DESIGNING TESTS

In this section you can design subjective tests that can be automatically graded and entered in the Grade Book. You can create surveys, develop open ended short and long answer questions, insert equations, upload files of case studies, and provide links to documents or other places in the course.

The TESTING section does not appear in the Classweb menu by default.

To create tests you need to click on UTILITIES in the menu and select the boxes next to Testing and Grade Book.

Then click on Save Changes.

Click on Testing in the menu.

Then click on CREATE TEST.

This form will appear to help you through the process.

Enter a TITLE in the test title field box, this is REQUIRED. Then enter a test description in the box. This is the introductory text that the student will see when opening the Test.

To link a test to a session click on the drop down menu and select the session.

Choose the radio button next to SURVEY or TEST.
Surveys are created the same way as tests but are not graded and do not require a correct answer. To have students see the results of the test in the Grade book, choose **YES**. This lets the students view these grades as soon as they submit the Test.

If the Test is all multiple choice and/or True/False, Classweb can automatically grade it. If the test includes short- or long-answer questions, the grade will be available to the student once grading is completed.

If you choose **"YES"** to **"Add Grade Book"** the grades will be added automatically to the Grade Book.

The instructor may select a password which students must enter before they can view the Test.

**The DISPLAY TEST option does not time your Test;** it sets the span of time during which the student may access it. You can choose to **hide** the Test from student view until the setting is changed manually, **display** the Test available to students **immediately**, or **set the dates** when the test will be made accessible to students. All fields must be entered.

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### Part 3: GRADING

- **Show Grades?**
  - [ ] Yes
  - [x] No

- **Would you like the student to view the grade, as well as your comments, upon completion of the test?**
  - [ ] Yes
  - [x] No

- **Add to Grade Book?**
  - [ ] Yes
  - [x] No

This will allow you to track the results of this test in your grade book.

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### Part 1: SECURITY

Password (optional):

Please select a password for students to use.

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### Part 5: DISPLAY TEST

Choose Option from drop-down:

- [x] Display Test Immediately
- [ ] Display/Hide Dates Below

Display Test Date:

It is required to enter a time as well as a date.
**Equations and Files:** you may have the instructors add equations and files to Test’s – or add equations to Test question responses.

**Question Pooling:** This section has two options. The first provides the ability to randomize questions within each section.

The second allows questions to be randomly drawn from a pool.

Once you have completed the option click on the Create Test button.

**CREATING SECTIONS AND TEST QUESTIONS**

To create a new section give the section a TITLE and a description.

and click on the ADD SECTION button at the bottom of the form.

To add questions click on the Add Question button that will appear at the bottom of the page.
An Add Questions form will appear. Choose the number of Multiple Choice, True/False, Short Answer and Long Answer questions. If Multiple-Choice questions are desired, enter the number of distracters needed in the how many answers field.

Choose to Add, Default Points for each question and (if pooling was chosen) the number of Viewable Questions that will appear on each student’s test. Enter the appropriate data into the corresponding boxes.

Click on the Create Questions button.

CREATING A GRADE BOOK

Click on Grade Book in the left navigation bar. If you do not have a grade book click on the ADD EDIT button. Write the name of the item in the New Item field and the number of points. Define the number of total points.

Click on the Submit.

Click on Grade Book at the top.
POSTING GRADES

To post a single student’s grade, click on the N/A link next to the total points available under the item to be graded.

A separate window will pop up inside your screen.

Enter the student’s grade in the appropriate box and a comment. Click on the Submit button

If you want to assign grades manually to the entire class, click on the link that has the item name (ex: test 1).

NOTE:
If you want the grades to appear automatically in the grade book after a test. Choose the option when you CREATE A TEST in the TESTING section.
To e-mail a message to a student from the Grade Book page:
• Click on a student name. The link will open a box labeled Individual E-mail Message. Complete the form.
• Click Submit Message.

to download the Grade Book to Microsoft Excel:
• To convert the Grade Book to a spreadsheet, click on the Download to Excel.
To reset or delete grades for individual items Choose Controls.

SETTING GRADE BOOK OPTIONS
Click on OPTIONS in the Menu.

• Choose a Viewing Preference to set the Grade Book viewing choices available to students
• Choose a preferred Mathematical Calculations method from the dropdown menu labeled Currently Math is.
  Choose from:
  Enable: Prometheus will calculate a student’s average and an average for each graded item.
  Disable: No averaging of tests or computation of final averages will occur automatically. Use this option if letter grades are used.
• Choose the preferred method to calculate averages from the drop-down menu labeled Calculate Final Grade.
  Choose from:
  ➢ By Points Earned: All points a student earns will be summed, and all total points available will be summed. The student’s average will be equal to the total points earned divided by the total points available.
By Averaging Scores: A percentage will be calculated for each graded item, and these percentages will be averaged to compute the final student average. For example, suppose a student had two exams, and scored 9/10 and 100/100. By the “by points earned” averaging method, the student would receive an average of 109/110, or 99.09%. By the “by averaging scores” method, the student would receive a 90% on the first exam and a 100% on these exams, resulting in a final average of 95%. Only entered scores are included in calculations; to assure accuracy, ‘N/A’ s must be changed to ‘0’ or greater to be included in the final calculation.

By Using Weighted Averages: This option combines the use of the averaged score with a selected ‘worth’, or weight. It allows the choice of amount that a certain Grade Book item will count toward the final grade. For example, a project earning a possible 100 points may be weighted to be worth 20% of a student’s grade, and a quiz earning a possible 50 points may be worth 10% of a student’s grade. Prometheus automatically calculates the grades on the individual items, and then applies the weight entered to produce the combined weighted average for the graded items.

Click on the Submit button. The Grade Book page will appear, with all choices.