

Course Materials: Tests/Quizzes

Create tests/quizzes in your Schoology course to assess your students' grasp of the material or evaluate their preparedness for class. Each test/quiz is automatically graded (unless you've included a subjective question, such as a short answer/essay), providing you with instant and powerful feedback that can help guide your upcoming lesson plans.

You can manually override grades, add comments, and customize a wide array of settings for each test/quiz.

- If you use Schoology Enterprise and there is no Test/Quiz option in your organization, please reach out to your Schoology representative.
- The option to create a Test/Quiz is no longer available on Schoology Basic.

Create Tests/Quizzes

1. Click **Add Materials**.
2. Select **Add Test/Quiz**.
3. Fill out the Create Test/Quiz form.
 - Set a Due Date to place the test/quiz in the Course Calendar and Upcoming area.
 - Set a Category to include the test/quiz in your gradebook.
 - Use Period to choose a grading category from the drop-down menu.
 - Set a Scale for the test/quiz.
4. Click **Create** to complete.

Tests/Quizzes can also be created within course folders, or added to folders after their creation.

Options

Use **Options** to turn on/off the following features:

- Use Individually Assign (Enterprise only) to only display the assignment to a specific member of the course or a grading group.
- Published to Students displays or hides the test/quiz from the student's display.

Using Published determines whether students see the test/quiz on the course Materials page. This is different from the Allow Attempts option in the Settings tab of the test/quiz, which determines when students can begin taking the test/quiz.

- Enabling Grade Statistics displays the statistics for the test/quiz to students.
- Enabling Comments allows students to comment on the test/quiz.
- Copy to: Test/Quizzes can only be copied after all questions have been created and finalized.

Add Questions

To create questions:

1. Click **Add Question**.
2. Select a question type from the menu.
3. Fill out the question.
4. For multiple-choice or true/false questions, you can also add feedback:
 1. Click **Show Feedback**.
 2. Add answer-level feedback in the text fields for each answer choice.
 3. Add question-level feedback in the text fields for the answer choices, labeled Incorrect Response Feedback and Correct Response Feedback.
 4. To hide feedback, click Hide Feedback.
5. (Optional) Add a learning objective to the test/quiz question.
6. Click **Create Question** to complete.

- There is a limit of 200 questions per test/quiz.
- Emojis are not supported in tests/quizzes.

Add Questions from Question Banks

Once you have a Question Bank in Schoology, you can build tests/quizzes with questions from the banks. You can add individual questions from a question bank, or you can add a random selection of questions from multiple question banks when you create your quiz.

To add individual questions from one question bank to a test/quiz:

1. Create a test/quiz, or click on the name of the test/quiz to which you'd like to add questions.
2. In the Questions tab, click **Add Question** and select **From Question Banks** in the menu.
3. In the Import from Question Banks window, select **Individual Questions**.
4. Click the Question Bank from which you'd like to import questions.
5. Select the box of the question(s) you'd like to import. To import all questions, select the **Auto-select** button.
6. Using Auto-select (optional): To insert a set number of randomly-selected questions from the bank. When you use the Auto-select feature, the selected number of questions are added to the test/quiz, and all students in the course receive the same set of questions.

Auto-select ▾ Browse · Selected (0)

Number of Questions: /21

Select Cancel

1. Click **Auto-select**.
2. Enter the number of questions you'd like to add to the test.
3. Click **Select**.
7. Enter a point value for each question to set the number of points each question is worth. To set a consistent point value for each question, click the **Set Points** button and enter a value in the Points Per Question field.
8. Click **Add Questions** to complete.

To add a random selection of questions from one or more question banks to a test/quiz:

1. Create a test/quiz, or click on the name of the test/quiz into which you'd like to add questions.
2. In the Questions tab of the test/quiz, click **Add Question**.
3. Select **From Question Banks**.
4. In the Import from Question Banks window, select **Random Questions**.
5. In the Select Question Banks window, select one or more of your question banks to pull from. You can select as many as you'd like.
6. Click **Select Question Banks**.
7. In the Add Random Questions window, enter:
 - The number of questions that you want to generate from each bank.
 - How many points each question is worth.
8. Click **Add Questions** to complete.

Each quiz will contain the determined number of questions from the selected question banks. Each student in the course receives a unique set of questions. Even if students receive a few of the same questions, they will display in a different order, so no test is alike. This helps maintain the validity of your quiz results.

Having a question bank strategy and strict labeling system can separate good tests from great ones. Think about how your random tests might turn out if you organize your question banks by lesson unit, question type, learning objective, or even learner type (e.g., visual, auditory, etc.).

Import a Test/Quiz

To import a test/quiz from Blackboard 7.1-9.0, Edmastery, or ExamView, follow these steps:

1. Click **Add Question**.
2. Select **Import Test/Quiz**.
3. Select to import from Blackboard 7.1-9.0, or Edmastery. ExamView questions can be imported by first exporting them to the Blackboard format.
4. Click **Next**, and select a file from your computer.
5. Click **Import** to complete.

