

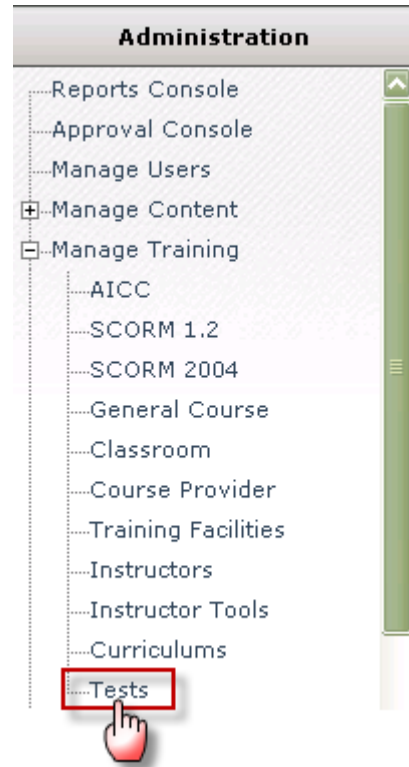
ILEARNOREGON

CREATING A TEST

This job aid provides you with the minimum steps that you need to take in order to create a test.

To create a new test in iLearnOregon you need to complete the following steps:

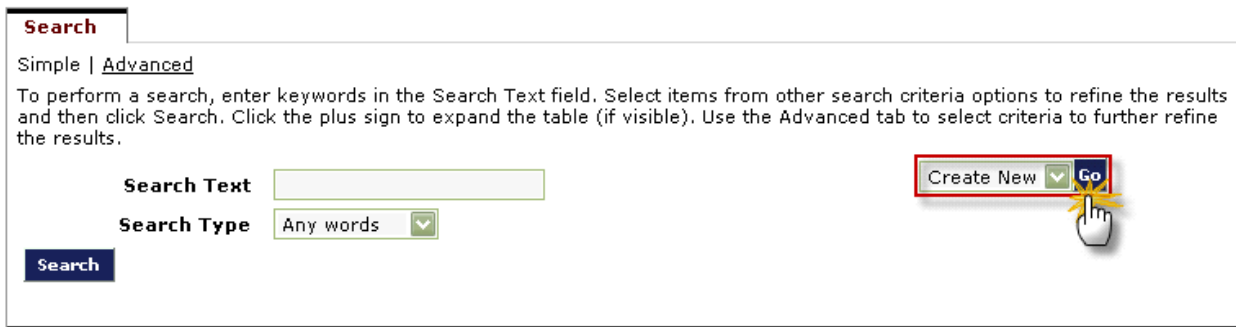
1. Click **Administration**.
2. Click the plus sign next to **Manage Training**.
3. Click **Tests**.



4. Select **Create New** from the Page menu.
5. Click **Go** to access the Edit Summary page.

Tests

Search for, create and manage tests in this area. After tests are created, they can be published so that users may access and take them.



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6. Complete the form by entering data in the fields as explained below. *All required fields are marked with an * asterisk.*

Summary | Structure | Permissions | Activity | Content Sharing

Edit Summary | Comments | Preview

Enter new or change existing summary information about this item. The system when users perform searches.

* Title

* Description

* Keywords

Check Spelling

- **Title:** The title must contain the agency acronym followed by the test name (i.e. DAS – Excel Introduction).
- **Description:** An explanation of the test.
- **Keywords:** Words and phrases that relate to the test that may not already be included in the title or description.


Create | Cancel



7. Click *Create*. The Edit Structure page displays.

From the Edit Structure page there are 2 options in the drop down menu: create a new group or link to an existing group. Select what action you want to take and click *Go*.

Note: You have to create at least 1 group for every test.

DAS - Test 


The test was created. Now you may add question groups and add questions to the groups.


Search for, create and manage tests in this area. After tests are created, they can be published so that users may access and take them.

