

Creating a Test from a Pool

A test is a series of questions an instructor presents to students. The purpose of the test can be to evaluate concepts, provide drill, or practice exercises. Student answers can be submitted for grading, and the results are recorded under each student entry in the Grade Center.

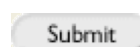
Step 1: Click on the **Test Manager** link in *Assessment* area of Control Panel.



Step 2: Click the **Add Test** icon.



Step 3: Type the **Name** of the Test, the **description** and **Instructions**. When finished **click submit**



Test Information

Enter the name, description, and instructions.

1 Test Information

Name

Enter the name of the Test This title should be as clear as possible

Description

Rich text editor with toolbar (Times New Roman, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Text Color, Background Color, Insert Link, Insert Image, Print).

Enter the description of the test. The students will see the description under the link to the quiz after you make the quiz available.

Instructions

Rich text editor with toolbar (Times New Roman, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Text Color, Background Color, Insert Link, Insert Image, Print).

The instructions should be **concise and clear**. This is what the **student will see** when they take the test

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Step 4: This is where you normally choose the question types for your assessment.



Test Canvas

Add, modify, and remove questions. Select a question type from the Add Question dropdown list and click Go. Default options, such as feedback and images, are available for question creation.

Selection: **Calculated Formula** | GO | Creation Settings

- Calculated Numeric
- Either/Or
- Essay
- File Response
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False
- Random Block
- From a Question Pool or Assessment
- Upload Questions

Choose either a **Random Block (Step 5A)** or from a **Question Pool or Assessment (Step 5B)**.

Step 5A: Random Block

Add/Modify Random Block

Search the Pools below:

- Chapter 1 Managerial Accounting and the Business Environment (40)
- Chapter 2 Cost Terms, Concepts, and Classifications (231)
- Chapter 3 Systems Design- Job-Order Costing (182)
- Chapter 4 Systems Design-Process Costing (237)
- Chapter 5 Cost Behavior-Analysis and Use (147)
- Chapter 6 Cost-Volume-Profit Relationships (206)
- Chapter 7 Variable Costing-A Tool for Management (162)
- Chapter 8 Activity-Based Costing-A Tool to Aid Decision Making (104)
- Chapter 9 Profit Planning (128)
- Chapter 10 Standard Costs and the Balanced Scorecard (180)

Search the Pools below:

<input checked="" type="checkbox"/> All	<input type="checkbox"/> True/False
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Matching
<input type="checkbox"/> Multiple Answer	<input type="checkbox"/> Ordering
<input type="checkbox"/> Fill in the Blank	<input type="checkbox"/> Essay
<input type="checkbox"/> Calculated Formula	<input type="checkbox"/> Calculated Numeric
<input type="checkbox"/> File Response	<input type="checkbox"/> Hot Spot
<input type="checkbox"/> Fill in Multiple Blanks	<input type="checkbox"/> Jumbled Sentence
<input type="checkbox"/> Opinion Scale/Likert	<input type="checkbox"/> Short Answer
<input type="checkbox"/> Either/Or	<input type="checkbox"/> Quiz Bowl

Number of questions to import:

Points per question:

Cancel Import

Step 1: Choose Test/Pool

Step 2: Choose type of questions

Step 3: Enter number of questions to use

Step 4: Enter the point per question

Step 5: Click Import

Step 5B: From a Question Pool or Assessment

Search Pools and Assessments

Step 1: Choose Test Pool

Step 2: Choose type of question or leave the default set to All.

Step 3: Use the current point value assigned to the questions or assign your own

Step 4: Click Search

36 | ACCOUNTING SUPER-COURSE (360) | ACCOUNTING SUPER-COURSE (360) | CONTROL PANEL | TEST MANAGER

Search Pools and Assessments

Select All Remove All Insert

Question	Question Text	Source	Type	Preview
<input type="checkbox"/>	Multiple Choice Which major activities do managers carry out?	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice In an organizational chart, what do the boxes represent?	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice In the United States, the manager of the accounting department is known as the:	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice Recent information suggests that management accounting is about helping managers pursue organizational goals, and that:	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice Since the early 1990s, companies have gone through several waves of improvement programs. All of the following represent improvement programs except:	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice The just in time (JIT) production model of the lean thinking model would likely have the most profound effects on the operations of companies that maintain:	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice Which of the following is true of just-in-time (JIT) production systems?	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice Which of the following is a procedure inherent in the Theory of Constraints?	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice The process improvement method that relies on customer feedback and fact-based data gathering and analysis techniques to drive process improvement is known as:	Chapter 1 Multiple Choice Quiz	Test	Preview
<input type="checkbox"/>	Multiple Choice The IMA's Standards of Ethical conduct for Practitioners of Management Accounting and Financial Accounting includes which of the following broad categories?	Chapter 1 Multiple Choice Quiz	Test	Preview

Select the questions to add to the assessment. Click **Submit** to finish. Click **Cancel** to return to the previous page.

Cancel Submit

Step 5: Checkmark the questions you want to use.

You can preview the question by clicking on the preview button to the right of the screen selections

Step 6: Click Submit

Step 7: Repeat steps 1 -6 for each pool/test and/or page.