Settings

Click **Settings** of the Test/Quiz profile to adjust the following settings:

Instructions: The text you enter here will be accessible while students are taking the test/quiz. Use the Rich Text Editor tools to add multimedia content or attachments to the instructions.

Submissions: Specify if students can take the test or quiz, and when they have access to it. This is separate from the publishing feature on the test/quiz profile:

- **Enable:** Students can open and take the test.
- **Enable until:** Students can take the test until the date and time you specify in the Until field that displays.
- **Enable from...until:** Students can begin the test after the date and time indicated in From and before the date and time in Until.
- **Disable:** Students can not take the test.
- **Time Limit:** Set a time limit for the entire test/quiz.

The default setting for test/quiz availability is Disable. If your students can open the test/quiz but the Start New Attempt button is not available, you may need to switch this setting to one of the Enable options.

- **Attempt Limit:** Specify a limit to the number of times a student can take the test/quiz. If students can take it more than once, use the Grade By menu to select how to grade the test/quiz.
- **Randomize Order:** Randomizes the order of the questions on each student's test/quiz, enabling you to give students a different version of the same test/quiz. Selecting **Yes** ignores page breaks, and students will see one question per page.
- **Paging:** A quick way to set one question per page. Or, you can determine where page breaks fall in the test by inserting your own using the Add Question and selecting **+Page Break**. Then, on the test/quiz Settings page, select **Using Page Breaks** from the Paging dropdown.
- **Language Keyboard:** Select **Spanish** in this menu to provide a keyboard in the browser that includes Spanish accent marks that students can select while answering short answer and fill-in-the-blank questions.
- **Question Review:** If enabled, students can see an overview page at the end of the test/quiz where they can review their answers before submitting.
- **Resumable:** Enables students to resume an incomplete submission.
- **View Submissions:** Enables students to review their submissions (and whether they answer questions correctly or incorrectly) after submitting the test/quiz.
- **Hide point values:** Enables you to hide the point value for each question. If you choose to display the point values and enable the View Submissions setting, the total point values display when students review their submissions.

Preview Test/Quizzes

You can preview the quiz from the Preview area. This feature enables you to check your questions and settings before you make the test available to students.

Grading Tests/Quizzes

Results

Once your students take the quiz, the results are immediately cataloged for you from the Results tab of the quiz. This area enables you to review student submissions by student or by question. Use this in conjunction with View Stats to understand how your students performed on the test.

The default display of the Results tab displays submissions in the View by Student area. If your test/quiz has subjective questions, you must grade the test or test question manually for the student to receive a score.

To grade a test/quiz from the View by Student area:

1. To grade the overall test, click on the asterisk, and enter a score.
2. To grade a student's test/quiz submission, click the **View Attempts** option.
3. If your test/quiz allows for multiple submissions, each submission displays with the selected student's name. To review a particular submission, click the gear icon, and then select **View/Edit** from the menu.
4. Enter a score for the subjective question, and adjust other automatically graded questions if needed.
5. Click **Save Changes**.
6. Click different student names to toggle to their submissions.

To grade a test/quiz from the View by Question area, follow these steps:

1. Click **View by Question** to display a list of test/quiz questions. Here, you can click **See Stats** next to each question to review question-level data about how your students performed on each question. The screenshot below displays stats on a multiple-choice question. Here, 25 percent of students chose **keratinocytes**, 50 percent chose **melanocytes**, and 25 percent chose **adipocytes**. No students chose the correct answer, so the most points earned displays as **0**, and the average points earned is also **0**.

Question 5: These cells stand guard against toxins, microbes and other pathogens.

Multiple Choice - 10 points

Points Earned - Most: 0 - Least: 0 - Avg: 0

[See stats](#)

keratinocytes: 1 (25%)

melanocytes: 2 (50%)

adipocytes: 1 (25%)

2. To enter a grade for a particular question, click **View Responses**:
3. Enter a score for the subjective question, or adjust the automatically graded question if needed.
4. Click **Save Changes**.
5. Click **View by Question** at the top to return to the list of questions.

Unsubmit Attempt

To unsubmit a student attempt from the View by Student area:

1. From the student's name, click the **View Attempts** option.
2. Click the gear icon.
3. Select **Unsubmit**.

- Unsubmitting an attempt cannot be undone. If you have deleted an attempt and need to restore it, contact Schoology Support.
- If a student resumes after the teacher has un-submitted their submission, the timer will not resume or restart.

View Stats

View Stats provides key statistics for a Test/Quiz including:

- # Grades: The total number of grades recorded.
- Max Points: Total points possible for the quiz.
- Highest Grade: The highest grade achieved.
- Lowest Grade: The lowest grade achieved.
- Average: The average for all grades achieved, or the Mean.
- Standard Deviation: The amount of grade variation.
- Median: The 'middle' grade.
- Mode: The most common grade.