Summary | **Structure** | Permissions | Activity | Content Sharing

Edit Structure

Existing test question groups are displayed below. Use the Page menu to add new or existing groups. Use the Action menus to add new questions and manage existing content. Use the checkboxes and "Delete" to delete groups and questions.

Create New Group  **Go**

Records found: 0 

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To create a new question group:

8. Select *Create New Group* from the page menu.
9. Click *Go*. The Edit Question Group tab displays.

Question Group Activity

Edit Question Group Comments Preview

Enter new or change existing summary information about this item. The system also uses summary information to find the item when users perform searches.

* **Title**

* **Description**

* **Keywords**

* **# of Questions to Ask**

Check Spelling

- **Title:** Add the title of the question group.
- **Description:** An explanation of the question group.
- **Keywords:** Words and phrases that relate to the test that may not already be included in the title or description.
- **# of Questions:** Enter the number of questions from the group that you want to be asked in any version of the test in the # of Questions to Ask field.

Create **Cancel**

10. Click *Create*. The Edit Activity tab displays confirming that the question group was created.

DAS - Test

The test group was created.

Search for, create and manage tests in this area. After tests are created, they can be published so that users may access and take them.

Question Group **Activity**

Edit Activity Comments

Select an activity level. If you want to enter a specific date range for activity, use the calendar icon (auto-fills month/day/year and removes the checkmarks for no start and end dates) or use the menus and year field (click the checkboxes to remove the checkmarks for no start and end dates).

* **Activity** Inactive Active

Start Date Month Day Year 12:00 AM
 No Start Date

End Date Month Day Year Midnight
 No End Date

Save **Return**

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To add an existing question group:

11. Select **Add Existing Group** from the Edit Structure tab.
12. Click **Go**. The Add Groups tab displays.

Edit Structure

Existing test question groups are displayed below. Use the Page menu to add new or existing groups. Use the Action menus to add new questions and manage existing content. Use the checkboxes and "Delete" to delete groups and questions.

Add Existing Group

Records found: 1

	Title	# to Ask	# Questions	Locked	Linked	Action
<input type="checkbox"/>	DAS - Test	1	0	No	No	Manage <input type="button" value="Go"/>

13. From the Add Groups tab, type a keyword or phrase in the **Search Text** field.
14. Click **Search** to view a list of question groups that match your search criteria.

Add Groups

To find existing question groups, type keywords in the Search Text field. Select a search type from the menu to refine the results and then click Search. Click checkboxes to indicate which groups you want to copy and/or link, and click Select.

Search Text

Search Type Any words

15. Review the list of search results and find the question group you are looking for.
16. Click either the **Link** or **Copy** checkbox to the left of the question group. **Note:** When you link a question group and edit it, your changes affect this test and any other test (except for tests that have been made available) that contain the question group.

Add Groups

To find existing question groups, type keywords in the Search Text field. Select a search type from the menu to refine the results and then click Search. Click checkboxes to indicate which groups you want to copy and/or link, and click Select.

Search Text

Search Type Any words

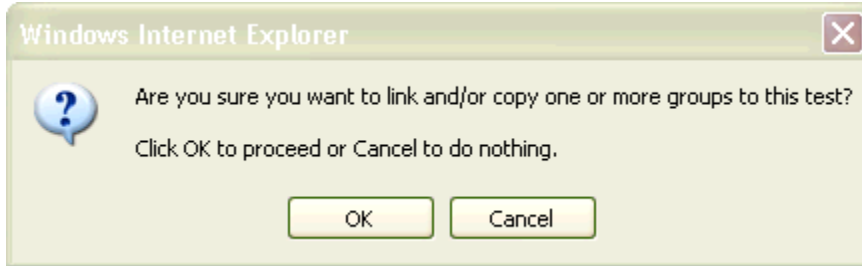
Records found: 1

Link	Copy	Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waste handling Basic questions for comprehension

