b. view assessments that are no longer available to students or will be available in the future to students (inactive assessments)
4. grade and view results for assessments students have submitted

## Step 3: Create a new assessment

At the top of Tests & Quizzes, click on the **Add** tab.

On the Add page, there are two methods for creating a new assessment "from scratch".



**METHOD 1**: **Create using assessment builder**
Build a test by creating questions one at a time in Sakai.
- *Covered in this handout. See step-by-step instructions below.*

**METHOD 2: Create using markup text**
Save time by composing questions in a text editor, then copy/paste the test into Sakai.
- *See Markup text instructions at http://bit.ly/sakai-markup-text*

*To create an assessment using assessment builder:*

1. In the "Create from Scratch" box, enter a title for your assessment (as pictured above).
2. Below the title, leave the selection on "Create using assessment builder".
3. Click the **Create** button.
4. To start adding questions, click on "**select a question type**" and choose the type of question to add.



The options that appear next depend on the type of question you are adding. Each question type provides on-screen instructions specific to that question type.

TIP: For details for each question type, see the Sakai Community Tests & Quizzes user guide: [https://go.durhamtech.edu/sakai-userguide-tests]

**For most question types, you will need to enter the following:**
    a.  Answer point value
    b.  Question text
    c.  Answer: provide answer choices and indicate the correct answer

==Caution==**: Avoid "negative marking" and "points deducted" options!**
- Multiple-choice questions have an option to "Enable negative marking". Do not use this!
- True/False questions have a similar option for "Points deducted for incorrect answer". Do not use this either—leave it at zero.
- Why? Using these options results in a **double penalty for students** who get the question wrong: they will not earn points for the question and will also have additional points deducted.
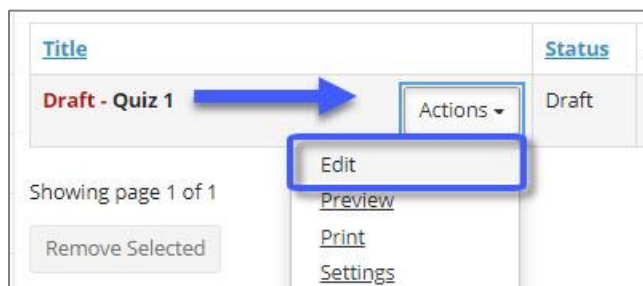
Depending on the question type, you may see additional fields, which are optional:
- Display Point Value (*leave this on Yes, so students can see what each question is worth*)
- Require Rationale (*applies to true/false and multiple choice questions: select this if you want students to provide an explanation for their answer*)
- Assign to part: (*applies only if creating a multi-part test, which is not usually needed*)
- Answer Feedback: (*can be displayed to students after they have taken the test*)

5.   After entering the needed info for the question, click **SAVE** at the bottom.
6.   Repeat steps 4 – 6 to add more questions.

## Step 4: Review your assessment (and make edits, if needed)

1.   When you finish adding questions to your assessment — or when you want to take a break — click the **Assessments** button at the top of the screen to return to the main Tests & Quizzes page.
2.   You will see your new assessment listed as a **Draft**.
To open a test to review or edit it, to the left of its title, click **Actions** and choose **Edit**.
3.   Review the existing questions to check for typos and to make sure answers are marked correctly on each question. If you need to edit a question, just click **Edit** to the right of the question, make corrections, then click **Save**.



4.   Also make sure that point values are correct on each question. Point values can be changed on the review screen; click **Update Points** at the bottom to save any changes to point values.

5.   And of course you can continue adding more questions if needed.

When your test is finished and correct, the next step is to PUBLISH it so students can see it and take it. See **How to Publish a Test** on the [Tests & Quizzes web page](http://bit.ly/sakai-tests-quizzes-tool) [http://bit.ly/sakai-tests-quizzes-tool]