17. Click **Select**. A confirmation message displays.

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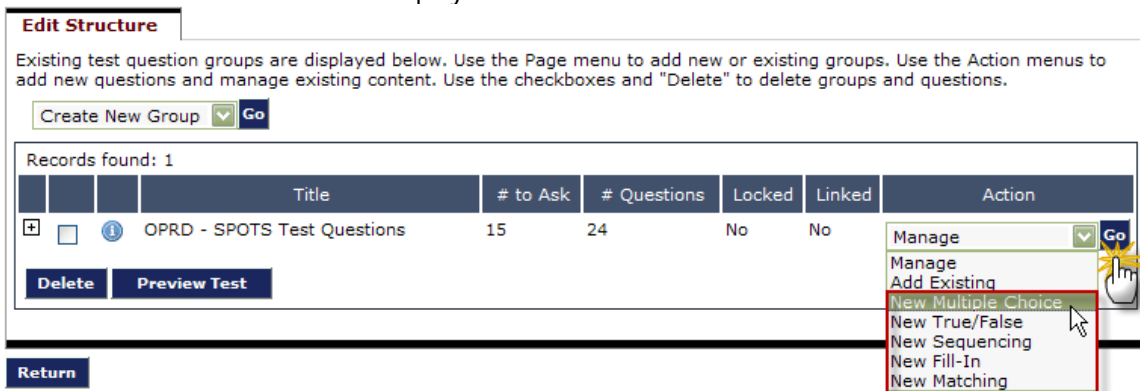
18. Click **OK**.



To create new questions:

19. From the Action Menu, select the type of question you want to add next to the test question group for which you want to add a question.

20. Click **Go**. The Edit Question tab displays.

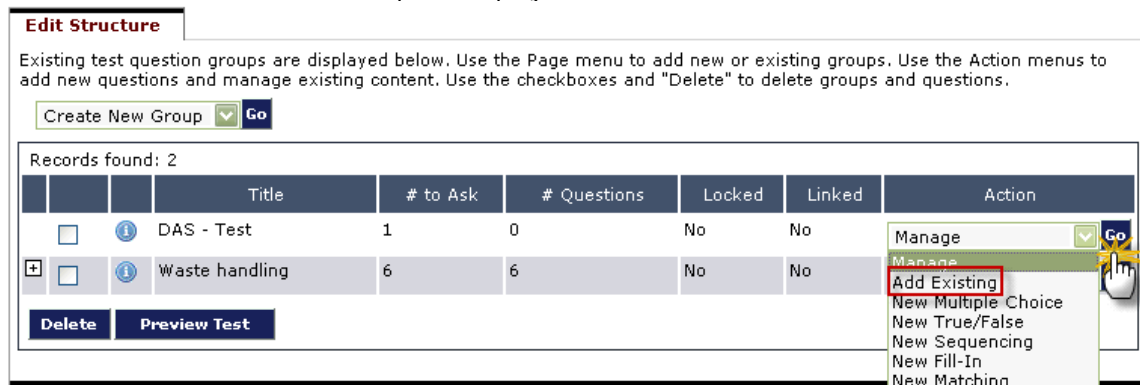


21. Click **Go**. The Edit Question tab displays. Based on the question type you selected, the Edit Questions screen will look different. Make sure to complete all the fields with an * next to them and then select Create.

To copy or link to existing questions:

22. From the Action Menu, select **Add Existing**.

23. Click **Go**. The Edit Question Group tab displays.



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24. Type a keyword or phrase in the Search Text field.
25. Click **Search** to view a list of question groups that match your search criteria.

Add Questions

Use Search to find existing questions. Click the checkboxes in the Link/Copy columns to indicate which questions you want. Click Select to add the questions.

Search Text

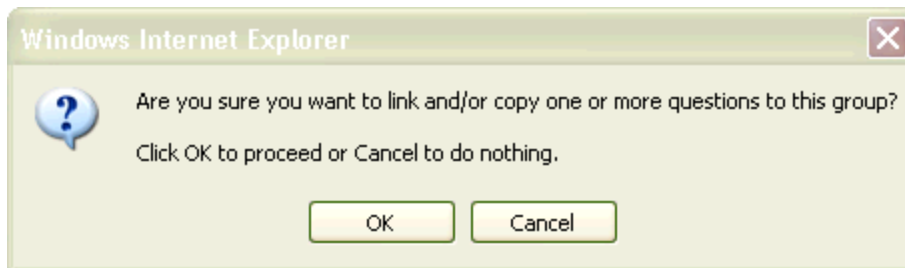
Search Type Any words

Question Type

26. Click the checkbox in the **Link** or **Copy** column for the question that you want to link or copy. You may select multiple checkboxes to link/copy multiple questions. **Note:** When you link a question and edit it, your changes affect this test and any other test (except for tests that have been made available) that contain the question.

Link	Copy	Question	Type
<input type="checkbox"/>	<input type="checkbox"/>	A purchase of \$2,850.00 can be split so the SPOTS Card may be used to pay for the purchase.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	A purchase of \$2,850.00 can be split so the SPOTS Card may be used to pay for the purchase.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	All State of Oregon purchasing rules have to be followed using the SPOTS card.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	All State of Oregon purchasing rules have to be followed using the SPOTS card.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	How often is SPOTS refresher training required?	Multiple Choice
<input type="checkbox"/>	<input type="checkbox"/>	Receipts are not required for SPOTS Card purchases.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	Receipts are not required for SPOTS Card purchases.	True/False
<input type="checkbox"/>	<input type="checkbox"/>	SPOTS Card purchases may be made at all of the following except:	Multiple Choice

27. Click **Select**. A confirmation message displays.



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28. Click **OK**. The Edit Structure tab displays and the question(s) you copied are displayed in the question group that you added them to.

Edit Structure

Existing test question groups are displayed below. Use the Page menu to add new or existing groups. Use the Action menus to add new questions and manage existing content. Use the checkboxes and "Delete" to delete groups and questions.

Create New Group

Records found: 2

	Title	# to Ask	# Questions	Locked	Linked	Action
<input type="checkbox"/>	DAS - Test	1	1	No	No	Manage <input type="button" value="Go"/>

Type	Question	Locked	Linked	Action
<input type="checkbox"/>	True/False A purchase of \$2,850.00 can be split so the SPOTS Card may be used to pay for the purchase.	No	No	Manage <input type="button" value="Go"/>

To publish a test:

29. Locate the test you just finished creating. Select **Lock Test** from the Action menu for the test and click **Go**.

Search

Simple | Advanced

To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Click the plus sign to expand the table (if visible). Use the Advanced tab to select criteria to further refine the results.

Search Text:

Search Type:

Records found: 1

Title	Locked	Action
DAS - Test	No	Manage <input type="button" value="Go"/> Manage Lock Test Copy Preview Test

30. Click **OK** in the confirmation window. The system checks the test for general problems (e.g., not having the correct number of questions in a group, not having a choice selected as a correct answer). The test is now locked against any changes. **Note:** If any problems are identified, the system lets you know what they are so you may correct them.

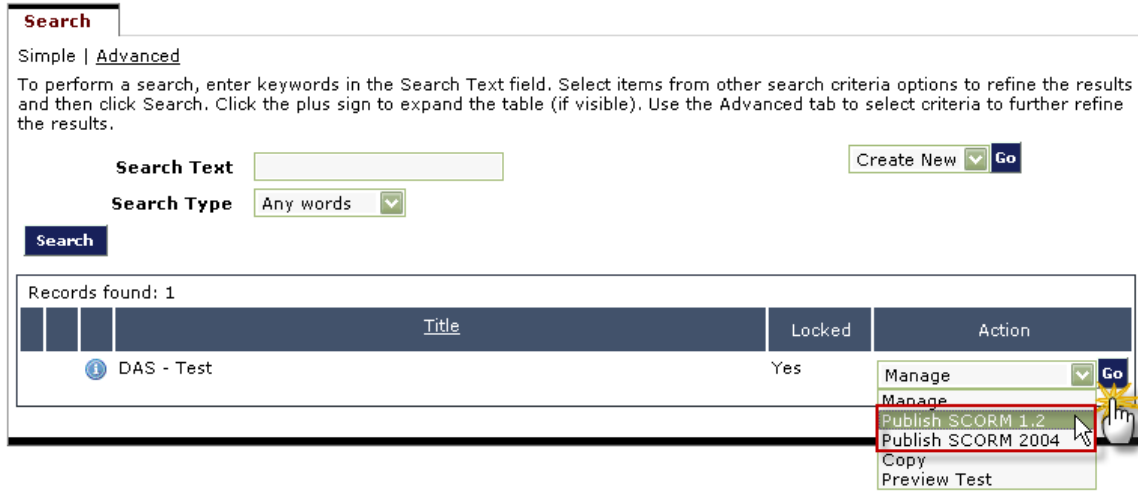
Windows Internet Explorer

Are you sure you want to lock the test? You may not make any further modifications to the test after it is locked. Click OK to proceed or Cancel to do nothing.

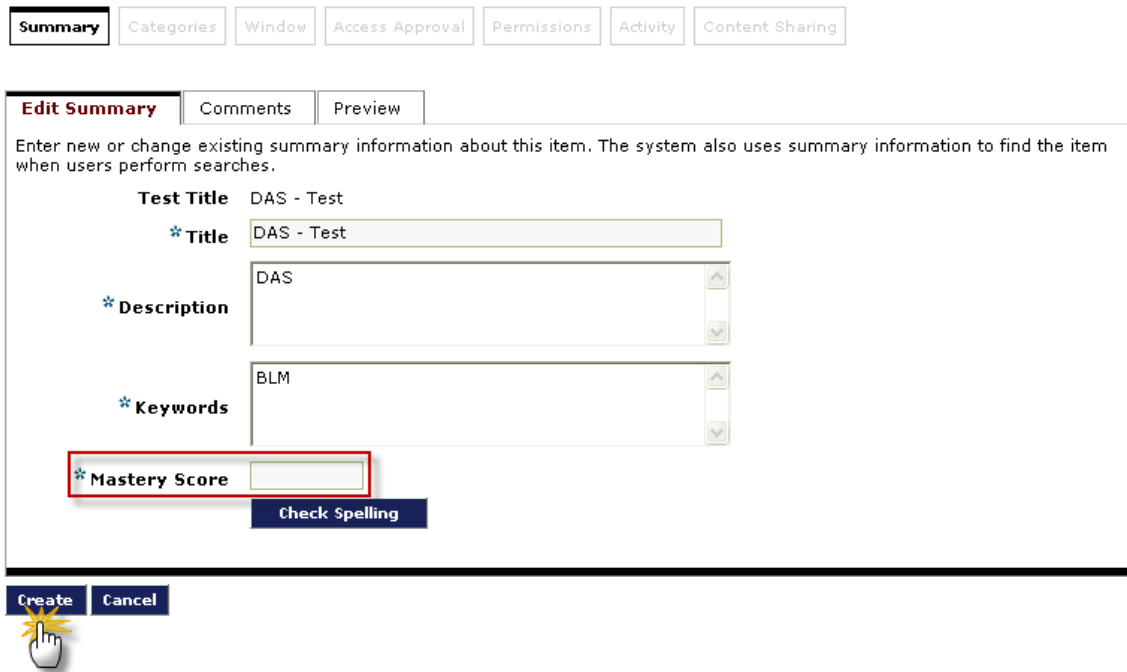
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31. Select **Publish SCORM 1.2** or **Publish SCORM 2004** from the Action menu for the test and click **Go**. The workflow for a published test displays.



32. The Edit Summary tab will display. Make sure all the information is correct and enter the highest score a student may receive if they answer all of the questions correctly in the **Mastery Score** field.



33. Click **Create**. You see a confirmation screen.
34. Click **Check In**.

DAS - Test
The published test was created.

Use the workflow steps to create and manage a published test for users to take.

